

2020-2021 COVID-19 Relief Supplementary Grant

As part of the 21st Century Community Learning Center (21st CCLC) COVID-19 Relief Supplementary Grant 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 enable the program to operate safely and overcome barriers to participation in grant-funded activities faced by the students and families most in need of program services. Applicants are also encouraged to consider the allowability of proposed expenses, as well as whether the expenses are reasonable and necessary. For more information on the application review process and priorities, consult the [21st CCLC COVID-19 Relief Supplementary Award Guide.](#)

I. General Information

Q1.1 Name your COVID-19 Relief Grant Application: Name of Applicant Agency and Primary School Served

required

Example: Happyville School District: Happyville Elementary

Q1.2 Select your agency and the 21st CCLC site from the options below.

Type to search...

required

Q1.3 Are you able to access, or have you applied for, any other funding sources (e.g., Title IV, Part A; Department of Children and Families' [DCF] Child Care Counts: COVID-19 Supplementary Payments; the Department of Administration [DOA] COVID-19 Out-of-School Support Program; or district-allocated Coronavirus Aid, Relief, and Economic Security [CARES] Act) to support COVID-19 related costs?

Yes

No

required

Q1.4 Explain why you cannot access any other funds.

required

Q1.5 What other sources of funding are you accessing or pursuing?

required

Read the following sections closely. Each relevant section must be digitally signed by the District or Agency Authorizer. The District or Agency Authorizer will be asked to provide three signatures.

The Authorizer is someone from the district or agency who has been properly authorized to sign off on legal documents on behalf of the district or agency named on the application. Note that the District/Agency Authorizer will be notified of all application submissions.

II. Federal General Assurances

The Applicant understands and agrees that the following Certifications and Assurances are pre-award requirements generally imposed by federal and state law or regulation, and do not include all federal and state regulations that may apply to the Applicant or its project. Most requirements are posted to: Uniform Administrative Requirements. <https://www.gpo.gov/fdsys/pkg/FR-2013-12-26/pdf/2013-30465.pdf> or Educational Department of General Administrative Regulations (EDGAR): <https://www.ecfr.gov/cgi-bin/text-idx?node=34:1.1.1.1.23&rgn=div5> or the Wisconsin Uniform Financial Accounting Requirements (WUFAR): <https://dpi.wi.gov/sites/default/files/imce/sfs/pdf/Revision%20%2327%20revised%20.pdf>

Each Applicant is ultimately responsible for compliance with the certifications and assurances selected on its behalf that apply to its project or award.

Instructions

Step 1—Read each assurance that follows.

Step 2—Sign and date the certification statement.

Step 3—Include signed certifications and assurances with your application materials.

Step 4—Keep a copy for your records.

Assurance is hereby provided that:

1. **Applicant agrees** to comply with all terms and conditions set forth in the grant program's Application Guidelines document. Services provided under this grant will be used to address the needs set forth in the guidelines document. Applicant agrees to implement the activities within the prescribed timeline as outlined in their work plan section of their proposal. The applicant will provide fiscal information within the fiscal year timeline established for new and reapplying programs.
2. **Statutes and Regulations:** The Applicant shall comply with all applicable statutory and regulatory requirements. These requirements include, but are not limited to, applicable provisions of—
 - a. Title VI of the Civil Rights Act of 1964 (45 U.S.C. 2000d through 2000d-4)
 - b. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681-1683)
 - c. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794)
 - d. The Age Discrimination Act (42 U.S.C. 6101 et seq.)

