Extended Learning and Integrated Student Supports (ELISS) Competitive Grant Program

Subgrantee On-boarding Procedures
Tuesday, October 19, 2021 from 9am-12pm

Federal Programs & Monitoring Support Division
NCDPI

North Carolina Department of
PUBLIC INSTRUCTION

ELISS Program Administrators & Support Team

Federal Programs & Monitoring Support - NCDPI

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Eric Rainey, Program Administrator

Wendy Buck, Program Administrator

Melba Strickland, Administrative Assistant

Housekeeping

HOW TO ASK QUESTIONS

KEY DATES

WHERE TO FIND REQUIRED TEMPLATES

PRESENTATION SLIDES

Agenda

- ELISS Competition Overview
- ELISS Grant Guidance
- ELISS Grantee Next Steps
  - FY22 CCIP Related Documents
  - Budget Approval
  - Funding Awards
  - Non-Profits as Fiscal Agents

ELISS Competition Overview

Susan Brigman, Section Chief ~ Specialty Programs
Federal Program Monitoring and Support

Legislation Context

- ELISS Competitive Grant Program is included in the Federal ESSER II legislation.
- General Assembly of NC utilized House Bill 196 to appropriate ELISS funds and implementation requirements:
  - $15 million to the ELISS Competitive Grant Program
  - ELISS programs will be funded for two (2) fiscal years: 2021-2022 and 2022-2023. Funds are available from July 1, 2021 through September 30, 2023.
  - Funds must be expended in response to the written legislation

Purpose of the ELISS Grant

The purpose of the Extended Learning and Integrated Student Supports Competitive Grant Program (ELISS) is to fund **high-quality, independently validated extended learning and integrated student support service programs for at-risk students whose learning has been negatively affected by COVID-19 impacts**.

Eligibility for ELISS

- Nonprofit corporations and nonprofit corporations working in collaboration with local education agencies (LEAs) are eligible to apply for the ELISS grant.
- Restricts stand-alone applications from LEAs, charter schools, lab schools, or other governmental or educational agencies.

Funded ELISS programs shall focus on the following:

- Deployment of multiple tiered supports in schools to address student barriers to achievement, such as strategies to improve chronic absenteeism, antisocial behaviors, academic growth, and enhancement of parent and family engagement.
- Alignment with State performance measures, student academic goals, and the North Carolina Standard Course of Study.
- Prioritization in programs to integrate clear academic content, in particular, science, technology, engineering, and mathematics (STEM) learning opportunities or reading development and proficiency instruction.
- Minimization of student class size when providing instruction or instructional supports and interventions.
- Expansion of student access to high-quality learning activities and academic support that strengthen student engagement and leverage community-based resources, which may include organizations that provide mentoring services and private-sector employer involvement.
- Utilization of digital content to expand learning time, when appropriate.

Grant Competition Timeline

May 27, 2021- CCIP Training Webinar 10am-12pm

June 1, 2021- CCIP Opens

June 11, 2021- Intent to Apply forms due

August 11, 2021 (12:00 p.m. NOON EDT) - Applications must be entered in CCIP

August 12-September 10, 2021- Level I-II Reviews

October 7, 2021– Level III Review - Recommendations to State Board for Approval

October 8, 2021- Notification of Approval

October 19, 2021- Onboarding TA Webinar

ELISS Grant Review Process

Initial Screening

- Screened for Basic Components and whether Applicant is in Good Standing

LEVEL I REVIEW

- Reviewers are selected by SERVE based on their experience and knowledge
- Reviewers will use the ELISS Application Rubric to guide their scoring of applications
- Each application receives three (3) reviews/scores, which are averaged

LEVEL II REVIEW

- Recommended applications reviewed by smaller NCDPI team
- Earned priority points are added to the Level 1 average score
- Technical review of applications and deductions (if applicable) are subtracted from total score

LEVEL III REVIEW

- NCDPI recommends to SBE (2 top applications by 8 SBE regions, then top applications, thereafter, based on available funding)
- Upon approval from SBE, applicants notified via email and letter

Competitive Quality Bands

Excellent – 87-105
Strong – 70-86
Average – 53-69
Weak – 34-52
Unacceptable (33 or below)

Total possible points, including 4 priority points, was 109

Additional 15% of Funds

- After the scoring of applications, NCDPI staff then reviewed the amount of funding available and determined a cut score.
- After the cut score was applied, each of the organizations who requested less than the maximum $500,000 per year were awarded a 15% increase or less without exceeding the maximum $500,000 allowed per year.

Applications by SBE Region

SBE Region	# Submitted	# Recommended	Percent Recommended
Northeast	4	2	50%
Southeast	4	2	50%
North Central	11	7	64%
Sandhills	4	2	50%
Piedmont-Triad	7	2	29%
Southwest	10	3	30%
Northwest	0	0	N/A
Western	3	1	33%
Total	43	19	44%

Applicant Funding – Recommendation by SBE Region

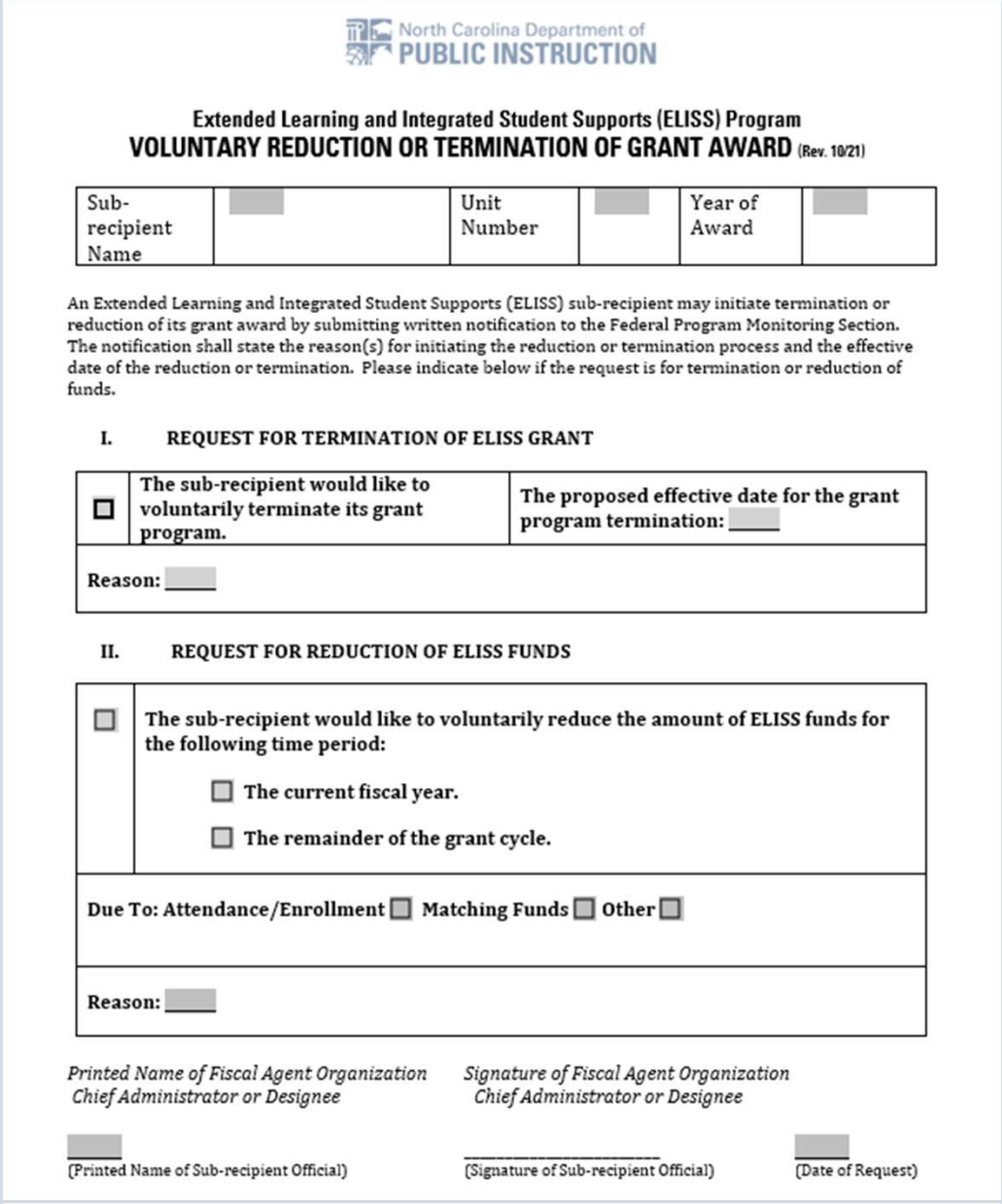
SBE Region	Number of Grants	Yearly Amount	Total Amount	% of Total Recommended
Northeast	2	$ 960,000	$1,920,000	13%
Southeast	2	$ 776,997	$1,553,994	10%
North Central	7	$ 2,515,419	$5,030,838	34%
Sandhills	2	$ 839,169	$1,678,338	11%
Piedmont-Triad	2	$ 578,969	$1,157,938	8%
Southwest	3	$ 1,258,750	$2,517,500	17%
Northwest	N/A	N/A	N/A	N/A
Western	1	$ 482,588	$965,176	7%
Total	**19**	**$7,411,892**	**$14,823,784**	**100%**

Federal Fund Matching Requirement

- Nonprofits must provide $1 for every $3 of ELISS funds (of which 50% can be in-kind contributions) in funds that are within their control/possession.
- Nonprofits are not able to claim Title I, Part A funds or Title IV funds that PSU partners were willing to spend towards activities aligned with the ELISS program.
- Because the Title I, Part A and Title IV funds are PSU funds rather than the nonprofit, they would not serve to meet the matching requirement.
- Each nonprofit has to use its own (private) funds to satisfy the match requirement. State funds cannot be used.
- Additionally, under the Uniform Guidance section 200.306(b)(5), Federal funds cannot be used to satisfy a matching requirement unless specifically authorized by Federal statute.

Voluntary Reduction/ Termination

- Work with Program Administrators prior to completing this form
- Can consider using this form if have issuing securing matching funds



North Carolina Department of PUBLIC INSTRUCTION

Extended Learning and Integrated Student Supports (ELISS) Program
VOLUNTARY REDUCTION OR TERMINATION OF GRANT AWARD (Rev. 10/21)

Sub-recipient Name		Unit Number		Year of Award	

An Extended Learning and Integrated Student Supports (ELISS) sub-recipient may initiate termination or reduction of its grant award by submitting written notification to the Federal Program Monitoring Section. The notification shall state the reason(s) for initiating the reduction or termination process and the effective date of the reduction or termination. Please indicate below if the request is for termination or reduction of funds.

