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Nita M. Lowery 21st Century

Community Learning CENTERS (CCLC)

Grant Program

Title IV, Part B, of the *Elementary and Secondary Education Act of 1965* (ESEA)

 as amended

**Administrative Handbook**



**2023 - 2024**

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Office of ESEA Programs

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**II. Grant Administration**

1. Funding Period and Continuation Funding
* Virginia’s 21st CCLC grant is a three-year grant.
* The initial award period begins on July 1 of the award year and ends on August 31 of the following year. For the 2023-2024 award year:
	+ Funds must be encumbered by August 31, 2024
	+ Reimbursements must be submitted by November 15, 2024
	+ The VDOE will reclaim unspent grant funds for new grant awards or innovative programming.
* Grantees are required to submit an annual continuation application for second- and third-year awards contingent upon the determination by the Virginia Department of Education (VDOE) that:
	1. grantee has made substantial progress toward meeting the objectives set forth in the approved application;
	2. federal funds are available;
	3. operation of the grant program continues as submitted in the approved application; and
	4. have completed an annual consultation of services with private schools in the school zone boundaries.
* Grant funds for recipients may be reduced under the following circumstances for failure to serve the average weekly attendance (AWA) of students based on the numbers reported in the **continuation application (***may result in a proportionate reduction in the subsequent years’ grant awards*)
1. Program Hours
* Grant recipients must serve the number of program hours stated in the original or continuation application.
* Any grantee receiving a monitoring visit that does not meet the required program hours in the application will receive a finding during the monitoring process.
* Student program hours include any time that students actively participate in activities that support the goals and objectives of the program, including, but not limited to, the following:
	+ Academic or remediation activities;
	+ Enrichment activities;
	+ Clubs;
	+ Field trips; and
	+ Time outside regular program hours where students are actively learning or demonstrating knowledge gained during regular program hours such as during a student showcase.
* A student showcase, registration, or open house will not count toward parent hours.
* Parent program hours includes time that parents are actively participating in educational activities designed for adults such as the following:
	+ GED classes;
	+ Computer classes;
	+ Job readiness workshops; and
	+ Workshops to help children learn to be successful in school.
* The hours for program orientation can be counted toward hours of services for parents but cannot be applied to the parent participation.
1. Procedures for Requesting Approval of Program Revisions
* The purpose of submitting an amendment request is to assure that the federal grant requirements are being followed, that the goals of a grant project are being implemented, and to inform the VDOE of program changes.
* It is important that during the first year of program operation, grantees institute the program with fidelity as written.
* After the first year of operation, a grantee may make more significant changes if approved by the assigned state specialist and approved in the continuation application.
* Grantees can request to make program or budget changes. The following changes will not be approved during the first year:
* Number of students or parents served
* Number of student or parent program hours.

### When to Submit an Amendment

* Change to the grant’s scope of work is contemplated such as the following:
	+ Major programming changes, changes in program hours, location changes, changes to employee pay or hours, adding new employees or jobs, addition or subtraction of work with co-applicant, or other major strategic or structural changes in approach.
	+ Matching the approved grant to what is being implemented to avoid noncompliance.
	+ Any amount of funds requested for transfer through OMEGA must first be approved by submitting an amended application to the grantee’s assigned VDOE specialist.

*Note: Programs submitting an amendment to reduce the number of students served or program hours for students may result in reduced funding.*

### Amendment Request Process

* + Complete a request for amending the application by submitting the last approved application to the assigned regional specialist via email.
	+ Revise the sections of the application the grantee is requesting to be amended.
	+ Provide a description of the changes in the application on **“A1. Cover Page” tab of the application beginning on Row 64**.
* Provide the date and sufficient narrative to describe and justify the type of amendment being requested. The narrative should include the purpose of the amendment and a description of the amended services or budget changes – i.e., changes in scope or objectives, changes in deliverables or work tasks and how these changes affect the original application.

### Amendment Guidelines

* + Grantees should avoid:
		- Expending, obligating dollars, or making program changes for which approval has not been granted, thus placing funding at risk of an audit exception;
		- Expending first and then receiving a ‘post-dated’ approval after the expenditure has already occurred. If changes are anticipated, ask beforehand; and
		- Making changes to the program before notifying VDOE and receiving written approval.
	+ Amendments to purchase equipment during the 3rd year of the grant award must be submitted by the last Friday in August following the end of the 2nd year of the program.
1. Inventory Tracking

Grantees are responsible for maintaining a record of non-consumable materials (i.e., electronic devices, software, appliances, etc.) throughout the duration of the program. A sample “Record of Inventory” form is located on the 21st CCLC Canvas site. The grantee must submit a copy of the inventory annually to the Virginia Department of Education (VDOE) at 21stContinuation@doe.virignia.gov at the end of each program year or no later than September 30.

At the close out of the final year of the grant, the grantee must take one of the following action steps for all non-consumable items.

* If a new 21st CCLC grant is awarded, the equipment is retained for continued use.
* If a new 21st CCLC award is not granted, the inventory must be transferred to another 21st CCLC program within the division.
* If there are no other 21st CCLC programs operating within the division, then the equipment must be transferred to a Title I school in the division.
* If there are no Title I schools, then the equipment must be transferred to another federal program operating within the division.

Grantees transferring non-consumable materials must complete the Inventory Disposition Form, sign and submit to the assigned 21st CCLC specialist at VDOE. An example of a completed form is in Appendix B. Equipment purchased with a prior three-year grant award period does not have to be transferred. The following information must be included:

1. Description of item
2. Serial or ID # if applicable
3. Location of item (name of school)
4. Quantity
5. Disposition, including school location and program if transferred

The program coordinator and the contact for the receiving program, if applicable, must sign the form. Submit the form by September 30 of the final year.

1. Retention of Program Records

Grantees must retain program records for five years after final payment per the [Records Retention and Disposition Schedule GS-21](https://www.lva.virginia.gov/agencies/records/sched_local/GS-21.pdf). See section IV. Maintaining Program Data for list of records the grantee is responsible for retaining each year of the program. Records should be disposed of according to the rules and regulations set forth by the Library of Virginia. For more information, refer to the [Guidance for the eRM-3 Certificate of Records Destruction](https://www.lva.virginia.gov/agencies/records/erm3/) located at <https://www.lva.virginia.gov/agencies/records/erm3/>.

