



Power Up! Managing Your Grant

Session 1: Fiscal and Program Implementation

March 30, 2022



Agenda

- Warm Welcome
- Nine Key Principles for Expanded Learning
 - Diverse, Prepared Staff
- Three-Step Framework
 - Operationalize Your Plan
 - Mission/Goals/Objectives
 - Develop Budget
 - Learn More at Y4Y.gov
- Reminders: Federal Funds
- Elevate Summer
- Peer-to-Peer
- Next Steps
 - Continuous Quality Improvement
- Closing Reflection



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Warm Welcome



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Group Agreements

- Zoom Etiquette
 - Enable your camera, so we can see you and feel your energy.
 - Mute yourself unless you are talking to eliminate background noise for others.
- Be Present
 - The best gift you can give yourself!
 - Start with a learner's mindset.
- Be Your Best You
 - Listen to your body – stay hydrated, caffeinated, grab a snack and stretch!
 - Move Up and Move Back



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Nine Key Principles for Expanded Learning

- School Community Partnerships
- Active Engaged Learning
- Family Engagement
- Intentional Programming
- **Diverse, Prepared Staff**
- Participation and Access
- Safety
- Health and Well-being
- Ongoing Assessment and Improvement

Afterschool Alliance, March 2021

<https://sde.ok.gov/sites/default/files/documents/files/9%20key%20principles.pdf>



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Diverse, Prepared Staff



“Successful expanded learning programs ensure that the staffing qualifications and on-going professional development are closely linked to program goals and activities and that the blending of teachers and non-teachers allows for a wide range of expertise and breadth of adult perspectives that can help youth feel comfortable learning and exploring and ultimately contribute to their success.”



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Power Up! Managing Your Grant

Who: Based on Topic

What: “Just-in-Time” Grantee Technical Assistance; Focused on Relevant Grant Management Topics; Led by the OSDE Grant Team

When: Wednesday mornings from 10:00 a.m. – 11:30 a.m.

Session 1 – Fiscal and Program Updates

March 30, 2022

Session 2 – Using Data to Make Plans

April 13, 2022

Session 3 – Student Recruitment and Retention

April 27, 2022

Session 4 – Hot Topics!

May 11, 2022



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Community of Practice

Who: Lead Instructional, Programmatic Team, Grant Directors, Site Coordinators

What: Small Group, Peer-to-Peer Learning, Led by Quality Coaching Team

When: Attend 1 of 2; Wednesday at 10:00 a.m. **or** Thursday at 1:00 p.m.

Session 1 – Continuous Quality Improvement

Wednesday, April 6 **or** Thursday, April 7, 2022

Session 2 – Gathering Youth, Community and Partner Voice

Wednesday, April 20 **or** Thursday, April 21, 2022

Session 3 – Reflection and Planning

Wednesday, May 4 **or** Thursday, May 5, 2022



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sde.ok.gov/expanded-learning

Home / Expanded Learning

Expanded Learning

Expanded Learning

Comprehensive afterschool and evidence-based summer learning and enrichment programs are highly effective in closing the achievement gap and addressing students' social and emotional needs, particularly the unique needs of disadvantaged students who were disproportionately impacted by the coronavirus. The Oklahoma State Department of Education is committed to ensuring students and families have access to quality out-of-school time programs. These programs, developed through community partnerships, should address local needs, be widely available, and focus on student success.



Announcements

Afterschool and Summer Learning and Enrichment Grant Awarded

The Oklahoma State Department of Education has announced the [grant awards](#) for the High-Quality Afterschool and Summer Learning Programs Initiative. For more details visit our [Grantee List](#).

Expanded Learning

- Expanded Learning Home
- Grant Application
- Grant Guidance
- Grantee List
- Grantee Resources
- Success Stories
- Summer Learning

