

**Extended Learning and Integrated Student Supports Grant Program
Frequently Asked Questions
September 18, 2017**

TERMS AND DEFINITIONS

1. What is “extended learning?”

For the purpose of the ELISS grant, extended learning is defined as services and activities that are offered to at-risk students in times outside of the traditional school day. Extended learning may include ELISS programs offered before school, afterschool, Saturday, summers and intercessions.

2. What are “integrated student supports?”

According to [research](#) conducted by Child Trends in 2014, integrated student supports are a school-based approach to supporting students’ academic success by developing or acquiring and coordinating supports that target academic and non-academic barriers to achievement.

3. What does “independently validated” mean?

The applicant should describe whether the program model proposed has undergone an external review (i.e., by an independent third-party not affiliated with the implementation of the program) and the review or study concluded that the program model was successfully implemented and has the potential for positive impacts on the targeted at-risk students.

Points are awarded under the "Capacity to Implement and Partner" section of the scoring rubric for a completed evaluation by an external evaluator or independent third party of the implementation of the program model and its impact on at-risk students. The applicant should describe the extent of third party, external, or independent reviews, studies, or reports in the text box for question nine in the Funding Application.

4. Which students are considered to be “at-risk?”

As defined in the law, at-risk students are considered to be:

- Students not performing at grade level as demonstrated by statewide assessments;
- Students at-risk of dropout; and/or
- Students at-risk of school displacement due to suspension or expulsion as a result of anti-social behaviors.

Students served by the ELISS program may be identified as at-risk based on one or more of the aforementioned criteria. The nonprofit organization must work closely with school officials to determine which students would be considered as “at-risk” and eligible for the ELISS program.

5. Which schools are considered to be “low-performing?”

In North Carolina, the 2016-17 low-performing schools have been defined by the NC General Assembly as schools that received a School Performance Grade of D or F and a school growth score of "met expected growth" or "not met expected growth."

To apply for the competitive priority, applicants will use the list of [low-performing schools](#) for the 2016-17 school year which reflects the most current list available.

RELATED DOCUMENTS

6. What documentation must be submitted to demonstrate an organization is a nonprofit corporation?

A nonprofit corporation must submit a copy of the Articles of Incorporation that have been filed with the NC Secretary of State. The nonprofit organization must also submit the name of the registered agent. The documents will be uploaded into the web-based grants management system as a part of the application process.

7. What is the purpose of the Data Integrity and Confidentiality Certification Form?

Section 7.24.(c) requires that ELISS programs focus on serving (i) at-risk students not performing at grade level as demonstrated by statewide assessments, (ii) students at-risk of dropout, and (iii) students at-risk of school displacement due to suspension or expulsion as a result of anti-social behaviors. As previously noted, the nonprofit organization must work closely with school officials to determine which students would be considered as “at-risk” and eligible for the ELISS program which in some cases, may mean the nonprofit has access to student data.

In order to ensure that data privacy policies are adhered to, each nonprofit corporation must submit a completed Data Integrity and Confidentiality Certification Form signed by the registered agent for the nonprofit. The form also contains signature lines for the school principal and the district superintendent to ensure that the school and district are aware that the nonprofit understands and will adhere to student data privacy policies.

8. Is the Collaboration with Local School Administrative Units form required?

No. Section 7.24.(c) states that “Grants shall be used to award funds for new or existing eligible programs for at-risk students operated by (i) nonprofit corporations and (ii) nonprofit corporations working in collaboration with local school administrative units.” Nonprofits that are working in collaboration with local school administrative units will complete this form and upload into the grants management system in the Related Documents – Optional Documents section.

For nonprofit corporations that are not submitting an application in collaboration with a local school administrative unit, the nonprofit may submit Other Partnership Agreements to demonstrate that the organization has the capacity to fully implement the proposed program.

9. How will each organization demonstrate the match requirement?

Each organization applying for a grant will submit a Total Cost Form certifying the match requirement. The Total Cost Form will include the costs attributed to the match including the sources of the matching funds. A template will be provided in the web-based grants management system for upload as a part of completing the application.

PROGRAM

10. Can funding be utilized to support existing programs or does the program need to be a brand new program?

Section 7.24.(c) states that the ELISS grants must “be used to award funds for new or existing eligible programs for at-risk students.”

