# Transcription: Office Hours May 28th

Nazie 0:07

So just a reminder that there's $108,894,404 that's in this application. And the allocations have already been posted on our website and you should know your allocation, but that information is also being pre populated into the online system. So with that, I'm going to turn it over to my colleague, Delilah Collins, who's going to introduce you to the LDA online application system.

DeLilah 0:47

All right, good afternoon, everyone. This is Delilah Collins and let's go through what the application is going to consist of. So we will have this The sections that are listed here in the application that the district will go through. Starting with the acceptance relinquishment section where you can accept or decline s or funds. There's a section for non public schools, and that's to determine the proportionate share. And that's going to be calculated in the application so that you can track your funds, track the funds that will be allocated to those non public schools. And just a reminder that the calculation is based on the the requirements underneath 1117 of ESCA. And so we've built all of that into the system. And we'll show you what it looks like here in a few on how to complete that section of the application. And so the same process that you would use to determine the proportionate share for your consolidated application funds is the same process that you will be using to determine proportionate share For the SRO funds, districts will complete the assurance section of the application. And that's going to include a gap of statements. And we will show you what that looks like in the application. The bulk of the work is going to happen in a budget because we don't have any narrative questions. So, you'll have the opportunity to select an activity category describe the activities, you'll use your object program codes that are from the chart of accounts, indirect costs are allowed in this grant. So if you choose to take those you can, if not, you can go ahead and override that amount. And then the amount that's budgeted and the amount that's remaining, it's going to calculate for you. You will also be able to download the approval and transmittal signature page from the actual application. And you'll download that habit signed or use the process whatever processes in place in your organization for obtaining signal features, and then upload that back into the application before you submit the application. And it's opening, like Maddy said, hopefully tomorrow, and we'll close December 31 2020. We will be reviewing the applications that are submitted on a rolling basis. Excuse me, and the post award revision system will open as soon as final approval is provided so that districts can make those changes. So accessing the application is different than the consolidate application, you will not use that same username and password. We've transitioned over to using the identity management system in order to streamline the user login process and automate that user registration approval and password process. So this is typically handled at the district level where you have a local Access Manager that provides the The access to the system. The application will be located on the cares act elementary and secondary secondary school emergency relief fun page. I will more than likely will there'll be a big button on the front page plus there will be in the navigation menu on the right hand side of the screen they'll be a link there. The local Access Manager will need to ensure that the authorized representative completing the application has access to the SRO application. Additional information on this will be provided. But if you do not have an IBM username or access to the IDM system, you will work with your local Access Manager in order to get access to this application. There are resources for the identity management system. And there on this admin that's not spelled right should be identity management page. And you will have the ability to take a look at the local Access Manager guide And the identity management quick reference guide the both PDF documents. So for additional information or support, you can, you can access those documents. And we will be able to support you as well here in the federal programs office. But your local Access Manager does have access to these resources. Alright, so what we're going to do is I'm going to walk you through the application so you can see what it's going to look like for you. And it's possible that I need to

DeLilah 5:40

all right. And if you can just make let me know Michelle, can you let me know if any of you can see this webpage?

Unknown Speaker 5:51

Yes.