3. **Allowable Costs:** Costs incurred shall be allowable under the principles established in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule (2 CFR Subpart E-Cost Principles).
4. **Budget Modifications:** The Applicant will obtain an approved budget amendment when it is anticipated that claimed expenditures will vary significantly from the amount in the current approved budget. A significant variance is an increase of 10 percent (summary of all line items) of the current total approved budget (2 CFR § 200.308[e]). This applies to all grants unless there are more restrictive or specific requirements of the grant award, which may be the case with discretionary grants.
5. **Confidentiality:** The Applicant shall comply with provisions regarding the confidentiality of student information. (WI Statute § 118.125, pupil records).
6. **Conflict of Interest:** No board or staff member of an LEA or CESA may use his or her position to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated, such as a royalty, commission, contingent fee, brokerage fee, consultant fee, or other benefits (Wis. Stat. 19.59 [1][a]) (2 CFR § 200.112).
7. **Contracts and Procurement:** The Applicant will use its own procurement procedures that reflect applicable state and local laws and regulations, provided the procurements conform to applicable federal law and the standards in (2 CFR §§ 200.318-200.326) Procurement Standards.
8. **Debarred and Suspended Parties:** A contract (see 2 CFR §180.220) must not be made to parties listed on the government-wide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p 189) and 12689 (3 CFR Part 1989 Comp., p. 235), "Debarment and Suspension." The Excluded Parties List in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
9. **Cooperation with Evaluation:** The Applicant shall cooperate with the performance of any evaluation of the program by the DPI or USDE or by their contractors (2 CFR §200.328[1]).
10. **Copyright, Acknowledgement, and Publications:** The Applicant/ Recipient will comply with all copyright and materials acknowledgement requirements as addressed in the projects' grant guidelines. The U.S. Department of Education and the DPI reserve royalty-free, nonexclusive, and irrevocable licenses to reproduce, publish or otherwise use, and to authorize others to use for their purposes. The copyright in any work developed under this subgrant or contract under this subgrant; and any rights of copyright to which the Applicant or a contractor purchases ownership with grant support.
The content of any grant-funded publication or product may be reprinted in whole or in part, with credit to the USDE and DPI acknowledged. However, the reproduction of this product in whole or in part for resale must be authorized by the DPI. When issuing statements, press releases, and other documents describing projects or programs funded in whole or in part with federal grant funds, the grant award recipient shall clearly acknowledge the receipt of federal funds in a statement.
11. **Fiscal Control:** The Applicant will use fiscal control and fund accounting procedures and will ensure proper disbursement of and accounting for federal funds received and distributed under this program (2 CFR §328[1]).

- 12. Indirect Costs:** If the fiscal agent intends to claim indirect costs, the total amount budgeted for indirect costs is limited to and cannot exceed the negotiated indirect rate established with the DPI. Indirect costs cannot be charged against capital objects.
- 13. Legal and Regulatory Compliance:** Administration of the program, activities, and services covered by this application will be in accordance with all applicable state and federal statutes, regulations, and the approved application (34 CFR §76.700).
- 14. OMB Standard Form 424B:** The Applicant will comply with all applicable assurances in OMB standard Form 424B (Assurances for Non-Construction Programs), including the assurances relating to the legal authority to apply for assistance; access to records; conflict of interest; merit systems; nondiscrimination; Hatch Act provisions; labor standards; flood insurance; environmental standards wild and scenic river systems; historic preservation; protection of human subjects; animal welfare; lead-based paint; Single Audit Act; and general agreement to comply with all applicable federal laws, executive orders and regulations.
<https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>
- 15. Programmatic Changes:** The Applicant will obtain the prior approval of the DPI whenever any of the following actions is anticipated:
- a. Any revision of the scope or objectives of the project;
 - b. Changes in key persons where specified in the application or grant award;
 - c. A disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director;
 - d. Contracting out or otherwise obtaining services of a third party to perform activities central to the purpose of the award;
 - e. Changes in the amount of approved cost-sharing or matching provided by the subrecipient (2 CFR §200.308@[1,2,3,6,7]).
- 16. Record Retention:** In accordance with 2 CFR §200.333(b), this is written notification to the sub-recipient that DPI requires an extension to the record retention period for grants addressed in the Wisconsin Records Retention Schedule for School Districts.
<https://publicrecordsboard.wi.gov/Documents/DPI%20GS-APPROVED%20June%202015%20v8.1.pdf>
- All applicants will ensure records are maintained for a period of at least three years after the end of the project year (2 CFR §200.333). If any litigation, claim, negotiation, audit, or other action involving the records starts before the end of the period, the records will be retained until completion of the action and resolution of all issues.
- 17. Reporting:** The Applicant will ensure all required financial and program data is reported to the DPI timely on a schedule established by the DPI. The Applicant will report to DPI using the accounts in the Wisconsin Uniform Financial Accounting Requirements (WUFAR) (2 CFR §200.302(b)(2)].
- 18. Grant Evaluation:** The Applicant shall ensure that all grant evaluation reporting will be timely on a schedule established by the DPI. Grant evaluation information provided to the WDPI staff shall accurately assess the completeness of grant goals, activities, benchmarks, and target dates [2 CFR §300.328[b][1]).
- 19. Single Audit:** Any entity that expends in total (all sources) \$750,000 or more in federal funds during a fiscal year (July 1–June 30) is required to conduct a single audit. If a single audit is required, a copy of the audit is to be submitted to the DPI School Financial Services auditor (2

