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
ELI SS Program Administrators & Support Team

Federal Programs & Monitoring Support - NCDPI
Dr. LaTricia Townsend, Federal Programs Director
Susan Brigman, Section Chief ~ Specialty Programs
Katrina Blount, Fiscal Monitor
Monica Pask, Fiscal Analyst
Megan Orleans, Program Administrator
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

<table>
<thead>
<tr>
<th>SBE Region</th>
<th># Submitted</th>
<th># Recommended</th>
<th>Percent Recommended</th>
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<tr>
<td>Northeast</td>
<td>4</td>
<td>2</td>
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<tr>
<td>Southeast</td>
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<tr>
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<tr>
<td>Sandhills</td>
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<tr>
<td>Total</td>
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<td>19</td>
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## Applicant Funding – Recommendation by SBE Region

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<tr>
<th>SBE Region</th>
<th>Number of Grants</th>
<th>Yearly Amount</th>
<th>Total Amount</th>
<th>% of Total Recommended</th>
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<tr>
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<tr>
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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
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.
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.
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.
2.1: 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)
2.1: 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 can 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.

• Consistency - 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”
4.1: 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.
4.1.1: 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.
4.1.2: 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.
4.1.3: 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.
4.1.4: 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

• 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
Strong Schools NC Toolkit FAQ:
https://covid19.ncdhhs.gov/media/401/open

Strong Schools NC Public Health Toolkit (K-12)
Frequently Asked Questions

LAST UPDATED SEPTEMBER 1, 2021

Question Topics
For Families, School Leaders, and Local Health Departments
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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

<table>
<thead>
<tr>
<th>Type</th>
<th>Document Template</th>
<th>Document/Link</th>
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<td>ELISS Basic Organization Information [Upload 1 document(s)]</td>
<td>ELISS HB196 Basic Info Sheet 2021-2022</td>
<td>basic program information</td>
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<td>ELISS Data Integrity and Confidentiality Certification [Upload 1 document(s)]</td>
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## Related Documents in CCIP ~ Optional Documents

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<td>[ELISS_HR196 Partnership Agreements MOU Template 2021-2022]</td>
<td>[MOA Partnership Pitt County Schools]</td>
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<td>[evaluation of program-replication]</td>
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<tr>
<td></td>
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<td>[Wallace Calculator results]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>[Academic &amp; Youth Development Models]</td>
</tr>
<tr>
<td>Contracted Service Agreements - TEMPLATE NOT PROVIDED</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>ELISS Programmatic Amendment Form [Upload up to 4 document(s)]</td>
<td>[ELISS Programmatic Amendment Form]</td>
<td></td>
</tr>
<tr>
<td>ELISS Budget Amendment Form FPD 209 [Upload up to 4 document(s)]</td>
<td>[ELISS Budget Amendment Form FPD 209.10.5.21]</td>
<td></td>
</tr>
<tr>
<td>ELISS Voluntary Termination or Reduction Form [Upload up to 2 document(s)]</td>
<td>[ELISS Voluntary Termination or Reduction Form]</td>
<td></td>
</tr>
</tbody>
</table>
Basic Program Information Form

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

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 prior 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.

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 §200.918)

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
Budget Section

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

<table>
<thead>
<tr>
<th>Purpose Code</th>
<th>Object Code</th>
<th>Salaries 100</th>
<th>Employer Provided Benefits 200</th>
<th>Purchased Services 300</th>
<th>Supplies and Materials 400</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>5000 - Instructional Services</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>150,065.68</td>
<td>0.00</td>
<td>150,065.68</td>
</tr>
<tr>
<td>6000 - System-Wide Support Services</td>
<td>58,121.49</td>
<td>8,718.22</td>
<td>86,426.30</td>
<td>186,642.80</td>
<td></td>
<td>339,908.81</td>
</tr>
<tr>
<td>7000 - Ancillary Services</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>8000 - Non-Programmed Charges</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>186,642.80</td>
<td></td>
<td>489,974.49</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>58,121.49</td>
<td>8,718.22</td>
<td>236,491.98</td>
<td></td>
<td>489,974.49</td>
</tr>
</tbody>
</table>

