

# ARP Learn More

## Program and Fiscal Requirements

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DEPARTMENT OF  
EDUCATION

[mdek12.org](https://mdek12.org)

March 4, 2022



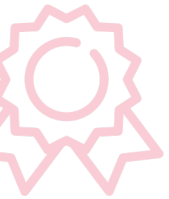
## VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens



## MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community



1

**ALL** Students Proficient and Showing Growth in All Assessed Areas



2

**EVERY** Student Graduates from High School and is Ready for College and Career



3

**EVERY** Child Has Access to a High-Quality Early Childhood Program

**EVERY** School Has Effective Teachers and Leaders

4



**EVERY** Community Effectively Uses a World-Class Data System to Improve Student Outcomes

5



**EVERY** School and District is Rated “C” or Higher

6





# Teams Session Housekeeping

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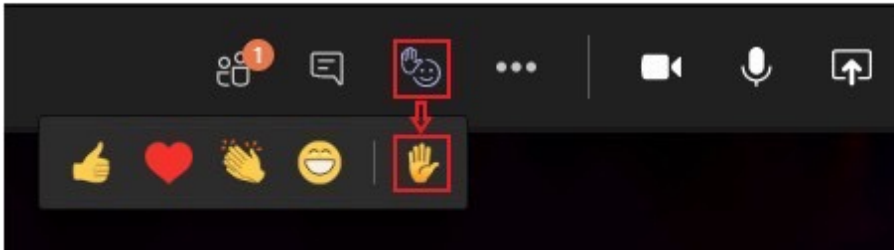
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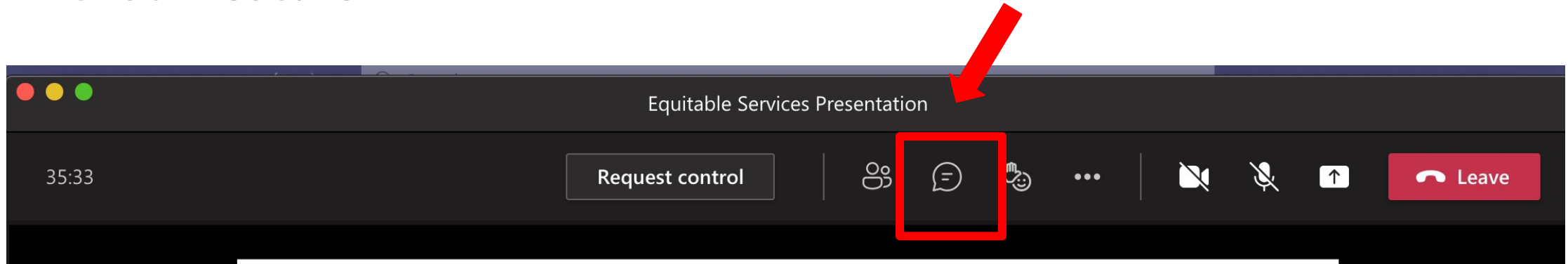
- Please mute yourself unless you have a question to reduce background noise
- Please cut the camera off to save bandwidth to reduce technical glitches
- Please ask questions throughout the presentation via chat or “raise hand” feature

- “Raise Hand” Feature

Just select **Show reactions** 🙌 in the meeting controls, and then choose **Raise your hand** 🙋 . Everyone in the meeting will see that you've got your hand up.



- “Chat” Feature



- To use the **chat** feature in Teams, simply click the “Chat” icon. The **chat box** will appear on the right. Type your message in the chat box and click the “Send” icon to send your question.

- This session will be recorded to increase availability and access to the technical assistance session.
- Recording will be available as a resource.
- Technical assistance sessions are updated in MCAPS, MDE Document Library, Technical Assistance Sessions folder.