**III. Fiscal Guidance**

1. Resources
* Grant funds must be used in a manner consistent with all state and federal regulations, requirements, and guidance.
* The following links provide references to the federal regulations and cost principles that must be followed when administering the grant:
	+ [Education Department General Administrative Regulation (EDGAR)](http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html)
	+ [2 CFR, Part 220 (formerly OMB Circular A-21) Cost Principals for Educational Institutions](https://obamawhitehouse.archives.gov/sites/default/files/omb/assets/omb/fedreg/2005/083105_a21.pdf)
	+ [2 CFR, Part 225 (formerly OMB Circular A-87) Cost Principles for State, Local and Tribal Governments](https://obamawhitehouse.archives.gov/sites/default/files/omb/assets/omb/fedreg/2005/083105_a87.pdf)
	+ [2 CFR, Part 230 (formerly OMB Circular A-122) Cost Principals for Non-Profit Organizations](https://obamawhitehouse.archives.gov/sites/default/files/omb/assets/omb/fedreg/2005/083105_a122.pdf)
* Recipients must obtain an annual audit. Grant recipients not subject to the provisions of the *Single Audit Act of 1984* with amendment in 1996 (non-federal entities that expend less than $500,000 of federal awards in a year), must obtain an annual audit in accordance with the [Single Audit Act Amendments of 1996](https://www2.ed.gov/about/offices/list/oig/nonfed/singleaudits.html), and [Compliance Supplement March 2006.](https://obamawhitehouse.archives.gov/omb/circulars/a133_compliance_supplement_2016)
1. Fiscal Best Practices
* Federal cost principals provide guidance on the allowable costs (referenced above).
* In order to be allowable for reimbursement, all costs must be necessary and reasonable to achieve program goals and objectives.
	+ A cost is reasonable if it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.
	+ When determining if a cost is reasonable and necessary, consider the following questions:
		- Are costs normal and necessary to the operation of the agency or to the performance of the grant?
		- Are restraints and requirements imposed by such factors as sound business practices, laws and regulations, and terms and conditions of the program?
		- Are market prices considered for comparable goods and services?
		- Did the individuals involved act with prudence considering their responsibilities to the agency, the public at large, and the granting agency?
		- Is the expense necessary to administer the program?
		- Have the individuals involved acted with prudence considering their responsibilities to the agency, the public at large, and the granting agency?
		- Will the cost be incurred in accordance with the agency’s established procurement policy?
		- Is this cost targeted to valid programmatic and administrative considerations?
		- Does the program have the sustainable capacity to use what is being purchased for the program?
		- If the expense was noted in a newspaper “Headline,” would managers of the program be comfortable or embarrassed?
	+ The purchase of equipment is allowable for 21st CCLC program use only. The grantee should include a detailed list of equipment needed in the grant application. An amendment can be submitted to add equipment that is not listed at the time the application was approved. Grantees must seek approval for any equipment costing more than $200 per item.
	+ Incentives are allowable for students and families to acknowledge performance. Incentives are not allowable to acknowledge, reward, or incentivize attendance. The cost may not exceed $10 per item. Items must be educationally based and be non-monetary.

1. Allowable and Unallowable Activities

### Food Costs

Use of 21st CCLC funds for food costs\* are allowable **ONLY** for the following and must follow state guidelines for per diem (<https://www.gsa.gov/travel/plan-book/per-diem-rates>):

* + Family engagement activities;
	+ Instructional programs (when food is considered as part of an approved program and costs are reasonable and necessary to support the objectives of the program, i.e., cooking class);
	+ Water for day field trips in which students will be exposed to heat for extended periods of time.
	+ Food purchases are **not allowed** for staff training, staff PD or overnight field trips.

*Note: Regarding reimbursement for food for family engagement, programs must have on record an agenda and sign-in sheet for reimbursement.*

### Family Engagement and Family Literacy

* + Offer families of participating students educational and personal development opportunities, particularly in the area of literacy;
	+ Sponsor opportunities that are different and more frequent than have been traditionally offered by the regular school day program;
	+ Include engagement strategies such as outreach, education programs, lectures, and those strategies that strengthen parents as partners in education; and
	+ Require *ongoing and sustained participation* by the adult family members in order to achieve the acquisition of knowledge or a skill that is meant to be imparted through participation in the service or activity.
	+ Examples that conform to these requirements are the following:
		- GED classes
		- Developing a resume and interview skills
		- Programming series on effective parenting strategies
	+ Examples that are likely not to conform are special events which may still be held, but 21st CCLC funds cannot be used, and the hours will not count in parent programming hours.
		- Open house for the parents of children attending the center that involves a meal and social activities;
		- Student performance showcase;
		- End-of-the-year celebration event;
		- Field trips; and
		- School-wide events

### Field Trips

Field trips **are not required** but are allowable when directly related to educational enrichment, are designed to meet program objectives, and reasonable in cost.

* + Trips that are non-educational and not related directly to student learning or program objectives are unallowable under federal regulations pertaining to 21st CCLC funds. *If trips of this nature are planned, funds must be local or from an outside sponsor.*
	+ All field trips must be pre-approved by the VDOE prior to any expenditure related to the trip.
	+ A Field Trip Request form must be submitted to the VDOE on the approved Microsoft Word form as soon as the field trips are planned. Submit requests for day field trips no later than **45 calendar days** prior to a proposed field trip. Submit requests incurring overnight expenses no later than **60 calendar days** prior to the activity. Forms not submitted by the requested timeframe may be denied. An example of a completed request is in Appendix A. Adhere to the following guidance when completing the form:
		- Staffing does not have to be included unless it is above and beyond the normal work hours for the staff members participating.
		- Transportation costs must be included even if the cost is covered by other funds. Note on the budget line if other funding is being used.
		- Include the per participant cost for admission fees.
		- Provide the grant objectives in Box 2 under Trip Information as written in the grant application.
		- Provide the full verbiage for each standard of learning in Box 3 under Trip Information. The identified standards provided should support the grant objectives and the activities planned before and after the event. For example, if students visiting a zoo are required to conduct research prior to the event and produce a presentation following the event, the identified standards should be for the research and presentation. The Science standards covered during the visit are not necessary unless there is a measurable objective for science in the grant.
		- Pre and post activities must support the selected grant objectives and standards of learning. Utilize a variety of activities to engage students in mastering the identified standards of learning.
	+ Requests above $5000 will be reviewed by the 21st CCLC VDOE team for approval. Grantees are encouraged to submit these requests earlier than 45 days.
	+ Approval for the use of charter buses will only be granted for activities that are 50 miles or more round trip.
	+ An amended field trip request form is required if there is a significant change in cost or for an added cost.
	+ Staff participating on overnight field trips may not be paid for the hours they were asleep
	+ Field trips occurring at the same location over multiple days must specify if the budget is for each day or the total cost. The request must state if the same group of students will be attending all dates or if it is a different group for each date.
	+ Entrance fees for adults/volunteers to attend field trips may only be covered if the program does not have sufficient staff for student supervision.
	+ **During summer programming**, a maximum of one field trip per week is allowed.
	+ The deadline for summer field trips is **May 31st.**
	+ The Field Trip Request form is available on the 21st CCLC Canvas site. Examples of unacceptable trips are the following:
		- Farm outing for corn maze, haunted barn, pumpkins, hayrides;
		- Roller or ice skating;
		- Christmas lights show;
		- Bowling;
		- Sporting events;
		- Beach trips;
		- Amusement, water, and theme parks (Busch Gardens, Kings Dominion, Dollywood, etc.);
		- Movies, unless approved by VDOE;
		- Escape Rooms;
		- Top Golf and similar franchises;
		- iFLY; and
		- Segway Tours.

