

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

On-boarding Procedures

Technical Assistance Webinar
August 12, 2020

Jennifer Smith – Program Administrator, Federal Program Monitoring and Support, NCDPI

Kathleen Mooney – Evaluation Specialist, SERVE Center at UNCG



Housekeeping

- How to ask questions
- Key dates
- Where to find
Required Templates
- Presentation slides

The screenshot shows the NCDPI Resources website. At the top, the header includes the logo for Public Schools of North Carolina and the text "Public Schools of North Carolina State Board of Education | Department of Public Instruction". A navigation menu on the left contains links for "NCCIP Home", "Search", "NCDPI Resources", "Help for Current Page", "Contact NCDPI", and "NCCIP Sign-In". The main content area is titled "NCDPI Resources" and features a search section with a dropdown menu for "Choose Keyword" and a text input field for "Or Enter Text:". Below the search section, there is a "Public Access" section with a "Production" sub-section. The "Production" section lists various resources under the heading "FY21 ELISS - HB 1043", including links for "ELISS CCIP Access Request Form", "ELISS Budget Form 208", "ELISS COVID-19 District Collaboration Form", "ELISS Criminal Background Certification", "ELISS Proposed Feeder Schools and Low-Performing Status", "ELISS HB 1043 Statement of Assurances", "ELISS Application Addendum", "ELISS Debarment Certification", "ELISS Budget Amendment Form 209", "ELISS HB 1043 Programmatic Amendment Form", "ELISS Basic Program Information COVID-19", and "ELISS Conflict of Interest Agreement".



Agenda

- ELISS Addendum Competition Overview
- ELISS Grantee Next Steps
 - FY21 CCIP Related Documents
 - Budget Approval
 - Funding Awards
 - Non-Profits as Fiscal Agents
- ELISS Data Collection and Reporting



ELISS Addendum Competition Overview

Tina Letchworth, Interim Section Chief
Federal Program Monitoring and Support



Legislation Context

- ELISS Competitive Grant Program initially included in the State Budget Bill HB966 but this legislation was never passed
- House Bill 1043: “2020 Covid-19 Recovery Act”
 - \$5 million to the ELISS Competitive Grant Program
 - Denotes the 2019-2020 and 2020-2021 fiscal years since the funds are available from March 1, 2020 through December 30, 2020
 - Since Funds Disbursed in Fiscal Year 2021, period of availability is July 1, 2020 - December 30, 2020
 - Funds must be expended in response to the COVID-19 pandemic



Purpose of the ELISS Grant

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 school administrative units.
- Programs must serve one or more of the following student 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 of March 16, 2020, as demonstrated by existing indicators, including teacher identification, and/or
 2. Students at risk of dropping out, and/or
 3. Students at risk of school displacement due to suspension or expulsion as a result of antisocial behaviors.



Grant Competition Timeline

- August 2019 – Request for Proposal Announcement
- September 2019 – Technical Assistance Webinars (3); CCIP Trainings
- October 15, 2019 – Applications Due 11:59PM EDT
- May 2020 - Covid-19 Recovery Act passed; applicants notified; ELISS Addendum Developed and released to eligible applicants
- June 2, 2020 - Technical Assistance Webinar on submitting the Addendum
- June 12, 2020 – ELISS Application Addendums Due 5:00PM EDT
- June 2020 – Level I & II Reviews
- August 6, 2020 – SBE Meeting for Review and Approval of Recommended Applications; Notification to follow in days after SBE meeting
- August 2020– Applicant Consultations via Webinar



Addendum Submissions

- Forty-Seven (47) Eligible Organizations who submitted original applications in October 2019
- Nine (9) organizations uploaded Addendums indicating a withdraw from the program
 - due to the limited time constraint for the use of the funds,
 - change in purpose of grant funds, or
 - staffing capacity limitation due to COVID-19.



Addendum Submissions

- Seven (7) organizations never uploaded an addendum file or uploaded a file that could not be opened
- Two (2) organizations were deemed “Not in Good Standing”
- Twenty-nine (29) remaining organizations uploaded Applications Addendums in CCIP and were initially screened for all required components.
 - Two organizations did not check all required Assurances, so they were deemed ineligible and pulled from review.
- Twenty-seven Addendums were reviewed and scored by the Review Team



Application Addendum Review & Scoring Process

Three levels of review:

- Level I

- Internal (FPMS) and external (SERVE) team based on their experience and knowledge of the previous ELISS Grant Program
- Reviewers used the Technical Checklist and a Quality Review Rubric to guide scoring
- Each Addendum received four (4) independent reviews/scores

- Level II

- The Review team met on June 25, 2020 to reach a consensus score and finalize scores for submitted Addendums in addition to identifying technical assistance needs for grantees

- Level III

- NCDPI recommends to SBE grantees applications to be funded based on available funding



Scoring Process

- Overall Score of Level 1 (Some Questions/Challenges) – Grant range up to 40% of their initial funding request for one full year of programming
- Overall Score of Level 2 (Sufficient) – Grant range up to 45% of their initial funding request for one full year of programming
- Overall Score of Level 3 (Strong) – Grant range up to 50% of their initial funding request for one full year of programming



