



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

January 14, 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	FY21 Title I Grant	\$515,631.00	ESSA Grant	\$0	3221SE04-431000
Federal	FY21 Title II Grant	\$110,563.00	ESSA Grant	\$0	3221SE99-431000
Federal	FY21 Title III Grant	\$139,494.00	ESSA Grant	\$0	3221SE15-431000
Federal	FY21 Title IV Grant	\$38,087.00	ESSA Grant	\$0	3221SEG4-431000
Federal	CvRF School Nutrition	\$15,570.75	School Nutrition Expenses	\$0	3221SEI9-431000

*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.

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:

Budget Information

ALLOCATION OF FUNDS

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

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 ¹	Amount	Select a Primary Function
Certified Specialist Teachers (providing individualized instruction)	Literacy Specialists	2	2.00	<input type="checkbox"/>	\$225,000	Instruction-School day (public, K-12)
Certified Specialist Teachers (providing individualized instruction)	Literacy Specialist	1	0.40	<input type="checkbox"/>	\$43,514	Instruction-School day (public, K-12)
Certified Specialist Teachers (providing individualized instruction)	Literacy Specialist	1	0.75	<input type="checkbox"/>	\$40,000	Instruction-School day (public, K-12)
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
Sub-Total					\$308,514	

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

3. Support Staff Salaries:	Comments	# of Staff	FTE	MTRS ¹	Amount	Select a Primary Function
Parent Liaisons	Extended Learning Time Liaison	1	0.1	<input type="checkbox"/>	\$7,875	Program administration
				<input type="checkbox"/>		
				<input type="checkbox"/>		
Sub-Total					\$7,875	

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

4. Stipends:	Comments	# of Staff	Rate	Rate Type	MTRS ¹	Amount	Select a Primary Function
Other	Literacy Enrichment Summer Program Teachers' stipends	18	42	Hour	<input type="checkbox"/>	\$80,136	Instruction - Extended day/year (public, K-12)
Other	Enrichment Summer Program director	3	50	Hour	<input type="checkbox"/>	\$22,900	Instruction - Extended day/year (public, K-12)
Other	Enrichment Summer Program Para	1	23	Hour	<input type="checkbox"/>	\$2,173	Instruction - Extended day/year (public, K-12)
					<input type="checkbox"/>		
Sub-Total						\$105,209	

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)		\$20,250
5-b Other		
Health Insurance		
Other Retirement Systems		
Federal Insurance Contributions Act (FICA)		
Other (Explain)		
Sub-Total		\$20,250

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
Contracted Service Providers - Private School Services		50	Hour	\$53,613	Instruction-School day (public, K-12)
Sub-Total				\$53,613	

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
General Classroom Supplies	Literacy Enrichment Program supplies	\$7,250	Instruction - Extended day/year (public, K-12)
Sub-Total		\$7,250	

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
Sub-Total			

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

Sub-Total			

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

Total Activity Funds Requested: \$502,711

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 ¹	Amount
Administrator Salaries (MTRS)			<input type="checkbox"/>	
Administrator Salaries (non-MTRS)				
Sub-Total				

2. Instructional/Professional Staff Salaries:	# of Staff	FTE	MTRS ¹	Amount
Instructional/Professional Staff Salaries (MTRS)	2	2.00	<input checked="" type="checkbox"/>	\$225,000
Instructional/Professional Staff Salaries (non-MTRS)	2	1.15		\$83,514
Sub-Total				\$308,514

3. Support Staff Salaries:	# of Staff	FTE	MTRS ¹	Amount
Support Staff Salaries (MTRS)	0	0.00	<input type="checkbox"/>	\$0
Support Staff Salaries (non-MTRS)	1	0.10		\$7,875
Sub-Total				\$7,875

4. Stipends:	# of Staff	MTRS ¹	Amount
Stipends (MTRS)	0	<input type="checkbox"/>	\$0
Stipends (non-MTRS)	22		\$105,209
Sub-Total			\$105,209

