Utah State Board of Education (USBE) American Rescue Plan Act (ARPA) Afterschool and Summer Funding Grant Handbook

ADA Compliant 2022

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BACKGROUND INFORMATION

AMERICAN RESCUE PLAN ACT (ARPA) GRANT PROGRAM

Funding to support accelerated learning in afterschool and summer programs

The American Rescue Plan Act (ARP) 2021 was signed into law on March 11, 2021 and provides an additional $122.8 billion for the Elementary and Secondary School Emergency Relief Fund (ESSER III Fund). ESSER III Fund awards to state education agencies (SEAs) are in the same proportion as each State received funds under Part A of Title I of the Elementary and Secondary Education Act (ESEA) of 1965, as amended, in Fiscal Year 2020.

The Utah State Board of Education (USBE) awarded these funds by application in alignment with the federal distribution formula. The Utah State Board of Education will be spending the flexible state reserve as follows:

- 1% for evidenced based summer enrichment programs, $6,155,260.70

- 1% for evidenced based comprehensive after school programs, $6,155,260.70

SET-ASIDE FUNDING GOALS

- Utilize set-aside funding to develop and implement, supplement, enhance or extend afterschool and summer programming
- Support ACCELERATED LEARNING
- Identify students impacted by coronavirus pandemic in need of support for both academic and social emotional learning using evidence-based curriculum, tools, and resources
- Build relationships between Local Education Agencies (LEAs) and community-based organizations (CBOs) or local businesses
- Provide equitable access for students
    - Minimal or no fees
    - Program needs to prioritize engagement of the student groups listed in application document
- Participate in continuous quality improvement activities, including self-assessment tool and program observations

PROGRAMMATIC REQUIREMENTS

- All programming must utilize evidence-based curriculum, tools and resources and provide a balance of academic and enrichment activities, including social emotional learning activities
- Minimum of 10 students served on an average daily basis
- School Year Programming
    - Minimum of 10 hours per week and 32 weeks during the school year
- Summer Programming
    - Minimum of 20 hours per week and 6 weeks (can be non-consecutive) during summer months
- Support from a Certified Teacher
- All staff working 10 or more hours must receive a minimum of 20 hours of professional development and training per year
- Implement family engagement activities
- Participate in technical assistance activities with Utah Afterschool Network or designee, including program observation

GRANT REQUIREMENTS

- Must provide a cost per student total for the program as proposed.
- All applicant organizations must complete a gap analysis to be able to calculate the resources needed to address the needs of the community your organization proposes to serve.
- Award values:

- o The minimum amount for application is $100,000/year
  - o The maximum amount for application is $400,000/year
- A single application may apply for either or both of the following funding streams defined in separate budget tables:
  - o Evidenced-based summer enrichment program
  - o Evidenced-based after school program

REPORTING REQUIREMENTS

- **State Required Outcomes:**
  - o Expansion of operations (additional hours and weeks) that were supported by this funding
  - o Number of identified students in need that were served with additional funding (unduplicated/distinct students served count)
- End of grant award observation for quality summer and afterschool programs from the UAN (at the conclusion of the program)

YEAR 1 QUALITY TOOL REQUIREMENTS

- The Utah Afterschool Quality Self-Assessment Tool ([Quality Tool found through this link here](#))
- The Utah Afterschool Action Plan ([Assessment Tool and Improvement Plan Guide found through this link here](#))
- Both assist afterschool programs at any stage of development to assess their progress and growth and ensure they are following best practices
- [To review Quality Tool Information, follow this link here.](#)

SCHOOL PROGRAMMING: YEAR 1

- Due to the late timing of the grant announcement, USBE is not requiring grantees to complete a school year Quality Tool.
- It may be likely your organization's program site(s) already completed a school year Quality Tool.
- We recommend all grantees review the five sections of the Quality Tool

SUMMER PROGRAMMING: YEAR 1

- We recommend new programs (never operated summer programming), review and complete all sections of the Quality Tool (download, complete PDF documents and keep documents for monitoring reviews).
- If already completed Quality Tool for the school year, focus on completing Learn New Skills and Develop Meaningful Relationships sections (download, complete PDF documents and keep documents for monitoring reviews).