Priority Considerations

- After funding all twenty-seven organizations at the above ranges, remaining funds were disbursed to organizations with Overall Scores of Level 2 (Sufficient) and Level 3 (Strong) based on the following Priority Considerations.
- Proposed ELISS Programs focus services in
 - schools designated as “Low Performing,” (1 point)
 - and/or counties defined as economically distressed,
 - Tier 1 (2 points)
 - Tier 2 (1 point)
 - Tier 3 (0 point)
 - and/or able to utilize matching funds from Title I or Title IV (1 point)
- Each of the organizations with an Overall Score of Level 2 (Sufficient) and Level 3 (Strong) were awarded additional funds based on their Priority Points as follows:
 - 4 Priority Points – Additional \$47,000
 - 3 Priority Points – Additional \$45,000
 - 2 Priority Points – Additional \$43,000
 - 1 Priority Point – Additional \$40,000



Regional Distribution of Recommended Applications

| Region | Number of Grants | Total Amount |
|----------------|------------------|--------------------|
| Northeast | 1 | \$295,000 |
| North Central | 7 | \$1,136,884 |
| Southeast | 5 | \$850,422 |
| Sandhills | 2 | \$470,846 |
| Piedmont-Triad | 3 | \$496,773 |
| Southwest | 8 | \$1,452,118 |
| Western | 1 | \$80,500 |
| Total | 27 | \$4,782,543 |



ELISS Grantees Next Steps

Jennifer Smith, Program Administrator
Federal Program Monitoring and Support



ELISS Related Documents

Required Documents

- Basic Program Information Form
- Statement of Assurances
- Debarment Certification
- Criminal Background Certification
- Proposed Feeder Schools
- Conflict of Interest Agreement (New)
- COVID-19 District Collaboration Form
- Application Addendum
- Budget Form 208 and Narrative

Optional Documents

- Budget Amendment Form 209
- Programmatic Amendment Form
- Contracted Services (acct. codes ending in .3xx)
- Organization's Written Fiscal Procedures
- Partnership Agreement(s)



Updating FY21 CCIP Related Documents Section

Search Funding Applications


Organization Name:

Organization Number:

County:

Fiscal Year:

Funding Application:
Community Residential Center Funds
Developmental Day Center Funds
ELISS - HB 1043
Extended Learning and Integrated Student Supports
Group Foster Home Funds



- Make sure you are working in FY21 on the “ELISS- HB1043” funding application
- In order to make any updates, click on Draft Started and Confirm the status change

Sections

CIS Rowan (C63) Non-LEA - FY 2021 - ELISS - HB 1043 - Rev 0

Application Status: **Not Started**

Change Status To:

Sections

Application Status: **Not Started**

Change Status To: Draft Started

[View NCDPI History Log](#)
[View Change Log](#)

Description ([View Sections Only](#) [View All Pages](#))

- All
- History Log**
 - [History Log](#)
 - [Create Comment](#)
- Allotments**
 - [Allotments](#)
- Contacts**
 - [Contacts](#)
- ELISS - HB 1043**
 - [Budget](#)
 - [Related Documents](#)
- Assurances**
 - [Assurances](#)
- All

ELISS Related Documents

| Required Documents | | |
|---|--|----------|
| Type | Document Template | Document |
| ELISS Basic Organization Information [Upload 1 document(s)] | ELISS Basic Organization Information | |
| ELISS Statement of Assurances [Upload 1 document(s)] | ELISS Statement of Assurances | |
| ELISS Debarment Certification [Upload at least 1 document(s)] | ELISS Debarment Certification | |
| ELISS Proposed Feeder School & Low-Performing Status [Upload 1 document(s)] | ELISS Proposed Feeder School & Low Performing Status | |
| 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 Application Addendum [Upload 1 document(s)] | ELISS Application Addendum | |
| ELISS Budget Form FPD 208 [Upload 1 document(s)] | ELISS Budget Form FPD 208 | |
| ELISS COVID-19 District Collaboration Form [Upload 1 document(s)] | ELISS COVID-19 District Collaboration Form | |

Update!

Emailed Out

| Optional Documents | | |
|--|--|----------|
| Type | Document Template | Document |
| Organization's Written Fiscal Procedures - TEMPLATE NOT PROVIDED [Upload up to 1 document(s)] | N/A | |
| ELISS Partnership Agreement with LEAs (Only for non-profits working in collaboration with LEAs) [Upload up to 1 document(s)] | ELISS Partnership Agreements with LEAs - SAMPLE PROVIDED | |
| ELISS Contracted Services - TEMPLATE NOT PROVIDED | N/A | |
| ELISS Other Collaborative Agreements - TEMPLATE NOT PROVIDED [Upload up to 5 document(s)] | 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 | |



Basic Program Information Form

Extended Learning & Integrated Student Supports (ELISS)
 "COVID-19 Recovery Act" Basic Program Information 2020
 (Revised July 31, 2020)

| | |
|---|----------------------------------|
| Name of Nonprofit Organization: | Click or tap here to enter text. |
| Unit Number: | Click or tap here to enter text. |
| Program Type: (EL, ISS, or Both) | Click or tap here to enter text. |
| Current Grant Award: | Click or tap here to enter text. |
| Owner/Chief Executive Officer: | Click or tap here to enter text. |
| Email: | Click or tap here to enter text. |
| Phone #: | Click or tap here to enter text. |
| FAX: | Click or tap here to enter text. |
| <u>Mailing Address</u> | |
| Address: | Click or tap here to enter text. |
| City: | Click or tap here to enter text. |
| Zip: | Click or tap here to enter text. |
| County(ies) Served by the ELISS Program: | Click or tap here to enter text. |



Statement of Assurances

- Read each assurance with care to ensure your organization can attest that it will be upheld
- Legislation requires a Final Report (on the ELISS program) submitted to to Joint Legislative Education Committee in February 2021
- Additionally, OSBM must report to Joint Legislative Commission on Governmental Operations and Fiscal Research Division by March 1, 2021 detailing use of funds allocated under this law

EXTENDED LEARNING & INTEGRATED STUDENT SUPPORTS (ELISS) 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 of March 16, 2020, 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 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 addendum.
- Ensure the proposed Extended Learning and Integrated Student Support 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.
- Report to the North Carolina 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.