Contact Us

Family and Community Engagement

2500 North Lincoln Boulevard,
Suite 414
Oklahoma City, OK 73105

Phone: 405-522-6225
Fax: 405-522-2269

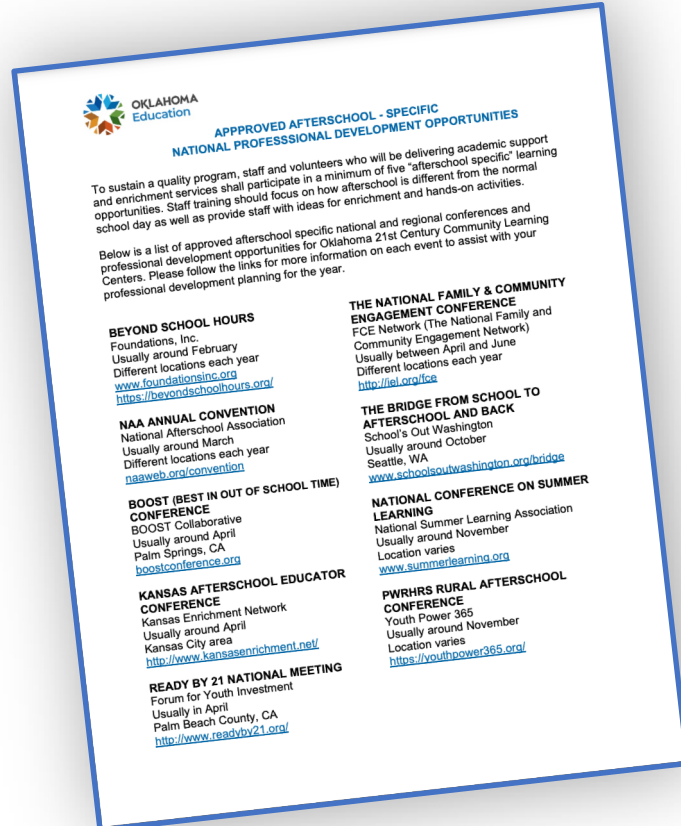


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Afterschool or Summer Learning and Enrichment Specific Only



- Who?
 - Key Grant Team Members, Community Partners, School Partners
- Why?
 - Intentional Planning, Mission, Goals and Objectives
- How?
 - Bring It Back Plan



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Three Step Framework: You for Youth

Plan	Design/Execute	Sustain
<ul style="list-style-type: none">Reviewed the Application RequirementsBring Stakeholders TogetherConduct Needs Assessment	<ul style="list-style-type: none">Create Operational PlanIntentionally Design ActivitiesRecruit StudentsDefine Staffing PlanCreate CommunicationCreate Budget	<ul style="list-style-type: none">Continuous ImprovementGathering DataTrain Your TeamEngage Community PartnersBuild Relationships

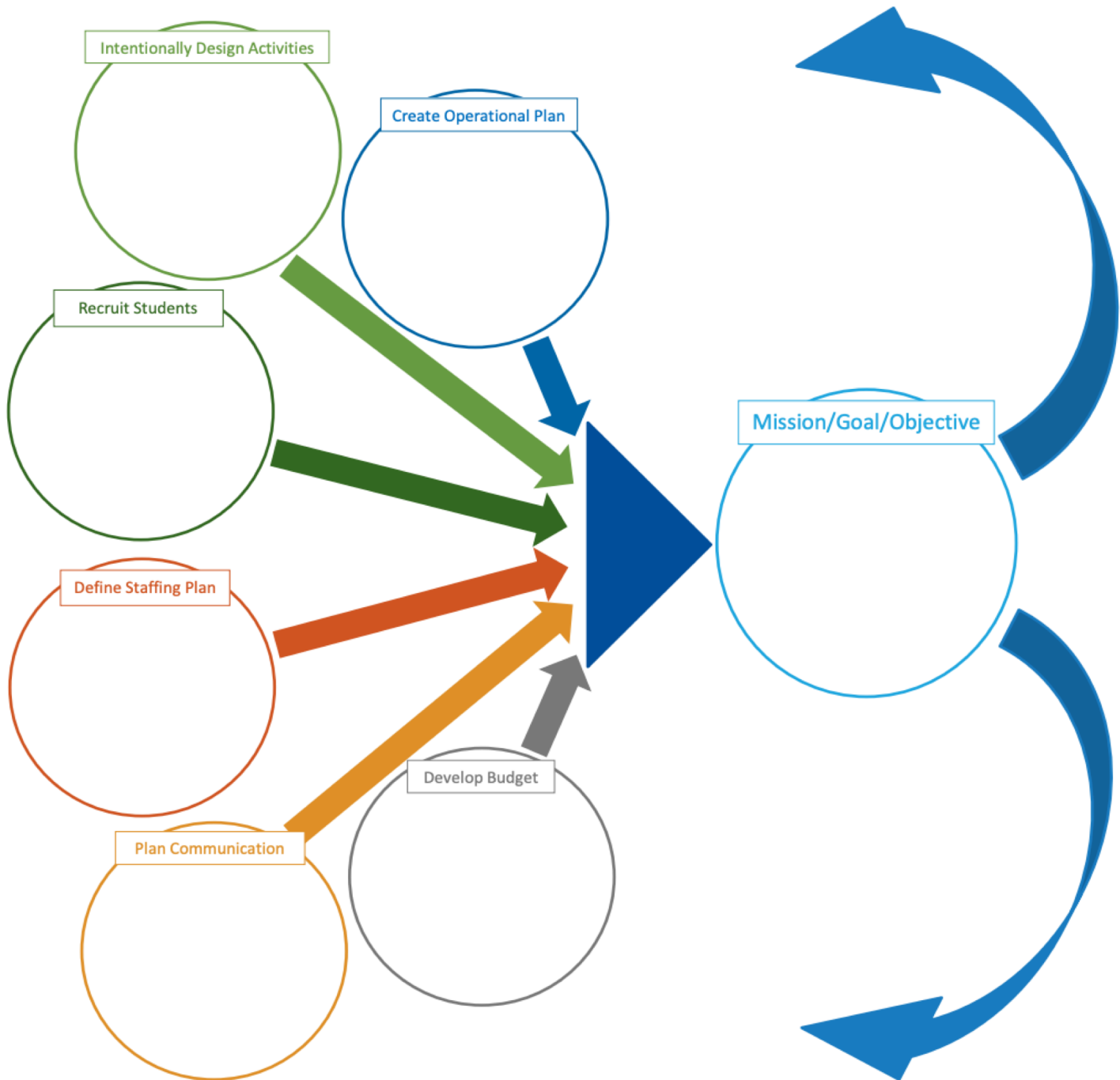
ACTION STEPS:

What needs to happen?

Who will need to be included?

What is needed for success?

What is the timeline?



Hot Topics!

- GMS Access and Security
 - Establish SSO Account and email Tracie.Raibourn@sde.ok.gov
- Budget Detail
 - Review guidance provided in webinar slides
 - Student Population
 - Dosage
- Indirect by District/Organization Level
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 - Summer School vs. Summer Learning and Enrichment
- Prorate Subscriptions
- Fees or Income Approval Required
- Next Step - Claims Webinar



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Develop Budget

Home / Grantee Resources / Expanded Learning Budgets-Claims

Expanded Learning Budgets-Claims

Expanded Learning

This page is designed to support the Afterschool and Summer Learning and Enrichment grant leadership team members in meeting the federal fiscal requirements for these grant funds. The resources below will support grantees throughout the budget and claims processes including - planning and amending budgets, understanding OCAS coding, following the Uniform Grant Guidance, preparing claims for reimbursement, and navigating the Grants Management System (GMS).

Fiscal Resources

Budget Resources

[Expanded Learning OCAS Quick Coding Reference](#)

A quick reference to basic, commonly used OCAS codes for the the Expanded Learning Afterschool and Summer Learning and Enrichment grant. These are not definitive, but only a quick reference. For more detailed code policies, please refer to the OCAS manual.

[District/LEA - Budget Webinar Slides \(pdf\)](#)

[Non-District/Community Organizations - Budget Webinar Slides](#)

This powerpoint will provide you with a step-by-step of how to create a budget.

Expanded Learning

[Expanded Learning Home](#)

[Grant Application](#)

[Grant Guidance](#)

[Grantee List](#)

[Grantee Resources](#)

[Success Stories](#)

[Summer Learning](#)

Contact Us

Family and Community Engagement

2500 North Lincoln Boulevard,
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Grants Management System (GMS)



Applicant: 72-X527 Tulsa Debate League
Application: 2021-2022 ESSER Afterschool and Summer Learning - 00-
Cycle: Original Application
Application Due Date: 10/16/2021

Project Period: 7/1/2021 - 6/30/2022

Application Sections

- ✓ ESSER Afterschool and Summer Learning
- ESSER Afterschool Proj 559
- ESSER Summer Learning Proj 558

Overview	Contact Information	Allocations	DUNS Number	Supporting Documentation	Special Conditions	Assurances	Submit	Application History	Application Print
General Assurances		Program Assurances			Fiscal Assurances		Assurance Summary		

General Assurances

By checking this box and submitting this application to the Oklahoma State Department of Education, the applicant hereby certifies that he/she is the authorized representative of the organization and has read, understood and will comply with the assurances listed below. These assurances will also apply to any subsequent amendments of this application.