- All programs will need to submit an action plan related to the quality improvement efforts by 6/3/22 utilizing the template provided by USBE. [Click here to access the action plan document (](download, complete PDF documents and keep documents for monitoring reviews). Organizations can continue to work on goal(s) associated with school year action plans.

ORGANIZATION SPECIFIC OUTCOMES

- A measure for reducing learning loss related to coronavirus pandemic for students served
- A measure to build relationships between LEAs and CBOs through [the School Alignment Rubric from the UAN, found through this link here.]

USBE REQUIRED REPORTS

- Annual Report
- Mid-year Report

DURATION REQUIREMENTS

- School Year
    - Minimum of 32 weeks during school year, 10 hours per week
- Summer
    - Minimum of 6 weeks during summer months (can be non-consecutive), 20 hours per week
- Support from Certified Teacher

PARTICIPATION REQUIREMENT

- Serve a minimum of 10 youth on an average daily basis (ADA) USBE Afterschool and Summer
- All staff working 10 hours or more at a program site must receive a minimum of 25 hours of professional development each year
- Must include family engagement activities as part of all funded afterschool and summer program(s)
- Programs must include a balance of both academic and enrichment activities
- Evidence-based practices for academic enrichment and social emotional learning

FISCAL REQUIREMENTS

- Equitable Program Access
    - Very minimal or no fees
    - Must have advertised free option for students eligible for free lunch or those who cannot pay and sliding fee scale
- Must provide a cost per student total for the program as proposed
- Minimal or no fees

- o Participant fees are limited to the maximum values allowable on the LEA fee schedule and documented in the application

REIMBURSEMENT DOCUMENTATION REQUIREMENTS

- Quarterly schedule recommended
  - o Monthly schedule preferred
- For ALL reimbursements, you must submit:
  - o Detailed ledger
  - o Full documentation (all receipts)
  - o Time and effort documentation
- Any budget changes of 10% or more from any line item, need justification

STUDENT IDENTIFICATION

- Note how your organization identified and served students in need, including:
  - o Students from economically disadvantaged households
  - o Students from traditionally underserved communities
  - o Students with disabilities
  - o Students identified as needing academic support
  - o Students experiencing homelessness
  - o Students in foster care
  - o Students who are English Learners
  - o Students who have been impacted by COVID-19
    - ▪ Students who missed the most in person instruction for 2019-2020 and 2020-2021 school years
    - ▪ Students who did not consistently participate in remote instruction when offered during school building closures
  - o Students with families engaged in migratory agricultural work
  - o Students from refugee backgrounds

ALLOWABLE AND UNALLOWABLE COSTS

ALLOWABLE COSTS

- Staff costs
  - o Time and effort documentation required for reimbursement
  - o Cleaning and sanitization services
- Supplies, materials, and equipment
- Curriculum costs
- Professional development and training
- Cell phone usage
- Mileage
- Transportation costs
- Evaluation costs

- Contracted services
- Family engagement activities with direct link to student learning
- Pre-approval required:
    - Field trips with direct link to program goals and outcomes
    - Food costs
    - Highly recommend coordinating with Child Nutrition to participate in reimbursement program
    - Technology equipment

UNALLOWABLE COSTS

- Capital expenses
- Taxes on purchases
- Anything considered entertainment
- Food for meetings and/or trainings
- Candy and soda
- Incentives
- Toys
- Gift cards
- Gaming systems
- T-shirts
- Staff bonuses
- Purchase of additional new/used vehicles

UTAH GRANTS MANAGEMENT SYSTEM

- This is the grants management system that replaced the Utah Consolidated Application (UCA) grants management system
- All phases of the grant management process are conducted within the process, including:
    - Application
    - Award
    - Reimbursements
    - Budget changes
    - Monitoring
- Below is the link to Utah Grants website:
    - Utah Grants Website
- Utah Grants Information and Guide can be found through this link
    - User Guide can be found through this link
    - Reimbursement Submission can be found through this link
    - Budget Change can be found through this link
- To be added as a user to your organization's profile, you must contact the organization's Key Point of Contact

- o [Instructions for Adding User can be found through this link here](#)
- All approvals in Utah Grants require a two-step approval process:
  - o The creator must send to organization's internal approver
  - o The internal approver must complete the final submission

