

# 21<sup>st</sup> Century Community Learning Center Program Finances



# Session Agenda

## Grant Management Review

- Claims and Budget-related Issues
- Carryover Policy
- Guidance for purchases
- Review of Requirements
- Common compliance issues

# Session Agenda

## Program Management Review

- Program Requirements
- Staffing
- Recruitment and Retention of Students
- Sustainability
- Technical Assistance/Training
- Common Compliance Issues
- Further Guidance and Resources

# Claims for Reimbursement

- DPI Program Fiscal Report (PI 1086)
  - Available on-line (Resources and Forms)
  - [http://sspw.dpi.wi.gov/sspw\\_clc](http://sspw.dpi.wi.gov/sspw_clc)
- Recommend at least quarterly claims
- Final budget amendments due May, 30<sup>th</sup>, 2016
- Final Claims Due September 30<sup>th</sup>, 2016
- Claims are retroactive to July 1<sup>st</sup>, 2016

# Carryover

- Department policy allows for carryover of unspent funds
- Unspent funds remaining after final year (5<sup>th</sup> and 10<sup>th</sup> year) of grant cycle considered “lapsed”.
- “No-cost extension” issued until September 30<sup>th</sup> of calendar year in which project is scheduled to end.
- Department reserves right to “capture” and reallocate unspent funds in any grant year.
- Allowable carry-over announced in late fall
- Programs will be asked to submit a budget change request
- New awards will be issued reflecting amended total

# Budget Change Requests

- Deadline for budget changes - May 30<sup>th</sup>, 2016
- Budget Change Request Form available on CLC website under “Resources and Forms”
  - [http://sspw.dpi.wi.gov/sspw\\_clc](http://sspw.dpi.wi.gov/sspw_clc)
- First column: list current approved budget
- Second column: list proposed changes to budget
- BCR required only when a line item (e.g. salaries, non-caps, etc. across all functions) requires more than a 10% change
- All budget change requests should be sent to program contact person (Alison, Gary or Tanya)

# Electronic Technology Purchases

- Prohibited during the fifth (final) year of each cycle
- Programs must answer Technology Assurance Questions:
  - Which stated program objectives from most current application will be addressed by the technology purchases
  - Assurance that program's student-to-staff ratio is reasonable (less than 1:15)
  - Additional assurances
    - Purchased for exclusive CLC use
    - All relevant staff will be trained for utilization
    - Equipment inventory kept

# Food Expenditures

- All programs should pursue opportunities to access other funding sources to cover food costs
  - National School Lunch Program- Afterschool Snacks
    - <http://www.fns.usda.gov/school-meals/afterschool-snacks>
  - Summer Food Service Program
    - <http://www.fns.usda.gov/school-meals/opportunity-schools>
  - Child and Adult Care Food Program
    - <http://www.fns.usda.gov/cacfp/child-and-adult-care-food-program>
  - Summary of programs available on California Department of Education website
    - <http://www.cde.ca.gov/ls/nu/as/snackfacts.asp>



# Determining Allowable Costs

- Is the proposed cost allowable under the 21st Century program?
  - Supplement vs. supplant
  - Reasonable and necessary to implement the program
- Is the proposed cost consistent with the approved grant program plan and budget?
  - Costs are reflected in the program plan
  - Staffing is adequately budgeted for and reflected in plan
- More information at:  
[http://sms.dpi.wi.gov/sms\\_handbook](http://sms.dpi.wi.gov/sms_handbook)

# Review of Requirements

## Minimum number of days and hours:

- At least 115 days of programming per school year
- At least 10 hours of programming per week
- *Summer programming does not count towards total number of days*

## Minimum number of participants:

- 50 “regular attendees”
- Regular attendee – student who attends 30 or more days