CFR §200.501).

20. **Text Messaging and E-Mailing While Driving:** The Applicant/ Recipient and their grant personnel are prohibited from text messaging while driving a government-owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government-supplied electronic equipment to text message or e-mail when driving (Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving October 1, 2009). <https://edocket.access.gpo.gov/2009/pdf/E9-24203.pdf>
21. **Time and Effort Supporting Documentation:** For costs to be allowable, compensation for personal services must adhere to the Standards for Documentation of Personnel Expenses as identified in 2 CFR §200.430(i)(1). The subrecipient must retain records that accurately reflect the work performed and be supported by a system of internal control, which provides reasonable assurance that the charges are accurate, allowable, and properly allocated.
22. **Trafficking in Persons:** The grant condition specified in 2 CFR §175.10 includes the following language: "I. Trafficking in persons. 1. You as the recipient, your employees, sub-recipients under this award, and sub-recipients' employees may not i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect; ii. Procure a commercial sex act during the period of time that the award is in effect; or iii. Use forced labor in the performance of the award or subawards under the award." A sub-recipient is required to inform the federal agency immediately of any information received from any source alleging a violation of this condition. The federal agency may unilaterally terminate this award, without penalty, if a subrecipient is determined to have violated this condition.

III. Program Specific Assurances

Assurance is further provided that:

1. The program will primarily target students who attend a school eligible for schoolwide Title I services and the families of such students.
2. The program will be carried out in alignment with challenging state academic standards and any local academic standards.
3. The program will take place in a safe and easily accessible facility.
4. The program will be carried out in active collaboration with the schools that participating students attend (including through the sharing of relevant data among the schools), in compliance with applicable laws relating to privacy and confidentiality.
5. Subgrant funds will be used to increase the level of state, local, and other non-federal funds that would, in the absence of funds under this part, be made available for programs and activities authorized under this part, and in no case supplant federal, state, local, or non-federal funds.

IV. Certification/Signatures

WE, THE UNDERSIGNED, CERTIFY that the information contained in this application is complete and accurate to the best of our knowledge; that the necessary assurances of compliance with applicable state and federal statutes, rules, and regulations will be met; and, that the indicated agency designated in this application is authorized to administer this grant.

WE FURTHER CERTIFY that the assurances listed above have been satisfied and that all facts, figures, and representation in this application are correct to the best of our knowledge

Title of District/Agency Authorizer

required

The Authorizer is someone from the district or agency who has been properly authorized to sign off on legal documents on behalf of the district or agency named on the application.

Signature of District/Agency Authorizer

required

Typing in your name acts as your electronic signature.