I. REQUEST FOR TERMINATION OF ELISS GRANT

☐	**The sub-recipient would like to voluntarily terminate its grant program.**	**The proposed effective date for the grant program termination:** ____
Reason: ____		

II. REQUEST FOR REDUCTION OF ELISS FUNDS

☐	**The sub-recipient would like to voluntarily reduce the amount of ELISS funds for the following time period:** ☐ **The current fiscal year.** ☐ **The remainder of the grant cycle.**
Due To: Attendance/Enrollment ☐ **Matching Funds** ☐ **Other** ☐	
Reason: ____	

Printed Name of Fiscal Agent Organization Chief Administrator or Designee

Signature of Fiscal Agent Organization Chief Administrator or Designee

____ (Printed Name of Sub-recipient Official)

_____ (Signature of Sub-recipient Official)

____ (Date of Request)

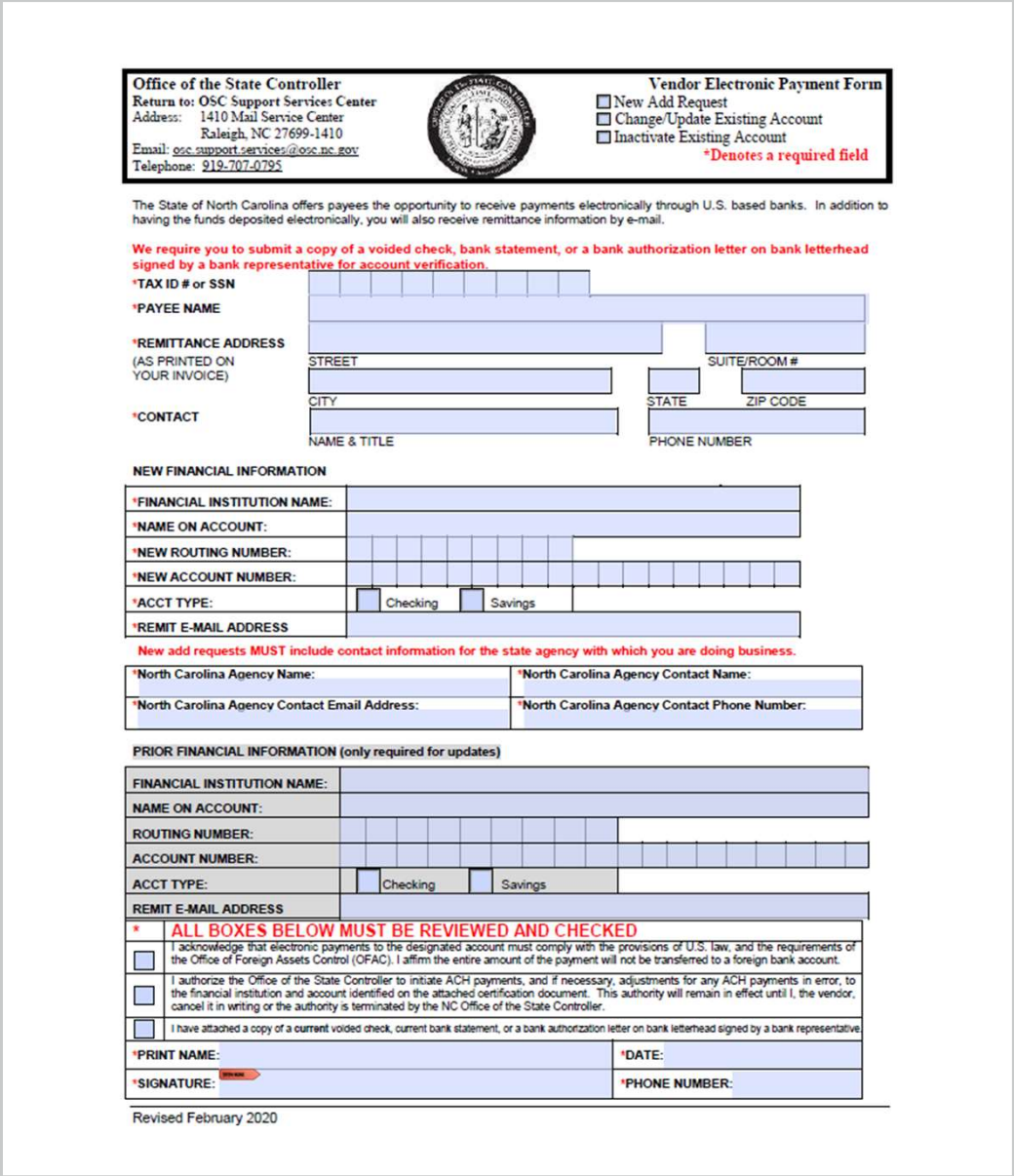
ELISS Grant Guidance Overview

Katrina Blount, Fiscal Monitor
Monica Pask, Fiscal Analyst

Federal Program Monitoring and Support

Allotments & Reimbursement

- ELISS funds are allotted in one (1) installment for the full grant award per year.
- organizations cannot draw down funds for future payroll or future expenditures.
- Reimbursement requests can only be submitted for incurred expenses and documentation to support the requests must be submitted as verification.
- ELISS subgrantees must complete and submit a Vendor Electronic Payment Form and state provided W-9 Form to DPI to register the organizations' checking accounts with the Office of the State Controller.



Office of the State Controller
Return to: OSC Support Services Center
Address: 1410 Mail Service Center
Raleigh, NC 27699-1410
Email: osc.support.services@osc.nc.gov
Telephone: 919-707-0795

Vendor Electronic Payment Form
☐ New Add Request
☐ Change/Update Existing Account
☐ Inactivate Existing Account
*Denotes a required field

The State of North Carolina offers payees the opportunity to receive payments electronically through U.S. based banks. In addition to having the funds deposited electronically, you will also receive remittance information by e-mail.

We require you to submit a copy of a voided check, bank statement, or a bank authorization letter on bank letterhead signed by a bank representative for account verification.

*TAX ID # or SSN

*PAYEE NAME

*REMITTANCE ADDRESS (AS PRINTED ON YOUR INVOICE)
STREET | SUITE/ROOM #
CITY | STATE | ZIP CODE

*CONTACT
NAME & TITLE | PHONE NUMBER

NEW FINANCIAL INFORMATION

*FINANCIAL INSTITUTION NAME:	
*NAME ON ACCOUNT:	
*NEW ROUTING NUMBER:	
*NEW ACCOUNT NUMBER:	
*ACCT TYPE:	☐ Checking ☐ Savings
*REMIT E-MAIL ADDRESS	

New add requests MUST include contact information for the state agency with which you are doing business.

*North Carolina Agency Name:	*North Carolina Agency Contact Name:
*North Carolina Agency Contact Email Address:	*North Carolina Agency Contact Phone Number:

PRIOR FINANCIAL INFORMATION (only required for updates)

FINANCIAL INSTITUTION NAME:	
NAME ON ACCOUNT:	
ROUTING NUMBER:	
ACCOUNT NUMBER:	
ACCT TYPE:	☐ Checking ☐ Savings
REMIT E-MAIL ADDRESS	

* ALL BOXES BELOW MUST BE REVIEWED AND CHECKED

☐ I acknowledge that electronic payments to the designated account must comply with the provisions of U.S. law, and the requirements of the Office of Foreign Assets Control (OFAC). I affirm the entire amount of the payment will not be transferred to a foreign bank account.

☐ I authorize the Office of the State Controller to initiate ACH payments, and if necessary, adjustments for any ACH payments in error, to the financial institution and account identified on the attached certification document. This authority will remain in effect until I, the vendor, cancel it in writing or the authority is terminated by the NC Office of the State Controller.

☐ I have attached a copy of a current voided check, current bank statement, or a bank authorization letter on bank letterhead signed by a bank representative.

*PRINT NAME:	*DATE:
*SIGNATURE:	*PHONE NUMBER:

Revised February 2020

2.C.1: Use of Funds: Allowable Purchases

- Personnel and Personnel Benefits
- Staff Development & Training
- Consultants, Subcontractors and evaluators
- Transportation cost for students
- Educationally related field trips
- Approved Food Purchases
- Rental Space, if necessary
- Teacher Substitutes
- Travel Reimbursements
- ELISS program equipment and supplies
- Memberships in warehouse clubs or business, technical and/or professional organizations in the name of ELISS
- Membership in any civic or community organization

External Evaluators

- ELISS Subgrantees are encouraged to contract with outside evaluators to support the project's data collection & evaluation.
- External evaluation funds cannot exceed 15% of the total budget

2.C.3: Use of Funds: Non-Allowable Purchases

- Purchases of vehicles
- Cost of developing a proposal
- Food purchases for staff
- Fundraising cost
- Land acquisition
- Building or renovation cost
- Charitable contributions
- Bonuses of any kind
- Cost of conducting an audit if the total of all federal grants is less than $750,000
- Direct cash or gift cards in any amount to students and parents
- Field trip tickets purchased in advance for those who do not attend
- Entertainment or any costs associated with entertainment including diversions and social activities

2.D: Salaries

- ***All personnel should receive a W2 or 1099 working with ELISS***
- Hourly staff must be included in a payrate schedule submitted in CCIP
- Any fringe benefits should be in alignment with grantees stated policies and procedures.
- **W2 (Employee)** vs **1099** (**Contractor)**
- ***Excessive Salaries***

2.E: Subcontractors

- For contracted services over **$10,000**, ensure bid and procurement procedures are followed
- For contracted services over **$25,000,** vendors must be verified on the Secretary of State website to ensure good standing. (Not debarred, suspended, or ineligible for participation in federal and/or state programs)
- To avoid conflicts of interest, ELISS staff (or family members of program staff) cannot also provide considered for the ELISS program
- Supplies and other goods cannot be purchased from a company in which a program employee has a financial interest (conflict of interest)
- Selected vendors must have professional qualifications in relation to services to be provided

2.E: Subcontractors

- Contracts must be on company letterhead of entity providing services, and must contain clear and specific language regarding the:
  - nature of the purchase or service
  - time period of the contract (frequency and duration)
  - total contract amount as well as sufficient cost details to facilitate invoice review
  - specify services/deliverables that must be rendered and accepted **prior** to payments being received
  - deliverables specifically related to the contract's scope of work and must be both quantifiable and measurable
  - sanctions for non-performance, including an exit clause
  - must include printed names, signatures, and dates for both parties

Sample of Contract

Should include:

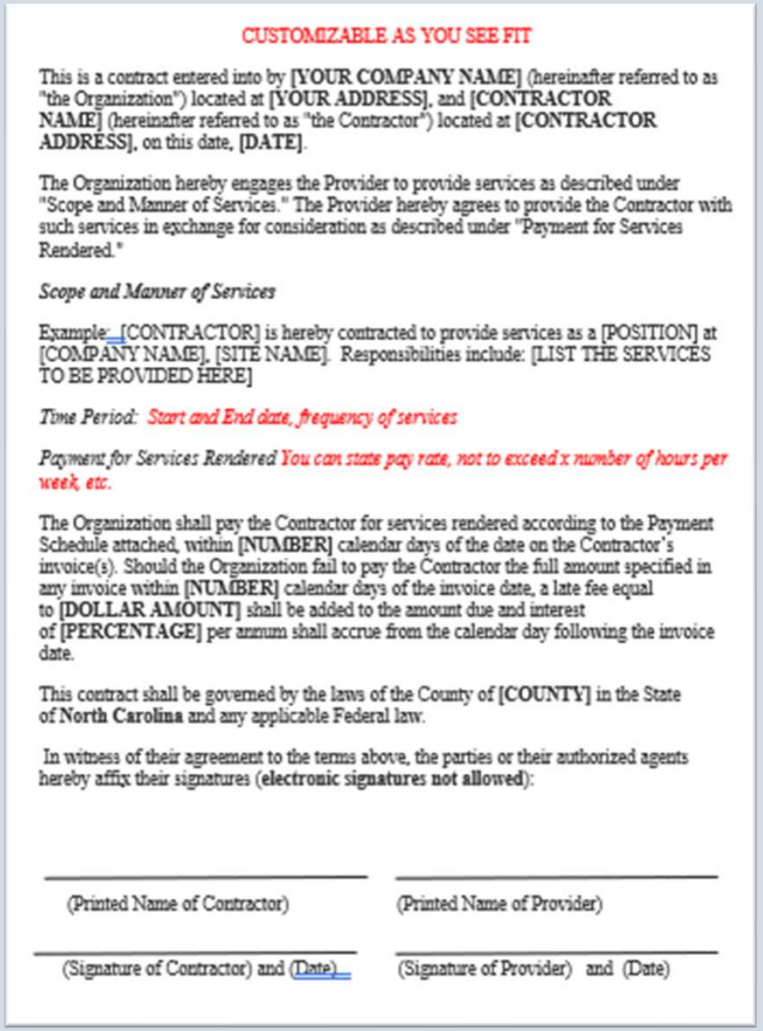
WHAT

WHERE

FREQUENCY

RATE

This will be matched against an Invoice, and cannot be paid in advance of services rendered



CUSTOMIZABLE AS YOU SEE FIT

This is a contract entered into by **[YOUR COMPANY NAME]** (hereinafter referred to as "the Organization") located at **[YOUR ADDRESS]**, and **[CONTRACTOR NAME]** (hereinafter referred to as "the Contractor") located at **[CONTRACTOR ADDRESS]**, on this date, **[DATE]**.