The applicant hereby assures:

1. The applicant will comply with the regulations and requirements outlined in the Uniform Grant Guidance (UGG), including 2 CFR § 200 and the Education Department Administrative Regulations (EDGAR).
2. Section 427 Assurances
 - a. The applicant will assist the OSDE and the United States Department of Education (USDE) in implementing the USDE's mission to ensure equal access to education and to promote educational excellence throughout the Nation, by –
 - i. Ensuring equal opportunities to participate for all eligible students, teachers, and other program beneficiaries in any project or activity carried out under an applicable program; and,
 - ii. Promoting the ability of such students, teachers and beneficiaries to meet high standards.
 - b. The USDE and OSDE shall require each applicant for assistance under an applicable program (other than an individual) to develop and describe in the applicant's application the steps such applicant proposes to take to ensure equitable access to, and equitable participation in, the project or activity to be conducted with such assistance. The applicant shall describe in the application how it plans to meet the special needs of students, teachers and other program beneficiaries in order to overcome barriers to equitable participation, including barriers based on gender, race, color, national origin, disability and age.
 - c. The applicant will participate and cooperate with the OSDE and USDE if criteria are established and technical assistance is provided for meeting the requirements of this section.

Grants Management System (GMS)

Budget Detail

Budget Summary

Budget Detail

Itemize and explain each expenditure amount that appears on the Budget Summary.

Paid to Date Amounts	100	200	300	400	500	600	700	800	900	Indirect Cos
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Current Budgeted Amounts by Object Code	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Notes: The District Level Budget page is identified by '000'

Site:

Go



After choosing the program, choose the appropriate site. Each site will have its own budget.

Total Allocation Available for Budgeting

To obtain additional detail lines, fill in all blank lines, and click Save Page. Three (3) more blank lines will then be added at the bottom.

Function Code	Object Code	Expenditure Description and Itemization	Afterschool_ ESSER Funds	Delet Row
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="checkbox"/>

Total Displayed:

Planning the Budget

Staff Salaries and Benefits (100 and 200)

- Function and Object Codes (all 100s must have 200s)
 - Instructional Staff are coded to 1000-100s
 - Parent/Family Engagement staff are coded to 2194-100s
 - Program Lead/Director/Coordinator(s) are coded to 2212-100s
 - State and Federal Relations personnel are coded to 2330-100s
 - Bus Drivers are coded to 2720-100s



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Planning the Budget

Staff Salaries and Benefits (100 and 200)

- Student attendance should drive program staffing levels.
- Show details in the description by indicating:

of staff x hours per day x rate of pay x number of program days;

Include staff names for all lead and permanent program staff positions.



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Planning the Budget

Program Supplies and Equipment (600s)

- Object Code 600 is for a single item under \$5,000 regardless of the total invoice amount
- Be as descriptive as possible
- Bus fuel for student transportation is coded 2740-623/625
- Fuel expenditures should be calculated based on the formula below

Total route miles miles to the gallon x average price per gallon = ___



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Reminders: Federal Funds

- Prevent, Prepare and Respond
- Reasonable, Necessary, Allowable and Allocable
- Student Access and Safety
 - Drills and Access
 - Background Checks
 - File Access
 - Sunrise and Sunset
- Student Enrollment and Attendance
- Child Nutrition
- Time and Effort
- Inventory



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Summer is Cool!

- Summer Learning and Enrichment vs. Summer School
 - <https://www.youtube.com/watch?v=t4JFMEOSAv0>
- Summer Learning Resources





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Fiscal Timeline and Carryover

- Timeline
 - Award to June 30, 2022
 - July 1, 2022 to June 30, 2023
 - July 1, 2023 to June 30, 2024

- Carryover Reminder

- Summer  Summer
- Afterschool  Afterschool
- June 2022 to July 2022 **only**



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Three Step Framework: You for Youth

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<ul style="list-style-type: none"> Reviewed the Application Requirements Bring Stakeholders Together Conduct Needs Assessment 	<ul style="list-style-type: none"> Create Operational Plan Intentionally Design Activities Recruit Students Define Staffing Plan Create Communication Create Budget 	<ul style="list-style-type: none"> Continuous Improvement Gathering Data Train Your Team Engage Community Partners Build Relationships

