



**THE PUBLIC SCHOOLS OF BROOKLINE**  
BROOKLINE, MASSACHUSETTS 02445

PHONE 617-730-2425  
FAX 617-730-2108

DR. JAMES MARINI  
INTERIM SUPERINTENDENT OF SCHOOLS

MARY ELLEN N. NORMEN  
DEPUTY SUPERINTENDENT  
FOR ADMINISTRATION AND FINANCE

Request for Grant Acceptance

April 6, 2021

Motion: School Committee Accepts the grant award as determined by the awarding authority for the grants listed below:

<u>Source</u>	<u>Grant</u>	<u>Award</u>	<u>Assumption</u>	<u>FY21 Projected Balance/(Deficit)*</u>	<u>Account Number</u>
Federal Grant	Elementary and Secondary Education Emergency Relief (ESSER II) Fund	\$1,641,807.00	New	\$0	3221SEJ2-ESSER II Fund
Youth Service America (YSA)	2021 Sodexo Stop Hunger Foundation Youth Grant	\$500.00	New	\$0	3221SEJ3-2021 Sodexo Stop Hunger Foundation Youth Grant

\*Any deficit or balance will be the responsibility of the Superintendent to adjust. Grant managers should not assume that the operating budget will have funding available to cover any over expenditures of grant awards.

## FY2021 and FY2022: Coronavirus Response and Relief Supplemental Appropriations Act: Elementary and Secondary Education Emergency Relief (ESSER II) Funds

Fund Code: 115

### Purpose:

Coronavirus Aid, Relief, and Economic Security (CARES) Act and the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) provide resources to school districts to address the impact the Novel Coronavirus Disease (COVID-19) has had and continues to have, on elementary and secondary schools. This supplemental funding opportunity, the Elementary and Secondary Education Emergency Relief II (ESSER II) Fund, is intended to help school districts safely reopen schools, and measure and effectively address significant learning loss.

### Priorities:

The priorities of the ESSER II funds are to support activities authorized by:

1. ESSA, IDEA, Carl D. Perkins Career and Technical Education Act of 2006 or subtitle B of title VII of the McKinney-Vento Homeless Assistance Act.
2. Coordination of preparedness and response efforts of LEAs with State and local public health departments, and other relevant agencies, to improve coordinated responses among such entities to prevent, prepare for, and respond to coronavirus.
3. Providing principals and other school leaders with the resources necessary to address the needs of their individual schools.
4. Activities to address the unique needs, including how outreach and service delivery will meet the needs of each population:
  - o low-income children or students,
  - o children with disabilities,
  - o English learners,
  - o racial and ethnic minorities,
  - o students experiencing homelessness, and
  - o foster care youth
5. Developing and implementing procedures and systems to improve the preparedness and response efforts of LEAs.
6. School facility repairs and improvements, such as efforts to improve indoor air quality to reduce risk of airborne virus transmission.
7. Training and professional development for staff of the LEA on sanitation and minimizing the spread of infectious diseases.
8. Purchasing supplies to sanitize and clean the facilities of a LEA, including buildings.
9. Planning for and coordinating during long-term closures, including:
  - o how to provide meals to eligible students,
  - o how to provide technology for online learning to all students,
  - o how to provide guidance for carrying out requirements under the IDEA and
  - o how to ensure other educational services can continue to be provided consistent with all Federal, State, and local requirements.
10. Purchasing educational technology (including hardware, software, and connectivity) for students who are served by the LEA that aids in regular and substantive educational interaction between students and their teachers, including low-income students and students with disabilities, which may include assistive technology or adaptive equipment.
11. Providing student mental health services and supports and maximize capacity for coordination to connect students to behavioral and mental health supports and services, including with school-based and community based-services and providers. **A minimum of \$10,000 must be used on student mental health services and supports.**

12. Addressing learning loss, such as administering assessments to assess progress, implementing evidence-based activities, tracking attendance, and improving student engagement.
13. Planning and implementing activities related to summer learning and supplemental afterschool programs such as:
  - o providing classroom instruction or online learning during the summer months and
  - o addressing the needs of low-income students, students with disabilities, English learners, migrant students, students experiencing homelessness, and children in foster care.
14. Other activities that are necessary to maintain the operation of and continuity of services in LEA and continuing to employ existing staff of the LEA.

