

# **WI 21st CCLC Micro Webinar: Introduction to 21st CCLC Budgets**



WISCONSIN DEPARTMENT OF  
**PUBLIC INSTRUCTION**  
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# Objectives

- **Grantees will understand the role of the fiscal agent.**
- **Grantees will identify the correct budget form for completing a CLC budget.**
- **Grantees will understand how to complete the CLC Budget form.**
- **Grantees will understand the basic criteria considered for budget approvals.**

# Fiscal Agent Responsibilities

- Submitting budgets, Budget Change Requests, Fiscal Reimbursement Claims
- Issuing grant-funded subcontracts
- Managing all purchasing
- Maintain fiscal records in accordance with the applicable guidelines



# Budget Form Overview

## CLC Budget Form

- **PI-9580-IV-B-Budget** (available at <https://dpi.wi.gov/sspw/clc/current-grantees>)



# Budget: Justification, Personnel

## 1. Personnel Summary (100s-200s)

List all personnel to be paid for this project. Do not include contracted personnel employed by other agencies in this section.

a. WUFAR <sup>1</sup> Function Code (Indicate for Each Position Listed)	b.  Personnel Position/Title	c.  Purpose/Justification	d.  Project FTE/LTE % of Time	e.  Date(s) Service to be Provided	f.  Amount Funded by 21 <sup>st</sup> CCLC	
					Salary	Fringe
110000	21 <sup>st</sup> CCLC Program Coordinator	1 site coordinator at 20 hours/week for 44 weeks to manage day-to-day programming, coordinate partnerships, manage line staff, coordinate program activities, assure grant requirements are met, etc.	LTE 50%	09/10/19— 07/01/20	\$26,250	\$13,235
█	█	█	█	█	█	█
█	█	█	█	█	█	█
█	█	█	█	█	█	█

# Budget: Justification, Purchases Services

## 2. Purchased Services Summary (300s)

Include contracted personnel employed by other agencies, pupil transportation, employee travel, etc., in this section.

a. WUFAR Function Code	b. Type of Service Purchased	c. Purpose/Justification	d. Date(s) Service To Be Provided	e. Specify Agency/Vendor or Supplier if Known	f. Amount Funded by 21 <sup>st</sup> CCLC
256000	Pupil Transportation	2 buses at \$8,000/10 months to provide safe transportation after school for students participating in the CLC.	9/10/19— 07/01/20	Lamers, Inc.	\$16,000
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

# Budget: Justification, Non-Capital Objects

## 3. Non-Capital Objects Summary (400s)

Include supplies, apparel, instructional media, etc. in this section.

a. WUFAR Function Code Indicate for Each Item Listed in Column c.	b. Quantity	c. Item Name <i>Include All Items Budgeted</i>	d. Purpose/Justification	e. Amount Funded by 21 <sup>st</sup> CCLC
200000	Varies	<i>Recreational athletic equipment: variety of balls, parachutes, hoops, swim goggles, flag belts, vinyl cones, portable soccer goals, yoga mats, etc.</i>	<i>The CLC offers daily structured and free recreational time to align with our goal of providing a variety of physical activities that enable all students to participate in a minimum of 30 minutes of physical activity each programming day.</i>	\$2,800
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

# Budget: Justification, Capital Objects

## 4. Capital Objects Summary (500s)

*Include vehicle leasing in this section.*

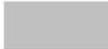
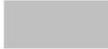
a. WUFAR Function Code (Indicate for Each Item Listed in Column c.)	b. Quantity	c. Item Name (Include All Items Budgeted)	d. Purpose/Justification	e. Amount Funded by 21 <sup>st</sup> CCLC
200000	1	Van lease	1 van at \$5,000/9 months to provide safe transportation after school for students participating in the CLC.	\$5,000
█	█	█	█	█
█	█	█	█	█
<b>Capital Objects Total</b> Must agree with Capital Objects total on Budget Summary				<b>\$0</b>