Date

required

V. Certification Covering Debarment

Must be submitted for discretionary projects only. However, agencies receiving funds under any of the other grant programs must collect this certificate whenever they enter a covered transaction with a grantee. (Refer to Certification Instructions, below, for more information.)

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion

Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 2 C.F.R. §180, Participants' responsibilities. Copies of the regulations may be obtained by contacting the person to whom this proposal is submitted.

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Title of District/Agency Authorizer

required

The Authorizer is someone from the district or agency who has been properly authorized to sign off on legal documents on behalf of the district or agency named on the application.

Signature of District/Agency Authorizer

required

Typing in your name acts as your electronic signature.

Date

required

INSTRUCTIONS FOR CERTIFICATION

1. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment. (2 C.F.R. §180.360).
2. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. (2 C.F.R. §180.265).
3. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated. (2 C.F.R. §180.305).
4. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. (2 C.F.R. §180.300).
5. A participant in a covered transaction is responsible for determining whether a prospective participant in a lower tier covered transaction is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (202-786-0688). (2 C.F.R. §180.320).

The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and coverage sections of rules implementing Executive Order 12549. These definitions can be found in Subparts B and I of §180.2 C.F.R. §180.110.

VI. Certification Regarding Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned states, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned shall require that the language of this certification is included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to

insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Title of District/Agency Authorizer

required

The Authorizer is someone from the district or agency who has been properly authorized to sign off on legal documents on behalf of the district or agency named on the application.

Signature of District/Agency Authorizer

required

Typing in your name acts as your electronic signature.

Date

required

VII. Budget

INSTRUCTIONS: In the section below, select the program area(s) for which you will use 21st CCLC COVID-19 relief funds, which are intended to assist with expenses that exceed the base 21st CCLC award available. Select the respective specific sub-area, specify the budget amount for each sub-area, and provide a complete, specific, and succinct rationale for the expense (see the 21st CCLC COVID-19 Relief Supplementary Award Guide). **Limited funds are available; therefore, the DPI cannot guarantee that the full funding requested will be awarded.** DPI will not provide funding for expenses that are not allowable, or that are not reasonable and necessary, to program operations. After DPI announces awards, you will be required to submit a Budget Change Request form based on this application.

Q7.1 For what program area(s) will the 21st CCLC COVID Relief Fund Grant be used? Select all that apply.

Personnel Expenses

Purchased Services

Non-Capital Objects

Other Objects

required

Personnel Expenses

Q7.2 For what personnel expense(s) do you need COVID-19 relief funds?

Increased staffing expenses

Staff training

Other

required

Q7.3 Explain the "other" personnel expense.

required

Q7.4 Specify the personnel position(s) or title(s) and their respective cost(s). Include each personnel position or title, the project full time equivalent (FTE) or limited term employee (LTE) percent of time of the position, and the cost to be paid directly from the 21st CCLC COVID-19 Relief Supplementary funds:

required

Example: 3 additional staff @.3FTE, \$18,500

Q7.5 Estimated cost for increased staffing expenses:

required

Q7.6 Estimated cost for staff training:

required

Q7.7 Estimated cost for "other" personnel expense(s):

required

Q7.8 Provide a complete, specific, and succinct rationale for each proposed personnel sub-area checked above. The rationale should make it clear that individual expenses are allowable, and are reasonable and necessary, for program operations. Additionally, the rationale should address the following three questions: 1) How will the expense(s) facilitate safe program operations?; 2) How will the expense(s) ensure equitable access to, and participation in, the grant-funded activities for students most in need of services of the program and their adult family members?; and 3) How are the proposed expenses reasonable and necessary to carry out program operations? See the 21st CCLC COVID-19 Relief Supplementary Award Guide for examples.

required

Q7.9 Total estimated personnel expenses:

Purchased Services

Q7.10 For what purchased service expense(s) do you need COVID-19 relief funds?

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.)