**Eligibility:**

Awards are based on each district's share of funds received under Title I, Part A of ESEA in fiscal year 2021.

**Funding Type:**

Federal CFDA 84.425

**Funding:**

FY21 ESSER II Fund allocations will be posted on the Grants Management website as soon as they are available.

Funding is contingent upon availability. All dollar amounts listed are estimated/approximate and are subject to change. If more funding becomes available for this Fund Code, it will be distributed under the same guidelines that appear in this RFP document.

**Fund Use:**

Districts are permitted to use ESSER II funds to address the impact COVID-19 has had, and continues to have, on elementary and secondary schools. Please see the list of priorities above. In addition, in an effort to build capacity of public school districts and communities to facilitate integrated coordination of school and community-based resources, including but not limited to, social services, mental health and behavioral health resources, **districts that receive ESSER II funds must commit a minimum of \$10,000 to student mental health services and supports.**

**Project Duration:**

FY21: Upon approval – 6/30/2021 (Year 1) \* or  
FY22: 7/1/2021 – 6/30/2022\*\*

\*The period of availability for FY21 grant awards will be extended into FY22 7/1/2021 – 6/30/2022 (Year 2) and FY23 7/1/2021 – 6/30/2023 (Year 3) and FY24 7/1/2023 – 9/30/2023 (Year 4).

\*\*Extended periods of availability for FY22 ESSER II grant awards are allowed as follows: FY23 7/1/2022 – 6/30/2023 (Year 2) and FY24 7/1/2023 – 9/30/2023 (Year 3).

**Program Unit:**

Resource Allocation Strategy and Planning

**Contact:**

Federal Grants at [federalgrantprograms@doe.mass.edu](mailto:federalgrantprograms@doe.mass.edu)

**Phone Number:**

(781) 338-6230

**Date Due:**

**Applicants should choose one based on district needs:**

**Option 1: Due date for FY21 fund use Wednesday, March 31, 2021:** Applicants that intend to obligate any funds in FY21 (FY21 period of availability is upon approval – 6/30/2021) should submit by this deadline.

**Option 2: Due date for FY22 fund use Friday, July 30, 2021:** Applicants that *do not* intend to obligate any funds in FY21, but plan to begin using these funds in FY22 should submit by this deadline (FY22 period of availability is 7/1/2021 – 6/30/2022).

**Note: A start date cannot be given until we have a substantially approvable information and budget for the grant.**

**Applicants that do not expect to obligate funds prior to June 30, 2021, should apply under the Option 2 deadline for FY22 funds.**

**Required Forms:**



ESSER II Funds Application Workbook

Please save the excel workbook as file name: ESSERII-leacode.xlsm. For example, Abington would name the file as ESSERII-0001.xlsm

- o **Option 1 FY21 applicants only:** Part I Signature Page with FY21 selected as the fiscal year and original signature of the Superintendent/Executive Director. Note: Please sign and date your cover page and ensure the allocation matches the amount budgeted.
- o **Option 2 FY22 applicants only (will be available April 19<sup>th</sup> in EdGrants for submission):** Part I Signature Page with FY22 selected as the fiscal year and original signature of the Superintendent/Executive Director. Note: Please sign and date your cover page and ensure the allocation matches the amount budgeted
- Schedule A (if applicable)

**Additional Information:**



ESSER II Quick Reference Guide



Budget detail and description of line item information

**Submission**

**Instructions:**

Applicants may only legally claim expenses to the grant starting from the date of final DESE approval. The start date for the grant is the date on which the district submits substantially approvable budget and information for the grant.