Adjusted Allocation       | 0.00        |
Remaining                 | (489,974.49)
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

- 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

<table>
<thead>
<tr>
<th>Organization Name (enter in shaded cell below)</th>
<th>Unit Number</th>
<th>Cohort Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>XX</td>
<td>XX</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Period</th>
<th>Beginning</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>07/01/20</td>
<td>12/20/20</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Expenditure Categories</th>
<th>Budget Award</th>
<th>Required Match</th>
<th>Total Match Amount</th>
<th>In-Kind or Cash Match</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Work &amp; Attendance - Salary - Specialist (School-Based)</td>
<td>5320-133-146</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Work &amp; Attendance - Staff Dev. Participant Pay</td>
<td>5320-133-196</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Social Work &amp; Attendance - Staff Development Instructor</td>
<td>5320-133-197</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Social Work &amp; Attendance - Employer's Soc Sec - Regular</td>
<td>5320-133-211</td>
<td></td>
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</tr>
</tbody>
</table>
Budget Form 208 - Match Requirement

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.

- $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

<table>
<thead>
<tr>
<th>A) ORGANIZATION NAME</th>
<th>B) UNIT NUMBER</th>
<th>C) COHORT NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>R25</td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACCOUNT TITLE</th>
<th>ACCOUNT CODE</th>
<th>DETAILED BUDGET NARRATIVE SECTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

| D1 TOTAL | 1        |

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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 reimbursement of expense.

<table>
<thead>
<tr>
<th>Account Title</th>
<th>Account Code</th>
<th>Vendor Name</th>
<th>Detailed narrative of the services to be provided</th>
<th>RATE (hour/month/session)</th>
<th>Number of hours/month/session</th>
<th>Total Amount of Contract</th>
<th>Contract uploaded into CCIP for review and approval?</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**Total Contracted Services**

$
Budget Form 208 - Equipment Tab

<table>
<thead>
<tr>
<th>Description of Item</th>
<th>Quantity</th>
<th>Projected Unit Cost</th>
<th>Projected Total Cost</th>
<th>Own Or Lease</th>
<th>Planned Use of Equipment in Project</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Total Budgeted Amount: $ \_ \_ \_ \_

North Carolina Department of
PUBLIC INSTRUCTION
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

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.

<table>
<thead>
<tr>
<th>Account Title</th>
<th>Account Budget Code</th>
<th>Budget Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alt Progs Supp &amp; Dev Srvcs - Salary - Director and/or Supervisor</td>
<td>6300.110.113</td>
<td>$31,433.60</td>
</tr>
<tr>
<td>Alt Progs Supp &amp; Dev Srvcs - Salary - Finance (e.g., Officer, bookkeeper, accountant)</td>
<td>6300.110.115</td>
<td>$6,105.30</td>
</tr>
<tr>
<td>Alt Progs Supp &amp; Dev Srvcs - Salary - Office Support</td>
<td>6300.110.151</td>
<td>-</td>
</tr>
<tr>
<td>Alt Progs Supp &amp; Dev Srvcs - Overtime</td>
<td>6300.110.199</td>
<td>-</td>
</tr>
<tr>
<td>Alt Progs Supp &amp; Dev Srvcs - Employer’s Soc Sec - Regular</td>
<td>6300.110.211</td>
<td>$2,871.73</td>
</tr>
<tr>
<td>Alt Progs Supp &amp; Dev Srvcs - Employer’s Retirement-Regular</td>
<td>6300.110.221</td>
<td>$3,753.89</td>
</tr>
<tr>
<td>Extended Day/Year Instr - Supplies and Materials</td>
<td>5350.110.411</td>
<td>$24,024.00</td>
</tr>
<tr>
<td>Extended Day/Year Instr - Other Textbooks</td>
<td>5350.110.412</td>
<td>$3,900.00</td>
</tr>
<tr>
<td>Extended Day/Year Instr - Library Books</td>
<td>5350.110.414</td>
<td>$1,638.00</td>
</tr>
</tbody>
</table>