*Note: The department will only consider movies for approval that support the Virginia Standards of Learning.*

### Recreational and Enrichment Activities

* Off-site activities require a 21st CCLC Field Trip Request form before any expenditure of funds (does not replace required local forms);
* Plans should include documentation of goals and objectives to be addressed, as well as pre- and post-trip activities that students can complete as evidence of objective achievement, and
* Activities for entertainment purposes are not approvable.

### Cooking Clubs or Cooking Enrichment Activities

Cooking activities must adhere to the following guidelines. These guidelines do not pertain to 21st CCLC high school apprenticeship culinary programs. Apprenticeship culinary programs are programs led by a professional that provide an opportunity for youth to explore future career options in a hands-on way and prepare them for the workplace and for post-secondary options through catering events.

* + Best practices include:
		- Teaching fundamental techniques, skills, and terminology including but not limited to general food safety, safe food handling, knife safety skills
		- Teaching students and families how to provide a well-balanced meal per the USDA guidelines (<https://www.choosemyplate.gov/what-myplate>)
		- Involving students in the menu planning and budgeting of food
		- Allowing students to prep, cook, serve, and sample their food.
		- Integrate Core Subjects (English/Language Arts, Math, Science, Social Studies) into lesson plans
		- Focus on healthy and nutritious eating
	+ Cooking Classes Food costs associated with cooking clubs or cooking enrichment activities offered by the 21st CCLC program are allowed in accordance with the following guidelines:
		- The costs must be reasonable and a requirement of the class curriculum that was part of the approved application and/or submitted to VDOE for prior approval.
		- Clear documentation must be maintained that aligns the cooking class with approved project goals and performance measures.
		- All courses involving food costs that were not part of the approved application/budget must receive prior approval by VDOE 21st CCLC staff.
		- Cooking classes should limit the portion size per participant and should only be for class participants.
		- Cooking should not occur more than twice a program week
		- No prepared foods
		- Basic cooking equipment is allowable; limited (1-3) time use equipment is not allowable such as a waffle maker, panini press, etc.
	+ 21st CCLC Programs implementing a Micro-society:
		- Grantee must have included micro-society programming in their approved application
		- Grantee must provide evidence they have attended training on implementing a micro-society within the first year of their program
		- Snack size servings may be available for sale for students not participating in the cooking program no more than twice per week.
		- Also observe the guidelines for all cooking clubs/enrichments.

### Unallowable Expenditures

* 1. Structures of any kind (pergola, gazebo, fencing, playground equipment, etc.);
	2. Bounce house rentals;
	3. Play structures (for use indoor or out);
	4. Cash or debit card incentives or rewards;
	5. *Building-wide* license for remediation software or Wi-Fi;
	6. Food (refer to Section C1. Food Cost)
	7. Copiers, printers, computer carts, computers, etc. that are available for use by the *entire* school and not limited to 21st CCLC staff and students;
	8. Subscriptions and memberships in organizations for individuals;
	9. Advertising;
	10. Maintenance cost of vehicle purchased with other funds;
	11. Non-project related equipment or expenses;
	12. Knives greater than 6 inches, archery, weapons
	13. Medical, dental, or clothing costs;
		1. Building, repairing, or remodeling of facilities where the program or activity is conducted;
		2. Meals/snacks for students during the ‘regular’ before or afterschool programs, summer school, or field trips;
		3. Entertainment (amusement, social activities);
		4. GaGa Ball Pit
		5. Interactive projectors; and
		6. Expenditures that supplant rather than supplement services or activities.
1. Budget Transfer Requests and Requests for Reimbursement

The fiscal agent for a grant should submit budget transfer requests and reimbursements via the VDOE’s Online Management of Education Grant Awards (OMEGA) system. Access OMEGA by logging into the [Single Sign-on for Web Systems (SSWS)](https://p1pe.doe.virginia.gov/ssws/login.page.do).

* Click on “SSWS Instructions” in the upper left-hand corner of the SSWS web page to download a user guide.
* Information on obtaining access to OMEGA, the OMEGA User’s Guide, and other training resources are located on the VDOE’s [OMEGA web page](https://www.doe.virginia.gov/data-policy-funding/school-finance/budget-grants-management/omega).

### Reimbursements and Budget Transfers

An approved application, properly signed and funded, constitutes a contractual agreement between the grantee and the VDOE. In order to assure compliance with such an agreement in regard to the reimbursement of funds, the following conditions are outlined:

* Date recorded on the Notification of Grant Award (NGA) form becomes the beginning date for the budget period during which funds can be obligated.
* Project expenditures must be obligated during the budget period. *Any expenditure obligated after the designated budget period (including the carryover period) cannot be reimbursed.*
* Reimbursements
	+ In accordance with federal and/or state audit guidelines, reimbursement support documents must be maintained for five years by the grantee serving as fiscal agent (local school division, local government agency, institution of higher education, community- or faith-based organization, or for-profit organization) to substantiate payments for which reimbursement is claimed.
	+ Claims must be based upon actual disbursements during the period for which the request is made.
	+ Payroll cost may not be requested in advance. For example, many school divisions pay 10-month and 11-month employees over a 12-month pay cycle. This may result in payroll checks for July and/or August being issued by the end of June in order to be recorded by the end of that fiscal year. School divisions may submit federal grant reimbursement requests for June payroll in July, July payroll in August, and August payroll in September.
	+ If an expenditure is inadvertently overlooked during the payment period, an additional reimbursement request must be made for that reimbursement period with an attached explanation.
	+ Requests must **reference the school that the request is intended** in the “comments” field of the request.
	+ Divisions with multiple grant awards must submit reimbursements for each award separately and include the name of the school(s) in the reimbursement.
	+ Claims contained in the request must not have been claimed previously by the recipient.
	+ Reference Appendix D for example reimbursement chart.
	+ Costs for travel reimbursements should be submitted separately.
		- Mileage reimbursements must give the number of miles traveled and the mileage rate used.
* Contracted services reimbursements must give the dates of service and/or frequency the activity took place.
* Reimbursements for family engagement activities must include the topic and date of activity. Food reimbursements must include the number of parents, students, and staff that participated.
* Requests **must not cross the state fiscal year that runs from July 1 to June 30 of the following year**.
* Monthly reimbursement requests are preferred; and
* At a minimum, reimbursement requests must be submitted *at least* **on a quarterly basis**.
* Budget transfers
	+ Program staff at the VDOE must approve ALL budget transfers and any program changes prior to the proposed expenditure and subsequent request for reimbursement by submitting an amended application (see page 6).
		- All OMEGA budget transfer requests must reference the school the request is intended for in the comments field of the request.
		- Equipment purchased with project funds must match those shown on the approved budget.
	+ Non-school division grantees serving as the fiscal agent must have an approved indirect cost rate in compliance with Education Department General Administrative Regulations (EDGAR) 34 C.F.R. §75.560 in order to claim reimbursement for indirect costs.
	+ Grant expenditures must be tracked using the Grant Balance Tracking Workbook. A copy of the form is available on the 21st CCLC Canvas site.