Debarment Certification

North Carolina Debarment Certification – 2020-2021

Revised 8/3/20

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, debarment and suspension, 34 CFR Part 85, Section 85.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 160-19211). Copies of the regulations may be obtained by contacting the person to whom this proposal is submitted. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

Website Reference for NC Debarred Vendors: <http://www.doa.state.nc.us/PandC/actions.asp>

THE AUTHORIZED REPRESENTATIVE IS THE SUPERINTENDENT.

1. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into, if it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
2. The prospective lower tier participant shall provide immediate written notice to the person which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
4. The prospective lower tier participant agrees by submitting this proposal that should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
5. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions," without modification on all lower tier covered transactions and in all solicitations for all solicitations for lower tier covered transactions.
6. A participant in a covered transaction may rely upon a certification of a perspective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
7. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for transactions authorized under number 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Printed Name of Registered Agent

Signature of Registered Agent

Date



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

ELISS GRANT CRIMINAL BACKGROUND CHECK CERTIFICATION

Fiscal Agent Organizations awarded the Extended Learning and Integrated Student Supports (ELISS) 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 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 Fiscal Agent Organization's governing board.
2. In the absence of an LEA or 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 (i.e. "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 Program in *any* capacity:
 - Felony (of any kind);
 - Any offense involving sexual or physical abuse/neglect against a child.
4. If an employee or volunteer is arrested, charged, or convicted of a crime as indicated above during the course of contracted services with the ELISS Program, that individual is required to notify the Fiscal Agent Organization within 24 hours (or within 72 hours if arrested), and the organization must run a new criminal background check.

Proposed Feeder Schools

| Extended Learning and Integrated Student Supports (ELISS) 2019-2020 Grant Program | | | | | | Rev. 8/3/20 | | |
|---|------------------------|-------------------------|--|-------------|--------------------|-------------|--------------------------------------|---------------------|
| 2018-2019 School Performance Grades LINK | | | | | | | | |
| ELISS Proposed Feeder School and School Low-Performing Status (2018-2019SY) | | | | | | | | |
| Nonprofit Organization Name | CCIP Organization Code | Organization/LEA County | Schools proposed to be served by the grant (i.e., feeder schools) <i>[Note: List one school per row. The number of schools listed should match the number reported on your Approved Application Addendum.]</i> | School Code | State Board Region | Grade Span | School Performance Grade for 2017-18 | EVASS Growth Status |
| | | | | | | | | |
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Conflict of Interest Agreement

NC Department of Public Instruction
Extended Learning and Integrated Student Supports (ELISS) Program
Conflict of Interest Agreement

ELISS Organization: _____

ELISS Organization Code: _____

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 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:

Program Director's Printed Name (Required): _____

***Program Director's Signature (Required):** _____ **Date:** _____

Fiscal Agent's Printed Name (Required): _____

***Fiscal Agent's Signature (Required):** _____ **Date:** _____

***If the Program Director and Fiscal Agent for the non-profit organization are the same person, a signature must be completed in both places to represent agreement in both roles.**

2020-2021



Examples of a Conflict of Interest

- Hiring an unqualified relative to provide services your company needs
- Owning part of a business that sells goods or services to your employer
- Making arrangements to work for a vendor or client at a future date while continuing to do business with them



COVID-19 District Collaboration

COVID-19 District Collaboration 2020-2021

ELISS Organization: [REDACTED]
ELISS Organization Code: [REDACTED]

District/Charter: [REDACTED]
District/Charter Code: [REDACTED]

District Contact Person: [REDACTED]
District Contact Person Email: [REDACTED] District Phone: [REDACTED]

District/Charter Opening 2020-2021 School Year in: Plan B Plan C
Date(s) of Collaborative Phone Calls, Emails and/or Meetings with district: [REDACTED]

Describe below the Re-Opening schedule of the district/charter in Plan B or Plan C where the ELISS organization resides. Identify specific days of face to face and remote learning days for the district/charter and hours of operation if applicable.

[REDACTED]

Describe below the coordination of services between the ELISS organization's program and district to compliment the Re-Opening plans to provide academic support for students, families and the community.

[REDACTED]

Describe below the weekly schedule format of the ELISS program to start the 2020-2021 school year. Identify face to face and virtual service days/times for during the day support and after school support.