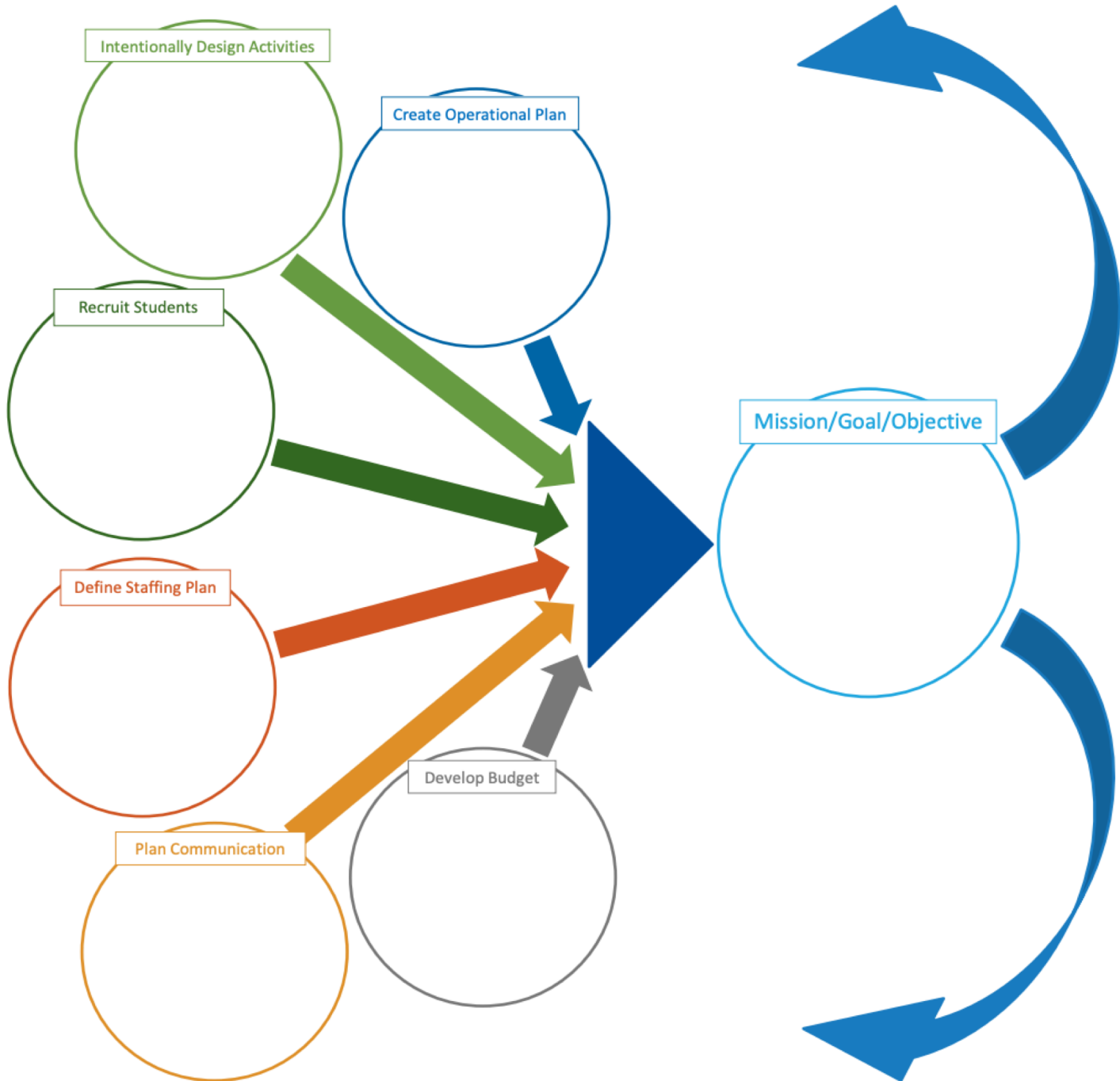
ACTION STEPS:

What needs to happen?

Who will need to be included?

What is needed for success?

What is the timeline?



Peer-to-Peer

- Communication Plan
 - What have you shared with your community so far?
 - What are some strategies you have been considering to share the program and success with your community?
- Student Recruitment
 - Who has been involved with identifying student most disproportionately impacted by the pandemic?
 - What is one strategy that you are considering to support student recruitment?
- Staffing Plan
 - What are some strategies you might utilize to recruit and retain high quality staff in your program?
 - Who do you plan to recruit?



