

21st CCLC COVID-19 Relief Supplementary Award Guide

Introduction

The Wisconsin Department of Public Instruction (DPI) recognizes that, in this unprecedented time, there are many unknowns and challenges that 21st Century Community Learning Center (21st CCLC) grantees have never before had to address. During the last several months, 21st CCLC grant staff have demonstrated creativity, ingenuity, and perseverance in responding to the COVID-19 crisis. Programming has expanded and adapted to meet the needs of students and families throughout Wisconsin. This school year program expenses and needs may look very different from those of the 2019-2020 school year. In recognition of this changing out-of-school time landscape, DPI is leveraging some of the unallocated 2018-19 21st CCLC federal award to create 21st CCLC COVID-19 Relief Supplementary Grant awards for all eligible grantees (eligible grantees include those with one or more currently-funded 21st CCLC sites) that apply.

Grant funds are intended to assist with expenses, which may exceed the base award available, directly related to the COVID-19 pandemic and its impact on program operations. As a reminder, 21st CCLC funds, including 21st CCLC COVID-19 Relief Supplementary Awards, can only be used to support programming that occurs during the time period that the program has determined to be “out-of-school time.”

Allowable expenses associated with this award include:

- Personnel Expenses
 - Increased staffing expenses
 - Staff training
- Purchased Services
 - Increased transportation expenses
 - Expanded program services for students and families
 - Contracted services (e.g., for additional space, community partners to expand access to services, cleaning services, etc.)
- Non-Capital Objects
 - Costs associated with Personal Protective Equipment (PPE), sanitizing materials, thermometers, and other health monitoring or mitigation materials
 - Supplies related to establishing physical distancing (e.g., tape, cones, additional seating, etc.)
 - Supplies needed for expanded program services for students and families
 - Virtual or remote activity support materials (i.e., additional software licenses)
 - Additional supplies needed to minimize the sharing of materials between participants
 - Staff communication tools (e.g., walkie talkies)
- Other Objects
 - Virtual learning platform fees or subscriptions (e.g., Zoom)

Guiding questions for applicants to consider when identifying program needs and associated expenses:

- What barriers exist in your community that may prevent the students and families most in need of program services from accessing or participating in the 21st CCLC-funded activities listed in the approved grant application?
- What steps are being taken to address or overcome these barriers?
- What costs associated with the steps taken to address barriers exceed the current base award amount?
- What other funding sources exist to support the costs associated with identified barriers?
- Are the identified costs allowable, reasonable, and necessary for providing services to students and families most in need?

Review

As part of the 21st CCLC COVID-19 Relief Supplementary Award application, grantees will be asked to identify COVID-19-related expenses that exceed the base grant award amount and provide a succinct description of how the expenses will support safe program operation and enable the program to overcome barriers to participation in grant-funded activities faced by the students and families most in need of services. To the extent possible, applicants should highlight specific expenses and prepare a clear rationale that demonstrates the proposed expenses are allowable, reasonable, and necessary to meet basic program operations. The DPI will not approve budget items that are not allowable, or reasonable and necessary, to carry out programming.

In the appropriate application section, applicants should identify the specific expenses that exceed the available funds and prepare a clear rationale that demonstrates these expenses are reasonable and necessary to meet basic program operations. The DPI will not approve budget items that fail to demonstrate that they are reasonable and necessary to carry out programming. A cost is “reasonable” if, in its nature and amount, it does not exceed that which would be incurred by a prudent person or in the absence of federal funds. A cost is “necessary” if it meets an important program objective, meaning it must address an existing need. Vague or incomplete responses will not be accepted.

DPI staff will use the following rubric to determine whether or not an application adequately meets the purpose of the funds.

| Does Not Meet Requirement: | Meets Requirement: |
|---|--|
| <p>The applicant provides a description of the 21st CCLC COVID-19 Relief Supplementary Award funded expense, but the description does not demonstrate that the expense will 1) facilitate safe program operation; 2) ensure equitable access to, and participation in, grant-funded activities for students and their adult family members most in need of program services; and 3) be reasonable, necessary, and allowable to carryout program operations.</p> | <p>The applicant provides a thoughtful, specific, and succinct description for each expense type included in the application that is connected to the related budget items listed.</p> <p>The description demonstrates that the expense will (1) facilitate safe program operation; (2) ensure equitable access to, and participation in, the grant-funded activities for students and their adult family members most in need of program services; and (3) be reasonable, necessary, and allowable to carry out program operations.</p> |

Budget and Rationale

The 21st CCLC COVID-19 Relief Funds application primarily consists of two elements: 1) a list of proposed

expenses, or budget items; and 2) a rationale for each listed expense.