[REDACTED]

I agree and attest to the above COVID-19 District Collaboration for the operation of the ELISS 2020-2021 program operations:



Possible Programming Schedule Scenarios for Plan B (District opens on Hybrid schedule)

- ELISS Programs should work closely with district and feeder school staff to discuss how the program can support the reopening of schools
- If the District is opening on Plan C (100% Virtual) the ELISS program can also operate virtually but is not prohibited from opening face to face operations to support the district's virtual learning efforts

| Day of Week | Monday | Tuesday | Wednesday | Thursday | Friday |
|--|---|---|---|---|---|
| Regular School Day | Group A in school | Group A in school | All Virtual | Group B in school | Group B in school |
| ELISS Program Day Operations | Group B | Group B | Group A and B (if enough room to socially distance both groups at facility) | Group A | Group A |
| ELISS Program Afterschool Operations (Scenario 1) | Group A and B (if enough room to socially distance both groups at facility) | Group A and B (if enough room to socially distance both groups at facility) | Group A and B (if enough room to socially distance both groups at facility) | Group A and B (if enough room to socially distance both groups at facility) | Group A and B (if enough room to socially distance both groups at facility) |
| ELISS Program Afterschool Operations (Scenario 2) | Group B on site Group A virtual support | Group B on site Group A virtual support | All Virtual | Group A on site Group B virtual support | Group A on site Group B virtual support |



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 Addendum
 - Feeder Schools
 - Number of Students Served
 - Other substantial programming changes
- Must be uploaded and review by NCDPI Staff for Approval

State Board of Education | Department of Public Instruction Revised July 31, 2020

**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 awarded ELISS Grant Addendum 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 Budget Form 209).

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

PROPOSED ELEMENT TO ALTER IN APPROVED GRANT ADDENDUM: *1) Refer to section(s) and page(s) of the approved application addendum. Indicate the page number or section in the application where the language/content proposed for change can be found. 2) State the current language/content in the approved application addendum for which you are submitting the amendment request.*

RATIONALE: *Provide the rationale for the proposed changes to the implementation plan to support the goals or objectives of the approved ELISS Grant application addendum. 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.



Budget Section

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

Budget



FY 2021 - ELISS - HB 1043 - Rev 0 - ELISS - HB 1043

Go To ▶

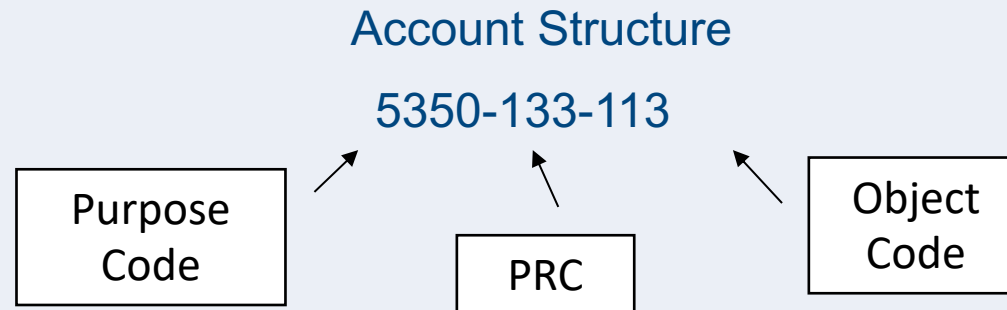
[Download Budget Data]

| 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 | 0.00 | 0.00 | 0.00 |
| 6000 - System-Wide Support 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 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Adjusted Allocation | | | | | 180,116.00 |
| Remaining | | | | | 180,116.00 |

Go To ▶



NCDPI Chart of Accounts- Program Report Code (PRC) 133



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](#)



Federal Guidance and the ELISS Grant

- EDGAR – Education Department General Administrative Regulations
 - The Administrator’s Handbook on EDGAR (3rd Edition) has all the relevant sections of EDGAR and other applicable regulations that an administrator must use on a regular basis to run a compliant federal education program (2 CFR Parts 200)
 - Additional guidance can be found at: www.ecfr.gov – Subpart D
 - *This list is not all inclusive*



Budget Form 208- Budget Tab

| 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 | End | |
| | 07/01/20 | 12/20/20 | |
| Budget Award | Required Match | \$0.00 | |
| Expenditure Categories | Codes | Total | 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 | | |
| Social Work & Attendance - Employer's Retirement - Regular | 5320-133-221 | | |
| Social Work & Attendance - Other Retirement Cost | 5320-133-229 | | |
| Social Work & Attendance - Employer's Hospitalization Ins | 5320-133-231 | | |
| Social Work & Attendance - Employer's Workers' Comp Ins | 5320-133-232 | | |
| Social Work & Attendance - Employer's Unemployment Ins | 5320-133-233 | | |
| Social Work & Attendance - Employer's Dental Ins Cost | 5320-133-234 | | |
| Social Work & Attendance - Employer's Life Insurance Cost | 5320-133-235 | | |
| Social Work & Attendance - Contracted Services | 5320-133-311 | | |
| Social Work & Attendance - Workshop Exp/Allowable Travel | 5320-133-312 | | |
| Social Work & Attendance - Travel Reimbursement | 5320-133-332 | | |
| Social Work & Attendance - Supplies and Materials | 5320-133-411 | | |
| Social Work & Attendance - Furniture and Equipment - Inventoried | 5320-133-461 | | |
| Remedial & Suppl K-12 - Salary - Teacher | 5330-133-121 | | |
| Remedial & Suppl K-12 - Salary - Instruct. Support I - | 5330-133-131 | | |
| Remedial & Suppl K-12 - Salary - Lead Teacher | 5330-133-135 | | |
| Remedial & Suppl K-12 - Salary - TA - Other | 5330-133-141 | | |
| Remedial & Suppl K-12 - Salary - Tutor | 5330-133-143 | | |
| Remedial & Suppl K-12 - Salary - Interpreter/Braillist/Translator | 5330-133-144 | | |
| Remedial & Suppl K-12 - Salary - Specialist (School-Based) | 5330-133-146 | | |
| Remedial & Suppl K-12 - Staff Dev. Participant Pay | 5330-133-196 | | |
| Remedial & Suppl K-12 - Staff Development Instructor | 5330-133-197 | | |
| Remedial & Suppl K-12 - Employer's Soc Sec - Regular | 5330-133-211 | | |
| Remedial & Suppl K-12 - Employer's Retirement - Regular | 5330-133-221 | | |
| Remedial & Suppl K-12 - Other Retirement Cost | 5330-133-229 | | |
| Remedial & Suppl K-12 - Employer's Hospitalization Ins | 5330-133-231 | | |
| Remedial & Suppl K-12 - Employer's Workers' Comp Ins | 5330-133-232 | | |
| Remedial & Suppl K-12 - Employer's Unemployment Ins | 5330-133-233 | | |
| Remedial & Suppl K-12 - Employer's Dental Ins Cost | 5330-133-234 | | |
| Remedial & Suppl K-12 - Employer's Life Insurance Cost | 5330-133-235 | | |
| Remedial & Suppl K-12 - Contracted Services | 5330-133-311 | | |
| Remedial & Suppl K-12 - Workshop Exp/Allowable Travel | 5330-133-312 | | |
| Remedial & Suppl K-12 - Rentals/Leases | 5330-133-327 | | |
| Remedial & Suppl K-12 - Travel Reimbursement | 5330-133-332 | | |
| Remedial & Suppl K-12 - Field Trips | 5330-133-333 | | |