5. Fringe Benefits:	Amount
5-a MA Teachers' Retirement System (Federally-Funded Grants Only)	\$20,250
5-b Other (total)	\$0
Sub-Total	\$20,250

6. Contractual Services: Services provided and the amount to be paid.	Amount
Contractual Services Total	\$53,613

7. Supplies and Materials: Items costing less than \$5,000 per unit or having a useful life of less than one year.	Amount
Supplies and Materials Total	\$7,250

8. Travel: Mileage, conference registration, hotel, and meals.	Amount
Travel Total	

9. Other Costs:	Amount
Other Costs Total	

10. Indirect Costs:	Rate (%) Cannot exceed approved rate	Amount
Indirect Costs:	2.57	\$12,920

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

Total Allocation Amount: \$515,631
Total Funds Requested: \$515,631
MTRS Applicable Amount: \$20,250
Balance Remaining: \$0

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:

Budget Information

ALLOCATION OF FUNDS

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

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 ¹	Amount	Select a Primary Function
Other	New teacher mentor	1	0.20	<input type="checkbox"/>	\$21,236	Induction and mentoring
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
Sub-Total					\$21,236	

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

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

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

4. Stipends:	Comments	# of Staff	Rate	Rate Type	MTRS ¹	Amount	Select a Primary Function
Other	SEED Facilitators	4	38	Hour	<input type="checkbox"/>	\$9,240	Inclusive practice PD
Other	Mentor professional learning coaches	5	1274	Flat	<input type="checkbox"/>	\$6,370	Induction and mentoring
					<input type="checkbox"/>		
					<input type="checkbox"/>		
Sub-Total						\$15,610	

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)		\$1,911
5-b Other		
Health Insurance		
Other Retirement Systems		
Federal Insurance Contributions Act (FICA)		
Other (Explain)		
Sub-Total		\$1,911

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
Contracted Service Providers - Private School Services		50	Hour	\$14,536	Educator effectiveness PD
Consultants/Professional Development for Teachers & Support Staff	Equity PD	50	Hour	\$38,000	Inclusive practice PD

Sub-Total				\$52,536	

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
Sub-Total			

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
Other	MSAN Conference	\$3,000	Inclusive practice PD
Sub-Total		\$3,000	

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
Memberships/Subscriptions	MSAN Membership	\$13,500	Inclusive practice PD

Applicant: Brookline

0046

Project: FY21 FC 140 Title IIA 0046

140-413398-2021-0046

Sub-Total		\$13,500	

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

Total Activity Funds Requested: \$107,793

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 ¹	Amount
Administrator Salaries (MTRS)			<input type="checkbox"/>	
Administrator Salaries (non-MTRS)				
Sub-Total				

2. Instructional/Professional Staff Salaries:	# of Staff	FTE	MTRS ¹	Amount
Instructional/Professional Staff Salaries (MTRS)	1	0.20	<input checked="" type="checkbox"/>	\$21,236
Instructional/Professional Staff Salaries (non-MTRS)	0	0.00		\$0
Sub-Total				\$21,236

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

4. Stipends:	# of Staff	MTRS ¹	Amount
Stipends (MTRS)	0	<input type="checkbox"/>	\$0
Stipends (non-MTRS)	9		\$15,610
Sub-Total			\$15,610

5. Fringe Benefits:	Amount
5-a MA Teachers' Retirement System (Federally-Funded Grants Only)	\$1,911
5-b Other (total)	\$0
Sub-Total	\$1,911

6. Contractual Services: Services provided and the amount to be paid.	Amount
Contractual Services Total	\$52,536

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

8. Travel: Mileage, conference registration, hotel, and meals.	Amount
Travel Total	\$3,000

9. Other Costs:	Amount
Other Costs Total	\$13,500

10. Indirect Costs:	Rate (%) Cannot exceed approved rate	Amount
Indirect Costs:	2.57	\$2,770

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

Total Allocation Amount: \$110,563
Total Funds Requested: \$110,563
MTRS Applicable Amount: \$1,911
Balance Remaining: \$0