Please carefully review and follow the instructions below to submit all required grant materials through EdGrants. Register to create projects under the proper funding opportunity based on desired ESSER II desired start date of fund use.

**Applicants submitting for Option 1 FY21 funds due March 31, 2021:**

1. Register to the funding opportunity named: *DESE — FY21 Fund Code 115 — Elementary and Secondary Education Emergency Relief (ESSER II) (Fed) (ENT)*
2. *Create and name the project: FY21 FC 115 Applicant Name ESSER Applicant Number*

For example, Abington (0001) would name the file as FY21 FC 115 Abington ESSER II 0001

**Applicants submitting for Option 2 FY22 funds due July 30, 2021 (this funding Opportunity will be available in EdGrants on April 19<sup>th</sup> for grant submission):**

1. Register to the funding opportunity named: *DESE — FY22 Fund Code 115 — Elementary and Secondary Education Emergency Relief (ESSER II) (Fed) (ENT)*

*2. Create and name the project: FY22 FC 115 Applicant Name ESSER II Applicant Number*

For example, Abington (0001) would name the file as FY22 FC 115 Abington ESSER II 0001

**Note: A start date cannot be given until we have a substantially approvable information and budget for the grant.**

In EdGrants, district staff enter the grant budget, and upload all required documents listed in the Required Forms section of this RFP and outlined on the Attachments List section of the EdGrants Application Submission.

For additional submission instructions, see the "Read Me First" tab of the ESSER II Application workbook.

For Guidance Documents regarding EdGrants, visit EdGrants: User Guides and Information.

Please note: It is up to the district to determine who it wants to add as EdGrants Front Office users to submit the grant application as well as payment request information. Please review the EdGrants: User Security Controls to make informed decisions regarding assigning your district level users.

## Budget Entry

**\*Response to this field is only required when amending the grant\***

**Please explain the reason for amending your grant. When making a budget change, please identify the line number and the amount changed.**

**Response:**

TENT RENTAL FOR OUTDOOR CLASSROOM, MASK BREAKS, SUN SHELTERS.

### Budget Information

#### <br/>ALLOCATION OF FUNDS <br/><br/>

1. Administrator Salaries:	Comments	# of Staff	FTE	MTRS	Amount	Select a Primary Function
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
<b>Sub-Total</b>						

**If "Other" has been selected above, you must provide details in the corresponding Comment sections.**

2. Instructional/Professional Staff Salaries:	Comments	# of Staff	FTE	MTRS <sup>1</sup>	Amount	Select a Primary Function
Guidance or School Adjustment Counselors, Social Workers	Hiring Social workers 1:250 students	8	8.00	<input type="checkbox"/>	\$713,000	Providing mental health services and supports
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
<b>Sub-Total</b>					<b>\$713,000</b>	

**If "Other" has been selected above, you must provide details in the corresponding Comment sections.**

3. Support Staff Salaries:	Comments	# of Staff	FTE	MTRS <sup>1</sup>	Amount	Select a Primary Function
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
<b>Sub-Total</b>						

If "Other" has been selected above, you must provide details in the corresponding Comment sections.

4. Stipends:	Comments	# of Staff	Rate	Rate Type	MTRS <sup>1</sup>	Amount	Select a Primary Function
					<input type="checkbox"/>		
					<input type="checkbox"/>		
					<input type="checkbox"/>		
					<input type="checkbox"/>		
<b>Sub-Total</b>							

If "Other" has been selected above, you must provide details in the corresponding Comment sections.