### Expenditure Accounts Descriptions and Object Code Definitions

* Expenditure categories are for budgeting and recording expenditures of the agency for activities under its control.
* Contact the school division or partner school division budget/finance office, the state VDOE grant specialist, or refer to the appropriate federal act for clarification on the appropriate expenditures of funds.
* Definitions of the expenditure categories can be found in the appendices.
* Examples of expenditures and the correct object code for budgeting purposes:
	+ - Object Code 3000 – ANY catered food services (typically procured through a contract. Example: Panera Bread was contacted, and a contract signed for Panera to provide on-site catering services for boxed lunches in which Panera delivered the meals/catered service. Online subscriptions or site licenses that are handled through contracts. They may be one-time purchases or renew on a revolving basis (monthly, annually, etc.).
		- Object Code 4000 – Food provided by the school division’s food services department
		- Object Code 5000 – Conference registration and fees. Meals specifically related to travel expenses
		- Object Code 6000 – Food related materials and supplies (typically grocery store purchases of bottled water, snacks, etc.) Example: an on-the-spot purchase of a dozen bagels from Panera Bread
		- Object Code 8000 – Purchase of equipment in which an individual item exceeds $5000.

### Travel Regulations

* Project coordinators must follow state regulations that govern travel in connection with federal grants.
* Travel and lodging expenses may only be reimbursed up to the state rate.
	+ - School divisions should also consult local travel policies for guidance on allowable costs.
		- Some school divisions may have lower established rates for travel than the state guidelines.
		- Additional information is available on the VDOE’s [State travel regulations](http://www.doe.virginia.gov/school_finance/travel/index.shtml) web page. (The state mileage rate is now the current IRS rate.)
* Questions concerning out-of-state travel should be discussed with the assigned program specialist at VDOE.
1. Program Income

Program Income is defined as revenue generated as a direct result of the Federal award and that is in addition to the Federal funds provided by the Department through its competitive subgrant application.

Grantees want to generate program income must submit to the department:

1. A description of how the subgrantee plans to generate program income and an approximate amount of income likely to be generated; and
2. An explanation of why the program income is necessary to achieve the goals and objectives of the program

The department will submit the request to the USED to seek approval for each grantee.

Requests should be submitted **within 60 days of the start of the program**. The grantee most have approval prior to receiving program income. Program Income must be used in accordance with 21st CCLC allowable use of funds which may not be used for entertainment.

**IV. Documenting and Reporting for Program Accountability**

1. Maintaining Program Data
* Participant attendance and activity records must be maintained monthly into VA Afterschool 21.
* Establishing electronic file folders or notebooks of information provides helpful access for accountability and monitoring purposes.
* Become familiar with the on-site monitoring protocol.
* Data requested during a monitoring visit should be easily accessible and collected during the year.
* The following information should be maintained throughout the grant period:
	+ Student progress/achievement data, including data sources, as cited in initial grant;
	+ Outreach information, such as newsletters, flyers, letters, etc., showing related communication with various stakeholders;
	+ Minutes and attendance records of partner, co-applicant, team, and staff meetings;
	+ Professional development plans and records of participation as directly relates to the 21st CCLC grant’s programs and objectives according to the grant;
	+ Transportation logs;
	+ Employment, training, and payroll data;
	+ Grant Balance Tracking Workbook;
	+ System used for financial accountability between sites and business office, including a formal system of expenditures, receipts, and payroll;
	+ Discussions of sustainability planning to indicate continuation of services when grant funding is no longer available; and
	+ Time and Effort logs.

1. Continuation Applications
* The purpose of the continuation application is to ensure that grantees are:
	+ Managing grant funds awarded;
	+ Operating programs in compliance with regulatory requirements;
	+ Making satisfactory progress towards meeting the goals and objectives stated in the original approved application; and
	+ Progressing toward meeting Virginia's performance indicators for 21st CCLC grant programs.
* The information reported in the continuation application must reflect the information stated in the approved application, unless changed by amendments approved by the VDOE.
1. Reporting Requirements by USED and VDOE

The VDOE is required to provide program data to the United States Department of Education (USED) and provide an annual state evaluation report to the public. The VDOE uses the Virginia AfterSchool21 data collection system and surveys conducted by the Center for Research in Educational Policy at the University of Memphis (CREP) to collect the required information. The following is a description of the data system and the surveys.