11. Do organizations have to select either Extended Learning or Integrated Student Supports as the primary focus?

In the Funding Application, question two requires that applicants select either Extended Learning or Integrated Student Supports as the primary focus of the proposal. The grants system will not allow a user to select both models.

FUNDING AND BUDGETS

12. Does the annual budget year run January through December, since the initial funding is projected to be available in January for the 2017-18 school year?

No. The annual budget year for ELISS grants is July 1 of the current year through June 30 of the following year.

13. Will funds be allocated in one installment?

Yes. As funds are available, each year’s grant (up to \$500,000 each) will be awarded in a single installment.

14. Is this a reimbursement grant?

Yes.

15. Will this Program Report Code (PRC) be linked to the Department’s budgeting system in the same way as federal funds so that budgeting is accomplished through the Departments budgeting system?

Yes. The PRC for the ELISS grants will be PRC 052 and the chart of accounts (i.e., allowable use of funds) will be available soon and posted on the [ELISS website](#). Once an application is approved and the funds are released, nonprofit organizations that are serving as their own fiscal agent will manage funds through the NCDPI’s cash management system for non-governmental units.

16. May a nonprofit corporation partner with a local educational agency (LEA) to serve as the fiscal agent?

Yes. Section 7.24.(d) states that “a nonprofit corporation may act as its own fiscal agent;” however, the law does not prohibit the nonprofit organization from partnering with an LEA to serve as its fiscal agent.

17. Once an ELISS application is approved by the State Board of Education, what are the next steps?

The School Business Section at the NCDPI assigns a unique banking vendor number for each nongovernmental entity (i.e., nonprofit corporation) which has been approved by the State Board of Education to receive federal or state funds through the NCDPI. Prior to the release of funds, the nonprofit sub-recipients must complete and submit a [Vendor Electronic Payment Form](#) to the NCDPI so the Cash Management Section can register the organizations' checking accounts with the Office of the State Controller (OSC).

Once the checking account is registered with the OSC and the NCDPI program staff has received verification, the allotment is released and sub-recipient organizations can begin submitting cash reimbursement requests.

NOTE: Please DO NOT submit forms directly to the Office of the State Controller. Please submit completed forms to:

Sylvia Moore
Federal Program Monitoring and Support Division
6351 Mail Service Center Raleigh, NC 27699-6351

Nonprofits enter their reimbursement requests in the online Expenditure Reporting and Cash Application (ERaCA) system. To access ERaCA, nonprofits are required to register with the North Carolina Identity Management (NCID) system. The NCID system verifies the identity of the user and authorizes specific rights within ERaCA.

After nonprofits login with their NCID credentials, the ERaCA system tracks the availability of allotted funds and ensures the dollar amounts of the organizations' requests are limited to available balance. Nonprofits may submit one reimbursement request per week into ERaCA and they will generally receive the funds via direct deposit within ten (10) business days. The ERaCA system creates an interface file to external General Ledger (GL) and enters the cash request into the Cash Management System. The Cash Management System produces a report and generates entries to external GL and NCAS. The NCDPI Cash Management Section draws the funds down per the report.

Supporting documentation for reimbursement requests is required within ten (10) business days of the cash request submission. As a result, funds for reimbursement may be disbursed to subrecipients prior to NCDPI's receipt of backup documentation. However, cash request reconciliations and corresponding documentation must be aligned with ERaCA submissions for each cash request. The ultimate purpose of these submissions is to verify that there is proof of purchase for the requested reimbursement. Sub-recipients are required to submit copies of documents, not originals, which include:

- Reports from ERaCA which confirm date(s) of the reimbursement request and under which approved budget codes the expenditures and subsequent cash request have been posted
- Invoices indicating date paid, check number, and line item charge based on COA codes entered into ERaCA
- Payroll registers including employee job title, rate of pay, and pay period
- Paid receipts

- Bank statements indicating cancelled checks
- Credit card statements
- Other documents as needed to match cash requests for the ERaCA submission

Nonprofit sub-recipients may submit documentation by fax to (919) 807-3968 or by email to Richard Trantham at Richard.trantham@dpi.nc.gov.

NOTE: Nonprofit sub-recipients must submit the documentation with a printed copy of the ERaCA Expenditure/Cash Request Data Inquiry Screen as the cover sheet.

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