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Next Steps: Quality Organizational Practices

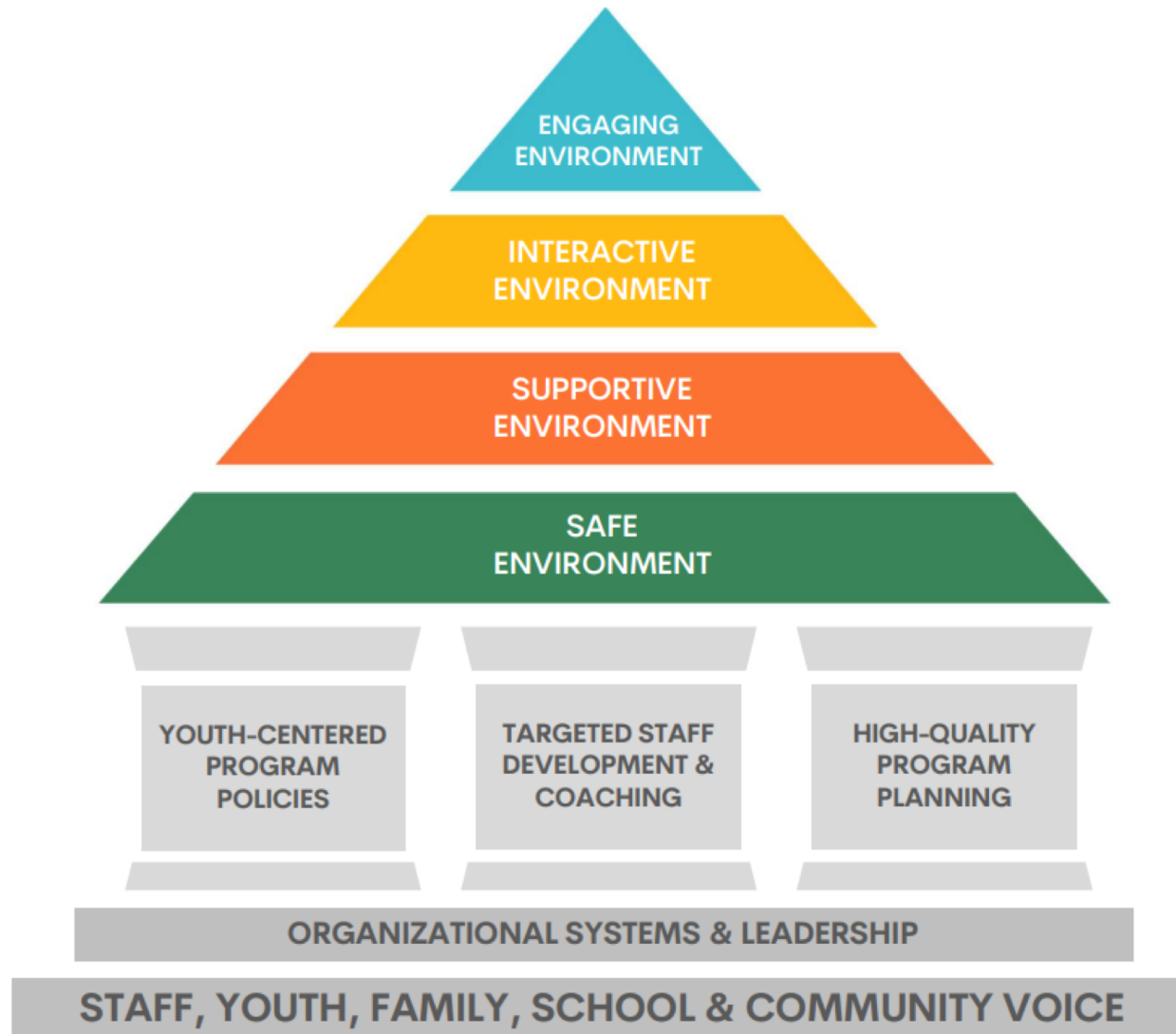


IMAGE INTENDED FOR OK ESSER GRANTEE USE ONLY
Drafted February 2022



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Feedback



https://bit.ly/OKESSER_Feedback



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Closing Reflection



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School-Community Partnerships





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Active and Engaged Learning



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Family Engagement



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Intentional Programming





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Participation & Access





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Safety





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Health & Well-being





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Ongoing Assessment & Improvement





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