There are four categories for which you may apply for 21st CCLC COVID-19 relief funds: 1) personnel expenses; 2) purchased services; 3) non-capital objects; and 4) other objects. These four areas correspond to the 21st CCLC budget forms, as grantees will be required to submit a Budget Change Request once notified of the award amount. Each program area is then broken down into sub-areas, as listed above under allowable expenses. Grantees are required to provide a budget amount for each sub-area, as well as a rationale that demonstrates the proposed expenses adequately meet the purposes of the funds, as described in the review section, above.

Note that limited funds are available; therefore, the DPI cannot guarantee that the full funding requested will be awarded.

Personnel Expenses

Personnel expenses include all personnel to be paid for using 21st CCLC COVID-19 Relief Supplementary Grant funds. Do not include contracted personnel employed by other agencies in this section. Contracted personnel employed by other agencies should be included under Purchased Services. Grantees will need to provide each personnel position or title and the respective cost for any employee to be paid directly from the 21st CCLC COVID-19 Relief Supplementary funds. This should include the project full time equivalent (FTE) or limited term employee (LTE) percent of the time the position will be (e.g., three additional staff @.3FTE, \$18,500). In the rationale include an explanation of each sub-area that meets the requirements for a complete response, outlined in the review section, above. An example response that meets the requirement, as outlined above, is as follows:

Expense Type: Increased staffing expenses

- Grant funds will be used to hire additional frontline staff. This will allow the program to serve the same number of students while also maintaining smaller group sizes per the Local Education Agency guidelines. Maintaining the same number of participants ensures that the program is able to accommodate all students and families who are in need of after-school programming. Reducing the size of groups will decrease the number of contacts and potential exposure to COVID-19. It will aid in contact tracing if an exposure should occur and limit the number of individuals who need to quarantine.

Purchased Services

A purchased service is a service that is contracted for, rather than being provided directly by the grantee. In this section, grantees should include payment for services rendered by personnel who are not on the payroll of the grantee, or for services that the grantee obtains from other private or public agencies. It also includes pupil transportation, employee travel, and more. Grantees will need to provide each type of service(s), the agency or vendor if known, and their respective costs to be paid from the 21st CCLC COVID-19 grant relief funds (e.g., Bussing, Lamers Inc., 2 @ \$3000). In the rationale include an explanation of each sub-area that meets the requirements for a complete response, outlined in the review section, above. An example response that meets the requirement, as outlined above, is as follows:

Expense Type: Increased transportation services

- In order to facilitate a distance of six feet between students during transportation to and from the program (to reduce the transmission of COVID-19), grant funds will be used to expand contracted bussing services to access additional busses to transport students. This will allow us to ensure that access to transportation is not a barrier to participation for all students who wish to participate in the program, while also reducing the risk of COVID-19 infection to students.

Non-Capital Objects

Non-capital objects refer to supplies and equipment, costing less than \$5,000 per unit. In the rationale include an explanation of each sub-area that meets the requirements for a complete response, outlined in the review section, above. An example response that meets the requirement, as outlined above, is as follows:

Expense Type: Costs associated with Personal Protective Equipment (PPE), sanitizing materials, thermometers, and other health monitoring or mitigation materials

- To mitigate the spread of COVID-19, grant funds will be used to purchase personal protective equipment (PPE) for 21st CCLC staff and cleaning materials needed to sanitize classroom spaces and supplies regularly. Ensuring the safety and health of our staff is critical to program operations. Without the PPE, it is not possible to provide programming and ensure access to that programming for students and families most in need of services.

Expense Type: Additional expenses to minimize shared materials between participants

- To limit the sharing of materials between groups of students, grant funds will be used to purchase additional instructional supplies, such as books and games, so that each group has its own dedicated supply. Additional materials allow our site to incorporate health equity into our response efforts during the COVID-19 crisis.

Other Objects

Other objects include such expenses as fees. Include in the rationale an explanation of each sub-area. An example response that meets the requirement is as follows:

Expense Type: Virtual learning platform fees or subscriptions

- 21st CCLC staff do not have access to the day school virtual learning platform. Grant funds will be used to purchase a subscription to a virtual learning platform so that 21st CCLC staff are able to build relationships with students and engage them in academic enrichment and youth development activities when school and program services are being offered remotely. This will ensure that 21st CCLC participants continue to have access to program activities even when it is not safe for them to attend school due to high rates of COVID-19 transmission in the community.

Notification of Award

Once reviews have been completed and award amounts determined, grantees will be notified by email of their approved award. Grantees should anticipate this notification approximately four weeks following the due date for proposals. The awards will be issued via WISEgrants and will be added to the existing award for the 2020-2021 grant year. Once grantees are notified, they will need to submit a revised budget using a Budget Change Request form that reflects the additional costs associated with the COVID-19 Relief Supplementary Grant award. Grantees may also be required to submit additional documentation (i.e., Program Change Request or Technology Assurances form).