5. Fringe Benefits:	Comments	Amount
5-a MA Teachers' Retirement System (Federally-Funded Grants Only)		\$64,170
5-b Other		
Health Insurance		
Other Retirement Systems		
Federal Insurance Contributions Act (FICA)		
Other (Explain)		
<b>Sub-Total</b>		\$64,170

6. Contractual Services: Indicate the services to be provided and the rate to be paid per hour or per day.	Comments	Rate	Rate Type	Amount	Select a Primary Function
Instructional Services	Assessment Tools	299637	Flat	\$299,637	Providing school leadership with resources for schools

<b>Sub-Total</b>				\$299,637	

**If "Other" has been selected above, you must provide details in the corresponding Comment sections.**

7. Supplies and Materials: Items costing less than \$5,000 per unit or having a useful life of less than one year.	Comments	Amount	Select a Primary Function
<b>Sub-Total</b>			

**If "Other" has been selected above, you must provide details in the corresponding Comment sections.**

8. Travel: Mileage, conference registration, hotel, and meals.	Comments	Amount	Select a Primary Function
<b>Sub-Total</b>			

**If "Other" has been selected above, you must provide details in the corresponding Comment sections.**

9. Other Costs: Please indicate the amount requested in each category.	Comments	Amount	Select a Primary Function
Rental/Lease of Equipment	TENT RENTAL FOR SPRING, SUMMER, FALL 2021	\$565,000	School facility repairs and improvements to reduce health risks



<b>Sub-Total</b>			<b>\$565,000</b>

11. Equipment: List only items costing \$5,000 or more per unit.	Comments	Amount	Select a Primary Function
<b>Instructional Equipment</b>			
<b>Non-Instructional Equipment</b>			
<b>Sub-Total</b>			

**Total Activity Funds Requested: \$1,641,807**

## Project Expenditures - Detailed Information

**Note:**

Lines 1 to 9 and 11 on this form are automatically populated based on details entered on Activity forms. To change these totals, edit the Budget Entry form. The Indirect Cost information, if applicable, should be entered directly in Line 10 on this form.

### STAFFING CATEGORIES DETAIL EXPENDITURES

1. Administrator Salaries:	# of Staff	FTE	MTRS <sup>1</sup>	Amount
Administrator Salaries (MTRS)			<input type="checkbox"/>	
Administrator Salaries (non-MTRS)				
<b>Sub-Total</b>				

2. Instructional/Professional Staff Salaries:	# of Staff	FTE	MTRS <sup>1</sup>	Amount
Instructional/Professional Staff Salaries (MTRS)	8	8.00	<input checked="" type="checkbox"/>	\$713,000
Instructional/Professional Staff Salaries (non-MTRS)	0	0.00		\$0
<b>Sub-Total</b>				<b>\$713,000</b>

3. Support Staff Salaries:	# of Staff	FTE	MTRS <sup>1</sup>	Amount
Support Staff Salaries (MTRS)			<input type="checkbox"/>	
Support Staff Salaries (non-MTRS)				
<b>Sub-Total</b>				

4. Stipends:	# of Staff	MTRS <sup>1</sup>	Amount
Stipends (MTRS)		<input type="checkbox"/>	
Stipends (non-MTRS)			
<b>Sub-Total</b>			

5. Fringe Benefits:	Amount
5-a MA Teachers' Retirement System (Federally-Funded Grants Only)	\$64,170
5-b Other (total)	\$0
<b>Sub-Total</b>	<b>\$64,170</b>

<b>6. Contractual Services:</b> Services provided and the amount to be paid.	<b>Amount</b>
<b>Contractual Services Total</b>	<b>\$299,637</b>

<b>7. Supplies and Materials:</b> Items costing less than \$5,000 per unit or having a useful life of less than one year.	<b>Amount</b>
<b>Supplies and Materials Total</b>	

<b>8. Travel:</b> Mileage, conference registration, hotel, and meals.	<b>Amount</b>
<b>Travel Total</b>	

<b>9. Other Costs:</b>	<b>Amount</b>
<b>Other Costs Total</b>	<b>\$565,000</b>

<b>10. Indirect Costs:</b>	<b>Rate (%) Cannot exceed approved rate</b>	<b>Amount</b>
<b>Indirect Costs:</b>		

<b>11. Equipment:</b> List only items costing \$5,000 or more per unit.	<b>Amount</b>
<b>Equipment Total</b>	