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 memorandum.

- 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, 2020 through December 30, 2020)
- Is submitted for review in conjunction with the funding application in CCIP; cannot be approved separately
- Budget should align with your approved addendum
- Non-LEA Indirect Cost Rate is 3.098%



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

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.

| | |
|-----------------------|--------|
| Required Match | \$0.00 |
|-----------------------|--------|

| | |
|-----------------------------|--------------------------------|
| Total Match Amount ▼ | In-Kind or Cash Match ▼ |
|-----------------------------|--------------------------------|

- Cash
- In-Kind
- Both

- \$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



Certification of Time and Effort

- Appropriate time and effort documentation for all staff (employee/contractor) is a requirement of the ELISS grant
 - Reminders.....
 - An employee of the grant cannot be a contractor – it's one or the other
- Time and effort records must be maintained for all employees whose salaries are:
 - *Paid in whole or in part with federal funds*
 - *Used to meet a match/cost share requirement*



Certification of Time & Effort (*continued*)

- Necessary documentation :
 - Payroll records
 - Personnel activity report
 - Semi-annual certifications
 - Documentation of daily activities/timesheet

....Beginning with the 2020-2021 cycle year, all individuals compensated with ELISS funds must maintain daily activity logs that coincide with the individual timesheet.....



Budget Form 208- Contracts Tab

CONTRACT SUMMARY - A description of contracted services including scope of work and timeline of deliverables must be included in the corresponding budget justification narrative uploaded in CCIP.

| Account Code | Account Title | Vendor Name | Description of Contracted Service, Rental, or Lease | Duration of Contract (# of Hours, Days, Weeks, etc.) | Dollars |
|----------------------------------|---------------|-------------|---|--|---------|
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| Total Contracted Services | | | | | \$ - |

Bid & Procurement/Contract Administration

- The Bid & Procurement process should be detailed within the entity's internal procedures and should cover the following:
 - Rationale for method of procurement
 - Selection of contract type
 - Contractor selection/rejection
 - Basis for contract price
- The entity must maintain records detailing the history of procurement on file. (EDGAR 200.318)

**Federal guidance places a threshold amount of \$10k or more to require quotes, however; NCDPI places the threshold at \$500 or more*



Contracted Services Reminders

- For contracted services over \$500, ensure bid and procurement procedures are followed and documented
- Verify the Individual/Business is experienced in the field of services provided, not debarred, not an employee of grant, & poses no threat of conflict of interest
- Individual/Business utilized should develop and submit the contract to the ELISS Program
 - Detailed Services Provided
 - Frequency and Duration
 - Price and statement indicated the ELISS program will be invoiced AFTER services have been rendered
 - Include **Printed Names** and Signatures
 - Uploaded into CCIP "Optional Documents"
- When submitted reimbursement requests for contracted services, ensure the Invoice aligns to the contract



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)



Equipment Purchases

- If asset will have value over \$500 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 on an Inventory
- If the purchased item will be utilized during the regular school day (outside of the ELISS Program hours) the cost must be pro-rated and charged to the grant accordingly



Sample Budget Narrative Examples

2. in maintaining documentation of on-going programmatic review and in measuring the success of the program by implementing and analyzing grant evaluation devices and conducting progress monitoring;
3. in securing student and staff records and documenting expenditures for timely reporting as required by the grant.

The 21st CCLC Program Director will

4. implement the grant's goals and objectives by ensuring high quality programming, activities and events and promoting best practices through actively engaging student-centered strategies;
5. hire highly qualified staff, provide staff orientation on 21st CCLC grant policies and procedures, and evaluate staff performance to keep the high quality of the program.
6. develop the program's policies and procedures with the accompanied handbooks to staff, students and parents.

Program Director is split funded between 6300.110.113 (79%) and 5350.110.197 (21%) and will be reflected on Budget Form FPD 208 and verified time/effort sheets separated by position. The total salary for the two positions is \$54,130.00.