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:

Budget Information

ALLOCATION OF FUNDS

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

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 ¹	Amount	Select a Primary Function
Other	Coordinator of family engagement at \$368.95 per day for 5 days	1	0.05	<input type="checkbox"/>	\$1,845	Parent/Family Engagement for currently served Title ELs
Other	Tutors for 50 English learners in private schools at hourly rate of \$46.50 for up to 174.5 hours	2	0.20	<input type="checkbox"/>	\$7,707	Other
Other	Instructor for English classes for parents/guardians at \$38.50 per hour for 85 hours	1	0.10	<input type="checkbox"/>	\$3,273	Parent/Family Engagement for currently served Title ELs
Other	Facilitator for literacy groups at \$22 per hour for 60 hours	1	0.10	<input type="checkbox"/>	\$1,320	Instruction Extended day/year
Other	Facilitator for student English conversation groups at \$22 per hour for 180 hours	1	0.10	<input type="checkbox"/>	\$3,960	Instruction Extended day/year
				<input type="checkbox"/>		
Sub-Total					\$18,105	

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

3. Support Staff Salaries:	Comments	# of Staff	FTE	MTRS ¹	Amount	Select a Primary Function
Secretary/Bookkeeper/Clerical Support	Additional clerical support for summer program at \$46.74 per hour X 40 hours	1	0.1	<input type="checkbox"/>	\$1,938	Other
				<input type="checkbox"/>		
				<input type="checkbox"/>		
Sub-Total					\$1,938	

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

4. Stipends:	Comments	# of Staff	Rate	Rate Type	MTRS ¹	Amount	Select a Primary Function
Teacher/Instructional Staff Professional Days	Instructional and prep time for summer teachers based on district rates	8	43	Hour	<input type="checkbox"/>	\$34,272	Instruction Extended day/year
Teacher/Instructional Staff Professional Days	\$33-\$38.50 per hour per 25+ teachers	25	39	Hour	<input type="checkbox"/>	\$24,626	Professional development
					<input type="checkbox"/>		
					<input type="checkbox"/>		
Sub-Total						\$58,898	

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)		\$0
5-b Other		
Health Insurance		
Other Retirement Systems		
Federal Insurance Contributions Act (FICA)		
Other (Explain)		
Sub-Total		\$0

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
Consultants/Professional Development for Teachers & Support Staff	\$1,250 daily rate for 24 days of PD	1250	Day	\$30,000	Professional development
Sub-Total				\$30,000	

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
Other Instructional Materials (non-testing/assessment)	Summer program materials	\$12,458	Instruction Extended day/year
Instructional Technology	Document cameras and laptop for summer program	\$4,000	Instruction Extended day/year
Sub-Total		\$16,458	

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
Grant Program Manager/Coordinator (supervisory)	MATSOL, WIDA, TESOL, College Board PD	\$3,500	Professional development
Certified Specialist Teachers (providing individualized instruction)	MATSOL, WIDA, TESOL PD	\$7,100	Professional development
Sub-Total		\$10,600	

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
Sub-Total			

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

Total Activity Funds Requested: \$135,999

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 ¹	Amount
Administrator Salaries (MTRS)			<input type="checkbox"/>	
Administrator Salaries (non-MTRS)				
Sub-Total				

2. Instructional/Professional Staff Salaries:	# of Staff	FTE	MTRS ¹	Amount
Instructional/Professional Staff Salaries (MTRS)	0	0.00	<input type="checkbox"/>	\$0
Instructional/Professional Staff Salaries (non-MTRS)	6	0.55		\$18,105
Sub-Total				\$18,105

3. Support Staff Salaries:	# of Staff	FTE	MTRS ¹	Amount
Support Staff Salaries (MTRS)	0	0.00	<input type="checkbox"/>	\$0
Support Staff Salaries (non-MTRS)	1	0.10		\$1,938
Sub-Total				\$1,938