# Budget: Justification, Other Objects

**5. Other Objects Summary (900s)**  
*Include fieldtrip admission fees in this section.*

a. WUFAR Function Code (Indicate for Each Item Listed in Column c.)	b. Quantity	c. Item Name (Include All Items Budgeted)	d. Purpose/Justification	e. Amount Funded by 21 <sup>st</sup> CCLC
200000	49	Admission fees	45 students at \$9.50 and 4 adults at \$12.50: field trip to the EAA Museum in Oshkosh will complement our STEM-based Rocket Club that meets weekly.	\$477.50
█	█	█	█	█
█	█	█	█	█
█	█	█	█	█

# Budget: Summary

WUFAR Function	WUFAR Object	Amount Requested
<b>Instruction (100 000 Series)</b> Activities dealing directly with the interaction between instructional staff and students.	a. Salaries (100s)	
	b. Fringe Benefits (200s)	
	c. Purchased Services (300s)	
	d. Non-Capital Objects (400s)	
	e. Capital Objects (500s)	
	f. Other Objects (e.g., fees) (900s)	
	<b>TOTAL Instruction</b>	<b>\$0</b>

# Budget: Summary

Instruction (100 000 Series)	Support Services--Pupil and Instructional Staff Services (in 210 000 and 220 000 Series)	Support Services--Administration (Associated with functions in 230 000 series and above)
<p>Activities dealing directly with the interaction between instructional staff and students.</p>	<p>Support services are those which facilitate and enhance instructional or other components of the grant. This category includes staff development, supervision, and coordination of grant activities.</p>	<p>Includes general; building; business; central service administration, and insurances.</p>

# Budget: Summary

WUFAR Function	WUFAR Object	Amount Requested
<b>Instruction (100 000 Series)</b> Activities dealing directly with the interaction between instructional staff and students.	a. Salaries (100s)	
	b. Fringe Benefits (200s)	
	c. Purchased Services (300s)	
	d. Non-Capital Objects (400s)	
	e. Capital Objects (500s)	
	f. Other Objects (e.g., fees) (900s)	
	<b>TOTAL Instruction</b>	<b>\$0</b>

# Budget: Summary

<b>Indirect Cost</b>	Approved Rate	%	\$0.00	\$0.00	\$0.00
<b>TOTAL BUDGET</b>			\$0.00	\$0.00	\$0.00

# Approval Process

- **Alignment with Program Plan/Goals**
- **Reasonable and necessary costs**
- **Allowable costs**
  - **Expenses incurred for CLC grant purposes (i.e., academic enrichment, youth development, family engagement)**
  - **Indirect costs at the pre-approved rate**
  - **Supplement, not supplant**

# Approval Process: Alignment



# Approval Process: Reasonable & Necessary

- **Necessary:** meets an important program objective--it must address an existing need
- **Reasonable:** if in the cost's nature and amount, it does not exceed that which would be incurred by a prudent person

2 CFR §200.403(a) and 2 CFR §200.404

# Approval Process: Allowable Costs

- Staff salaries and fringe benefits
- Transportation costs to transport students safely to and from the program
- Contracts and stipends paid to non-staff who provide intermittent program services
- Purchase of curricular materials, educational supplies, and other consumables
- Costs for community cultural events, field trips, and family events provided specifically to CLC students and their adult family members
- Indirect costs and administrative costs that do not exceed the approved indirect cost rate

# Technology Purchases

- Technology Assurances

Form:

[https://webportalapp.com/  
webform/wdpi\\_technology  
assurances](https://webportalapp.com/webform/wdpi_technology_assurances)