The Organization hereby engages the Provider to provide services as described under "Scope and Manner of Services." The Provider hereby agrees to provide the Contractor with such services in exchange for consideration as described under "Payment for Services Rendered."

Scope and Manner of Services

Example: [CONTRACTOR] is hereby contracted to provide services as a [POSITION] at [COMPANY NAME], [SITE NAME]. Responsibilities include: [LIST THE SERVICES TO BE PROVIDED HERE]

Time Period: Start and End date, frequency of services

Payment for Services Rendered You can state pay rate, not to exceed x number of hours per week, etc.

The Organization shall pay the Contractor for services rendered according to the Payment Schedule attached, within **[NUMBER]** calendar days of the date on the Contractor's invoice(s). Should the Organization fail to pay the Contractor the full amount specified in any invoice within **[NUMBER]** calendar days of the invoice date, a late fee equal to **[DOLLAR AMOUNT]** shall be added to the amount due and interest of **[PERCENTAGE]** per annum shall accrue from the calendar day following the invoice date.

This contract shall be governed by the laws of the County of **[COUNTY]** in the State of **North Carolina** and any applicable Federal law.

In witness of their agreement to the terms above, the parties or their authorized agents hereby affix their signatures (**electronic signatures not allowed**):

(Printed Name of Contractor)	(Printed Name of Provider)
(Signature of Contractor) and (Date)	(Signature of Provider) and (Date)

2.F: Transportation

- When using contractors for student transportation, the contract must identify the following:
  - Dates of transportation
  - From/To destination for each day
  - Rate per mile*
  - Vehicle license plate number
  - Total number of miles for the billing period
  - Contractor invoice for payment

**** Beginning FY22, reimbursement is based on your school district's yellow bus rate per/mile provided by DPI School Transportation, in lieu of gas receipts.***

2.G: Travel

- ELISS funds are allowed for pre-approved travel expenses (DPI-sponsored meetings)
- All ELISS subrecipient grantees should have written internal policies regarding travel
- If no written policy, grantees are allowed to follow Federal travel and subsistence rates established by the General Services Administration
- **Unallowable travel costs**:
  - Cost of upgrading airline seats, unless required for medical reasons
  - Travel insurance
  - Additional Baggage fees (checked or extra weight)
  - Daily pass fees for airline clubs if flights are cancelled/delayed
- **Note:** Reimbursement for plane tickets cannot be requested until round-trip travel has occurred.

2.I: Conflicts of Interest

- Grantees must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees, officers, agents, etc, that are engaged in the selection, award and administration of contracts.
- A conflict of interest would arise when the employee, officer, or agent, etc, has a financial or other interest in the firm being considered for a contract
- Officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.
- The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity. (2 CFR §200.318)

2.I: Conflicts of Interest

- ***Note: North Carolina General Statute (G.S. 115C-12.2) defines "immediate family member" as a spouse, parent, child, brother, sister, grandparent, or grandchild. The term also includes the step, half, and in-law relationships.***

2.J: Procurement

- Purchases and Services of **$10,000 or less** do not require competitive bidding
- Purchases more than **$10,000, but less than $250,000** must document (informal) quotes from at least 3 bids.
- Purchases more than **$250,000** requires formal bids.
  - RFP bid or sealed bid

- ***For more on noncompetitive proposals see Section 2.J: Procurement in Grant Guidance***

2.K: Time and Effort Reporting

- The purpose of time and effort reporting is to certify and verify that the employee's compensation from the grant funds is commensurate with his/her percent of effort worked on the grant.
- Uniform Guidance no longer explicitly requires semi-annual certifications or personnel activity reports (PARs).
- However, entities should continue to use their current internal control system, as the the entity is still required to maintain auditable "time and effort" documentation that describes how each employee, paid in part or whole from federal funds, has spent his or her compensated time.

2.L: Indirect Cost: Indirect Costs vs. Direct Costs

- Direct costs are those costs that be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy. (2 C.F.R. 200.413(a))
- An indirect cost is a cost incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to results achieved. (2 C.F.R. 200.1)
- Identification with Federal awards rather than the nature of the cost involved is the determining factor in distinguishing direct from indirect costs. (2 C.F.R. 200.413(b)).

2.L: Indirect Cost, cont.

- The USED has given DPI authority to issue indirect cost rates for all subgrantees. Subgrantees that receive their indirect cost rates from DPI use the rates to recover organization-wide administrative costs of managing federal grants, such as costs related to accounting, budgeting, purchasing, auditing, and payroll processing.
- Subgrantees may ***spend no more than the calculated rate*** of each year's budget on activities related to the fiscal agent's administration of the ELISS grant.
- **Documentation to support expenses for indirect cost must be maintained and provided during a fiscal monitoring or desk review.**
- Non-LEA Indirect Cost Rate for FY 2022 is **3.493%**

Key Factor – Consistency

- There is **no universal rule** for classifying costs as direct or indirect under every Federal award.
- Conistency - each item of cost incurred for the same purpose is consistently treated as either a direct or indirect cost. (2 C.F.R. 200.412)
- Do not switch back and forth between direct and indirect for items with the same purpose
- Costs should be 100% direct or 100% indirect -- do not mix!
- Avoids possible double charging of Federal awards

Charging Indirect Costs

- Indirect Cost Rate is a maximum percentage – grantees do not have to charge the full amount to indirect costs
- Indirect Cost Rates for ELISS program:
- Non-LEA Indirect Cost Rate for FY 2022 is **3.493%**
- Indirect Cost Rate can change with each fiscal year
- Rate is not specific to a grant award but to fiscal year so grantees should always use current fiscal year's indirect cost rate when budgeting and charging indirect costs

Examples of Allowable Indirect Costs

- Facilities Costs, Custodial Costs
- Utilities, Telecommunications
- Percent of Salaries for Administration, Finance/Accounting, Human Resources, Administrative/Clerical Staff
- Should be charged as indirect unless:
  - 1) integral to project or activity;
  - 2) individuals can be specifically identified with a project or activity;
  - 3) such costs are explicitly included in budget or have prior written approval from DPI; and
  - 4) costs are also not recovered as indirect costs.
- Even for these examples, if they can otherwise be charged as direct costs, for reasons such as the four listed above, then they should be itemized and expensed directly to the grant, and not be charged to Indirect Costs

Examples of Unallowable Indirect Costs

- Costs that are completely unassociated with the Federal program
- Example: A ELISS grantee operates two programs, one funded with ELISS and another funded entirely by private donations. Both programs operate at independent and separate facilities. The grantee cannot charge facilities costs for the privately funded program to indirect costs for ELISS.
- Project Director or other staff directly involved in the program
- Travel for employees who are paid as a direct cost
- Materials, supplies and equipment purchased directly for use on a specific grant or project

Resources

•Uniform Administrative Requirements, Cost Principles, and Audit Requirements (Uniform Guidance) – 2 C.F.R. 200 (200.412—415, Appendix III -- PSUs, Appendix IV -- Non-Units)

•Education Department General Administrative Requirements (EDGAR), Part 76 – 34 C.F.R. 76.560-580

•USED Indirect Cost Group

•USED publication "Cost Allocation Guide for State and Local Governments"

4.I: Field Trips

- Educationally related field trips must be included in the approved budget and require DPI approval **at least 30 days in advance** of the field trip
- Educationally related field trips can take place virtually or in-person.
- Field trips must support the approved program goals and objectives listed in a subgrantee's RFP and correlate to a curriculum being implemented during the ELISS Program at the time of the field trip.
- Field trips for entertainment or recreational purposes (i.e., field trips not connected to an approved program goal or objective and not aligned with a curriculum currently being implemented in the ELISS program) are not allowable.

4.I.1: Field Trip Approval Due Dates for 2021-22 Program Year

Fall: Last business day in November for field trips taken November – January*

Spring: Last business day in January for field trips taken February – May

Summer: Last business day in April for field trips taken June - August

Considerations for Fall Field Trips

- Taking into consideration the time remaining in Fall, there will be flexibility with the 30 day notice requirement for programs who document contact with field trip site or planning of the trip happens at least 30 days out; when actual field trip submission is within the 30 days.
- **This consideration is only for Fall 2021.**

4.I.2: Field Trip Approval Process:

- A Field Trip Request Form for each planned ELISS field trip must be emailed to eric.rainey@dpi.nc.gov **by the designated seasonal due date and** at least 30 days prior to the anticipated trip date for DPI review and approval. All field trips must be pre-approved by DPI prior to any expenditure related to the trip.
- Any proposed changes to approved field trips during the grant year must be emailed to eric.rainey@dpi.nc.gov for review and approval **no later than ten (10) days prior** to the field trip.
- Subgrantees should always submit the current fiscal years field trip request form. **Please do not submit field trip requests on an old form.**

4.I.3: Parent/Caregivers, Chaperones and Staff Field Trip Expenses

- ELISS grant funds can be used to pay for field trip admission for parents/caregivers and ELISS staff members if:
  - They are acting as chaperones while attending DPI-approved field trips.
  - Parent/caregiver attendance on the DPI-approved trip is stated as a part of the Subgrantee's SBE-approved application or DPI-approved continuation application for the current grant year.

4.I.4: Food on Field Trips

ELISS Programs should partner with the school's food /nutrition department and/or other funding sources

ELISS Programs can use grant funds to purchase items to pre-make brown bag lunches **to bring on field trips**. The brown-bag lunches can cost no more than $3.00 per lunch per student. All field trip food purchases should be detailed on your Field Trip Approval form prior to DPI approval.

Note: Chaperone and Staff food costs cannot be covered by ELISS Funds.

4.J: Providing Healthy Snacks

- All programs should pursue opportunities to access other funding sources to cover food costs/after school snacks such as:
  - National School Lunch Program
  - After School Snacks Summer Food Service Program
  - Child and Adult Care Food Program (CACFP)
  - Local Food Banks

4.J: Providing Healthy Snacks, cont.

- ELISS Programs may use grant funds to purchase daily nutritional snacks based on the following guidelines:
  - ELISS Program operates for ***4 hours or less per day***: (1) snack per day per student allowable
  - ELISS Program operates for ***more than 4 hours per day***: (2) snacks per day per student allowable
- All funds used to purchase daily snacks for ELISS Programs will ***only be reimbursed up to $0.96 per snack per student***. Any costs over $0.96/snack will need to be covered by another non-ELISS funding source.

Federal, State, and Local Statutes

- Program conducts criminal background checks for all staff, direct service contractors, and volunteers, PRIOR to working with students
  - Run against national and state criminal databases including North Carolina Sex Offender Database and National Sex Offender Database
  - Statewide criminal background checks must include all states in which the employee or volunteer lives or has lived for the previous five (5) years.
  - All criminal background checks must be obtained directly and kept on file by the Subgrantee; background checks obtained/submitted by employees are not acceptable. The Subgrantee maintains responsibility to ensure that the background check data is accurate and current.
  - Allowable expense

Staff and Student Safety

- You for Youth's Developing and Implementing a Safety Plan Resource Page

TOOLS

Here are several tools to help leaders implement program strategies. **Note**: Each of the resources are customizable to fit the needs of your program.