During the school year program, the Program Director will work for 5 hours a day from 3:30pm to 8:30pm for 162 afterschool program days. In addition, this position will work for 15 5-hour and 22 8-hour planning days throughout the year to comply with 21st CCLC requirements. During the summer program, the Program Director will work for 8 hours a day from 8am to 5pm for 25 summer program days.

At the conclusion of the school year, the Program Director will work for 26 5-hour and 5 8-hour planning days to complete 21st CCLC documentation for the year and to plan for the upcoming school year. These are the days on the last two weeks of July and the whole month of August.

The Program Director will keep a record of duties performed tracked by timesheets. The Program Director will be paid for \$30.00 per hour.

| School Year | | | | | | | | | |
|-------------|----------|---|---|-----------|---|-----|---------------|---|-------------|
| \$30.00 | per hour | x | 5 | hours/day | x | 162 | program days | = | \$24,300.00 |
| \$30.00 | per hour | x | 5 | hours/day | x | 15 | planning days | = | \$2,250.00 |

| | | | |
|----|--------------|----------------|-------------|
| 18 | 5300.110.327 | Rentals/Leases | \$38,400.00 |
|----|--------------|----------------|-------------|

Sipnayan Math Center will utilize 2 sites for the 21st CCLC program. The selection of these vendors followed EDGAR conflict-of-interest, procurement, and reasonable guidelines. Signed and dated contract will be on file at 21st CCLC office.

Site 1: Program Site Sallie B Howard School (1004 Herring Avenue East, Wilson, NC 27893)

Sallie B Howard Middle School Building, built in 2012, is the main site of the afterschool program. It is approximately 6,500 square feet with 6 classrooms and 2 4-cubicle bathroom. The afterschool program will also have access to the school gym for extra curricular activities, major parent meetings, assemblies, performances and other culminating activities. The school auditorium will also be utilized for year-end program. The program site will be rented for 11 months from September 1, 2019 to July 31, 2020 for \$2,500 per month, which also includes utilities, internet service, the use of smartboard and furniture. The program will have access to the site from Monday to Friday from 3:15pm to 6:40pm and some Saturdays during program activities.

Site 2: Office/Professional Development/Parent Classes (900 Hines St W, Wilson, NC 27893)

The Sipnayan Math Center location will be used as the office site of the Sipnayan-21st CCLC program. This will be the venue to secure all important documentation. This will serve as a storage location of computer equipment and other procured materials during after-school breaks. In addition to being an office location, this will also be the site for staff professional development and parent ESL classes on Saturdays. This site will be rented for 12 months starting on September 1, 2019 to August 31, 2020 for \$700.00 per month. The rent includes utilities, internet service and security system.

| Computations | | | | | | | | | |
|--------------|-----------|---|----|--------|---|---|------|---|--------------------|
| \$2,500.00 | per month | x | 12 | months | x | 1 | year | = | \$30,000.00 |
| \$700.00 | per hour | x | 12 | months | x | 1 | year | = | \$8,400.00 |
| TOTAL | | | | | | | | = | \$38,400.00 |

Allowable Expenditures

- Personnel (salaries & wages, with proper documentation)
- Staff development and training
- Parent education
- Contracted services
- Computer or electronic equipment and software
- Transportation
- Educationally-related field trips
- Program rental space (1-year lease)
- Travel reimbursement (with restrictions)
- Classroom materials

This list is not all inclusive



Non-Allowable Expenditures

- Entertainment
- Alcohol
- Programs that operate or personnel who teach/work during the regular school day
- Activities held during the traditional school day
- Employees who are also contractors
- Building or renovation costs
- Purchase, repair, and maintenance of vehicles
- Other items outlined in EDGAR (old 34 CFR Part 80, now 2 CFR 200)
- Land Acquisition
- Costs for developing proposals

This list is not all inclusive



CCIP Budget Submission

- CCIP Opens – **Monday, August 17, 2020**
- Completed Applications must be submitted by **August 31, 2020**
- **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