- ARP Learn More Program Overview
- Programmatic Requirements
  - Allowability
  - Personnel
  - Equipment
  - Field Trips
  - Evaluation
- Fiscal Requirements
  - Budget Format
  - Indirect Cost



- The goal of this session is to provide subgrantees specific information regarding the programmatic and fiscal requirements of the ARP Learn More Program.
- The objective of this session is to decrease budgetary issues by 50%

# ARP Learn More Program Purpose

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The ARP Learn More grant funds are used to provide specific support and services for **activities and interventions that respond to students' academic, social, and emotional needs and address the disproportionate impact of COVID-19** on underrepresented student subgroups, including each **major racial and ethnic group, children from low-income families, children with disabilities, English learners, gender, migrant students, students experiencing homelessness, and children and youth in foster care.**

- Provide opportunities to improve learning and support for all students
- Combat learning loss amplified by the pandemic and meet students' social, emotional, and mental health needs
- Expand access to serve more youth, with an emphasis on students and communities most impacted by the pandemic
- Reduce barriers to ensure equitable access to services and support

Subgrantees receiving an award are responsible for utilizing these funds to carry out activities that advance student achievement and support student success, including but not limited to:

- Specific support and services for activities and interventions that respond to **students' academic, social, and emotional needs.**



- Address the disproportionate impact of COVID-19 on underrepresented student subgroups, including each major racial and ethnic group, children from low-income families, children with disabilities, English learners, gender, migrant students, students experiencing homelessness, and children and youth in foster care.
- Services must include the implementation of evidence-based interventions aimed specifically at addressing learning loss, such as summer learning or summer enrichment, extended day, comprehensive afterschool programs, or extended school year programs.

Subgrantees are also obligated under Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and the Individuals with Disabilities Education Act to ensure that their proposed program activities are outlined and are accessible to persons with disabilities.



- Subgrantees will be required to prepare and submit a formative evaluation report and an end-of-year evaluation report each year
- Subgrantees must evaluate the academic progress of children participating in the learning loss program annually

# Programmatic Requirements

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- Renewal of all grants will be awarded contingent upon appropriations, proper implementation of the proposed project implementation, completion, and submission of all required documentation.
- Programs must become operational within 30 days of the MDE award notification or within eight weeks from the first day of school, whichever is later.



- Project funds must be used for activities that **directly support** the accomplishment of the project purpose, priorities, and expected outcomes.
- All expenditures must be consistent with applicable **state and federal laws, regulations, and guidance**.
- All expenditures must be **reasonable, necessary, allocable, and properly documented to carry out the program**.

- Funds are used for program implementation, as well as for operating expenses such as:
  - **Personnel and personnel benefits;**
  - Staff/professional development and training;
  - Consultants, subcontractors, and evaluators;
  - Supplies, materials, and **equipment**
  - Curriculum costs
  - Transportation cost and **educational field trips**
  - Family engagement activities

- Anything considered entertainment
- Incentives
- Toys and Gaming System
- Gift Cards
- Staff bonuses
- Preparation of the initial grant application
- Pre-award costs (incurred before the grant effective date)

- Decorative items
- Purchase of facilities or vehicles
- Land acquisition
- Capital improvements
- Permanent renovations
- Construction expenses
- Food including refreshment/snacks



- Direct charges for items/services that the indirect cost rate covers



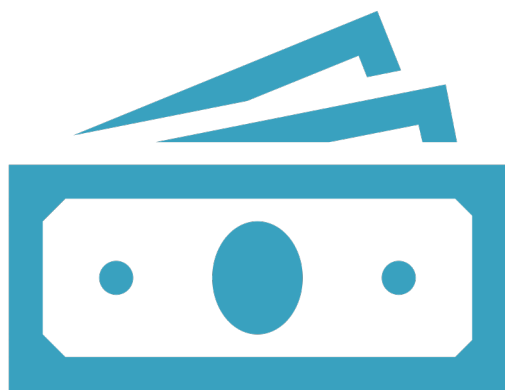


- **During the school year**, a minimum of 9 contact hours each week
- **Extended school year**, a minimum of 20 contact hours each week

- A maximum of **20%** of each year's budget can be allocated for activities related to the administration of the ARP Learn More Program. Administrative expenses should be within **20%** of your annual budget, and indirect cost rates **are** considered administrative expenses for this calculation; and,
- A maximum **2%** of each year's budget can be allocated for the external evaluator and evaluation costs are considered administrative expenses for this calculation.

# Fiscal Requirements

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The ARP Learn More Program is a reimbursement only grant, meaning all subgrantees must initially expend their own funds prior to receiving reimbursement from the MDE.