- Afterschool Go-Bag Suggestions – Frontline Staff
- Communication With Families About Safety
- Evacuation Steps
- Incident Report Form
- Lockdown Drill Modification Example
- Safety Plan Meeting Request Letter/Email
- Safety Through the Lens of Social and Emotional Learning
- Site Coordinator Safety Checklist
- Training and Practice Plan

Staff and Student Safety

- Written Emergency Preparedness Plans
  - Fire, Adverse Weather, Intruder; Lockdown, Evacuation; Clear Staff Training
  - If operating during school hours in an LEA district building – follow all district-sponsored safety guidance and drills
  - If operating an extending learning program and/or in a non-LEA building, must develop ELISS program specific safety plans
- Schedule of Safety Drills
  - Must occur during Out of School Time for extended learning programs
- Program Site must be Accessible to Persons with Disabilities
- Evidence of Site Facility Maintenance
  - Fire Inspection Reports, Building Inspections, Kitchen Safety, Fenced Play areas (if applicable)

Readiness and Emergency Management for Schools Website

Student and Staff Internet Safety

- Clear Policies and Procedures for expectations for student conduct and disciplinary practices
  - Communicated to staff, families, and students
  - Professional Development Support
- Policies and Procedures to ensure safe usage of the Internet
  - Internet Usage consent forms (for students)
  - Acceptable Use Policies for Staff
  - Clear Handbook procedures for monitoring internet usage while at program sites

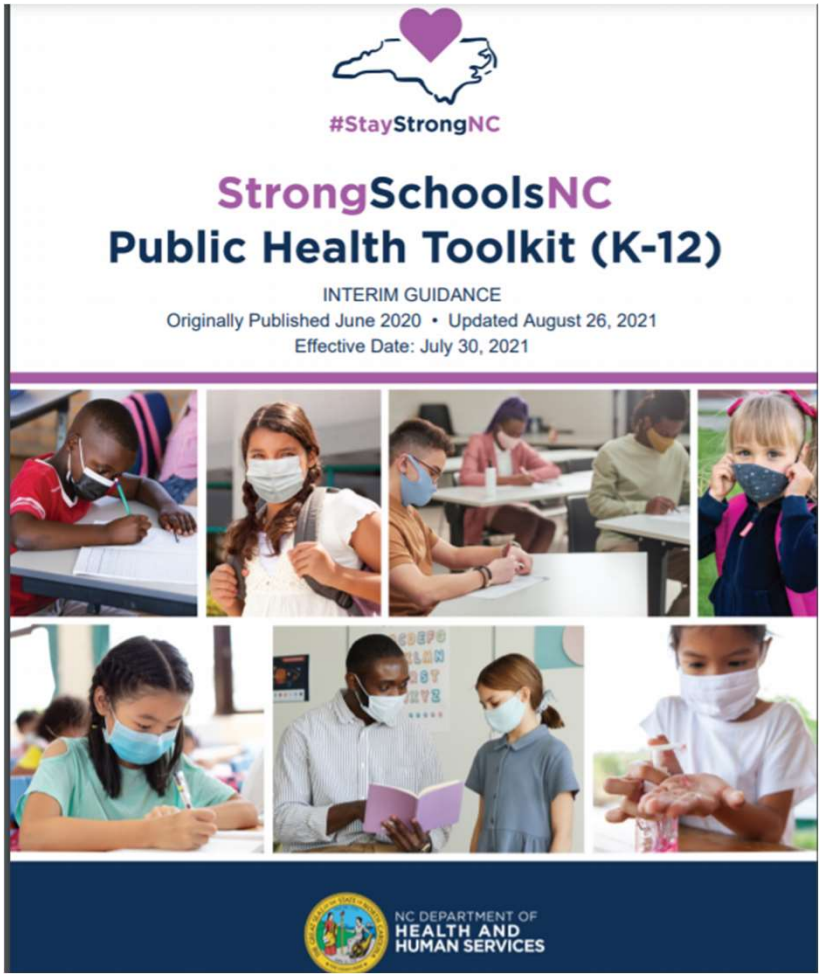
Internet Safety Resources and Sample Pledges

Lesson Plans on Internet Safety

Transportation Safety

- **Required Documentation:**
  - ELISS program specific transportation procedures in Staff and Family/Student handbooks
  - Field Trip Transportation policies in Staff and Family/Student handbooks
  - Vehicle Maintenance, inspection reports, Pick-Up procedures

ELISS Program Safety During COVID-19 Pandemic



What's Inside

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- Physical Distancing and Minimizing Exposure 11
- Testing 12
- Handling Possible, Suspected, Presumptive, or Confirmed Positive Cases of COVID-19 14
- Cleaning and Hygiene 19
- Transportation 20
- Water and Ventilation Systems 21
- Protecting Vulnerable Populations 22
- Additional Considerations 23

GLOSSARY 24

Available Online:

- CDC Guidance for COVID-19 Prevention in K-12 Schools
- Science Brief: Transmission of SARS-CoV-2 in K-12 Schools and Early Care and Education Programs – Updated
- K-12 COVID-19 Testing Program
- Contact Tracing Procedures for K-12 Schools
- Vaccine Operational Guidance for Schools

Strong Schools NC Toolkit FAQ:

https://covid19.ncdhhs.gov/media/401/open

StrongSchoolsNC Public Health Toolkit (K-12) Frequently Asked Questions

LAST UPDATED SEPTEMBER 1, 2021

Question Topics

For Families, School Leaders, and Local Health Departments

General 2
Cloth Face Coverings and Personal Protective Equipment (PPE) 3
Specials and Extracurricular Activities (e.g., Athletics, Gym, Music, Band, Art) 3
Keeping Schools Clean 3
Reducing Exposure 4
COVID-19 Testing and Positive Cases 6
Contact Information 7

ELISS Grantees Next Steps

Megan Orleans, Program Administrator
Katrina Blount, Fiscal Monitoring
Monica Pask, Fiscal Analyst
Federal Program Monitoring and Support

Related Documents in CCIP ~ Required Documents

Required Documents		
Type	**Document Template**	**Document/Link**
ELISS Basic Organization Information [Upload 1 document(s)]	ELISS HB196 Basic Info Sheet 2021-2022	basic program information
ELISS Articles of Inc. & Registered Agent - TEMPLATE NOT PROVIDED [Upload 1 document(s)]	N/A	articles of incorp
ELISS Statement of Assurances [Upload 1 document(s)]	ELISS Statement of Assurances Rev 10.5.21	assurances
ELISS Debarment Certification [Upload 1 document(s)]	ELISS HB196 Debarment Certification 5.19.21	debarment
Criminal Background Check Certification [Upload 1 document(s)]	ELISS Criminal Background Check Certification	
ELISS Conflict of Interest Agreement [Upload 1 document(s)]	ELISS Conflict of Interest Agreement	
ELISS Data Integrity and Confidentiality Certification [Upload 1 document(s)]	ELISS HB196 Data Integrity and Confidentiality Certification	data integrity confidentiality
ELISS Proposed Feeder School & Low-Performing Status [Upload 1 document(s)]	ELISS HB196 Proposed Feeder School & Low Performing Status	low performing schools proposed
ELISS Budget Worksheet & Total Cost Certification Form [Upload 1 document(s)]	ELISS HB196 Budget Worksheet & Total Cost Certification	budget worksheet
ELISS Budget Form FPD 208 [Upload 1 document(s)]	ELISS Budget Narrative and Form FPD 208 10.5.21	
Building Maintenance and Fire Inspection Reports - TEMPLATE NOT PROVIDED [Upload at least 1 document(s)]	N/A	
System for Award Management (SAM) Active Registration Confirmation - TEMPLATE NOT PROVIDED [Upload 1 document(s)]	N/A	SAM active reg

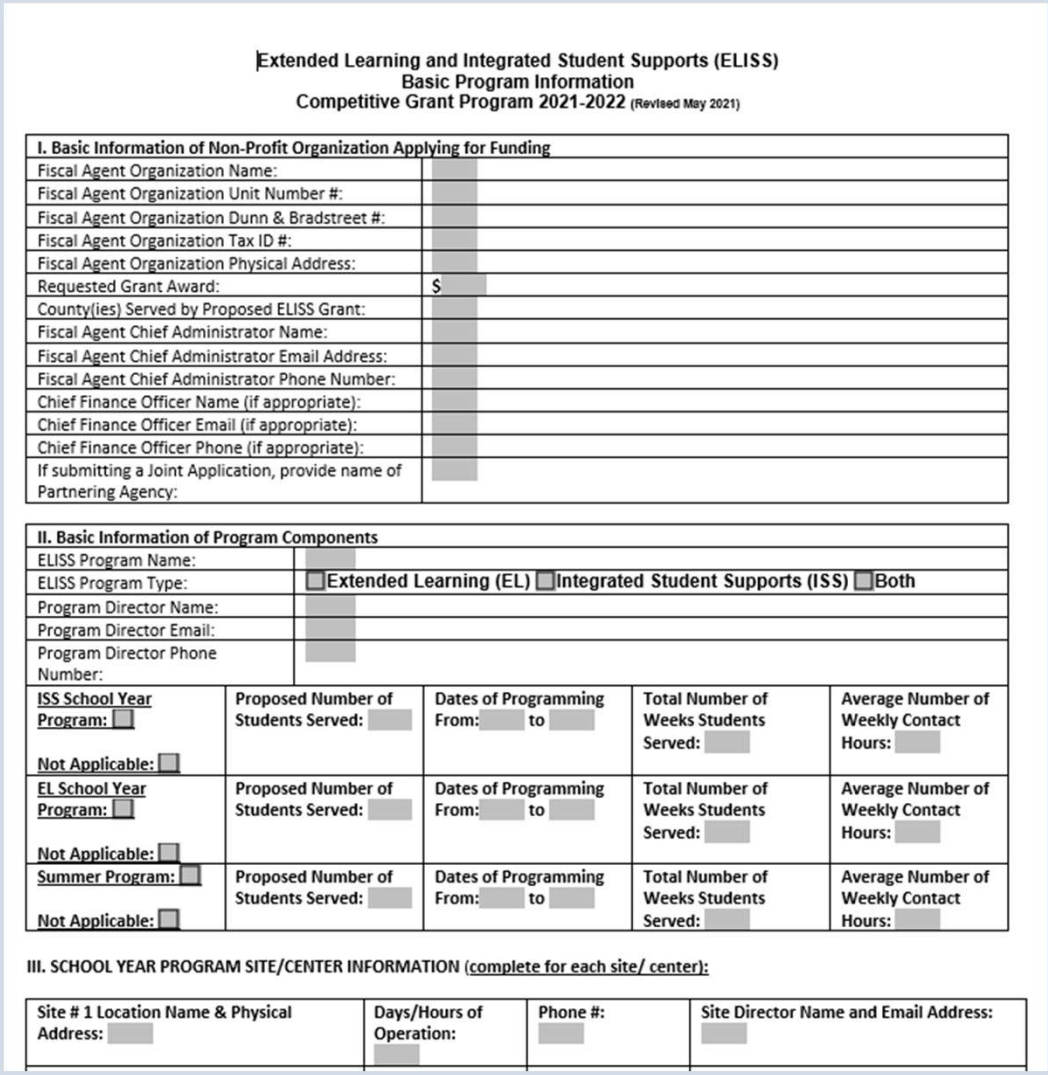
Activate Windows
Go to Settings to activate Windows.