4. Stipends:	# of Staff	MTRS ¹	Amount
Stipends (MTRS)	0	<input type="checkbox"/>	\$0
Stipends (non-MTRS)	33		\$58,898
Sub-Total			\$58,898

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

6. Contractual Services: Services provided and the amount to be paid.	Amount
Contractual Services Total	\$30,000

7. Supplies and Materials: Items costing less than \$5,000 per unit or having a useful life of less than one year.	Amount
Supplies and Materials Total	\$16,458

8. Travel: Mileage, conference registration, hotel, and meals.	Amount
Travel Total	\$10,600

9. Other Costs:	Amount
Other Costs Total	

10. Indirect Costs:	Rate (%) Cannot exceed approved rate	Amount
Indirect Costs:	2.57	\$3,495

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

Total Allocation Amount: \$139,494
Total Funds Requested: \$139,494
MTRS Applicable Amount: \$0
Balance Remaining: \$0

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:

Budget Information

ALLOCATION OF FUNDS

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

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 ¹	Amount	Select a Primary Function
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
Sub-Total						

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

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

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

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

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)		
5-b Other		
Health Insurance		
Other Retirement Systems		
Federal Insurance Contributions Act (FICA)		
Other (Explain)		
Sub-Total		

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
Consultants/Professional Development for Teachers & Support Staff	Professional Development in K-8 Schools/Remote Learning	50	Hour	\$38,087	Other

Sub-Total				\$38,087	

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
Sub-Total			

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
Sub-Total			

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

Applicant: Brookline
Project: FY21 FC 309 Title IVA 0046

0046
 309-413404-2021-0046

Sub-Total			

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

Total Activity Funds Requested: \$38,087

Project Expenditures - Detailed Information

Note:

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STAFFING CATEGORIES DETAIL EXPENDITURES

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

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

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

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

5. Fringe Benefits:	Amount
5-a MA Teachers' Retirement System (Federally-Funded Grants Only)	
5-b Other (total)	
Sub-Total	

6. Contractual Services: Services provided and the amount to be paid.	Amount
Contractual Services Total	\$38,087

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

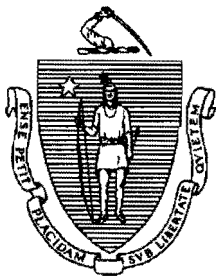
8. Travel: Mileage, conference registration, hotel, and meals.	Amount
Travel Total	

9. Other Costs:	Amount
Other Costs Total	

10. Indirect Costs:	Rate (%) Cannot exceed approved rate	Amount
Indirect Costs:		

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

Total Allocation Amount: \$38,087
Total Funds Requested: \$38,087
MTRS Applicable Amount:
Balance Remaining: \$0



Jeffrey C. Riley
Commissioner

Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street, Malden, Massachusetts 02148-4906

Telephone: (781) 338-3000
TTY: N.E.T. Relay 1-800-439-2370

MEMORANDUM

TO: Public School Food Authorities
FROM: Robert M. Leshin, Director
Office for Food and Nutrition Programs
DATE: December 11, 2020
RE: Coronavirus Relief Fund (CvRF) for School Meal Programs Guidance

The Department of Elementary and Secondary Education (DESE) is pleased to announce the availability of \$5,000,000 in Coronavirus Relief Funds (CvRF) to provide additional support to public school meal programs operating during the period March 1, 2020 to December 30, 2020. These funds were made available in a Commonwealth of Massachusetts State Supplemental budget approved in July 2020 funded through the CvRF. The purpose of this document is to highlight both the availability of the funds and the allowable uses.

The allocation of these funds will be via the reimbursement process. Allocations for School Food Authorities (SFAs) will be based upon the number of meals served during the period April 1, 2020 to December 30, 2020. For the months of October, November and December 2020, a projection will be used.