**Total Allocation Amount: \$1,641,807**  
**Total Funds Requested: \$1,641,807**  
**MTRS Applicable Amount: \$64,170**  
**Balance Remaining: \$0**



## Sodexo Stop Hunger Foundation Youth Grant 2021 Memorandum of Understanding

YSA is pleased to present Grantee with a 2021 Sodexo Stop Hunger Foundation Youth Grant. This shall reflect, when signed, a Memorandum of Understanding (MOU) between the Grantee and Youth Service America, to begin immediately and remain in effect through the completion and reporting of the service project (May 31, 2021). The Grantee will receive benefits and fulfill requirements as outlined in the application materials and agreed upon by the representing, undersigned parties. Agreements in this MOU, adopted presently by the representing parties, are defined below.

### **YSA agrees to administer the following benefits for all Grantees:**

- YSA will provide Grantee with a grant in the amount listed below for the planning and implementation of the service project described in the application. The funds are to be used only as outlined in the Grantee's approved budget, or as amended with approval from YSA.
- Funds will be disbursed to the sponsoring organization/school after YSA receives this signed MOU, which is to be returned to YSA no later than Friday, February 19, 2021.
- YSA will provide a media release for the grantee to customize and use to reach out to and engage local media interest in the project.
- YSA will provide Grantee with the planning resources, free of charge, in electronic format in the Sodexo Stop Hunger Foundation Youth Grantee Center as well as the YSA Knowledge Center, including the Youth Changing the World Toolkit as well as hunger-specific project planning tools.
- YSA will provide access to the InnerView platform for Grantee to use to create a service resume, apply for recognition, and collect stories and photos from project volunteers (ages 13+).
- YSA agrees to provide Grantee with technical assistance, upon request and as feasible, in planning the service project.
- YSA will feature Grantee in its local and national media and public awareness campaigns where possible.
- YSA retains the usage rights to all images, program reports, and information submitted to YSA.
- YSA reserves the right to publicize non-identifying information (such as first name, city, state, project descriptions) with news media and for other promotional purposes, such as websites, blogs, social media, etc. In specific instances and upon request, YSA may share the grantee/adult mentor's contact information with news media for the purposes of promoting youth service.
- YSA will provide Grantee an online post-project impact report template.

**The Grantee agrees to fulfill the following requirements:**

- Grantee agrees to submit this signed MOU no later than Friday, February 19, 2021. If YSA does not receive MOU by this day, no funds will be disbursed unless arrangements have been made between YSA and the Grantee.
- Grantee agrees to implement the service project described in the grant application, and are encouraged (but not required) to include a significant component of the project activity on Global Youth Service Day (GYSD) (April 23-25, 2021).
- Grantee agrees to engage at least 25 other youth volunteers, ages 5-25, in planning and/or implementing their GYSD project. (YSA will be flexible again this year due to COVID-19 restrictions if you are not able to meet this minimum, but we ask that you make your best effort to reach this number.)
- Grantee agrees to put the health and safety of youth participants first by following all local, state, and national COVID-19 guidelines. If planning any in-person activities, put safety protocols into place, including but not limited to: mask wearing by all participants at all times, physical distancing of at least 6 feet, regular handwashing, and no shared use of materials or supplies among participants.
- If the project plans change significantly from those outlined and approved in the application, Grantee agrees to seek prior approval from YSA (Katie Reusch at kreusch@ysa.org) before proceeding. YSA will make all reasonable accommodations to support the Grantee.
- If Grantee fails to complete required reports (Progress Report due April 2 and Final Report due June 4, or if in consultation with YSA it is determined that Grantee is unable to continue to fulfill the original goals of the program, YSA reserves the right to rescind the grant and to require the return of grant funds.
- If for any reason the Grantee is unable to carry through with participation in this program, Grantee must contact YSA Grants immediately to make arrangements to return the balance of their funds.
- All grant funds must be used within the timeframe of this grant program (by May 31, 2021). Although Grantee may wish to sustain the project beyond this timeframe, it is YSA's intent that the grantee will use all allocated funds in the process of implementing the proposed project.
- Any unused funds remaining as of May 31 should be donated to a local food bank or hunger relief organization, and a donation receipt/letter submitted to YSA with your final report. Any Feeding America affiliated food bank or organization listed on the Food Pantry directory are pre-approved to receive donations. You are also welcome to choose a different organization. If you do this, please let YSA know, as we'll need to approve your selection.
- Grantee agrees to track all expenditures of granted funds. YSA may ask at any time during or after the grant program for grant fund receipts to be submitted to ensure the grant funds were used according to the submitted and granted budget.
- Grantee agrees to publicize this service project in local media and to provide YSA with copies and/or notification of any media impressions. When submitting press clippings, please make sure you identify the name, date, city and state of the publication.
- Grantee agrees to highlight Sodexo Stop Hunger Foundation and YSA in all printed materials about the project and in project publicity. Please recognize Sodexo Stop Hunger Foundation and/or the Sodexo Stop Hunger Foundation