Related Documents in CCIP ~ Optional Documents

Optional Documents		
Type	**Document Template**	**Document/Link**
ELISS Partnership Agreement with LEAs (Only for non-profits working in collaboration with LEAs) [Upload up to 4 document(s)]	ELISS HB196 Partnership Agreements MOU Template 2021-2022	MOA Partnership Pitt County Schools
ELISS Other Collaborative Agreements - TEMPLATE NOT PROVIDED	N/A	partnership letter of support evaluation of program-replication Wallace Calculator results Academic & Youth Development Models
Contracted Service Agreements - TEMPLATE NOT PROVIDED	N/A	
ELISS Programmatic Amendment Form [Upload up to 4 document(s)]	ELISS Programmatic Amendment Form	
ELISS Budget Amendment Form FPD 209 [Upload up to 4 document(s)]	ELISS Budget Amendment Form FPD 209 10.5.21	
ELISS Voluntary Termination or Reduction Form [Upload up to 2 document(s)]	ELISS Voluntary Termination or Reduction Form	

Basic Program Information Form

- Review & Confirm no changes upon SBE approval
- Changes in Program Locations, Times/Duration, # of Students will require a Programmatic Amendment



Extended Learning and Integrated Student Supports (ELISS)
Basic Program Information
Competitive Grant Program 2021-2022 (Revised May 2021)

I. Basic Information of Non-Profit Organization Applying for Funding	
Fiscal Agent Organization Name:	
Fiscal Agent Organization Unit Number #:	
Fiscal Agent Organization Dunn & Bradstreet #:	
Fiscal Agent Organization Tax ID #:	
Fiscal Agent Organization Physical Address:	
Requested Grant Award:	$
County(ies) Served by Proposed ELISS Grant:	
Fiscal Agent Chief Administrator Name:	
Fiscal Agent Chief Administrator Email Address:	
Fiscal Agent Chief Administrator Phone Number:	
Chief Finance Officer Name (if appropriate):	
Chief Finance Officer Email (if appropriate):	
Chief Finance Officer Phone (if appropriate):	
If submitting a Joint Application, provide name of Partnering Agency:	

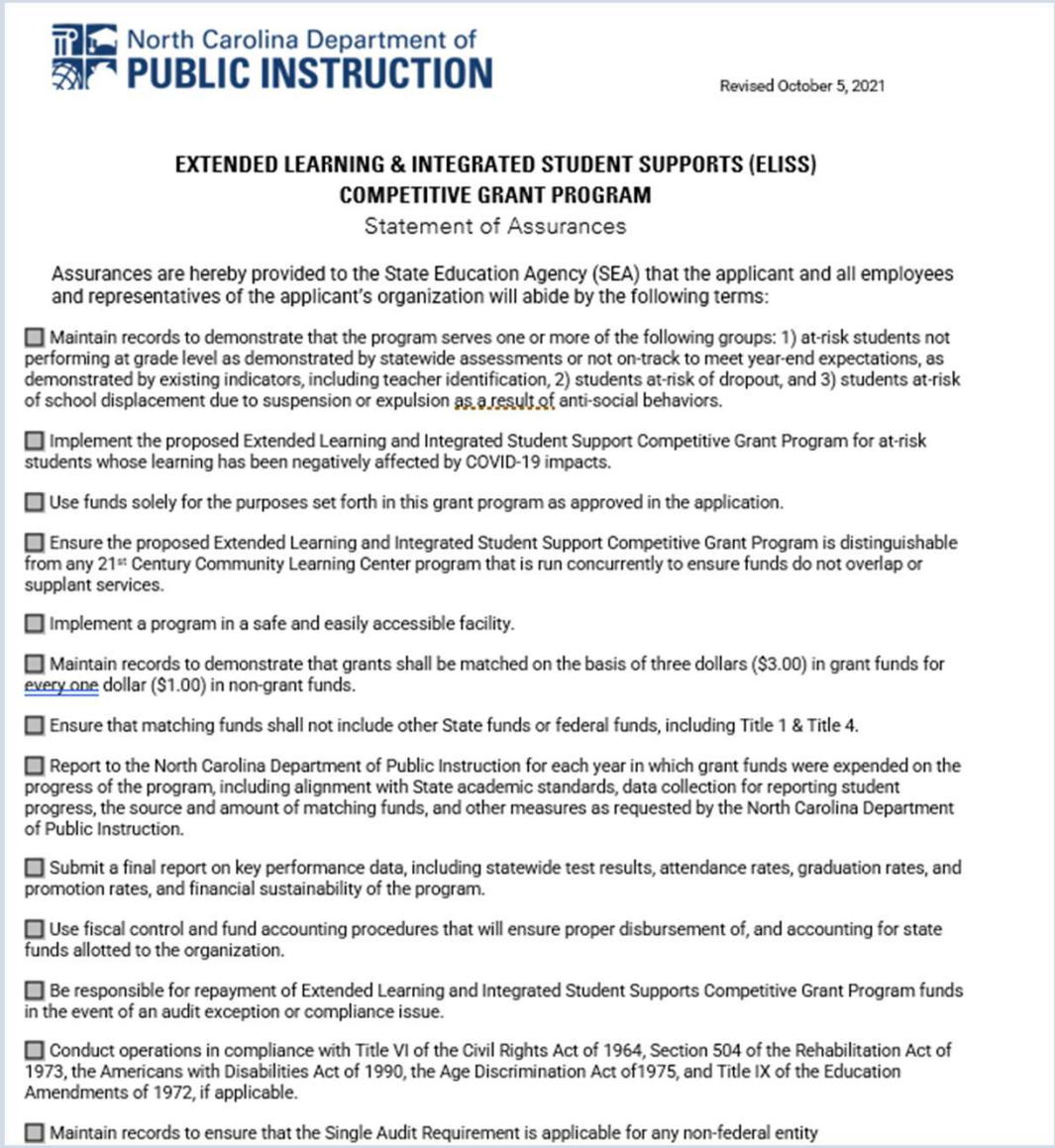
II. Basic Information of Program Components				
ELISS Program Name:				
ELISS Program Type:	☐Extended Learning (EL) ☐Integrated Student Supports (ISS) ☐Both			
Program Director Name:				
Program Director Email:				
Program Director Phone Number:				
ISS School Year Program: ☐ Not Applicable: ☐	Proposed Number of Students Served:	Dates of Programming From: to	Total Number of Weeks Students Served:	Average Number of Weekly Contact Hours:
EL School Year Program: ☐ Not Applicable: ☐	Proposed Number of Students Served:	Dates of Programming From: to	Total Number of Weeks Students Served:	Average Number of Weekly Contact Hours:
Summer Program: ☐ Not Applicable: ☐	Proposed Number of Students Served:	Dates of Programming From: to	Total Number of Weeks Students Served:	Average Number of Weekly Contact Hours:

III. SCHOOL YEAR PROGRAM SITE/CENTER INFORMATION (complete for each site/ center):

Site # 1 Location Name & Physical Address:	Days/Hours of Operation:	Phone #:	Site Director Name and Email Address:

Revised Statement of Assurances

- Updated form requiring new signatures and dates
- New Assurances:
  - Understand cannot match with Federal Funds, including Title 1 & Title 4
  - Agree to provide access to records for monitoring and audit events
  - Thoroughly read, understand and uphold the ELISS Grant Guidance



North Carolina Department of PUBLIC INSTRUCTION

Revised October 5, 2021

EXTENDED LEARNING & INTEGRATED STUDENT SUPPORTS (ELISS)
COMPETITIVE GRANT PROGRAM
Statement of Assurances

Assurances are hereby provided to the State Education Agency (SEA) that the applicant and all employees and representatives of the applicant's organization will abide by the following terms:

☐ Maintain records to demonstrate that the program serves one or more of the following groups: 1) at-risk students not performing at grade level as demonstrated by statewide assessments or not on-track to meet year-end expectations, as demonstrated by existing indicators, including teacher identification, 2) students at-risk of dropout, and 3) students at-risk of school displacement due to suspension or expulsion as a result of anti-social behaviors.

☐ Implement the proposed Extended Learning and Integrated Student Support Competitive Grant Program for at-risk students whose learning has been negatively affected by COVID-19 impacts.

☐ Use funds solely for the purposes set forth in this grant program as approved in the application.

☐ Ensure the proposed Extended Learning and Integrated Student Support Competitive Grant Program is distinguishable from any 21st Century Community Learning Center program that is run concurrently to ensure funds do not overlap or supplant services.

☐ Implement a program in a safe and easily accessible facility.

☐ Maintain records to demonstrate that grants shall be matched on the basis of three dollars ($3.00) in grant funds for every one dollar ($1.00) in non-grant funds.

☐ Ensure that matching funds shall not include other State funds or federal funds, including Title 1 & Title 4.

☐ Report to the North Carolina Department of Public Instruction for each year in which grant funds were expended on the progress of the program, including alignment with State academic standards, data collection for reporting student progress, the source and amount of matching funds, and other measures as requested by the North Carolina Department of Public Instruction.

☐ Submit a final report on key performance data, including statewide test results, attendance rates, graduation rates, and promotion rates, and financial sustainability of the program.

☐ Use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for state funds allotted to the organization.

☐ Be responsible for repayment of Extended Learning and Integrated Student Supports Competitive Grant Program funds in the event of an audit exception or compliance issue.

☐ Conduct operations in compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of1975, and Title IX of the Education Amendments of 1972, if applicable.

☐ Maintain records to ensure that the Single Audit Requirement is applicable for any non-federal entity

Criminal Background Check Certification

- Program conducts criminal background checks for all staff, direct service contractors, and volunteers, PRIOR to working with students
- Run against national and state criminal databases including North Carolina Sex Offender Database and National Sex Offender Database
- Allowable Expense

North Carolina Department of PUBLIC INSTRUCTION

CRIMINAL BACKGROUND CHECK CERTIFICATION

Revised 10/5/21

Fiscal Agent Organizations awarded the Extended Learning and Integrated Student Supports (ELISS) Competitive Grant must certify that all employees, direct-service contractors, and volunteers who work with the program have approved criminal background checks on file prior to their work with the program. In accordance with State ELISS guidelines, the organization's procedure regarding criminal background checks must meet the following requirements:

1. Must comply with the criminal background check policy and personnel procedures of the program feeder schools' district(s) [district is also referred to as the Local Education Agency (LEA)], or that of the Non-LEA Fiscal Agent Organization's governing board.

2. In the absence of a Fiscal Agent Organization's governing board policy, the Fiscal Agent Organization must obtain background checks that meet the following criteria at a minimum:

    - Criminal background checks are run against national and state criminal databases, and must include the North Carolina Sex Offender Database, http://sexoffender.ncsbi.gov/, and the National Sex Offender database, http://www.nsopr.gov/.

    - Criminal record checks must be completed and cleared for all new or existing employees, volunteers, or contractors prior to their interaction with children or handling of ELISS funds.

    - Statewide criminal background checks must include all states in which the employee or volunteer lives or has lived for the previous five (5) years.

    - All criminal background checks must be obtained directly and kept on file by the Fiscal Agent Organization; background checks obtained/submitted by employees are not acceptable. The Fiscal Agent Organization maintains responsibility to ensure that the background check data is accurate and current.