DeLilah 5:52

Okay, perfect. All right. So this should look familiar to those of you that complete the consolidated application. It's where you will go in and put in your username and password. So I'll go ahead and log in. And again, this is your IDM password, so it's not going to be the same as the consolidated application, it will not work. So if you don't have access to this, you need to connect with your local Access Manager in order to get access to the system. Once in, you'll get some general information about the application, and then you'll be able to begin your application. The very first page is your funding allocations page will you'll be able to accept or relinquish or decline those s or funds. And here's in similar to the consolidate application, you'll be able to see who's logged in. You'll have your logout information up here at the top right. You will also have a application menu and that will allow you to jump to specific sections of the application. Keep in mind that if you're jumping around But if you don't go page by page, it's possible that you may be missing information on that page that you did not click save or next on may be lost. So either follow the navigation on the page or click save on the page or, or you can jump around just to see what you're going to need. But there's a navigation menu that tells you all of the sections that you will go through when completing the application. You'll have previous Save and Next save is going to save the application and keep you on the page. Next is going to save the page and move you to the next page in the application. For contacts in the system, you will provide us with two contacts the authorised representative and the application fiscal manager. You'll fill out the paperwork you'll fill out this section for the person who will sign and approve the application if the authorized representative is the same as the physical Manager just check that box and the fiscal manager will not be required. But we do need to have at least one. We do need to have an authorized representative and a fiscal manager in the application. For districts that are choosing not to accept these funds, you will still be required to put in an authorized representative so that we can communicate and send that information. Noting that we have recorded the intent to decline these funds, we want to be able to send that that affirmation back to the district representative so we will require someone to be put into this section of the application. The next page you'll get to as the non public schools, monopolistic school section, it works similar to the one in the consolidate application however, it is laid out a little bit differently because a lot of the information that We collect in the insurance agents consolidated application is kind of been, you know, kind of truncated in that section. So we've spread it out. So it looks a little bit nicer, I guess I should say. There's some information in regards to the non binding binding guidance that we received and why we are using the title one calculation. So that information has been provided here, as well as instructions on how to complete the non public school section. So similar to the consolidated application, you'll be entering in a number of low income students residing within the title one school boundaries in the district attending a public school. So you'll be able to put that number in here and then click Save. And then once that number is saved in there, it will stay there. We will pre populate the application with the non public schools that we are not for profit non public schools that are known in the district And you will be completing for each one of these schools whether or not they will participate in a serve equitable services, the date the consultant consultation occurred, what allowable activities they are looking to participate in. And you'll do that by hitting the pencil button. You'll also see a trashcan so if there's a school that you know, has closed and are not in existence that is on our list, you can go ahead and delete that school. You do not need to go in and say no, you will not consult and say not and not put a date in there. If they're closed and they're not going to be in the system, then you do not need to. You do not need to fill anything out. We are loading this with all of our K through 12 non public schools. If a preschool does show up on the list and it's a preschool only you can go ahead and hit the trash can to delete them from the list. When we hit the pencil to edit the school, you'll be telling us if the school is going to participate in equitable services. You'll also give us the date of consult consultation. And then you will tell us the title one school boundary, this, the students in this non public school reside. And so it might be one school, it might be several schools. So we've given you a list of all of the schools in the district. And you'll be able to choose from this list. Now this is just test information right now. What you will see in your drop down will be similar to this information. However, you're going to see this the district code the school code, whether it's a elementary, middle or high, that's what that h stands for the school name. It will say maybe it will say charter and then it will tell you if it was a title one school in the previous sunny year, so 1920 and so that will help you identify if that school is a title one school. And so you'll select that from the list. And then you'll enter in the number of low income students residing in the title one school boundary. So the number of low income students residing in the 50 to 80 High School title one school boundary, attending a private school, and so you'll just put in that number, and then what you'll do is you'll click the Add, and the schools that are listed here with the number of students attending will show up in this list that says Title One boundaries, you won't put anything in this box this box will populate based on what you put what you select below it.

DeLilah 12:44

And so that's how we will build that list of schools and the will be able to calculate the number of students that are attending the non public school residing in the title one school boundary below That section you will be selecting what activities the non public school indicated that they will participate in. And so we have populated this or added provided you a list of those allowable activities underneath Esser. So we have the SCA ID, a McKinney Vento Homeless Assistance Act, adult education and family literacy, and then the Perkins CTE act. In addition to those items that are specifically called out in the ESA statute, we've also given you that information there. What you'll see on the information bubbles are an additional information about that option. So for Preparedness and Response, you'll be able to see that it says this is in regards to coordination of premier preparedness and response efforts of local education agencies with state local tribe or and territorial, territorial public health departments and other relevant agencies. So it gives you a little bit more information. About the item that you're selecting. And so you'll Select all that apply based on that consultation that happened with the non public school. And then you'll click Save school and once you save that school, that information will be updated in the line in which you were editing. So, we are still in the process of developing the system, which is why it's not available today and we're looking at the test site for you right now. But once that is all programmed and ready to go, and all of the edits will show up here and these pink cells will go away once the information has been added in the lab activities will show up here underneath the allowable activity section. You will repeat this process for all of the schools that are on your list because the SRO funds are available to all not for profit non public school so consultation will need to happen with All of those schools. If a non public school is not listed, you will be able to add a non public school by adding in the non public school code and the name of the non public school. And so, non public school codes may be accessed on the equitable services webpage. Sorry, this might be some test information here. We have been working with non public schools to add school codes and the data pipeline directory has been we're updating that information with those non public schools. If you don't have a school code, definitely visit the data pipeline directory page and I'll give you information on how to how to instruct your non public school to get a school code. What we don't want you to do is to make anything up we don't want you to create a code just to get that score. Added to. to move forward. We really need those school codes done at our in our data and our data office so that we have them in the system accurately. Once all of those items are completed and you've addressed all of the pink cells, the amount to set aside to provide equitable services to non public schools under Section 1117. This field right here will calculate for you. And so you will be able to see the amount that needs to be budgeted for these non public schools that indicated they will participate in the program.