- Administer the sub grant from award to closeout in accordance with all applicable laws and regulations
- Serve as the organizational representative and point-of-contact for all business management aspects of the award agreement
- Apply appropriate management controls using management systems, checklist, and records



- Assemble appropriate staff resources and communicate all compliance requirements and resources of the subgrant
- Keep abreast of changes in policies, procedures or requirements and continue to advise program staff of subgrant requirements
- Submit reimbursement request **no later than the 5<sup>th</sup>** of every month
- Prepare necessary reports

- Keep the MDE and the public aware and informed about grant project progress
- Evaluate the extent to which measurable project objectives are being met
- Liquidate all obligations incurred under the award within the set deadline
- Ensure and oversee the performance of final audits and resolution of findings



- Establish adequate system for records retention
- Use feedback from site visits by the MDE to enhance the program, show organizational strength, and demonstrate commitment to the project



- Any non-federal entity that expends \$750,000 or more in a year in federal awards shall have a single or program specific audit conducted for that year
- The audit must be conducted in accordance with the Single Audit Act Amendments of 1996 and 2 C.F.R. Part 200 Subpart F

If the organization did not expend \$750,000 or more in federal awards in the previous fiscal year, the organization must submit a letter stating that this requirement does not apply.

All expenditures must be reasonable, necessary, allocable, and properly documented to carry out the program. Expenditures must be directly linked to the size and scope of the program and to specific goals, objectives, and activities.

Budgets will need to detail planned activities for:

- Before school/after school
- During school
- Summer school
- Administration

Subgrantees must complete a Form C to detail the services that will be provided. We are requesting a separate Administrative Budget page for the entire program.

**FORM B**  
**Mississippi Department of Education**

FY 22, 23, and 24

Projected Budget Summaries

**BUDGET SUMMARY PAGE**  
**ARP Learn More Program**

Fund Number: #

Name of Institution/Applicant:

Applicants requesting funding for multi-year grants should complete all applicable columns, if applicable. Please read all instructions before completing form.

**BUDGET SUMMARY – FORM B**

<b>Budget Categories</b>	<b>Project Year 1      100%</b>	<b>Project Year 1      100%</b>	<b>Project Year 1      100%</b>
1. Personnel (Non-Administrative)			
2. Administration (Not more than 20% of allocation)			
3. Fringe Benefits			
4. Travel			
5. Equipment			
6. Supplies			
7. Contractual			
8. Other Tuition/Books/(Specify)			
9. Total Direct Costs (lines 1-8)			
10. Indirect Costs			
11. Total Cost (lines 9-10)			



## BUDGET NARRATIVE

Use the Budget Narrative form to provide a complete budget narrative **for year 1 of the project**. On this page, please provide a **brief** but **detailed** budget narrative that explains the following, if applicable: (1) the basis for estimating the costs of professional personnel salaries, administrative costs, benefits, project staff travel, materials and supplies, consultants, indirect costs, and any projected expenditures and (2) how the major cost items relate to the proposed activities and how these activities will help students achieve higher standards. This information should include a **detailed** description of the costs included, sufficient to document the **necessity and reasonableness** of **all** costs, and a **clear and concise description** of the computations used to arrive at the total amounts indicated. This page may be reproduced as needed. **\*If awarded, the Office of Federal Programs does not approve the grant for operation until the budget has been finalized and approved by MDE, and any costs incurred prior to a finalized and approved budget will not be reimbursed.\***

Applicant Name \_\_\_\_\_

<i>CATEGORY/ACTIVITY</i>	<b>AMOUNT</b>	<b>GENERAL DESCRIPTION</b>
1. Personnel (Non-Administrative)		
2. Fringe Benefits		
3. Travel		

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Applicant Name\_\_\_\_\_

CATEGORY/ACTIVITY	AMOUNT	GENERAL DESCRIPTION
1. Personnel (Non-Administrative)		
2. Fringe Benefits		
3. Travel		



# ADMINISTRATION (FORM C)

## BUDGET NARRATIVE

Use the Budget Narrative form to provide a complete budget narrative **for year 1 of the project**. On this page, please provide a **brief** but **detailed** budget narrative that explains the following, if applicable: (1) the basis for estimating the costs of professional personnel salaries, administrative costs, benefits, project staff travel, materials and supplies, consultants, indirect costs, and any projected expenditures and (2) how the major cost items relate to the proposed activities and how these activities will help students achieve higher standards. This information should include a **detailed** description of the costs included, sufficient to document the **necessity and reasonableness** of **all** costs, and a **clear and concise description** of the computations used to arrive at the total amounts indicated. This page may be reproduced as needed. **\*If awarded, the Office of Federal Programs does not approve the grant for operation until the budget has been finalized and approved by MDE, and any costs incurred prior to a finalized and approved budget will not be reimbursed.\***