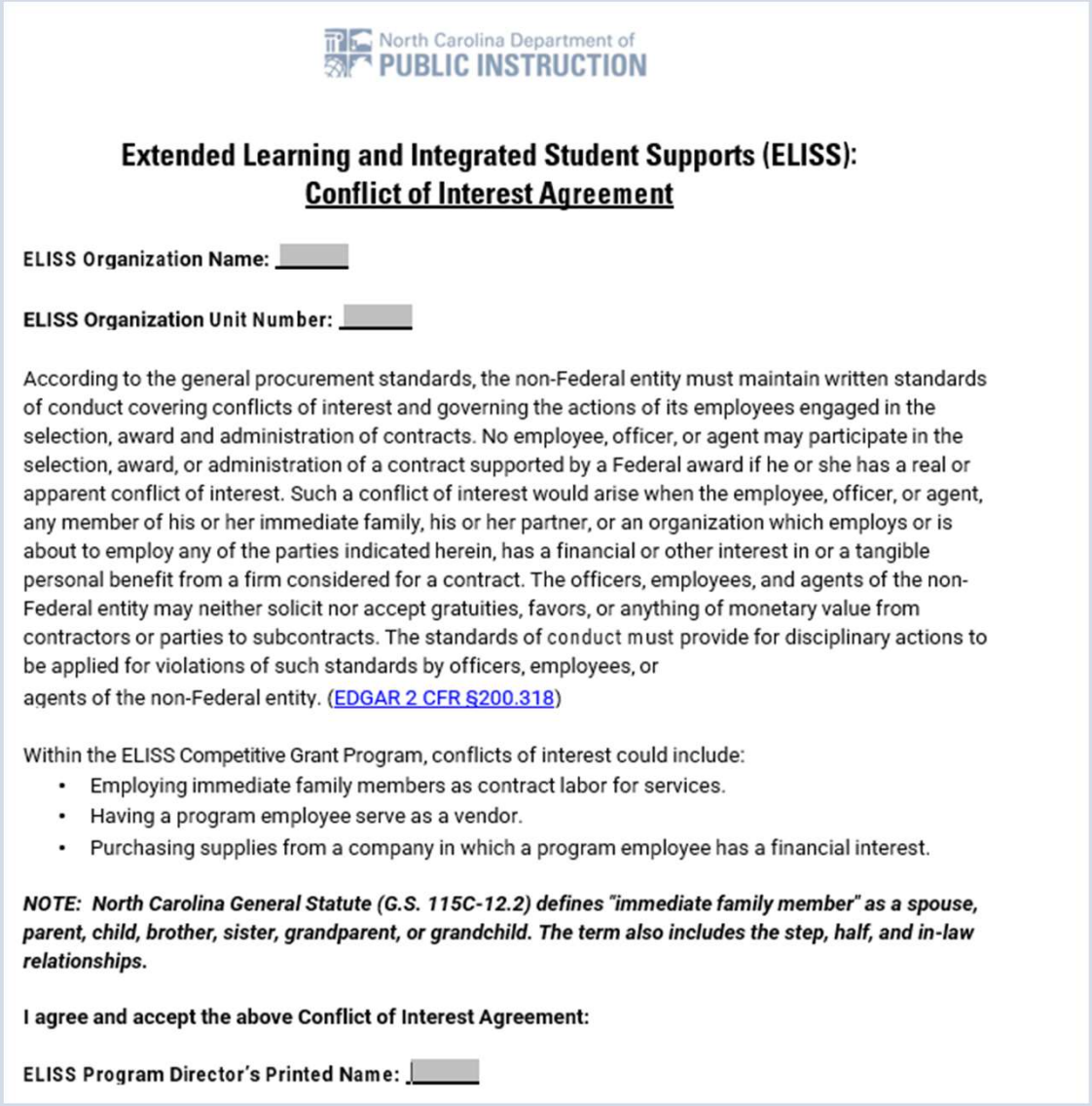
    - All criminal background checks must include the following:
        a) Date criminal history check was obtained;
        b) Name of agency that completed criminal history check;
        c) Name or identity code of the person who ran the background check; and
        d) Results of the criminal history check (e.g. "no record," "record attached," etc.).

3. Each Fiscal Agent Organization has the authority to determine and manage its own personnel policies; however, individuals convicted of the following offenses are strictly prohibited from working with the ELISS Competitive Grant Program in *any* capacity:
    - Felony (of any kind);
    - Any offense involving sexual or physical abuse/neglect against a child.

Conflict of Interest Agreement

Within the ELISS program, conflicts of interest could include:

- Employing immediate family members as contract labor for services.
- Having a program employee serve as a vendor.
- Purchasing supplies from a company in which a program employee has a financial interest.



North Carolina Department of PUBLIC INSTRUCTION

Extended Learning and Integrated Student Supports (ELISS):
Conflict of Interest Agreement

ELISS Organization Name: _____

ELISS Organization Unit Number: _____

According to the general procurement standards, the non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity. (EDGAR 2 CFR §200.318)

Within the ELISS Competitive Grant Program, conflicts of interest could include:

- Employing immediate family members as contract labor for services.
- Having a program employee serve as a vendor.
- Purchasing supplies from a company in which a program employee has a financial interest.

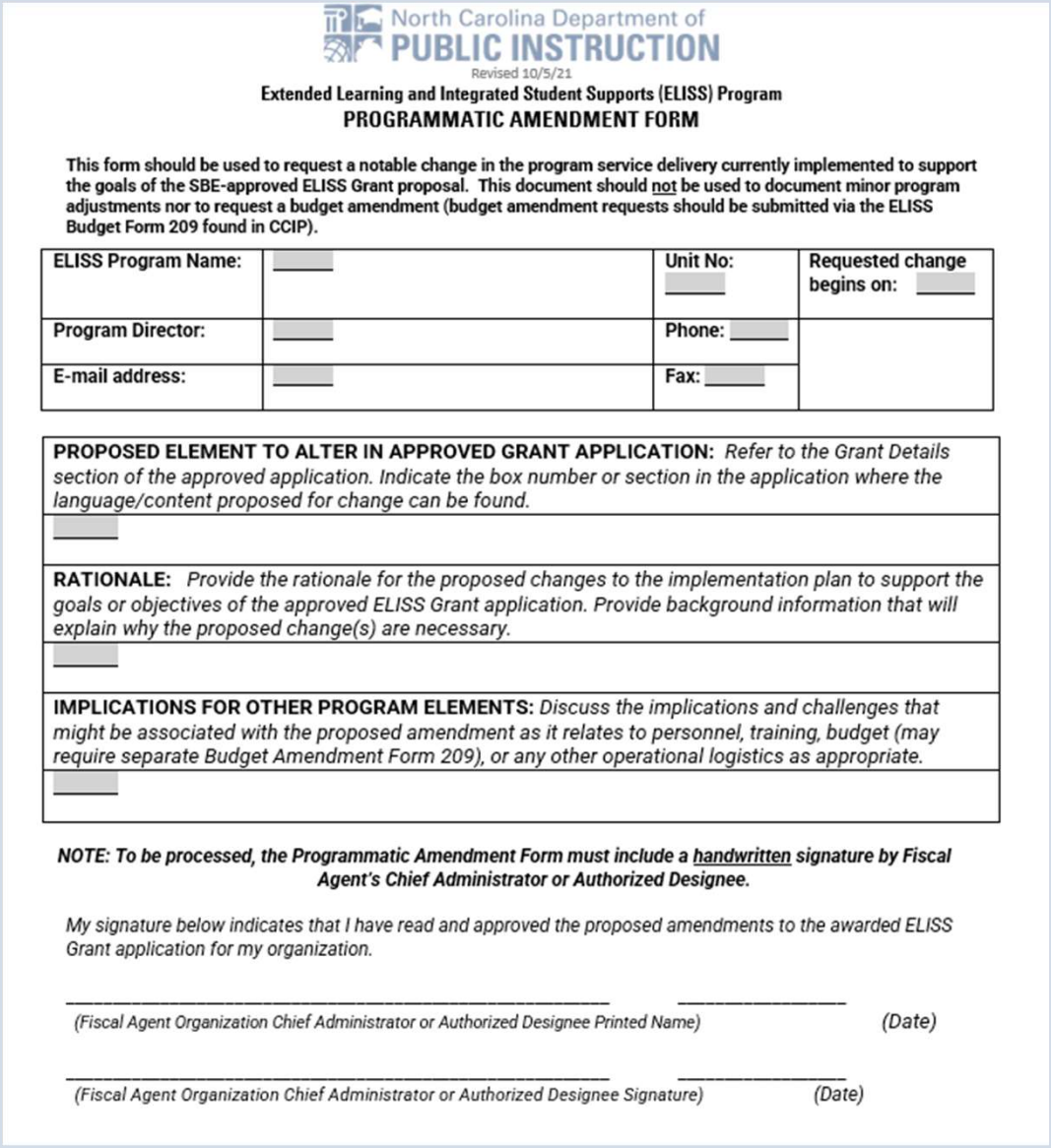
NOTE: North Carolina General Statute (G.S. 115C-12.2) defines "immediate family member" as a spouse, parent, child, brother, sister, grandparent, or grandchild. The term also includes the step, half, and in-law relationships.

I agree and accept the above Conflict of Interest Agreement:

ELISS Program Director's Printed Name: _____

ELISS Programmatic Amendment Form

- Found on the Related Documents Section under "Optional Documents" in CCIP
- Can be utilized to adjust the proposed program in the Application
  - Feeder Schools
  - Number of Students Served
  - Other substantial programming changes
- Must be uploaded and review by NCDPI Staff for Approval



North Carolina Department of PUBLIC INSTRUCTION

Revised 10/5/21

Extended Learning and Integrated Student Supports (ELISS) Program

PROGRAMMATIC AMENDMENT FORM

This form should be used to request a notable change in the program service delivery currently implemented to support the goals of the SBE-approved ELISS Grant proposal. This document should not be used to document minor program adjustments nor to request a budget amendment (budget amendment requests should be submitted via the ELISS Budget Form 209 found in CCIP).

ELISS Program Name:		**Unit No:**	**Requested change begins on:**
Program Director:		**Phone:**	
E-mail address:		**Fax:**	

PROPOSED ELEMENT TO ALTER IN APPROVED GRANT APPLICATION: *Refer to the Grant Details section of the approved application. Indicate the box number or section in the application where the language/content proposed for change can be found.*

RATIONALE: *Provide the rationale for the proposed changes to the implementation plan to support the goals or objectives of the approved ELISS Grant application. Provide background information that will explain why the proposed change(s) are necessary.*

IMPLICATIONS FOR OTHER PROGRAM ELEMENTS: *Discuss the implications and challenges that might be associated with the proposed amendment as it relates to personnel, training, budget (may require separate Budget Amendment Form 209), or any other operational logistics as appropriate.*

NOTE: To be processed, the Programmatic Amendment Form must include a handwritten signature by Fiscal Agent's Chief Administrator or Authorized Designee.

My signature below indicates that I have read and approved the proposed amendments to the awarded ELISS Grant application for my organization.