Nazie 16:44

Delilah. I'm sorry, before you move on from the non public schools, there are a couple of questions that I think would be helpful to answer right now. I don't know if from your view if you can see the chat or not. I'm just gonna To read out the questions. The first question is if we only have an elementary title one program, do we count kids K through 12 for non public

DeLilah 17:17

so you will only count the students that are in the elementary students that attend the non public school. And that's what the that's the number that you will use to determine the proportionate share. Once that proportionate share has been calculated for that school, then those funds can be used to serve or to support the entire school which would be the entire K through 12 non public school, but you will only be using the students that are in the elementary school the elementary portion of that K through 12 non public school to determine the calculation for the proportionate share

Nazie 18:03

The next question is if students reside in a neighboring district, how do we select their home school.

DeLilah 18:12

And so we do have some guidance coming up later, neighboring. And this is one that came that we encountered in the last office hours. And so essentially what would happen is that the district would need to communicate with each other to determine whether or not those students raised their addresses or in a title one attendance area in the neighboring district. If they are then those students can be calculated or added to your proportionate share calculation. If they are not, then you will leave those students out of the calculation. However, once the proportionate share is calculated, all services or all supports that are being provided to the non public schools can be provided to the entire school as a whole. So that happens The the amount of money that's available will be available to the entire school. However, determining the calculation is going to be based on the title one school boundary residency.

Nazie 19:12

I think that particular question is how do they enter that into the online system? Do they manually add the the non public school or Um, so

DeLilah 19:26

you're we're, you know, the number of low income students residing in a title one school boundary attending a private school.

DeLilah 19:39

We have the option at the bottom for outside district. And so if they are outside of the district, then you can go ahead and add that that those student counts there.

Nazie 19:52

Okay, great. I think that was the question. Thank you. Okay. That was Laura Langley question Laura. That's not addressing your question then please let us know to clarify. Will you be sharing this PowerPoint? Yes, is the non public school proportionate share calculated for each non public school on that page.

DeLilah 20:24

So know the proportionate share is going to be calculated as an an aggregate So, it's going to be based on the total amount of funds the total number of students so it's going to be the total amount that the district needs to set aside. But not on school by by school by school basis.

Nazie 20:56

Did also get a private question does the application need to be Completed in one session, or can you save logout and return to complete later?

DeLilah 21:06

You can save and logout and return to complete later.

Nazie 21:10

Okay. Then the next question is where do we find the different ways you can calculate low income students in the non public schools? That's also in the guidance that's coming up. So we're going to hold on that. And then the last question for now is, would that be the same for charters? in our district? No high school or middle school or title? Only a handful of our elementary school type schools are title. Do we only use total elementary school include, including non title to determine shares for charters? Or do we use the K 12 enrollment to determine the share for charters? So do you want to answer that or do you want me to take it or

DeLilah 22:00

Okay, so charter schools are different in that they are public schools and all of the needs of your public schools need to be addressed, just like all of the needs of your non public schools need to be addressed, what we're talking about right now or how to calculate the proportion and share for non public schools. It is up to the LPA to determine how resources are going to be provided, including whether or not public schools are going to get a proportionate share or you're just going to provide services at the district level or her that works. In terms of providing services for charters and non charters, I'm sorry charters and non public schools. All of the schools within the LGA are eligible for supports and services under s or funds. But there's a difference between how the funds are calculated for the proportionate share is based on that title one formula. However, once that proportionate share has been calculated, then all of the non public schools need to be that are participating need to be supported, as well as all of the public schools need to be supported and have their needs considered. But it's up to DLA to determine how you're going to use your funds to support your public schools. I hope that answers your question, Becky, if you need further clarification, please let us know. So, the I'm sorry, one more question in regards to non public school, so there isn't an option to use PPA instead of title one formula for non public schools. So in other words, if the district as a This is the way I'm interpreting this question is they're asking if we choose to follow the guidance as opposed to the letter of the law. Can we enter a different amount to be? How do we enter a different amount for our pub? Non public schools?