Other

required

Q7.11 Explain the "other" purchased service.

required

Q7.12 Specify the type of service(s), the agency or vendor if known, and their respective costs:

required

Example: Bussing, Lamers Inc., 2 @ \$3000

Q7.13 Estimated cost for increased transportation expenses:

required

Q7.14 Estimated cost for expanded program services for students and families:

required

Q7.15 Estimated cost for contracted services (e.g., for additional space, community partners to expand access to services, cleaning services, etc.):

required

Q7.16 Estimated cost for "other" purchased services:

required

Q7.17 Provide a specific and succinct rationale for each proposed purchased service(s) sub-area checked above. The rationale should make it clear that individual expenses are allowable, and are reasonable and necessary, for program operations. Additionally, the rationale should address the following three questions: 1) How will the expense(s) facilitate safe program operations?; 2) How will the expense(s) ensure equitable access to, and participation in, the grant-funded activities for students most in need of services of the program and their adult family members?; and 3) How are the proposed expenses reasonable and necessary to carry out program operations? See the 21st CCLC COVID-19

Relief Supplementary Award Guide for examples.

required

Q7.18 Total estimated purchased services expenses:

Non-Capital Objects

Q7.19 For what non-capital objects expense(s) do you need COVID-19 relief funds?

Costs associated with infection mitigation (PPE, sanitizing materials, thermometers, etc.)

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

required

Q7.20 Explain the "other" non-capital objects.

required

Q7.21 Estimated costs associated with Personal Protective Equipment (PPE), sanitizing materials, thermometers, and other health monitoring or mitigation materials:

required

Q7.22 Estimated costs for supplies related to establishing physical distancing (e.g., tape, cones, additional seating, etc.):

required

Q7.23 Estimated costs for supplies needed for expanded program services for students and families:

required

Q7.24 Estimated costs for virtual or remote activity support materials (i.e., additional software licenses):

required

Q7.25 Estimated costs for additional supplies needed to minimize the sharing of materials between participants:

required

Q7.26 Estimated costs for staff communication tools (e.g., walkie talkies):

required

Q7.27 Estimated costs for "other" non-capital objects:

required

Q7.28 Provide a specific and succinct rationale for each proposed non-capital object(s) sub-area checked above. The rationale should make it clear that individual expenses are allowable, and are reasonable and necessary, for program operations. Additionally, the rationale should address the following three questions: 1) How will the expense(s) facilitate safe program operations?; 2) How will the expense(s) ensure equitable access to, and participation in, the grant-funded activities for students most in need of services of the program and their adult family members?; and 3) How are the proposed expenses reasonable and necessary to carry out program operations? See the 21st CCLC COVID-19 Relief Supplementary Award Guide for examples.

required

Q7.29 Total estimated non-capital objects expenses:

Other Objects

Q7.30 For what other objects expense(s) do you need COVID-19 relief funds?

Virtual learning platform fees or subscriptions (e.g., Zoom)

Other

required

Q7.31 Explain the "other" other objects.

required

Q7.32 Estimated costs for virtual learning platform fees or subscriptions (e.g., Zoom):

required

Q7.33 Estimated costs for "other" other objects:

required

Q7.34 Provide a specific and succinct rationale for each proposed other objects sub-area checked above. The rationale should make it clear that individual expenses are allowable, and are reasonable and necessary, for program operations. Additionally, the rationale should address the following three questions: 1) How will the expense(s) facilitate safe program operations?; 2) How will the expense(s) ensure equitable access to, and participation in, the grant-funded activities for students most in need of services of the program and their adult family members?; and 3) How are the proposed expenses reasonable and necessary to carry out program operations? See the 21st CCLC COVID-19 Relief

Supplementary Award Guide for examples.

required

Q7.35 Total estimated other objects expenses:

Requested Grant Amount

Q7.36 TOTAL ESTIMATED 21ST CCLC COVID-19 RELIEF FUNDS: