North Carolina Department of Public Instruction

Extended Learning and Integrated Student Supports (ELISS) Grant Application Addendum
Frequently Asked Questions – FAQs as Revised on June 10, 2020

Grant Regulation and Requirements	
Questions	**Answers**
How are ELISS Application Addendums submitted to the State?	• *The 2020 ELISS Application Addendum can be found in the "Related Documents" section of your organization's previously submitted FY20 Extended Learning and Integrated Student Supports Funding Application on the CCIP grants management system by clicking* HERE. *Only addendums submitted in the Required Documents slot in CCIP by the due date (by organizations in Good Standing) will be reviewed and scored. Application Addendums must be submitted in CCIP by 5:00 pm EDT on June 12, 2020.* • *ELISS Application Addendums submitted via email or other electronic communications will NOT be accepted or reviewed.*
What legislation funds and regulates the ELISS Competitive Grant Program?	• *The ELISS Competitive Grant is authorized under HB 1043 also known as the* 2020 COVID-19 Recovery Act.
What is the purpose of the ELISS Competitive Grant Program?	• *The purpose of the program 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.*
How are "at-risk" students defined to be eligible to participate in the ELISS program?	*As described in HB 1043, at-risk students are considered to be:* • *Students not performing at grade level as demonstrated by statewide assessments or not on-track to meet year-end expectations as of March 16,*

	2020, as demonstrated by existing indicators, including teacher identification, and/or • *Students at-risk of dropout, and/or* • *Students at-risk of school displacement due to suspension or expulsion as a result of anti-social behaviors.* • *Students served by the ELISS program may be identified as at-risk based on one or more of the aforementioned criteria. The nonprofit organization must work closely with school officials to determine which students would be considered as "at-risk" whose learning has been negatively affected by COVID-19 impacts and therefore eligible for the ELISS program.*
Are there any priority considerations for applicants submitting the ELISS Application Addendum?	• *HB 1043 states priority consideration shall be given to applications demonstrating models that focus services and programs in schools that are identified as low-performing, pursuant to G.S. 115C-105.37* • *In NC, the 2018-19 low-performing schools have been defined by the NC General Assembly as schools that received a School Performance Grade of D or F and a school growth score of "met expected growth" or "not met expected growth" (G.S. 115C-105.37).* • *To apply for the competitive priority, applicants must focus services and programs in schools that are identified as State low-performing (that is, at a minimum, 50% of schools served must be low-performing). The State low-performing schools 2017-2018 list was the list available at the time the ELISS RFP and Guidance was published, but the most current State low-performing schools 2018-2019 list is now available. Schools identified as low-performing on either list will be accepted.*
Are ELISS funds restricted for at-risk students only at low performing schools?	• *No, ELISS programs can serve at-risk students who attend schools that are not designated on the low-performing school lists; however, applicants will want to keep in mind the intent of the ELISS program is to focus on at-risk students in low-performing schools.*
What is the level of funding available through the grant as adjusted by HB 1043?	• *Eligible applicants must adjust their previously requested grant amounts for one year of programming down to an amount in the range of 25%-40% since*

	programs will only be implemented between six ~~to ten months~~ instead of the full two years of programming as previously thought. • *This adjusted funding range is due to the origination of the funds for the 2020 COVID-19 Recovery Act sourced in federal emergency relief dollars that have a reduced period of availability from ~~March 1, 2020~~ July 1, 2020 through December 30, 2020.*
What is the period of availability of the ELISS grant funds?	• *Due to the source of funding for the 2020 COVID-19 Recovery Act and funds being awarded in the 2021 Fiscal Year, all ELISS grant funds must be expended between ~~March 1, 2020~~ July 1, 2020 and December 30, 2020.* • *Any unspent ELISS grant funds after December 30, 2020 will revert back to the state.*
Who is eligible to submit an ELISS Application Addendum?	• *Only the 47 nonprofit organizations who previously submitted an ELISS funding application within the CCIP system by the October 15, 2019 deadline are now eligible to submit the ELISS Application Addendum for review.* • *As a reminder, the legislation states that nonprofit corporations and nonprofit corporations working in collaboration with local education agencies (LEAs) are eligible to apply for the ELISS grant to implement new or existing eligible programs for at-risk students.* • *This restricts stand-alone applications from LEAs, charter schools, lab schools, or other governmental or educational agencies.* • *Only qualifying nonprofit organizations that will be implementing the ELISS program can submit application addendums for the ELISS Competitive grant program.* • *The nonprofit organization that submits the funding application and addendum within CCIP will be the organization recommended for funding to the State Board of Education.* • *If the applicant organization is deemed Not in Good Standing by the NCDPI Federal Program Monitoring and Support Division as of the time application addendums are due (June 12, 2020), the addendum will not be reviewed. In addition, if the applicant organization is deemed "Not in Good Standing" at any point during the Level II or Level III reviews, the application will be identified as "Not Recommended" for funding to the SBE.*

What documentation must be submitted to demonstrate that an organization is a nonprofit corporation?	• *A nonprofit corporation must submit a copy of the **Articles of Incorporation** that have been filed with the NC Secretary of State. The nonprofit organization must also submit the name of the **Registered Agent**. The documents will be uploaded into CCIP under "Required Documents". The nonprofit organization identified in the Articles of Incorporation must be the applying grantee.*
Can a nonprofit organization receive both a 21st Century Community Learning Centers (CCLC) grant and an ELISS grant?	• *It is possible to have an ELISS program and a 21st CCLC program; however, the ELISS program cannot supplant any 21st CCLC programming, nor can the 21st CCLC program supplant any ELISS programming. Nonprofits cannot layer the ELISS program on top of the 21st CCLC program. Keep in mind that students to be served with the ELISS program will not necessarily be the same students who are served by the 21st CCLC program.* • *In the application Addendum, Parts B and E, you must identify whether you have an existing and/or future 21st CCLC funded program; and if so, describe how your proposed ELISS program will be distinguishable from your 21st CCLC program(s) in Cohorts 12, 13, and/or 14.*
What types of implementation features are the ELISS Programs <u>required</u> to provide?	*The programs funded shall raise standards for student academic outcomes by focusing on the following (not all will apply to every program):* • *Use of an evidence-based model with a proven track record of success.* • *Inclusion of rigorous, quantitative performance measures to confirm effectiveness of the program.* • *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.*
Are there any requirements regarding when the ELISS Program provides services?	- *NC Extended Learning (EL) programs must offer services during non-school hours (Before School, After School, Evenings, Saturdays, Summer or Intersessions).* - *NC Integrated Student Supports (ISS) programs support students' academic success by developing or acquiring and coordinating supports during the school day that target academic and non-academic barriers to achievement.*
Can the proposed ELISS program provide services remotely (utilizing technology equipment to provide tutorial and/or student support services?)	- *Yes, in the event of extended public school closures due to the COVID-19 pandemic, both EL and ISS programs can continue to serve at-risk students even if the school buildings are closed due to public safety or a stay at home order.* - *However, if public school buildings are open the proposed ELISS programs must enroll and serve students face to face at the proposed program site(s).*
Can the proposed ELISS program serve different feeder schools as initially proposed due to COVID-19? If so, where in the ELISS Addendum do applicants designate these changes?	- *Yes, a proposed ELISS program can adjust their previously submitted proposed feeder schools due to an expansion or contraction of services and enrolled students due to COVID-19 disruptions.* - *If changes are made to your proposed feeder schools, please upload a NEW Proposed Feeder School & Low Performing Status Required Document in CCIP.* - *Applicants should also address these changes in Parts A, B and E of the Addendum.*
Our organization previously submitted an ELISS proposal for Extended Learning (EL) only, can we now make adjustments to offer both EL and ISS programming?	- *Yes, organizations completing the ELISS Application Addendums can adjust previously submitted proposals to change the type of programming they intend to offer as adjusted due to challenges from the COVID-19 pandemic.*

Can we change the number of at-risk students to be served due to the new time frame limitations from HB 1043?	• *Yes, organizations can adjust their anticipated number of at-risk students to be served. Applicants must update this figure in Parts A, B, and E of the Addendum and explain how these adjustments will change your submitted budget.*
Due to the limited period of availability for program implementation is an evaluation report still an ELISS grant requirement?	• *Yes, the legislation states Grant recipients shall report to the Department of Public Instruction for the 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.* • *Grant recipients shall also 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.*

Given the timeline for the grant is less than one year, what performance measures are realistic to include regarding student performance?	• *NCDPI recognizes that typical end of year performance data such as EOG testing data will not be available to grantees for the 2019-2020 school years due to extended public school closures in response to COVID-19.*
	
	 • *NCDPI encourages ELISS applicants to work with feeder school administrators and teachers when considering how programs can assess and measure student academic progress.*
	
	 • *Additional quantitative performance measures you can collect, analyze, and report about with regard to at-risk student progress can include:*
	    o *Progress in academic performance in the classroom (e.g., grades).*
	    o *Progress made in certain targeted academic skills (e.g., pre- and post-assessments via computer instruction programs).*
	    o *Progress indicated by improvements to school attendance, suspension/expulsion rates, or other behavior rates.*
	    o *Progress indicated by improvements in students' socio-emotional or life skills.*
	    o *Progress indicated by improvements in students' school engagement or attitudes toward school.*