* **Virginia AfterSchool21**
	+ This is a web-based application that collects data for submission to USED for the Annual Performance Report (APR). Grantees are expected to maintain program data on monthly basis at a minimum. The data must be certified by the grantee at least two times during the program year. The certification periods are for the summer and the school year.
* **Annual Local Evaluation Report Template (ALERT)**
	+ - Uses the CREP survey system; and
		- Information used to complete Virginia’s evaluation of the 21st CCLC program.
* **Program Quality Self-Assessment Tool** (**PQSA**)
	+ - The purpose of this survey is to help grantee stakeholders and staff reflect on the progress of the program in effectively meeting the goals and measurable objectives outlined in the grant.
		- Each of the following program stakeholders should complete at least one survey: division/organization contact, site director, co-application, teacher, building administrator, and community partner.
* **Teacher Survey of Student Engagement**
	+ - Regular school day teachers complete a survey on students’ level of engagement during the regular school day to determine the impact of participation in the 21st CCLC program.
		- One survey is completed for each student in *grades 1 through 5* attending the program 15 hours or more.
		- Surveys are conduct three times during a program year. The survey is administered once during the summer program by the site coordinator. The site coordinator will ask summer program staff to complete the survey. The survey is administered twice during the school year via the Virginia Afterschool 21 application. The application will email a survey link to the regular school day teacher entered in the student participants’ registration records by program staff.
1. Time and Effort Logs
* An employee who is paid 100 percent by 21st CCLC funds must complete a semi-annual certification (once every six months) that attests to the employee working 100 percent for 21st CCLC funds.
	+ Form must be signed by the employee and their supervisor;
	+ Semi-annual certification must:
		- Be executed after the work has been completed;
		- Identify the cost objective (i.e., percent of time or full time equivalent (FTE) spent on grant funded activity);
		- State that the employee worked solely on activities related to a particular cost objective;
		- Specify the reporting period;
		- Be signed by the employee or a supervisor with first-hand knowledge of the work performed by the employee; and
		- Be dated.
* Scenarios of when a Time and Effort Log are required:
	+ - Division coordinator spends 100 percent of his/her time and effort working on the 21st CCLC grant.
		- Site coordinator or 21st CCLC instructor works on approved 21st CCLC grant funded projects and charges the amount of his/her time directly to the 21st CCLC grant. This includes school-based employees*.*
* Employees working for multiple programs in addition to 21st CCLC must maintain Time and Effort Logs/Personnel Activity Reports (PAR) documenting the amount of time spent on each program for the period covered by the log.
	+ Log must be prepared at least every month and signed by the employee.
	+ Log/PAR must:
		- Be executed after the work has been completed (projections of how an employee is expected to work or position descriptions are not sufficient);
		- Account for the total activity for which each employee is compensated, including part-time schedules or overtime (total activity means all of the time an employee works, not just the amount of time worked on a federal program);
		- Identify the program (i.e., grant in which activity was spent);
		- Specify the reporting period;
		- Be prepared at least monthly and coincide with one or more pay periods;
		- Be signed by the employee (unlike a semi-annual certification, a supervisor’s signature alone is not sufficient); and
		- Be dated after the fact (when the work has been completed).
	+ Scenarios of when a Time and Effort Log are required:
		- Division coordinator spends part of the time and effort working on the 21st CCLC grant and part on other federal, state, or local programs.
			* Coordinator must provide a signed PAR that accounts for the actual time and effort spent on each of the programs.
			* PAR should be completed at least monthly.
	+ A site coordinator’s work is on multiple grant-funded projects, including 21st CCLC
		- Site coordinator will charge the actual time worked on the 21st CCLC directly to the 21st CCLC grant.
		- Site coordinator must provide a signed PAR that accounts for the **actual** time and effort spent on all activities.
		- PAR should be completed at least monthly.
	+ Errors related to Time and Effort logs:
	+ Failure to:
		- Recognize that a change in position, duties, or funding may result in a change in time and effort reporting. (Open lines of communication between the fiscal, central program, and school building offices are critical.);
		- Provide adequate training to staff that are responsible for completing, approving, and/or reconciling time and effort documentation;
		- Reconcile semiannual certifications;
		- Reconcile PARs at least quarterly;
		- Report time according to the ratios budgeted without regard to how the individual actually worked;
		- Ensure Time and Effort logs are reviewed, signed, and dated by appropriate staff within a reasonable time period after duties are performed for that time period; and
		- Conduct independent reviews internally by an individual other than the employee/supervisor to ensure that necessary payroll adjustments are performed to reflect actual time worked.
	+ Absence of:
		- Accounting for a full day’s schedule (only federal program time reported);
		- Time and Effort records for employee(s) with supplemental contracts/stipends and extra hours; and
		- Time and Effort records for employee(s) charged to federal awards received from other grants.
* Sample Time and Effort logs are available on the VDOE’s [21st CCLC web page](https://www.doe.virginia.gov/programs-services/federal-programs/essa/title-iv/title-iv-part-b-21st-century-community-learning-centers).

**V. Monitoring**

1. Jump Start Technical Assistance Visits

Jump Start technical assistance visits help ensure that grantees new to the 21st CCLC federally funded program are implementing their programs as written in their applications.

* + Each grantee participating in the program will receive the VA\_New Grantee Jump Start Implementation Guide that provides steps on how to implement a 21st CCLC program effectively.
	+ Assigned monitors will visit the program once during the first semester to review the guide with the grantee.
1. Identification of Grantees for Monitoring

ALL first-year grantee will participate in an on-site monitoring visit. On-site visits for grantees in the second or third year of the grant award will be determined through a risk assessment conducted by the VDOE 21st CCLC team. A risk assessment is a process used by the VDOE to identify potential problems and areas of non-compliance in the program.

* + Grantees identified as a high risk may have to participate in an on-site monitoring visit.
	+ On-site visits will usually occur in the spring but may be scheduled at an alternative time.
	+ Grantees may be placed on a state guided plan. A state guided plan includes technical assistance by a monitor assigned to work with the site coordinator during the first semester of the program.
1. Preparation for On-site Monitoring and Data Collection

It is a goal of on-site monitoring to make the site visit a successful and positive experience. To prepare for the visit, the following areas are important.

* + Participate in VDOE monitoring sessions offered:
		- Coordinators’ Technical Assistance Academy (fall);
		- Spring webinar in preparation for the visit; and
		- 21st CCLC Institute (spring).
	+ Work with the monitoring consultant who will contact the grant coordinator directly to schedule a mutually agreed upon date and time for the visit;
	+ Review the approved grant application and the on-site monitoring document carefully in preparing for the visit;
	+ Use the on-site monitoring document as a checklist of items to gather and organize prior to the scheduled visit;
	+ Complete the monitoring document information and collect information suggested in the “supporting documents” columns in advance;
	+ Provide information in an organized manner to expedite the on-site process. (e.g., folders or links to documents); and
	+ Plan for a full day visit in order to:
		- Review the grant with the monitor and respond to all items in the on-site monitoring document; and
		- Allow the monitor to observe the program in progress during hours of service.
		- Contact Anthony.Tyler@doe.virginia.gov for questions regarding monitoring.
1. Risk Assessment (under development)

The Department of Education conducts an annual review during the summer of second- and third-year grantees’ programs that are not participating in an onsite monitoring. The purpose of the review is to determine grantees adherence to the 21st CCLC program requirements and progress on the goals of the grant set by the grantee. The Risk Assessment is the tool used by the department to conduct the review.

**VI. Staff Development**

1. Attendance at Institutes, Academies, Conferences, and Webinars
* Grantees are to attend conferences, workshops, and trainings designed to improve the quality of the 21st CCLC programs and to give technical assistance to the staff for continuous improvement.
* Recommended staff attending includes grant coordinators, site coordinators, principals, and teachers. Travel expenses will only be approved for reimbursement for up to three persons per grant award to attend a professional development activity without prior approval by the VDOE.
* Additional staff who want to attend should seek permission from the 21st CCLC state specialist.
* Required conferences include:
* Fall: 21st CCLC Coordinators’ Technical Assistance Academy for new grant recipients, new coordinators, and grantees who are operating under state guided plans
* Virginia AfterSchool21 new users training.
* Spring: 21st CCLC Professional Development Institute
* Required for year 1 grantees
* Highly recommended for years 2 and 3 grantees
* Allowable conferences that are optional include:
* 21st CCLC summer institute sponsored by USED
* Regional institutes held by USED
* Virginia Partnership for Out-of-School Time (VPOST) Conference
* Beyond School Hours Conference
* National After-School Association’s (NAA) Annual Conference
* National Summer Learning Association Conference (NSLA)
* Best Out-of-School Time (BOOST) Conference
* Center for Summer Learning National Conference
* Afterschool for All Challenge Conference
* The After-School Institute Eastern Regional Conference
* Grantees seeking to attend conferences beyond those listed above are required to seek prior written approval from the 21st CCLC state specialist assigned to their program.
* Requests must be submitted for approval at least 45 days prior to using grant funds and must contain a justification stating how the conference will be of benefit to the program.
* In all cases, conferences, workshops, and trainings should be applicable to afterschool or parent engagement.
* Audio conferences and webinars hosted by VDOE are required. Those hosted by USED are optional. Grantees will receive information about audio conferences and webinars via email.