It is important to note that CvRF funds can only be used on expenses that are "necessary expenditures" incurred due to COVID-19, were not accounted for in the latest budget in effect as of March 27, 2020 and were incurred between March 1, 2020 and December 30, 2020. Among other ineligible uses, CvRF funds cannot be used to fund insurance damages, payroll or benefits for employees not substantially dedicated to mitigating or responding to COVID-19, expenses that have been or will be reimbursed under any federal program, reimbursement to donors, workforce bonuses other than hazard pay or overtime, severance pay, and legal settlements.

DESE and SFAs must ensure that every transaction using CvRF funds meets these requirements.

Please also note that all meal reimbursements during this period were paid from CARES Act funds which are specifically targeted to respond to the COVID 19 pandemic, and expenses already covered by these funds would not be eligible to be used to consume these funds.

Examples of allowable expenses:

This institution is an equal opportunity provider.

- Labor Expenses
- Kitchen Prep, Storage, Delivery Equipment
 - Carts
 - Coolers/Warmers
 - Grab and go kiosks
 - Coolers, ice packs
 - Reach in Refrigerator
 - Milk Chests
 - Stainless Steel Tables
 - Shelving and dunnage racks
 - Sealing machines and supplies
 - Food packaging machines and supplies
- Large Equipment
 - Walk in Refrigerator
 - Walk in Freezer
 - Shipping storage containers
 - Pallet Jack
 - Tents, heaters, fans for staff and food safety weather barriers
- Storage, Office Space, Marketing
 - Laptops and scanners for meal counting & claiming
 - Signage, posters, etc. to promote Open Sites
 - Labels, bags, etc. for prepackaging
- Other
 - PPE
 - Staff Uniforms and Protective Weather Gear

When reviewing expenses that you are considering allocating to this CvRF funding, there are three rules that MUST be adhered to:

Payments from the Fund may only be used to cover costs that—

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.

As always, SFAs should retain all documentation related to the expenses applied to these CvRF funds for audit purposes. If you have further questions, please contact Pete McLoughlin at Peter.D.McLoughlin@mass.gov or Ling Wang at Ling.Wang@mass.gov.

Q&A

1. Who is eligible for this funding?

All Massachusetts public school districts and Charter Schools.

2. What is the timeline for using the funds?

Districts can charge expenses to the grant from March 1, 2020 to December 30, 2020. Please note that all funding must be obligated by **December 30, 2020**. Please also note that any purchases, such as equipment, using these funds must be received by **December 30, 2020**.

3. Can the funds be used to catch up families on past due lunch accounts who are struggling?

No, these funds cannot be used pay debts from revolving accounts.

4. Can these funds be used to pay for additional staffing needed to provide food service (breakfast and lunches) during the shutdown period?

Yes, the funds can be used to pay additional food service staff if the additional meal services are incurred due to the COVID-19 public health emergency.

5. Can we use these funds to support unemployment costs for staff?

Yes, grant funds can be used to support unemployment expenses incurred due to the COVID-19 public health emergency through December 30, 2020.

6. If we used other grant funds to support COVID related expenses can we reimburse that grant fund back with these funds?

Yes, you can journal entry expenditures to the grant as long as the expenses occurred after March 1, 2020 and were incurred due to the COVID-19 public health emergency. If you use CvRF funds to replace expenditures previously charged to ESSER or a municipal CvRF grant, the funding must be returned to those accounts.

7. Can funds be used to rent or purchase tents to facilitate meal distribution?

Yes, renting or purchasing tents for meal distribution is allowable as long as any monthly rental charges funded by this grant do not extend past December 30, 2020.

8. Can funds be used to purchase new food service software so that payments can be handled in advance and/or through a non-contact system?

Yes, this is an allowable expense if the non-contact system is needed due to the COVID-19 public health emergency.

9. Can funds be used to pay for meals served to adults?

Yes, the funds can be used to reimburse for meals served to adults during the period March 1 to December 20, 2020.

This institution is an equal opportunity provider