FISCAL Requirements	
Questions	**Answers**
Once the State Board approves recommended organizations for funding, will the program immediately receive the proposed grant funds?	*No:* • *State Board approval does not mean approved budget; final budgets using approved Chart of Accounts for the ELISS program with narratives will be submitted into CCIP and approved by NCDPI Program Staff before allotments will be made.*
How does the reimbursement process work for non-school district programs?	• *Non-school district programs submit reimbursement requests through an online Expenditure Reporting and Cash Application for Education Centers (ERaCA) before funds are transferred directly to program's bank account.* • *Detailed expenditure documentation must be maintained and submitted to NCDPI to support each cash reimbursement request.* • *Additional detailed information regarding the reimbursement process will be provided after grant approval.*
Where can I find specific resources related to the general use of ELISS funds?	• *Budgets must align with the* [Uniform Chart of Accounts (COA)](#) *provided by NCDPI; the previous ELISS grant utilized Program Report Code (PRC) 052, however at this time a new PRC Code and Chart of Accounts for the ELISS funds as adjusted by the 2020 COVID-19 Recovery Act is being developed for State Board of Education Approval.*
What are some additional guiding principles regarding the budget and use of funds?	• *Budgeted priorities should be reflected in needs assessment.* • *Always based on what is deemed "reasonable and necessary".* • *May supplement; may not supplant:* • *Would activities still be funded by another source if the ELISS funds were not available?*
What are some <u>non- allowable</u> uses of federal funds?	• *Fundraising costs;* • *Leases of more than 12 months in duration;* • *Land acquisition;* • *Building or renovation costs;*

	• *Purchase of vehicles;* • *Direct cash or gift cards in any amount for students and their parents;* • *Field trip tickets purchased in advance for those who do not attend.*
Does the ELISS program still required certification of matching funds?	• *Yes. The legislation still requires that grant participants shall provide certification to NCDPI that the grants received under the program shall be matched on the basis of three dollars ($3.00) in grant funds for every one dollar ($1.00) in nongrant funds.* • *Matching funds shall not include State funds.* • *Matching funds can include federal funds under Part A of Title I of the Elementary and Secondary Education Act of 1965, as amended, or Title IV of the Higher Education Act of 1965, as amended, and other federal or local funds.* • *Matching funds may include in-kind contributions for up to 50% of the required match.* • *Title IV, Part A 21st Century Community Learning Centers (CCLC) competitive grant funds cannot be utilized as part of the match.*
Will funds be allocated in one installment?	• *Yes. As funds are available, approved grantees will be awarded a single installment of funds in the 25-40% funding ranges from original grant proposals. These funds must be expended by December 30, 2020 and no carryover beyond that date is allowed.*
Is this a reimbursement grant?	• *Yes. The nonprofit organization must expend its own funds prior to submitting a reimbursement request in the online Expenditure Reporting and Cash Application for Education Centers (ERaCA) system.*
Can the nonprofit organization submit reimbursement requests backdated to March 1, 2020?	• ~~*Yes. If the nonprofit organization was operating the proposed ELISS program and serving at-risk students as defined by the legislation, they may submit documentation related to program expenses for reimbursement beginning on March 1, 2020.*~~ • *No, due to updated guidance as distrubted on June 10, 2020, organizations awarded ELISS grant funds will only be eligible to receive reimbursements for related program expenses beginning on July 1, 2020.*

Roles and Responsibilities	
Questions	**Answers**
What is the role of the Fiscal Agent?	• *Eligible organization or individual authorized to receive funds from NCDPI and is responsible party for fidelity and ultimate oversight of the grant.* • *Fiscal Agent Representative – Chief Administrator; Signs assurances in the Application Addendum.* • *During the application process, the Fiscal Agent Representative is main point of contact.*
Can one entity apply on behalf of another?	• *An entity may not apply on behalf of another.* • *The agency completing the application and submitting through CCIP must be the operator of the ELISS Program.*
May a nonprofit corporation partner with a local educational agency (LEA) to serve as the fiscal agent?	• *Yes. The legislation states that "a nonprofit corporation may act as its own fiscal agent;" however, the law does not prohibit the nonprofit organization from partnering with an LEA to serve as its fiscal agent.*
Comprehensive Continuous Improvement Plan CCIP	
Questions	**Answers**
What is the NC Comprehensive Continuous Improvement Plan (CCIP)?	• *Web-based tool for electronic submission, review and approval of Entitlement and Competitive grant funding applications* • *One view for NCDPI and organizations for multiple federal programs* • *Before access must have a valid NCID, and system approval*
Our nonprofit has had a change in leadership, therefore how can I access NC Comprehensive Continuous Improvement Plan (CCIP) to complete the Application Addendum?	• *New users will need to create an NCID by clicking HERE* • *You can download the CCIP User Access form by clicking HERE* • *Submit completed CCIP User Access forms to Anita Harris at anita.harris@dpi.nc.gov*

	• *It is very important that nonprofit organizations do NOT share CCIP login credentials and passwords as all changes in the CCIP system are historically recorded by the "signature" of the user.*
What are the different applicant roles in CCIP?	<table><tr><td>Data Entry</td><td>Allows the user to edit the Funding Application for an organization.</td></tr><tr><td>Planning Tool Data Entry</td><td>Allows the user to edit the Active Plan for an organization. Required to enter data in the Planning Tool (Goals, Strategies, etc.)</td></tr><tr><td>Fiscal Representative</td><td>Allows the user to mark an application 'Fiscal Representative Approved'. This role inherits all permissions from the Data Entry role.</td></tr><tr><td>Chief Administrator</td><td>Allows the user to mark an application 'Chief Administrator Approved'. This role inherits all permissions from the Data Entry role.</td></tr></table>
What application status do we need to move the funding application to in order to submit the ELISS Application Addendum?	• *Unlike the traditional workflow in submitting a competitive grant proposal in CCIP, users will only have access to edit the "Related Documets" section in CCIP. You need to upload the ELISS Application Addendum to the correct slot by 5:00 PM EDT on June 12, 2020 for the Addendum to be reviewed and scored* • *All 47 organizations will remain at "Chief Administrator Approved" while working on and submitting the ELISS Application Addendum.*

Application Review Process	
Questions	***Answers***
What are the steps of the application review?	• **INITIAL LOGIN AND SCREENING (TECHNICAL REVIEW)** - *reviewed for basic components* • **LEVEL I EVALUATION-** *Outside contractor* o *Team of Internal and External Reviewers* o *4 reviewers score addendums independently using rubric to assess quality of responsiveness to Addendum sections, scores averaged*

	o *Technical Checklist used to check for completeness of Addendum, Basic Organization form, EL&ISS Proposed Feeder School and Low Performing Status* • ***LEVEL II EVALUATION*** o *Team of Reviewers meet to resolve open questions, finalize scores for all addendums and identify future technical assistance needs for grantees* • ***LEVEL III REVIEW*** o *Final evaluation prior to SBE recommendation for funding* o *Upon approval from SBE, contact person will be notified via email and letter* o *Based on reduced grant awards and limited period of availability all eligible applicants in good standing who submit an addendum will receive at minimum, 25% of their initial grant proposal*
Will our original grants be read and scored, or just the application addendums?	• *Since HB 1043 changed the usage of the funds for ELISS, your original applications do not address what is required for approval. Therefore, only the addendums will be scored for focus upon response services from COVID-19. In addition to the Addendum, updated Required Documents such as the Basic Program Information Sheet, Proposed Feeder School and Low Performing Status will be reviewed for data collection.*
What is the projected timeline for the review, approval, and ultimately, funding of the programs?	*Tentative timeline:* o ***June 12, 2020 -*** <u>*Applications Addendums Due*</u> *– Application Addendums submitted in Required Documents section of CCIP and by 5:00 PM EDT* o ***June 30, 2020-*** <u>*Level I/II Reviews*</u> *– Application Addendums are reviewed and scored* o ***August 6, 2020 -*** <u>*SBE Meeting*</u> *– Anticipated meeting for new grant recommendations for SBE review and approval*

	o **August 10, 2020-** <u>Notifications to Approved Applicants</u> *Applicants notified of approval and provided additional information for final budget approval process* o **Mid-August, 2020 -** <u>Applicant Consultations</u> *– Applicants (ongoing) provided with opportunities for phone and in-person consultations* o **Mid-December, 2020-** <u>Evaluation Reports</u> *due to NCDPI* o **December 30, 2020-** *Unspent grant funds revert back to the State*
Where can I find the recorded ELISS Application Addendum Technical Assistance Webinar and presentation slides?	• *Organizations can click this link* <u>https://youtu.be/SSJPosNVvNA</u> *to view the recorded webinar.* • *The slide deck can be found on the NCDPI ELISS Webpage* <u>HERE</u>