That's correct. Okay, so I'm going to get to the budget section and I will show you how to do that we do have funding source drop down for non public schools. And that's going to help us ensure that that proportionate share has been calculated in the budget correctly. But if there are additional funds that want that districts want to, if they want to use the PPA, and they want to allocate more money to the non public schools, you will just code those budget line items a little bit differently. So we'll get there in just a second. All right, so let's go ahead and go to the next section which are the assurances. So the very first section is your purpose statements. And so this is a requirement underneath the cares act is that each individual LCA provides a description of how they're going to ensure ensure equity for students, teachers and other program recipients. So we've given some options here that districts can choose from. So the gap a statement provided through the 20 1920 consolidated application can be used to describe the steps the LPA will take to permit students, teachers and other program beneficiaries to overcome barriers that impede equal access to the funds. So if the district checks that box that will take care of that requirement, we will we will ensure that we received a gap a statement in the 19 20 application. And that's all that we need to see. It is possible that the gap a statement that was provided in the 1920 application has been updated or needs to be updated. And we'll give you the opportunity to do that in this next option. And so if the, if there's additional information that should be reflected will give you that narrative box so that you can reflect that additional information. In the event that the district will not use a gap a statement provided in the 1920 consolidated application. The district will provide us and use the narrative box to describe the steps the Le a will take to permit students, teachers and other program beneficiaries to overcome barriers. So we're giving you several options. You can use the get the statement that was submitted in your application last year, you can modify that EPA statement that was submitted last year, or you can write a new gap a statement that more accurately reflects how you're going to addressing the needs of those, those populations to ensure greater participation. So whichever one you choose, we'll review those. And if we have any questions, we will send comments back. But other than that, we're giving you those three options there. The next section are the fiscal, and reporting assurances. And so we want you to read through and check the box for each one of these assurances. It is important that you read through all of them, and not just, you know, kind of go through and just check, check, check. That's why we gave you the checkboxes so that we can affirm that you've read through all of them. These are assurances that came directly from the cares act. So we want to just make sure that you're going through all of them and you understand what they are and that you are able to you know, meet those requirements underneath the statute. So the assessor budget page, again will look a lot like the consolidated application with a few tweaks. So we have the allowable activities we have a description of the allowable uses of funds. We are also providing a link to additional information about the use of funds underneath Essa, Ida, adult education family literacy, the Perkins act and McKinney Vento Homeless Assistance Act. So if you click on this link, that'll take you to the page that has additional information on those allowable activities. And you will learn more about those allowable activities in our next office hours now on Thursday.

DeLilah 28:47

In addition to those programs, we've also relisted again those other activities that were specifically called out in the cares act. And so you'll also have the opportunity to Select from this list in your allowable activities drop down. So when you go into the application, if we didn't have any of these line items, you would see that there are no budget items available. Your allocation is listed there, the amount that you budgeted is zero because you haven't put any line items in, and then the funds remaining is there. So as soon as you start out, adding allowable activities, the amount budget budget it would change in your remaining funds will change. So what we're looking for is the allocation to match the budgeted amount and the funds remaining to be zero. That will tell you that you've budgeted all the funds that were available. When you click on the allowable activity, excuse me add allowable activity button you'll get to the budget request page and this is where you're going to provide us with the information on those budget line items. We've provided you the opportunity to select a location. Now to remind you that it is not a requirement underneath the suns except for non public schools to allocate funds to your individual public schools. But we do know that there are some districts that do allocate money funds directly to charter school. So we want to give you that opportunity to select from the schools that are in your district. This is not complete because we don't have all of the data uploaded, but you will get a list of all of your locations that you can choose from. In addition to the district level, your funding sources, you'll have the SS er, funding code and then you'll have the SSE, our non public schools set aside, there will be two additional funding options to choose from it will be the SFC or non public school administration set aside and the SFC or non public school family engagement set aside or excuse me, parental activity set aside so those two are will be in the options of the downloads as well. The alto activities we pre populated with those items that you've seen throughout the application. So the allowable activities under ESSA ID a McKinney Vento. In addition to Preparedness and Response activities, staff training for on sanitation, mental health supports remote learning, support and professional learning related to remote learning. So we've given you the opportunity to select from those dropdowns. In addition to the drop downs, you'll have your usual suspects your program codes, your object code, we given you a salary position as T and then we will ask you to provide us with a description of the activities. And so you'll see that these are all the same that came directly from the chart of accounts and you'll be using the same kind of options there. If you do select the salary, you'll get the options for the positions in the drop down If you do not select salary, the salary position in ft will be grayed out, you won't have the opportunity to put anything there. In your description of activity. This is where we want you to describe how the expenditures address the allowable activities for use for the item that that pop up is not right, so we'll we'll address that one. And so you'll provide us with a description of the activity. So if you're looking to do professional development, I skipped a couple of sections here, I'll go back up. If you're looking to do professional development. On remote learning, you'll provide us with a description of what that looks like we're providing professional development, to for remote learning for 15 teachers throughout the district. That this is where you're going to provide us with that information. And then you're going to provide us with the budgeted cost. Let me go back up the funding source. We've selected that the fiscal year, because you're able to use these funds for activities that occurred on or after March 13 2020. We're giving you the opportunity to tell us this specific fiscal year. And so the new fiscal year for these funds starts on July one of 2020. So activities that are going to occur from July one through June 30 of 2021, you'll use the fiscal year 2020 2021. Code. If you are looking to reimburse for activities that have occurred prior to