**VII. Resources**

* [Virginia 21st Century Community Learning Centers](https://www.doe.virginia.gov/programs-services/federal-programs/essa/title-iv/title-iv-part-b-21st-century-community-learning-centers)
* 21st CCLC Canvas
* [U. S. Department of Education 21st CCLC](http://www.ed.gov/programs/21stcclc/index.html)
	+ [USED 21st CCLC Guidance](http://www.ed.gov/programs/21stcclc/guidance2003.doc)
* [The Virginia Partnership for Out-of-School Time (VPOST)](http://v-post.org/)
* [National Institute for Out-of-School Time (NIOST)](http://www.niost.org/)
* [The SEDL National Center for Quality Afterschool](http://www.sedl.org/afterschool/)
* [Charles Stewart Mott Foundation Afterschool Programs](http://www.mott.org/ourissues/Afterschool.aspx)
* [The Afterschool Alliance](http://www.afterschoolalliance.org/)
* [National Afterschool Association](https://naaweb.org/)
* [Youth for Youth](https://y4y.ed.gov/)

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* [The Harvard Family Research Project](http://www.hfrp.org/)
* [The Council of Chief State School Officers](http://www.ccsso.org/)

**Appendix A: Sample Field Trip Form**

**Virginia Department of Education
Department of Student Assessment, Accountability & ESEA Programs
21st Century Community Learning Centers Grant**

**Field Trip Request Form**

Field trips are allowable when directly related to educational enrichment and are designed to meet program objectives. Trips without clearly demonstrated educational value are not allowable for 21st CCLC programs. Refer to the VDOE 21st CCLC Administrative Handbook for guidance on allowable activities. To ensure compliance with state and federal laws, policies, and regulations, the Virginia Department of Education (VDOE) requires all 21st CCLC program coordinators to request approval for any field trip supported by 21st CCLC funds.

* Form must be submitted electronically to the VDOE 21st CCLC no later than **45 calendar days** prior to a proposed field trip.
* 21st CCLC funds should not be expended for the trip prior to approval.
* Budgeted items must be necessary, reasonable, and consistent with state and federal laws, policies, and regulations.
* VDOE 21st CCLC specialist will communicate via email with the requestor regarding questions or concerns and denial or approval status.

|  |  |  |
| --- | --- | --- |
| School Division/Grantee: | Name of Requestor/Title:Email: | Date of Request: |
| Site/School: | Date(s) of Field Trip: | Field Trip Destination: |
| Estimated number of student participants: | Estimated number of staff participants: | Estimated number of volunteer adult participants: |
| Grade level of participants: | Time of Departure: | Time of Return: |
| Transportation provided by (check one): | [x]  School Division [ ]  Charter Bus [ ]  Other:\_\_\_\_\_\_\_\_\_ |

**Itemized Budget**

Provide calculations when appropriate (e.g., admission fees: $25 x 20 students and staff.)

|  |  |
| --- | --- |
| Item (e.g., admission fees, transportation) | Cost |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total  | $ |

**To be completed by VDOE specialist**

[ ]  Approved [ ]  Not Approved

Specialist signature and date of approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Trip Information**

|  |
| --- |
| 1. Describe the activities the students will participate in during the field trip.
 |
|  |
| 1. Provide at least one measurable objective **from the approved grant application** this trip supports.
 |
|  |
| 1. Provide the Virginia Standards of Learning connected to this activity.
 |
| 1. Reading and/or math standards of learning (REQUIRED)
 |
|  |
| 1. Other standards of learning
 |
|  |
| 1. Describe the instructional activities that will occur prior to the field trip to prepare students for the experience.
 |
|  |
| 1. Describe the activities that will occur following the field trip to augment the learning experience.
 |
|  |

**Itinerary**

(Federal regulations prohibit 21st CCLC field trips that occur during regular school day hours.)

|  |  |  |
| --- | --- | --- |
| Date | Time | Activity |
|  |  |  |

|  |
| --- |
| Comments |
|  |

**Appendix B: Sample Disposition Form**



**Appendix C: Omega Object Codes and Definitions**

The following account categories are definitions of the major expenditure categories for budgeting and recording expenditures in OMEGA. The descriptions provided are examples only; the examples provided are not an exhaustive list. For further clarification on the proper expenditures of funds, contact your school division budget or finance office, the program office grant specialist in the VDOE, or refer to the appropriate federal act or grant program specifications.

**1000 Personal Services**

**2000 Employee Benefits**

**3000 Purchased / Contracted Services**

**4000 Internal Services**

**5000 Other Charges**

**6000 Materials and Supplies**

**7000 Payment to Joint Operations** – not used for OMEGA applications or claims reporting

**8000 Capital Outlay**

**9000 Other Uses of Funds** – not used for OMEGA applications or claims reporting

## **1000 Personal Services**

Includes all compensation for the direct labor of persons in the employment of the local government. Salaries and wages paid to employees for full- and part-time work, including overtime, shift differential, and similar compensation. Includes payments for time not worked, including sick leave, vacation, holidays, jury duty, military leave, and other paid absences that are earned during the reporting period. For the purposes of this document, the term “salaries” means all compensation including base wage. This also includes amounts paid through salary reduction plans, such as tax-sheltered annuities and flexible benefit plans. Do not confuse this definition with the Virginia Retirement System (VRS) definition, which excludes supplements for retirement calculation purposes in some circumstances.

## **2000 Employee Benefits**

Job related benefits provided to employees as part of their total compensation. Fringe benefits include the employer’s portion of FICA, pensions, insurance (life, health, disability income, etc.) and employee allowances.

NOTE: Fringe Benefits are a significant component of employee compensation and, like salaries and wages, are charged to the appropriate object of expenditure within each program. If possible, fringe benefit costs should be charged to the applicable educational program or activity on an ongoing basis. An alternative is to charge all fringe benefits to various benefit accounts. As part of the year-end closing process, these accounts are closed, and all costs are allocated to the appropriate educational program or activity. The following methods are suggested for allocating such cost at year-end. If these methods do not provide reasonable allocations based on circumstances within the school division, then the school division should use another reasonable allocation method. Consistency in application should be maintained at all times.