Applicant Name\_\_\_\_\_

<i>CATEGORY/ACTIVITY</i>	<i>AMOUNT</i>	<i>GENERAL DESCRIPTION</i>
1. Administration		
2. Fringe Benefits		
3. Travel		

**Administrative costs** should include personnel and other expenditures that are tied to **administering the program.**

- Project Directors, Office Supplies, External Evaluators, Director Travel, ect.

**Non-Administrative costs** should include personnel and other costs that are directly tied to the program. This will include, but not limited to:

- Tutors, Site Coordinators, Classroom Supplies, Student Transportation

**Tutors for After- School; Extended Year, Intersession:** Certified instructors will work in Tutoring Teams in grades Pre-K – 12<sup>th</sup> grade to provide academic tutoring to students at-risk of academic failure in grades pre-K, through 12<sup>th</sup> grades with small group and individualized tutoring primarily in reading, language arts, and mathematics to assist students in achieving grade level literacy, mathematics, science, and English language acquisition.

After-school: 2.5 hrs/day x 4 days/wk x 24 wks = 240 hours x \$25/hr = \$6,000 x 25 teachers = ***\$150,000***

Intersession: 8 hrs/day x 5 days/wk x 7 wks = 280 hrs x \$25/hr = \$7,000 x 15 teachers = ***\$105,000***

**Subtotal: \$255,000**

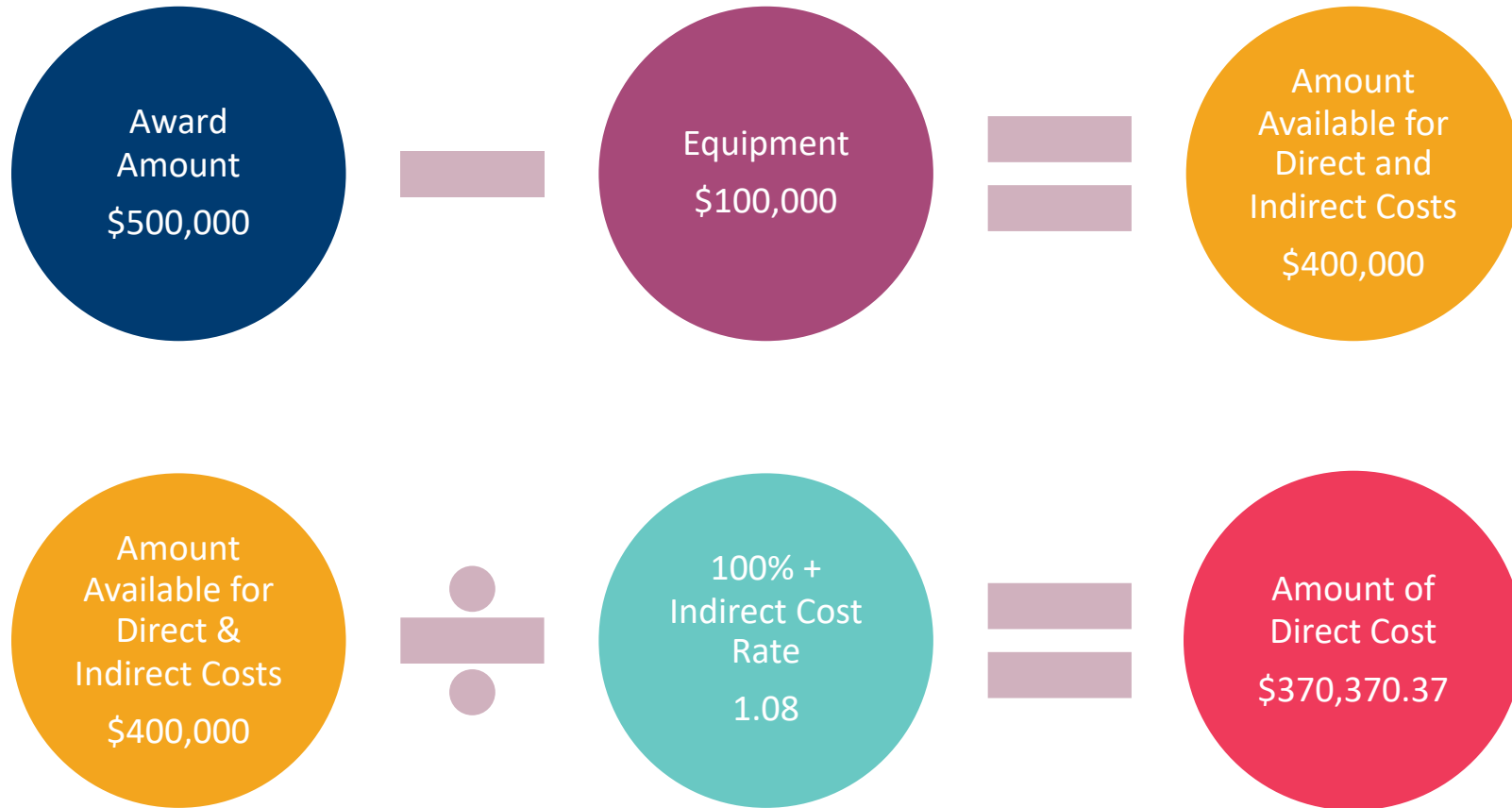
**Educational Materials/Supplies**—Consumable materials/supplies, curricula materials, and technology supplies for student use during after-school and summer programs for academic tutoring, camps, and enrichment activities, for all sites.  $\$26.15/\text{per student annually} \times 500 \text{ students} = \$13,075$