_____ _____

(Fiscal Agent Organization Chief Administrator or Authorized Designee Printed Name) *(Date)*

_____ _____

(Fiscal Agent Organization Chief Administrator or Authorized Designee Signature) *(Date)*

Budget Section

- Organizations must self-insert these Budget figures totaling the ***exact grant award amount excluding matching funds***

[Download Budget Data]

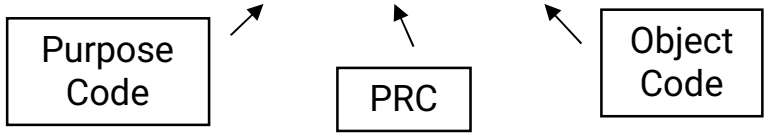
Object Code / Purpose Code	Salaries 100	Employer Provided Benefits 200	Purchased Services 300	Supplies and Materials 400	Total
5000 - Instructional Services	0.00	0.00	150,065.68	0.00	150,065.68
6000 - System-Wide Support Services	58,121.49	8,718.22	86,426.30	186,642.80	339,908.81
7000 - Ancillary Services	0.00	0.00	0.00	0.00	0.00
8000 - Non-Programmed Charges	0.00	0.00	0.00	0.00	0.00
Total	58,121.49	8,718.22	236,491.98	186,642.80	489,974.49
				Adjusted Allocation	0.00
				Remaining	(489,974.49)

Go To

NCDPI Chart of Accounts- Program Report Code (PRC) 175

Account Structure

5350-175 -113



5350 Extended Day/Year Instructional Services (Purpose Code Example)

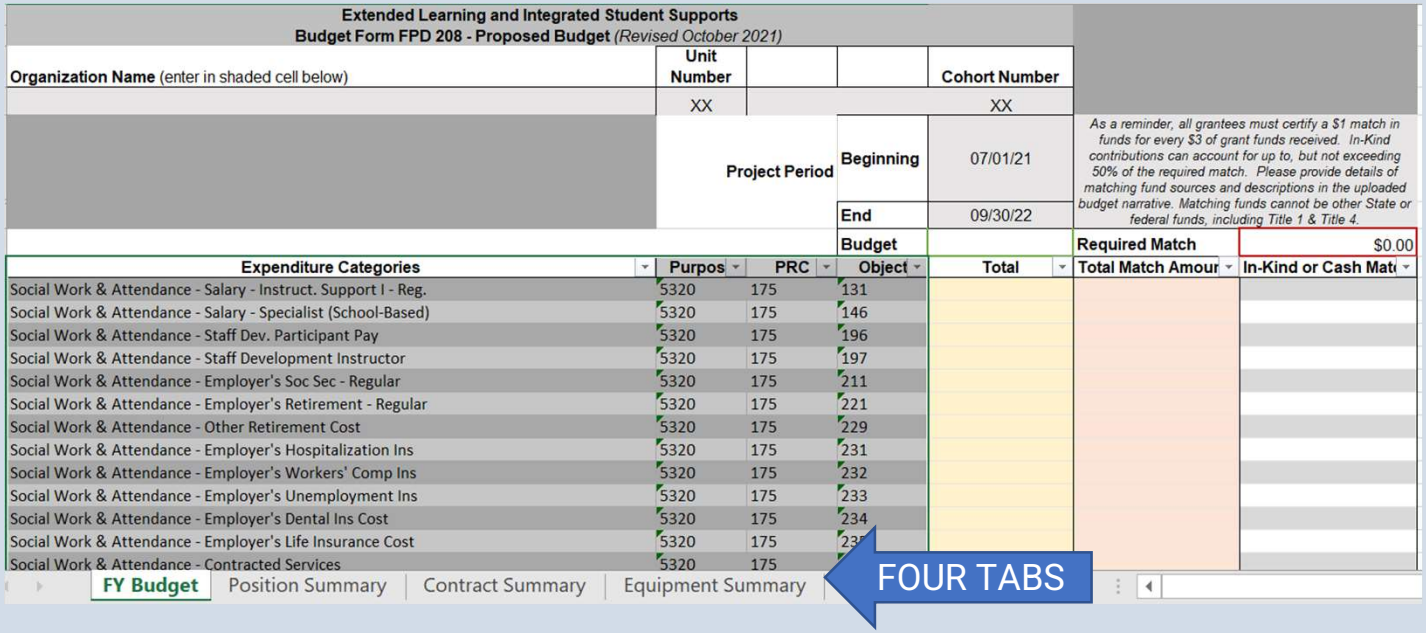
Costs of activities designed to provide additional learning experiences for students outside of the regular required school calendar. These activities include remedial instructional programs conducted before and after school hours, on Saturdays, during the summer, or during intersession breaks.

113 Director and/or Supervisor (Object Code Example)

Include the salary of the person assigned to direct or supervise staff members, a function, a program, or a supporting service. This code can be used instructional support as well as central support directors and supervisors.

NCDPI Chart of Accounts

Budget Form 208 - Budget Tab



Extended Learning and Integrated Student Supports
Budget Form FPD 208 - Proposed Budget *(Revised October 2021)*

Organization Name (enter in shaded cell below)	**Unit Number**			**Cohort Number**
	XX			XX
	Project Period		**Beginning**	07/01/21
			End	09/30/22
			Budget	

As a reminder, all grantees must certify a $1 match in funds for every $3 of grant funds received. In-Kind contributions can account for up to, but not exceeding 50% of the required match. Please provide details of matching fund sources and descriptions in the uploaded budget narrative. Matching funds cannot be other State or federal funds, including Title 1 & Title 4.

Required Match $0.00

Expenditure Categories	Purpos	PRC	Object	Total	Total Match Amour	In-Kind or Cash Mat
Social Work & Attendance - Salary - Instruct. Support I - Reg.	5320	175	131			
Social Work & Attendance - Salary - Specialist (School-Based)	5320	175	146			
Social Work & Attendance - Staff Dev. Participant Pay	5320	175	196			
Social Work & Attendance - Staff Development Instructor	5320	175	197			
Social Work & Attendance - Employer's Soc Sec - Regular	5320	175	211			
Social Work & Attendance - Employer's Retirement - Regular	5320	175	221			
Social Work & Attendance - Other Retirement Cost	5320	175	229			
Social Work & Attendance - Employer's Hospitalization Ins	5320	175	231			
Social Work & Attendance - Employer's Workers' Comp Ins	5320	175	232			
Social Work & Attendance - Employer's Unemployment Ins	5320	175	233			
Social Work & Attendance - Employer's Dental Ins Cost	5320	175	234			
Social Work & Attendance - Employer's Life Insurance Cost	5320	175	23			
Social Work & Attendance - Contracted Services	5320	175				

FY Budget | Position Summary | Contract Summary | Equipment Summary

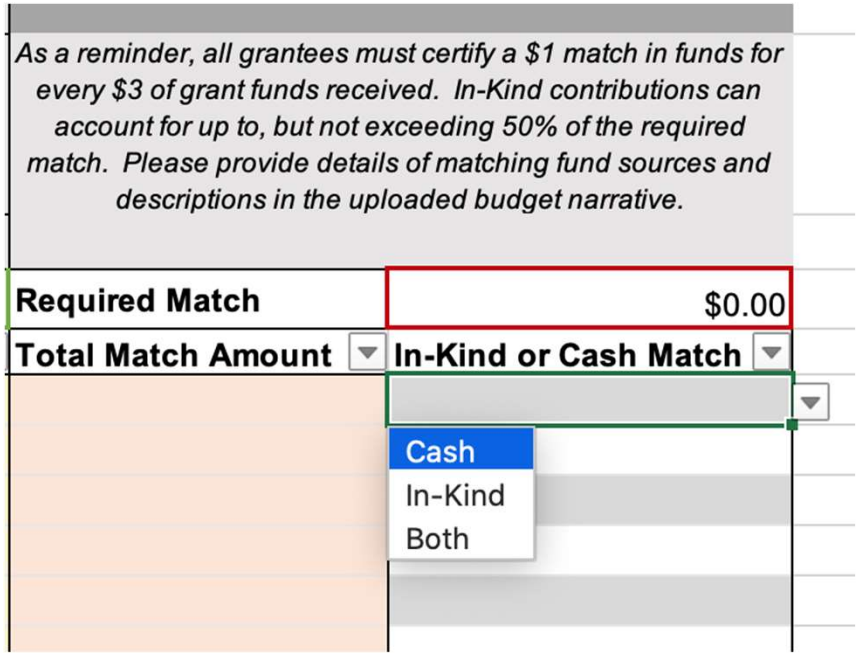
FOUR TABS

- Template located in the "Required" *Related Documents* Section of the ELISS Funding Application in the CCIP
- Should include full grant award amount with matching funds (plan for funds from July 1, 2021 through September 30, 2022) – Year 1 of grant only
- Is submitted for review in conjunction with the funding application in CCIP; cannot be approved separately
- Budget should align with your SBE-approved application or any submitted Programmatic Amendments
- Non-LEA Indirect Cost Rate is 3.493%

Budget Form 208

A	B	C	D	E
Extended Learning and Integrated Student Supports **Budget Form FPD 208 - Proposed Budget** *(Revised August 2020)*				
Organization Name (enter in shaded cell below)	**Unit Number**	**Cohort Number**		
	XX	XX		
Project Period	**Beginning**	07/01/20	*As a reminder, all grantees must certify a $1 match in funds for every $3 of grant funds received. In-Kind contributions can account for up to, but not exceeding 50% of the required match. Please provide details of matching fund sources and descriptions in the uploaded budget narrative.*	
	End	12/20/20		
	Budget Award		**Required Match**	$0.00
Expenditure Categories	**Codes**	**Total**	**Total Match Amount**	**In-Kind or Cash Match**
Social Work & Attendance - Salary - Instruct. Support I - Reg.	5320-133-131			
Social Work & Attendance - Salary - Specialist (School-Based)	5320-133-146			
Social Work & Attendance - Staff Dev. Participant Pay	5320-133-196			
Social Work & Attendance - Staff Development Instructor	5320-133-197			
Social Work & Attendance - Employer's Soc Sec - Regular	5320-133-211			

Budget Form 208 - Match Requirement



- $1 Match of Non-Grant Funds for every $3 of Grant Funds
- In-Kind Contributions can account for 50% of Total Required Match Amount
- Drop Down Box can detail what kind of Matching Funds each line-item includes
- Must upload a Detailed Budget Narrative; please describe the matching fund sources and descriptions

Budget Form 208 – Positions Tab

NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION POSITIONS TAB BUDGET NARRATIVE SECTION				
A) ORGANIZATION NAME				ELISS SAMPLE PROGRAM
B) UNIT NUMBER				R25
C) COHORT NUMBER				15
(1) Enter the appropriate PRC 175 Account Title.	(2) Enter the appropriate PRC 175 Account Code.	(3) Provide detailed position descriptions for each employee to include duties, # of hours, rate of pay, # of days/weeks and any other information for afterschool and summer operations.		(4) Enter total amount
ACCOUNT TITLE	ACCOUNT BUDGET CODE	DETAILED BUDGET NARRATIVE SECTION		AMOUNT
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
			D) TOTAL	$ -

Page 1

Budget Form 208 - Contracts

- All contracts must be uploaded into CCIP to be reviewed and approved by the fiscal team in advance of any services being performed by the contractor
- Contract must be on the letterhead of the organization providing the services
- Contract must detail the services to be provided, and the amount to be reimbursed for the services, including hourly rate/per session rate/etc., and statement indicating payment to be made only after services have been provided
- Contract must have printed names, signatures, and dates of both parties
- Contractor must provide an invoice detailing services provided, to be used for payment approval and reimbursement documentation by the fiscal agent

Budget Form 208 - Contracts

NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION
BUDGET NARRATIVE FORM

CONTRACT SUMMARY - A description of contracted services for vendors includes a detailed scope of work or facility, timeline of deliverables, and length of contract must be included in the corresponding budget justification narrative. A contract must be uploaded into CCIP for review and approval by NCDPI Program Staff before execution of contract and to receive reimburement of expense.

Account Title	Account Code	Vendor Name	Detailed narrative of the of proposed services to be provided.	RATE (hour/month/session)	Number of hours/months/sessions	Total Amount of Contract	Contract uploaded into CCIP for review and approval?
				$ -		$ -	
				$ -		$ -	
				$ -		$ -	
				$ -		$ -	
				$ -		$ -	
				$ -		$ -	
				$ -		$ -	
				$ -		$ -	
Total Contracted Services						$ -	

Page 1

Budget Form 208 - Equipment Tab

Equipment Summary - Provide a description of any equipment, furniture, and computers (i.e.laptops, iPads, etc.) that will be purchased to support the ELISS Program.

Description of Item	Quantity	Projected Unit Cost	Projected Total Cost	Own Or Lease	Planned Use of Equipment in Project
Total Budgeted Amount:			$ -		

Equipment Purchases

- If asset will have value over $10,000 ensure bid/procurement procedures followed/documented
- Must align to original grant application, be “reasonable and necessary” and approved prior to purchase
- Assets need to be documented and maintained as Inventory
- If the purchased item will be utilized in addition to ELISS hours of operation (outside of the ELISS Program hours) the cost must be pro-rated and charged to the grant accordingly

Sample Budget Narrative Examples

NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

[redacted]

Budget Form FPD 208 - Proposed Budget *(Revised 08.16.2021)*

Organization Name (enter in cell below)

[redacted]

Unit Number	[redacted]
[redacted]	
Project Period Beginning	07/01/21
Project Period Ending	09/30/22
[redacted]	

The following Account Titles and Budget Codes are approved and allowable for PRC 110 in BAAS and ERaCA systems. Do not use any others unless approved by Division Leadership.

Account Title	Account Budget Code	Budget Amount	Budget Narrative Summary Choose appropriate Tab: In dropdown list, choose the tab to note location of narrative portion. Go to the tab and complete the detailed narrative in the space provided. Complete narrative HERE: type the detailed narrative in the green cell below.
Alt Progs Supprt & Dev Srvcs - Salary - Director and/or Supervisor	6300.110.113	$ 31,433.60	See Positions Tab
Alt Progs Supprt & Dev Srvcs - Salary - Finance (e.g., Officer, bookkeeper, accountant)	6300.110.115	$ 6,105.30	See Positions Tab
Alt Progs Supprt & Dev Srvcs - Salary - Office Support	6300.110.151	$ -	Choose appropriate Tab
Alt Progs Supprt & Dev Srvcs - Overtime	6300.110.199	$ -	Complete narrative HERE
Alt Progs Supprt & Dev Srvcs - Employer's Soc Sec - Regular	6300.110.211	$ 2,871.73	Calculated at 7.65% of salaries
Alt Progs Supprt & Dev Srvcs - Employer's Retirement-Regular	6300.110.221	$ 3,753.89	The YMCA contributes 10% to employee retirement - $610.53 for Finance Director and $3,143.36 Program Director
Extended Day/Year Instr - Supplies and Materials	5350.110.411	$ 24,024.00	3 LitCamp bundles (1 ea. of K-1, 2-3, & 4-5) shared between elementary sites at $800 each + $500 manipulatives budget X 5 sites + $35 stem kit & supplies after school budget per week x 38 weeks x 7 sites + stem kit & supplies $50 budget per week x 9 weeks x 3 summer sites + $15 per week after school art supply budget x 38 weeks x 7 sites + $30 per week summer art supply budget x 9 weeks x 3 sites + $10 per week misc. & office supplies budget per week x 38 after school weeks x 7 sites + $10 misc. & office supplies budget per week x 9 after school weeks x 3 sites + middle school start-up supplies at $500 per site x 2 sites.
Extended Day/Year Instr - Other Textbooks	5350.110.413	$ 3,900.00	Bridge the Gap – 3 workbooks per site x 5 sites x $60 per book = $900 Phonemic Awareness Curriculum – 3 workbooks per site x 5 sites x $80 per book = $1,200 Reading A-Z – 3 workbooks per site x 5 sites x $120 per book = $1,800
Extended Day/Year Instr - Library Books	5350.110.414	$ 1,638.00	30 books per site x 5 elementary sites + 42 books per site x 2 middle schoo sites at an estimated average cost per book $7 x for reading groups and independent reading

Sample Budget Narrative Examples

NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION
POSITIONS TAB BUDGET NARRATIVE SECTION

A) ORGANIZATION NAME	
B) UNIT NUMBER	
C) COHORT NUMBER	

(1) Enter the appropriate PRC 110 Account Title.	(2) Enter the appropriate PRC 110 Account Code.	(3) Provide detailed position descriptions for each employee to include duties, # of hours, rate of pay, # of days/weeks and any other information for afterschool and summer operations.		(4) Enter total amount
ACCOUNT TITLE	**ACCOUNT BUDGET CODE**	**DETAILED BUDGET NARRATIVE SECTION**		**AMOUNT**
Alt Progs Supprt & Dev Srvcs - Salary - Director and/or Supervisor	6300.110.113	Project Director at 38 hrs/ per week x 47 wks. x $17.60 per hr. to direct all aspects of 21st CCLC program.		$ 31,433.60
Alt Progs Supprt & Dev Srvcs - Salary - Finance (e.g., Officer, bookkeeper, accountant)	6300.110.115	Finance Officer at 6 hrs. per week (15%) x 47 wks. x $21.65 per hour to manage payroll and fund management		$ 6,105.30
Extended Day/Year Instr - Site Director	5350.110.113	1 Site Director at each of 5 elementary sites x 23.75 (45 min. prep. + 4 hrs. program daily) after school hrs. x 38 wks. x $15 per hr. + 1 Site Director at each of 2 middle school sites x 18.75 (45 min. prep. + 3 hrs. program daily) after school hrs. x 38 wks. x $15 per hr. + 1 director at 3 summer sites x 40 hrs. per wk. x 9 wks. at $15 per hour to devlop and implement academic and enrichment programming and provide on-site staff supervision		$ 100,762.50
Extended Day/Year Instr - Salary - Teacher	5350.110.121	Certified Music Teacher 3 hours per week x 47 weeks at $20 per hour		$ 2,280.00

2.M: Budget Amendment Process

- Post-award changes in budgets and projects require the prior written approval of DPI, and submission of a Budget Amendment Form (FPD 209).
- Budget amendments/revisions (changes to the budget) can be submitted anytime through CCIP during the approved grant period.
- Budget Amendment Forms (FPD 209) along with appropriate justification narrative and programmatic change (if applicable) should be uploaded to CCIP for review and approval by ELISS Program Administrators.

Budget 209 Form

Budget Form FPD 208 - Proposed Budget *(Revised October 2021)*

Organization Name (enter in shaded cell below)	**Unit Number**			**Cohort Number**	
	XX			XX	
	Project Period		**Beginning**	07/01/21	*As a reminder, all grantees must certify a $1 match in funds for every $3 of grant funds received. In-Kind contributions can account for up to, but not exceeding 50% of the required match. Please provide details of matching fund sources and descriptions in the uploaded budget narrative. Matching funds cannot be other State or federal funds, including Title 1 & Title 4.*
			End	09/30/22	
			Budget		**Required Match** $0.00

Expenditure Categories	**Purpos**	**PRC**	**Object**	**Total**	**Total Match Amour**	**In-Kind or Cash Mat**
Social Work & Attendance - Salary - Instruct. Support I - Reg.	5320	175	131			
Social Work & Attendance - Salary - Specialist (School-Based)	5320	175	146			
Social Work & Attendance - Staff Dev. Participant Pay	5320	175	196			
Social Work & Attendance - Staff Development Instructor	5320	175	197			
Social Work & Attendance - Employer's Soc Sec - Regular	5320	175	211			
Social Work & Attendance - Employer's Retirement - Regular	5320	175	221			
Social Work & Attendance - Other Retirement Cost	5320	175	229			
Social Work & Attendance - Employer's Hospitalization Ins	5320	175	231			
Social Work & Attendance - Employer's Workers' Comp Ins	5320	175	232			
Social Work & Attendance - Employer's Unemployment Ins	5320	175	233			
Social Work & Attendance - Employer's Dental Ins Cost	5320	175	234			
Social Work & Attendance - Employer's Life Insurance Cost	5320	175	235			
Social Work & Attendance - Contracted Services	5320	175	311			
Social Work & Attendance - Workshop Exp/Allowable Travel	5320	175	312			

FY Budget | Position Summary | Contract Summary | Equipment Summary

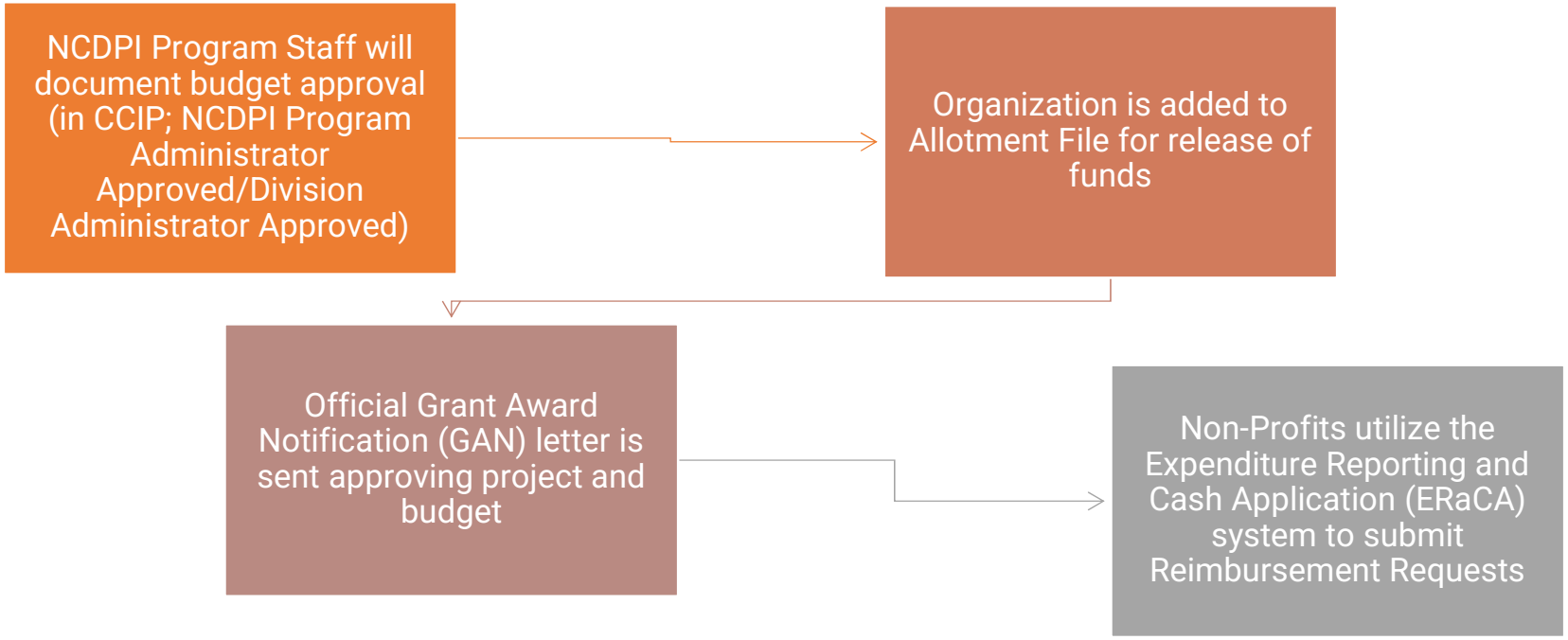
CCIP Budget Submission

- CCIP Opens – **Monday, October 25, 2021**
- Completed Applications must be submitted by **November 30, 2021 at 5pm**
- **Submitted Applications/Budgets are reviewed on a "First In, First Out" process**
- If more details are needed, the Program Administrator can return the funding application in order for your organization to upload revised templates

CCIP: Changing Status on Sections Page

- When you have completed your Related Document updates (including your Budget 208) return to the Sections page
- At the top of the Sections page, you will, successively, click on (and confirm each)*
  - Draft Completed
  - LEA Fiscal Representative Approved
  - LEA Chief Administrator Approved
- Once at Chief Administrator Approved, your Program Administrator and NCDPI Division Leadership will then review and denote approval in the history log

Budget/Project Approval – Allotment Allocation



Upcoming On-boarding Webinar Links

- Tuesday, October 26, 2021 from 11 a.m. – 12 – p.m.
  - ELISS Drop-in Office Hours
  - Link to be sent out soon!

- Wednesday, October 20th from 10 a.m.-12 p.m.
  - Topic: Accessing & Using the ERaCA System and Fiscal Documentation
  - ERaCA TA Webinar Link

- Tuesday November 2nd from **12 p.m.** – 3 p.m.
  - Topic: ELISS Monitoring, Data Collection & Evaluation
  - Monitoring TA Webinar Link

QUESTIONS

Contact Information

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North Carolina Department of
PUBLIC INSTRUCTION