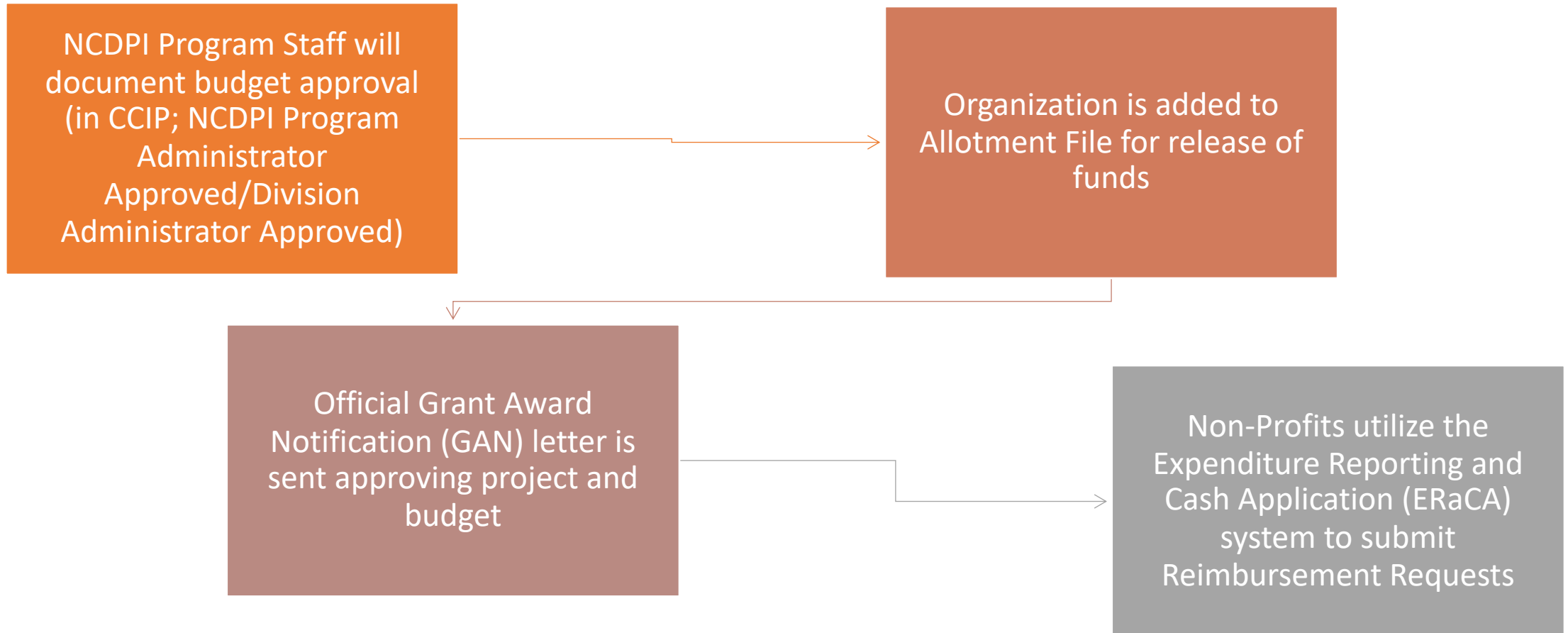


CCIP: Changing Status on Sections Page

- 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



Gaining Access to the ERaCA System

- **Electronic Vendor Payment form and Substitute W-9 form** should be completed or revised for your Non-LEA organization to allow financial transactions within the ERaCA system.
- Please email both of these forms back to Jennifer.smith@dpi.nc.gov and copy Ed.Stone@dpi.nc.gov for processing, identifying Electronic Vendor Form and your ELISS Organization's name in the subject line.

| | | |
|---|---|---|
| <p>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</p> |  | <p>Vendor Electronic Payment Form</p> <p><input type="checkbox"/> New Add Request <input type="checkbox"/> Change/Update Existing Account <input type="checkbox"/> Inactivate Existing Account</p> <p style="color: red;">*Denotes a required field</p> |
|---|---|---|

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

| | |
|-----------------------------------|----------------------------------|
| <input type="checkbox"/> Checking | <input type="checkbox"/> Savings |
|-----------------------------------|----------------------------------|

contact information for the state agency with which you are doing business.

***North Carolina Agency Contact Name:**

REV 01/2019

STATE OF NORTH CAROLINA
SUBSTITUTE W-9 FORM
Request for Taxpayer Identification Number

| | |
|---|---|
| <p>NC Office of the State Controller (IRS Form W-9 will not be accepted in lieu of this form) *Denotes a Required Field</p> <p>*1. <input type="checkbox"/> Social Security Number (SSN), OR <input type="checkbox"/> Employer Identification Number (EIN), OR <input type="checkbox"/> Individual Taxpayer Identification Number (ITIN)</p> <p><small>Please select the appropriate Taxpayer Identification Number (EIN, SSN, or ITIN) type and enter your 9-digit ID number. The U.S. Taxpayer Identification Number is being requested per U.S. Tax Law. Failure to provide this information in a timely manner could prevent or delay payment to you or require the State of NC to withhold 24% for backup withholding tax.</small></p> | <p>3. Dunn & Bradstreet Universal Numbering System (DUNS) (see instructions)</p> <p><small>DUPLICATE</small></p> |
| <small>(PRESS THE TAB KEY TO ENTER EACH NUMBER)</small> | |
| *4. Legal Name (as shown on your income tax return): | |
| 5. Business Name/DBA/Disregarded Entity Name, if different from Legal Name: | |
| <small>(PRESS THE TAB KEY TO ENTER EACH NUMBER)</small> | |
| Contact Information | |
| *6. Legal Address (DO NOT TYPE OR WRITE IN THIS FIELD) | 7. Remittance Address (Location specifically used for payment that is different from Legal Address, if applicable) |
| *Address Line 1: | Address Line 1: |
| Address Line 2: | Address Line 2: |
| *City *State *Zip (9 digit) | City State Zip (9 digit) |
| *County | County |
| *8. Contact Name: | |
| *9. Phone Number: | |
| 10. Fax Number: | |
| 11. Email Address: | |
| *12. Entity Type | |
| <input type="checkbox"/> Individual/Sole Proprietor/Single-member LLC <input type="checkbox"/> C-Corporation <input type="checkbox"/> S-Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/Estate <input type="checkbox"/> Other <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) | |
| <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> | |
| *13. Entity Classification | |
| <input type="checkbox"/> Medical Services <input type="checkbox"/> Exempt payee code (if any): <input type="checkbox"/> Legal/Attorney Services <input type="checkbox"/> NC Local Govt <input type="checkbox"/> Federal Govt <input type="checkbox"/> NC State Agency <input type="checkbox"/> Other Govt <input type="checkbox"/> Other (specify) | |
| 14. Exemptions (see instructions) | |
| <small>Exemption from FATCA reporting code (if any):</small> | |