**Web-based Applications for Language, Reading, & Math:** Site licenses for all participants to explore learning in Language Reading, Math, & Science; EL students and their families will be given access to English language program specifically designed for language acquisition.  $500 \text{ students} \times \$75 = \$37,500$

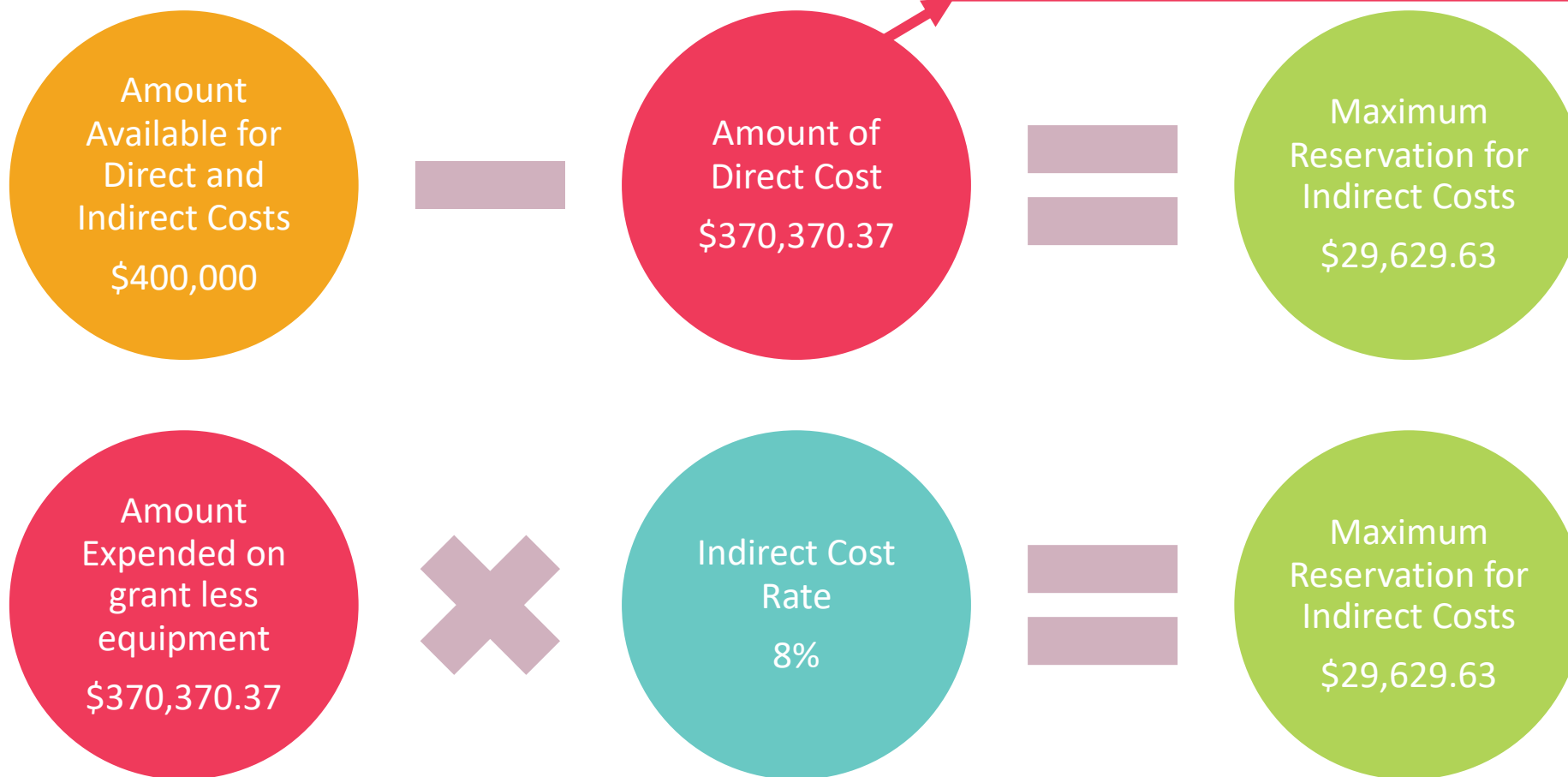
**Fuel for Student Transportation**

After-School:  $\$3.25 \text{ gal.} \times 500 \text{ gallons per bus} = \$1,625 \text{ annual per bus cost} \times 8 \text{ buses}$

**Subtotal: \$13,000**



This is the total amount budgeted in all other categories



**Check**



# Deadlines

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Subgrantees with programs that will begin on or before March 18, 2022, must receive substantial approval.

Please email the items below to ***arplearnmore@mdek12.org***:

- Grant Signature Sheets – March 9, 2022
- Revised Budget Pages – March 9, 2022





Subgrantees with programs that will begin after March 18, 2022, must submit via email the items below to ***arplearnmore@mdek12.org***:

- Grant Signature Sheets – March 9, 2022
- Revised Budget Pages – March 23, 2022

- Email all documents and revised budgets to