# Review of Requirements (cont.)

## Required services and activities:

- Academic enrichment in reading and/or math
- At least two other allowable student activities
  - Examples: homework assistance, tutoring, programs for ELL students, STEM activities, arts activities, service learning, recreational activities
- Programming for adult family members
  - Based on assessment of needs
  - On-going and sequential

# Sustainability

- 21<sup>st</sup> CCLC grant is **not** intended to be sole funding source for program
- Grantees should pursue partnerships and funding resources to sustain program beyond grant
- Funding Sources to Consider:
  - Fund 80, Title I, school resources, child care reimbursement funds (i.e. YoungStar), local businesses, charitable organizations, and civic organizations

# Future of 21<sup>st</sup> CCLC Grant

- Future grant funding dependent on federal funding
- Wisconsin allocation can and does fluctuate
- Reauthorization of the Elementary and Secondary Education Act (ESEA) may change program operations
- For more information visit:  
<http://www.afterschoolalliance.org/>

# Common Compliance Issues

- CLC activities **for youth** cannot happen during school hours
- Must offer opportunity to participate to private school students and their families in school service area
- CLC evaluation reports must be made available to public at large
- To be counted as CLC participants, students must receive math and/or literacy enrichment activities weekly

# Common Compliance Issues

- 21<sup>st</sup> CCLC adult family member programming is restricted to family members of CLC participants, unless coordinated with other funding sources
- Programs must ensure safe transportation to and from program
- Program fees cannot be a barrier to participation

# Save the Date

- March/April 2016: Spring Training
- May 6, 2016: Annual Renewal Application due
- May 30, 2016: Final budget revisions due
- June 30, 2016: Deadline for grant expenditures
- September 30, 2016: Final claims due



# Further Guidance

- Federal Non-Regulatory Guidance :  
<http://www2.ed.gov/programs/21stcclc/guidance2003.pdf>
- WI 21<sup>st</sup> CCLC Grant Program Guidelines:  
[http://ssp.w.dpi.wi.gov/sites/default/files/imce/sspw/pdf/clcgrantguidelines2015\\_16.pdf](http://ssp.w.dpi.wi.gov/sites/default/files/imce/sspw/pdf/clcgrantguidelines2015_16.pdf)

# 21<sup>st</sup> CCLC Quiz

- Can the grant be used to purchase electronic products?
  - A. Yes
  - B. No
  - C. Only under certain conditions

# 21<sup>st</sup> CCLC Quiz

- What is the general rule for determining which program funds may be used to cover a particular activity or expense?
  - A. Anything can be purchased, as long as it is used by youth
  - B. Only staff and consumable materials can be paid for with the grant funds
  - C. The cost must, among other things, be reasonable and necessary for the proper and efficient performance and administration of the grant.

# 21<sup>st</sup> CCLC Quiz

- May program funds be used to purchase materials or educational incentives, such as pens, note pads, memo clips, t-shirts, or other items with the 21<sup>st</sup> CCLC logo on them?
  - A. No
  - B. Only to meet the objectives of the grant
  - C. Yes, it keeps youth interested and promotes the program

# 21<sup>st</sup> CCLC Quiz

- May funds be used to install a wireless network in a school that is also used for 21<sup>st</sup> CCLC program activities?
  - A. No
  - B. Only if the network is used during the 21<sup>st</sup> CCLC program
  - C. Yes

# 21<sup>st</sup> CCLC Quiz

- Can professional fees allocated within a grant be used to hire grant writers to assist with sustainability?
  - A. Yes
  - B. No
  - C. Only if the application is successful

# 21<sup>st</sup> CCLC Quiz

- What does “supplant” mean?
  - A. To plant a non-native species in a natural area
  - B. To replace other Federal, State, or Local dollars previously used to fund identical activities
  - C. To expand or enhance activities previously offered
- Under which conditions can the grant be used to fund an adult family member event?
  - A. To fund a school-wide family event
  - B. To fund a neighborhood event for adults
  - C. To fund an event for adult family members of 21<sup>st</sup> CCLC participants

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