Section 1 - Taxpayer Identification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and

Public Schools of North Carolina

Reimbursement Reminders

- Total Award is allotted in one installment
- Grant is a REIMBURSEMENT grant so all expenditures must be incurred prior to requesting reimbursements
- Supporting Documentation for each reimbursement request must be submitted to NCDPI
- NCDPI is **requiring all Non-LEAs to submit for reimbursement in the ERaCA system at least once monthly**
- Log into tomorrow's Webinar to learn more about logging into and using the ERaCA system for reimbursement requests
- Tomorrow's Webinar will also review what type of Documentation is required for submission with samples



Overview of DPI's Role

- Providing ongoing Technical Assistance to grantees
 - Including Monthly Webinars and Virtual Office Hours
- Reviewing and Approving Final Budgets
- Reviewing of Monthly Reports data
- Reviewing and Approving any Budget or Programmatic Amendments
- Participating with SERVE to conduct on-site visits
- Selecting an Accounting Firm Contractor for Fiscal Reviews
- Submitting Legislative Required Final Reports (2)



ELISS Data Collection and Reporting

Kathleen Mooney

SERVE Center



Data Collection and Reporting

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. *[Session Law 2020-4, SECTION 3.3.(18)]*



Data Collection and Reporting



Required Data Collection:

- ✓ Student enrollment
- ✓ Student eligibility
- ✓ Student attendance
- ✓ Academic or behavioral change

- *REMEMBER: Records must be maintained and up-to-date and available for review if requested.*

Data Collection and Reporting



Student Enrollment:

- How many students did your program enroll?
- How many students received your program's services?

Data Collection and Reporting



Student Eligibility (or at-risk status)

- Students at-risk of 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,
- 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.

Data Collection and Reporting



Student attendance:

- What is the daily average attendance of students in your program?
- What the frequency/intensity of services received on average per student?

Data Collection and Reporting



Pre/Post Student Performance Measures:

- Academic
- Behavioral

Data Collection and Reporting

Monthly Reporting:

- SERVE will send monthly links to subgrantees on the last day of each month (Sept.- Nov.) and on December 15
- Monthly reports will be due five business days after link is sent
- NCDPI Program staff will be monitoring for compliance
- For any technical issues associated with the monthly report, contact Kathleen Mooney (kmooney@serve.org)



Data Collection and Reporting

- 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. [*Session Law 2020-4, SECTION 3.3.(18)*]



Data Collection and Reporting

Final Reporting:

- Final reports will include pre/post student academic and/or behavioral performance data
- Grantees must submit final report on December 15, 2020



Reports to the General Assembly

The Department of Public Instruction shall provide a report on the Program to the Joint Legislative Education Oversight Committee.

- *The report shall include the final results of the Program and recommendations regarding effective program models, standards, and performance measures based on student performance, leveraging of community-based resources to expand student access to learning activities, academic and behavioral support services, and potential opportunities for the State to invest in proven models for future grants programs.[Session Law 2020-4, SECTION 3.3.(18)]*



Overview of SERVE's Role

- Facilitating monthly reporting process
- Using information submitted via addendum and monthly reports to develop a profile of each program
- Providing final report guidance
- Conducting on-site visits to discuss:
 - current program implementation strategies
 - data collection procedures (including program coordination with feeder schools on students to be served)
 - approach to student-level data collection
 - program evaluation plans and reporting



Ongoing Communication

- REMEMBER: If there are additional individuals that need to receive communication from the Department regarding the ELISS Program, please submit the name, title, and email address to Richard Trantham at Richard.Trantham@dpi.nc.gov and copy Jennifer Smith at Jennifer.Smith@dpi.nc.gov



Key Dates...

- **August 13, 2020**- Webinar on Utilizing the ERaCA System
- **August 17, 2020**- CCIP Opens for Related Documents/Budget Submission
- **August 19, 2020**– Webinar on Re-Opening Programs Safely during COVID-19
- **August 31, 2020** – Deadline for Related Documents/Budget Submission
- **September 2, 2020**- TA Webinar on Evaluation Reporting
- **October 7, 2020**- ELISS TA Webinar (Topic TBD)
- **November 4, 2020**- ELISS TA Webinar (Topic TBD)
- **December 2, 2020**- ELISS TA Webinar on submitting Evaluation Reporting
- **December 15, 2020** – Evaluation Report Due to NCDPI
- **December 30, 2020**- Unspent grant funds revert back to State



Webinar Registration Links

- Thursday August 13th from 10 a.m.-11 a.m. on accessing and using the ERaCA system to access grant funds!
 - [ERaCA TA Webinar Registration Link](#)
- Wednesday August 19th from ~~10 a.m.- 11 a.m.~~ **1 p.m.- 2 p.m.** on Reopening Programs Safely regarding DHHS Guidance on required COVID-19 protocols and procedures
 - [Reopening Programs Safely Registration Link](#)



QUESTIONS



- Please enter your questions in the question box
- You may also use this [Microsoft Form](#) to submit questions
- Questions from both locations will be compiled into an ELISS FAQs Document

Contact information

Jennifer Smith-Program Administrator
Federal Program Monitoring and Support

Jennifer.Smith@dpi.nc.gov

Kathleen Mooney- Evaluation Specialist
SERVE Center at UNC-G

kmooney@serve.org