Youth Grant program. YSA and Sodexo Stop Hunger Foundation logos are available for download via the [Sodexo Stop Hunger Foundation Youth Grantee Center](#).

- Grantee agrees to contact and invite public officials (local, state or national) to participate in the project.
- Grantee agrees to complete and submit a progress report by no later than Friday, April 2, 2021 with specific Global Youth Service Day plans, including date, time, location, and activity description.
- Grantee agrees to complete and submit a final project impact report by no later than Friday, June 4, 2021.
- Grantee agrees to provide YSA with at least 3 high definition photos of you performing your award-winning service activity; action-oriented photos are best. Parents or guardians for any participants under the age of 18 must sign a photo release form authorizing YSA, Sodexo, and Sodexo Stop Hunger Foundation to use your project photographs. Photos should be submitted through the post-project impact report.
- Grantee or grantee's sponsoring organization will make at least one social media post thanking the Sodexo Stop Hunger Foundation for the grant OR grantee will produce a video clip thanking the Sodexo Stop Hunger Foundation for the grant, exceeding no more than 15 seconds, by April 25, 2021. Facebook handles are @YouthServiceAmerica and @SodexoStopHunger. Twitter handles are @YouthService and @StopHungerUSA. Instagram handles are @YouthService and @SodexoNorthAmerica.

**INDEMNIFICATION:**

Grantee agrees to defend, indemnify, and hold Sodexo, Sodexo Stop Hunger Foundation, YSA, and their directors, officers, employees, affiliates and agents, harmless for all claims, liabilities, damages and costs, including without limitation legal expenses and reasonable attorney’s fees, in connection with the injury to or death of any person or damage to property cause by, arising out of, or resulting from the execution of the service project contemplated by this MOU.

**LIMITATION OF LIABILITY**

Grantee agrees and acknowledges that in no event shall Sodexo, Sodexo Stop Hunger Foundation, YSA, their directors, officers, employees, affiliates or agents be liable for indirect, special, incidental, or consequential damages of any kind arising from or relating to the service project contemplated by this MOU, even if YSA is expressly advised of the possibility of such damages. In no event shall YSA’s liability under this MOU for damages exceed the amount of the grant under this MOU. Some jurisdictions may not enforce such limitations; therefore, this provision is enforceable to the full extent permitted by applicable law.

Type

Please select... 

**The Sponsoring Organization listed below will receive a grant in the amount of:**

We agree to the terms above. This MOU must be signed by an adult, authorized representative of the Sponsoring Organization that will receive the grant check.

**Sponsoring Organization Name \***

(Please note: Checks may only be made payable to a school or organization. Do not write your own name and/or your parent's/guardian's name here.)

**Attention Line \***

(Who should receive the check at your sponsoring school or organization?)

**Mailing Address \***

**City \***

**State \***

**Zip/Postal Code \***

**Your Title / Role at Organization \***

**Submit**

Contact Information