- Prohibited during the 5<sup>th</sup>  
(final) year



# Subcontracts

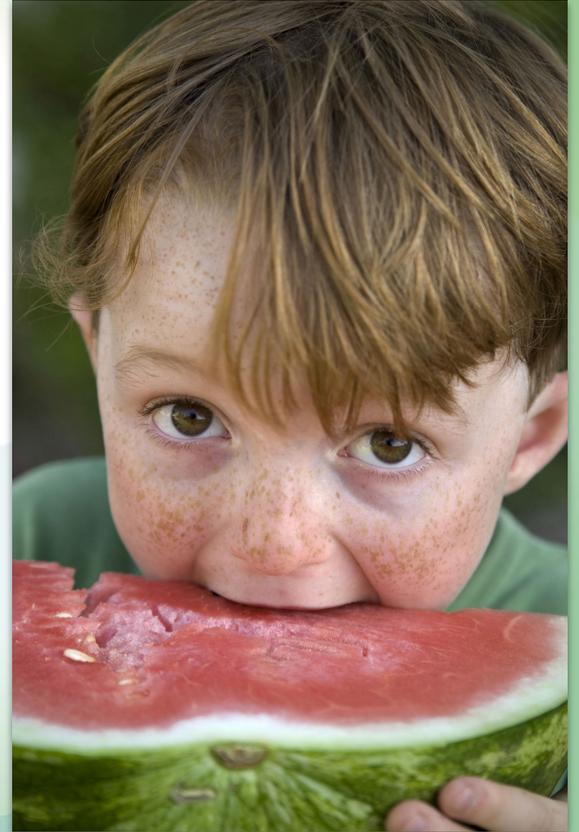
- **Must retain at least 5% of award for oversight purposes**
- **Must submit a separate budget for entities receiving more than 25% of award**
- **Must designate a contact person who represents fiscal agent/grantee to receive and respond to communications from DPI**

# Unallowable Costs

- Pre-award costs
- Vehicle purchase
- Food that is not part of curriculum supplies, with the exception of light snacks for family events
- Capital objects other than vehicle lease
- Incentives
- Entertainment costs
- Permanent alterations to a facility
- Costs associated with student activities during the regular school day hours
- Any costs deemed outside the scope of the proposal
- Any costs deemed unreasonable, or unnecessary
- Costs related to technology purchases in the final year of the grant cycle

# Budget: Food Expenditures

- In general, grant funds may not be used to cover food costs
- Resources:
  - [National School Lunch Program- Afterschool Snacks](#)
  - [Summer Food Service Program](#)
  - [Child and Adult Care Food Program](#)



# Supplement vs. Supplant

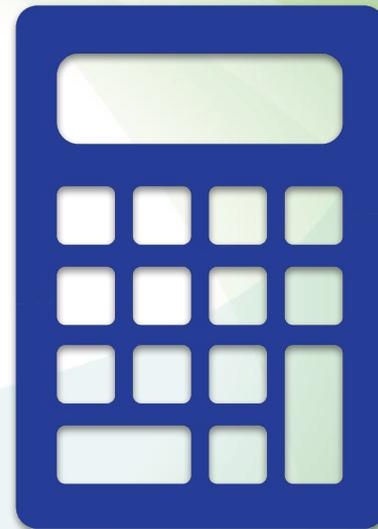
**Federal funds may NOT be used to supplant other funding sources**

- **Supplementing** - Federal funds are used to provide new services or to expand services that were already being provided using other funds
- **Supplanting** - Federal funds are used to replace other funding sources



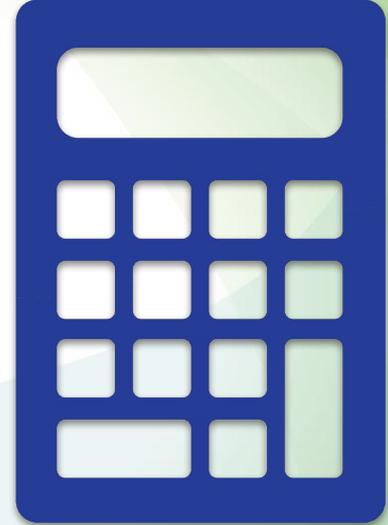
# Budget Change Request

- Form: PI-9550-IV-B-Ren  
(available at <https://dpi.wi.gov/sspw/clc/current-grantees>)
- For more information: <https://dpi.wi.gov/sspw/clc/current-grantees>



# Fiscal Reimbursement Claim

- Form: PI-1086 (available at <https://dpi.wi.gov/sspw/clc/current-grantees>)
- For more information: <https://dpi.wi.gov/sspw/clc/current-grantees>



# Record Keeping

- Plan for program transition periods
- Maintain records for required amount of time
- Types of financial information to track and record:
  - Timesheets
  - Contracts
  - Receipts
  - Etc.



# For More Information

## Contact:

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For more information, visit: <https://dpi.wi.gov/sspw/clc>