1. Allocation by percentage of payroll dollars
2. Allocation by Head Count
3. Direct to Program or Activity

## **3000 Purchased / Contractual Services**

Services acquired from outside sources (i.e., private vendors, public authorities, or other governmental entities). Purchase of the service is on a fee basis or fixed time contract basis. Payments for rentals and utilities are not included in this account description. Allowable payments would be to individual or firms that are independent contractors and not employees of the grantee or sub-grantee organization. The word honorarium is sometimes used to characterize such payments; the term “fee” is preferred.

**Food Purchases** – Prepared meals, working meals, and/or catered services purchased through a vendor are included in this object code. Reimbursement is capped at the per diem rate for the meal listed according to the state travel regulations. Examples for this object code include meals provided to support attendance at family engagement activities. Food purchased from catering services and restaurants such as Pizza Hut, Panera Bread, and Subway is included in this object code.

**Transportation Services Public Carriers** – Payments to public carriers for transportation of pupils on vehicles that are used by the public. Include payments for pupils transported in intra-city transit buses, taxicabs, airplanes, and intercity/interstate passenger buses.

**Transportation Services Private Carriers** – Payments (either cash or tokens) to parents for transportation of pupils in lieu of providing transportation on school buses. Include allowable payments to parents for pupils attending public, private, and non-sectarian schools. Include costs associated with transporting special education students in school board-owned vehicles to and from school.

**Transportation Services by Contract** – Payments to private owners of school buses who contract with the school board to transport pupils to and from public schools. Include payments to owners of private vehicles that contract with the school board to transport pupils to and from designated public and private schools.

**Purchase of Service from Other Governmental Entities** – Payments for services purchased from other governmental entities (i.e., other local governments, public authorities, state agencies, and other LEAs) on a contract/fee basis. Tuition payments to other local governments for a jointly operated center are not included here but are reported under “Payments to Joint Operations” (object code 7000).

Tuition Paid – Other Divisions In-State, Tuition Paid – Other Divisions Out-of-State, and Tuition Paid – Private Schools are included in this object code.

## **4000 Internal Services**

Charges from an Internal Service Fund to other functions/activities/elements of the local government for the use of intergovernmental services, such as data processing, automotive/motor pool, central purchasing/central stores, print shop, and risk management. These services are provided by internal services within the School District and possibly the county but not a vendor.

**Food Purchases**

Food purchased from the food services department of a school division or sub-grantee equivalent to support professional development or family engagement events is included in this object code. For example, internal expenses for school cafeterias to provide meals to support attendance at family engagement activities are included in this object code.

## **5000 Other Charges**

Include expenditures that support the use of programs. Includes expenditures that support the program, including utilities (maintenance and operation of plant), staff/administrative/consultant travel, office phone charges, training, leases/rental, indirect cost, and other.

### Food Purchases

Food Purchases under this object code is restricted to food purchases related to travel reimbursement for meals only (see Travel below). If the sub-recipient’s internal travel policies conform to state travel regulations, reimbursement is allowable at per diem meals rates according to state travel regulations. If the sub-recipient’s internal travel policies require reimbursement for the cost of each meal, reimbursement is capped at the per diem rate for the meal listed according to the state travel regulations. Sub-recipients must elect either meals per diem or per meals costs as their internal travel policy.

### Telecommunications

Include expenditures for recurring telecommunications services for the use of on-line computer technology (e.g., telephone/telecommunications line charges). Telephone charges for line service for Internet connectivity and the Electronic Classroom program.

### Utilities

Payments for heat, electricity, water, and sewer services regardless of whether the service is provided by a private enterprise authority, or an enterprise fund operated by a local government.

### Communications

Payments for postal, messenger, and telecommunications services, typically office voice telephone charges. (Telecommunication costs directly related to technology uses should be coded under 6000.) In addition, office telephone charges would be coded under this code.

### Insurance

Payments for insurance except those that relate to personal services (i.e., hospitalization, group life, worker’s compensation, unemployment)

### Leases and Rentals

Includes payments for leases that are not capitalized and rental of land, structures, and equipment. Do not include payments made under a lease-purchase agreement.

**Travel**

includes payments for travel reimbursement for staff/administrative/consultant travel. These are travel costs that are being reimbursed directly to travelers. These costs may include lodging, mileage, meals, and incidentals as allowable according to state travel regulations or documented sub-recipient internal travel policies. If the sub-recipient does not have documented internal travel policies, state travel regulations will prevail.

**Contributions to Other Entities**

Includes payments to other governmental entities or community organizations that are not related to the direct purchase of a service on a fee basis (which is reported under object code 3000) or payments to joint operations (which are reflected under object code 7000).

**Public Assistance Payments**

Payments to individuals for public assistance programs (general government use only).

**Miscellaneous Other Charges**

Includes expenditures that support the program, including indirect costs and other costs.

## **6000 Other Materials and Supplies**

Includes articles and commodities that are consumed or materially altered when used and minor equipment that is not capitalized. This includes any equipment purchased under $5,000, unless the LEA has set a lower capitalization threshold. Therefore, computer equipment under $5,000 would be reported in “materials and supplies.”

**Food Purchases**

Food items purchased from a grocery store or its equivalent for snacks or breaks is included in this object code. Examples include bottled water, granola bars, cookies, and fruit purchased from a store such as Wal-Mart, Food Lion, Costco, etc. Prepared meals are not included in this object code; see object code 3000 for prepared/working/catered meals as purchased/contracted services.

**Vehicle and Powered Equipment Fuels**

Gasoline, lubricating oils, or such other fuel used in the operation of vehicles and powered equipment (e.g., lawnmowers) purchased from private sources or governmental agencies.

**Vehicle and Powered Equipment Supplies**

Tires, spark plugs, batteries, and chains used in the operation of vehicles and powered equipment purchased from private sources or governmental agencies.

**Textbooks**

All textbooks and workbooks purchased to be used in the classroom.

**Instructional Materials**

Books (not textbooks) and other materials.

**Technology Software/On-line Content**

Include expenditures for videodiscs and computer programs used in the classroom for instructional purposes, operating system software (i.e., standalone software, not software that is pre-installed and included in hardware costs), application software, and on-line or downloadable software and content. Include expenditures for both additions and replacement.

**Non-Capitalized Technology Hardware**

Include expenditures for hardware or classroom technology equipment that is not capitalized.

**Non-Capitalized Technology Infrastructure**

Include expenditures for technology infrastructure that is not capitalized.