UTAH GRANTS SYSTEM REMINDER AND TIPS

- USBE only processes reimbursements once a month
  - o Be sure to submit reimbursements within the first week of every month
  - o Will send updated Grant Reimbursement Schedule
- Requires a two-step approval process for any reimbursements
  - o Creator submits to organization's internal approval
  - o Internal approval reviews and submits to USBE
- Must submit and receive approval for budget change before submitting reimbursement
- Once reimbursement is submitted to USBE, cannot submit another reimbursement until prior reimbursement is approved by all 4 USBE staff,
  - o May be difficult to submit two reimbursements in one month

UTAH GRANTS BUDGET INFORMATION

- In Utah Grants, the budget is based on the start date of the award (3/13/2020)
- The system will apply the indirect cost rate to the fiscal year of the project period start date
- The Project Period Start date is 3/13/2020, this is for Fiscal Year 20
- Please be aware, your organization's indirect cost rate will be different when your organization submits payment requests as that money will be spent in FY21/FY22
- If you organization does not have a pre-loaded indirect cost, add to the 'Other' category budget, and make a note in the budget narrative text box

MONTHLY ALLOTMENT SCHEDULE FOR REIMBURSEMENT

State Fiscal Year	Allotment Month	State Fiscal Period	LEA Deadline for Submitting Reimbursement for Monthly Allotment	Payment Date
2022	July	1	7/9/2021	7/30/2021
2022	August	2	8/11/2021	8/31/2021
2022	September	3	9/10/2021	9/30/2021
2022	October	4	10/8/2021	10/29/2021
2022	November	5	11/8/2021	11/30/2021
2022	December	6	12/9/2021	12/30/2021
2022	January	7	1/11/2022	1/31/2022
2022	February	8	2/7/2022	2/28/2022
2022	March	9	3/11/2022	3/31/2022
2022	April	10	4/11/2022	4/29/2022
2022	May	11	5/10/2022	5/31/2022
2022	June	12	6/10/2022	6/30/2022
2022	July	13	7/8/2022	7/29/2022

TIME AND EFFORT DOCUMENTATION

- Time and Effort Documentation is required for any employee funded by federal grants must maintain documentation showing their time is allocable to a federal program 2 CFR 200.403 (a)
  - That documentation must be based on records that accurately reflect the work performed 2 CFR 200.403 (a)

TYPES OF TIME AND EFFORT DOCUMENTATION

- Semiannual Time and Effort Documentation, which must include:
  - Name of LEA
  - Name of employee
  - Employee's job title
  - Certification Period–at least semi-annually –dates should include the months, days, and years of the certification period
  - A statement that 100% of the employee's time and effort was in support of approved (Name of Program (e.g., Title I) activities
  - Signed by employee and dated
  - Signed by employee's supervisor and dated
- Personnel Activity Reports (PAR)
  - If an employee works on multiple activities or cost objectives, a distribution of the employee's salary and wages must be supported by a monthly personnel activity report (PAR) or equivalent documentation.
  - A PAR is required if an employee works on:
    - More than one Federal award
    - A Federal award and a non-Federal award
    - An indirect cost activity and a direct cost activity

- - Two or more indirect cost activities that are allocated using different allocation bases
    - An unallowable activity and a direct or indirect cost activity
  - Time and Effort on PAR must include:
    - Name of organization
    - Name of employee
    - Employee's job title
    - Certification Period—at least monthly (can include one or more pay periods) or by pay period – should include the month(s), days, and year(s) of the certification period
    - All accounts used to pay salary with the percentage of time or actual hours worked used for each accounting code
    - Time must be listed for ALL accounting codes used for salary
    - Must indicate total time for each accounting code
    - Signed by employee and dated
    - Signed by employee's supervisor and dated
  - If the employee works on a fixed schedule every week, then the employee will be able to do a semi-annual certification provided their FIXED schedule is attached to the certification document.
  - Employees with Fixed Schedule:
    - Attach your FIXED schedule for the Certification Period
    - The Certification Period cannot be longer than six (6) months
- Resources on Time and Effort can be found through this link here.