**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.

3 LiCamp bundles (1 ea. of K-1, 2-3, & 4-6) shared between elementary sites at $500 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 $60 budget per week x 9 weeks x 3 summer sites + $16 per week after school art supply budget x 3 weeks x 7 sites + $10 per week x 9 after school weeks x 7 sites + $10 misc. & office supplies budget per week x 36 after school weeks x 7 sites + $10 misc. & office supplies budget after school weeks x 3 sites + middle school start-up supplies at $500 per site x 2 sites.

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

30 books per site x 5 elementary sites + 42 books per site x 2 middle school sites at an estimated average cost per book $7 x for reading groups and independent reading.
## Sample Budget Narrative Examples

<table>
<thead>
<tr>
<th>ACCOUNT TITLE</th>
<th>ACCOUNT CODE</th>
<th>AMOUNT</th>
<th>DETAILED BUDGET NARRATIVE SECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alt Progs Supprt &amp; Dev Srvcs - Salary - Director</td>
<td>6300.110.113</td>
<td>$31,433.60</td>
<td>Project Director at 38 hrs/ per week x 47 wks. x $17.60 per hr. to direct all aspects of 21st CCLC program.</td>
</tr>
<tr>
<td>and/or Supervisor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alt Progs Supprt &amp; Dev Srvcs - Salary - Finance</td>
<td>6300.110.115</td>
<td>$6,105.30</td>
<td>Finance Officer at 6 hrs. per week (15%) x 47 wks. x $21.65 per hour to manage payroll and fund management.</td>
</tr>
<tr>
<td>(e.g., Officer, bookkeeper, accountant)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extended Day/Year Instr - Site Director</td>
<td>5350.110.113</td>
<td>$100,762.50</td>
<td>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 Site Director at 3 summer sites x 40 hrs. per wk. x 9 wks. at $15 per hour to develop and implement academic and enrichment programming and provide on-site staff supervision.</td>
</tr>
<tr>
<td>Extended Day/Year Instr - Salary - Teacher</td>
<td>5350.110.121</td>
<td>$2,280.00</td>
<td>Certified Music Teacher 3 hours per week x 47 weeks at $20 per hour.</td>
</tr>
</tbody>
</table>
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)

<table>
<thead>
<tr>
<th>Expenditure Categories</th>
<th>Purpose</th>
<th>PRC</th>
<th>Object</th>
<th>Total</th>
<th>In-Kind or Cash Match</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Work &amp; Attendance - Salary - Instruct. Support - Reg.</td>
<td>5320</td>
<td>175</td>
<td>131</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Work &amp; Attendance - Salary - Specialist (School-Based)</td>
<td>5320</td>
<td>175</td>
<td>146</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Work &amp; Attendance - Staff Dev. Participant Pay</td>
<td>5320</td>
<td>175</td>
<td>196</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Work &amp; Attendance - Staff Development Instructor</td>
<td>5320</td>
<td>175</td>
<td>197</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Work &amp; Attendance - Employer’s Soc Sec - Regular</td>
<td>5320</td>
<td>175</td>
<td>211</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Work &amp; Attendance - Employer’s Retirement - Regular</td>
<td>5320</td>
<td>175</td>
<td>221</td>
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**Project Period**
- **Beginning**: 07/01/21
- **End**: 09/30/22

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.
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

NCDPI Program Staff will document budget approval (in CCIP; NCDPI Program Administrator Approved/Division Administrator Approved)

Organization is added to Allotment File for release of funds

Official Grant Award Notification (GAN) letter is sent approving project and budget

Non-Profits utilize the Expenditure Reporting and Cash Application (ERaCA) system to submit Reimbursement Requests
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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