## **8000 Capital Outlay**

**Note: Indirect cost cannot be claimed against capital outlay and equipment.**

Outlays that result in the acquisition of or additions to fixed assets. Capital Outlay includes the purchase of fixed assets both replacement and/or additional.

**Capital Outlay Replacement:**

**Technology – Hardware Replacements** – Include capital outlay for replacement of hardware or classroom technology equipment. (For further clarification on which expenditures should be included in this object code, see the “Special Note” below.)

**Technology – Infrastructure Replacements** – Include capital outlay for replacement of technology infrastructure. (For further clarification on which expenditures should be included in this object code, see the “Special Note” below.)

**Capital Outlay Additions** – Include machinery, equipment, furniture, fixtures, communications equipment, motor vehicles, etc. that are capitalized.

**Technology – Hardware Additions** – Include capital outlay for additional hardware or classroom technology equipment. (For further clarification on which expenditures should be included in this object code, see the “Special Note” below.)

**Technology – Infrastructure Additions** – Include capital outlay for additional technology infrastructure. (For further clarification on which expenditures should be included in this object code, see the “Special Note” below.)

**Special Note - Classification of Hardware and Infrastructure Expenditures:**

Report expenditures under technology “hardware” for computers, associated peripheral equipment, and other specialized technology equipment. Computers include desktop and laptop machines, handheld computers (i.e., Personal Digital Assistants or PDAs), and mainframe machines. Peripheral equipment includes devices attached to computers, such as monitors, keyboards, disk drives, modems, printers, scanners, cameras and speakers, etc.

Report other specialized computer devices under technology “hardware” such as fax-back and voice-mail resources; videoconferencing and other distance education tools, including satellite transmitters and receivers; cable-based receivers; and modem or codec-based video equipment; projection devices, from transparent and opaque projectors to video monitors; and graphing calculators and other specialized computational aids.

Report expenditures under technology “infrastructure” for equipment and devices that enable the linking of computers or video hardware to networks (such as routers, hubs, switches, access servers, modems, or codecs). Infrastructure also refers to cabling installations, whether wire, fiber optic, or coaxial, as well as electrical capacity expansion or HVAC upgrades to support networks. In wireless networking systems, include receivers and transmitters under infrastructure.

**Appendix D: OMEGA Reimbursement Examples**

**21st CCLC** [**OMEGA**](https://www.doe.virginia.gov/data-policy-funding/school-finance/budget-grants-management/omega) **Reimbursement Request Guide by Request Type**

NOTE: Grantees with multiple grant awards must submit reimbursement requests by grant award and include the name of the site in the request.

|  |  |  |  |
| --- | --- | --- | --- |
| **Request Type**  | **Object Code**  | **Required Elements for OMEGA Description**  | **OMEGA Description Example**  |
| Staff – employed by organization  | 1000  | * Position(s) descriptions
* Payroll Cycle Range
* Post Date
* Payroll Date
* General Ledger Date
 | After School Teachers/Paras-Payroll Cycle Range 12/03/2022-01/06/2023; GL Posted 01/31/2023, Scheduled Payroll Date 01/31/2023  |
| Staff – contracted   | 3000  | * Position(s) descriptions
* Payroll Cycle Range
* Post Date
* Payroll Date
 | Payment for staff contracted through Virginia Public Schools. Payroll Cycle Range: 3/27/23-4/7/23 GL Post Date: 4/14/23 Scheduled Payroll Date: 4/14/23  |
| Travel\* – using a division/organization credit card  | 3000  | * Name of person and position in program
* Name of Event
* Location
* Dates of Lodging
* GSA Rate
 | Clark Kent, Site Coordinator; National Afterschool Association Conference; Orlando; 3/19-21/2023, Lodging $129 + 21.45 (taxes)= $150.45. GSA=$129 |
| Food\* – purchased prepared for a family engagement event  | 3000  | * Topic of activity
* Date
* Number of family members, staff, and student participants
* Number of RSVPs
 | Dinner-Family Engagement Night "Family Knight" Tips for Success in Middle School, 09/21/2022; 5pm-7pm; 40 participants (students, staff, & parents), 50 RSVPed.  |
| Meals\*– purchased by traveler with division credit card  | 3000  | * Name of Activity
* Dates of Activity
* Location of Activity
* Position or Name
* Per Diem rate
 | Site Coordinator 21st CCLC Fall Coordinators’ Academy 9/25-27/23 in Roanoke Dinners for three nights for $24, $22, and $20. GSA = $26 |
| Cell phone – Organization contract  | 3000  | * Date of phone bill cycle
 | 3/1/23 - 3/31/23 monthly bill  |
| Software – accessed online  | 3000  | * Name of software
* purpose of software
* # of licenses
 | IXL Math, math tutoring, 25 student licenses  |
| Cell phone – partial payment of an individual's cell phone charges  | 5000  | * Name of person and position in program
* Date of phone bill cycle
 | Cell Phone Service for 21st Century –Freddie Freeman for program coordinator; December 2022; $34.31 of Total 240.16  |
| Food – purchased by traveler with personal credit card  | 5000 | **MUST NOT EXCEED THE FEDERAL GSA RATE** * Name of Activity
* Dates of Activity
* Location of Activity
* Position or Name
* Per Diem rate
 | J. Cole; Fall Coordinator's Academy/Conference Meals 10/10/22-10/12/22; Portsmouth, VA. Lodging Per Diem = $98 |
| Indirect Cost  | 5000  | * Follow the state rate for indirect costs for the division/non-profit
 | Indirect Costs @ 8% of request total $25,140.83  |
| Travel – lodging, meals, and transportation paid by traveler  | 5000  | * Name of person and position in program
* Name of Event
* Dates of Lodging
* GSA Rate
 | A. Monroe Reimbursement for attending the Making Schools Work Conference in Orlando, Florida - July 18-21, 2023; meals ($120.48), transportation ($72.92), baggage fees ($60), and parking fees ($55). Per Diem GSA: B=$16, L=$17. D=$31 |
| Cell phone – purchase of the cell phone  | 6000  | * Purchase date of phone
 | Site phone purchased on 9/1/2023 to be used for program only.  |
| Materials and Supplies – Family Engagement Events  | 6000  | * Topic
* Date of Event
* A list of the items purchased
* Quantity or dollar
 | Reading All the Time – 9/25/23; 75 attendees; 75 books, 75 pens, and 75 journals  |

\*Meals and lodging costs cannot exceed the [federal per diem rate](https://www.gsa.gov/travel/plan-book/per-diem-rates?gsaredirect=portalcontent104877) (<https://www.gsa.gov/travel/plan-book/per-diem-rates>). Make sure you are using the most current rate as of the date of travel.

[Online Management of Education Grants Awards (OMEGA) | Virginia Department of Education](https://www.doe.virginia.gov/data-policy-funding/school-finance/budget-grants-management/omega)