  - [Arplearnmore@mdek12.org](mailto:Arplearnmore@mdek12.org)
- Include the organization name in the subject line
  - Example: Judy Nelson School District-Grant Award Letter

# Budget Technical Assistance Sessions

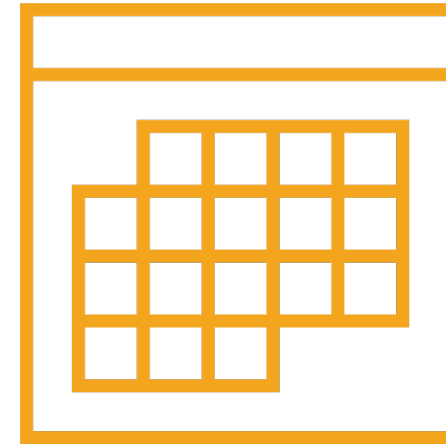
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## Monday, March 7, 2022

- 2:00 – 3:00 pm
- 3:15 – 4:15 pm

## Tuesday, March 8, 2022

- 11:00 – 12:00 pm
- 1:00 – 2:00 pm
- 2:30 – 3:30 pm



## Wednesday, March 9, 2022

- 10:00 – 11:00 am
- 1:30 – 2:30 pm
- 3:00 – 4:00 pm

## Thursday, March 10, 2022

- 1:00 – 2:00 pm
- 3:15 – 4:15 pm

# QUESTIONS

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## Office of Federal Programs

- Aisha McGee, Director of ESSER Programs

## Office of Grants Management

- Shanika Jackson, Grants Manager
- Mary Knight, Grant Analyst
- Regina Chapman, Grant Specialist
- Jonathan Jackson, Grant Specialist
- Angela Reed, Grant Specialist



## Elisha Campbell

Executive Director

[ecampbell@mdek12.org](mailto:ecampbell@mdek12.org)

## Judy K. Nelson

Executive Director

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## Quentin Ransburg

ESSER Technical Specialist

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