DeLilah 33:43

July one, but occurred on or after March 13 2020, you'll use the fiscal year 1920 drop down and that will allow us to be able to that will allow us to be able to pull Reports from the system based on how those funds were used and when they were used and what they were used for.

DeLilah 34:07

So if I put in activity,

DeLilah 34:12

and then I put in my cost,

DeLilah 34:15

and I click Add Item, the page will stay open, so you can add another budget line item. If it's going to be the exact same information, you're just changing the cost, which it shouldn't be, you can do that here. But if it is going to be for the same location, and maybe the same allowable activity, you can change anything on this screen and then just keep adding those items. Once you're done, you'll see your line item here. With all of the information that needs to be filled in, you'll have the opportunity to edit with the pencil or delete that line item. You'll see that your allocation and the budgeted amount has and the funds remaining have changed based on the amount that you've requested, and the more line items that you add. You know, it'll build out your budget. And this is what we're going to be reviewing, excuse me reviewing to determine, you know if the funds are allowable underneath the requirements underneath so.

DeLilah 35:24

So do we want I see there's a number of questions in the chat and Nazie, did you want to stop and do questions or do we want to keep going?

Nazie 35:37

I've been answering some of them, but there are two new ones.

Will there be a fiscal year 2021 2022 options since the funds may be extended through or extended through September of 2022. And both of the questions have to do with that.

DeLilah 35:58

Yeah, so the grant fund is From July one of 2020 to June 30 of 2021. You it's similar to the consolidated application where you have 27 months to use that funding. So after the first year is expired, we get a whole tidings year plus three months. So the funding, the actual funding will not change to 2021 2022 funds, they will remain 2020 2021 funds. So a lot of numbers there is realize that, but there will not be a need to add another funding year. So, districts are similar to the consolidated application you need to budget out all of your funds for this fiscal year. And if you're not able to expand all of the funds in this fiscal year, you'll have an additional carryover year in order to use funds that you weren't able to expand. That doesn't change the funding year though. But Laura says the funds is still available until 2022. You will have Until 2022, to draw down those funds, that is correct.

DeLilah 37:11

So are the only years we can actually use funds, the 1920 and 2021. So you can you It's similar to the consolidated application, where if you determine that you're not able to expend all of the funds in that first year, then you'll have an additional year to expend those funds, you'll be able to carry them over.

DeLilah 37:39

And, Sam, your question in regards we're considering holding the SRO funds until 2021 2022. Since we received cares relief this year, can we do that? I don't have an answer to that question.

DeLilah 37:52

Just keep in mind that your CRS funds must be expended by December 31. 2020 so you do not have the opportunity to use your CRF funds in the spring of 21. So you need to go ahead and budget and plan for use of escrow funds in the 2021 school year, but you will have until September 30 of 2022 to draw down those funds.

Okay, let's keep moving. So we have the next page is their budget summary. So it's just going to summarize how you've allocated your funds. So it's pulling everything from the budget over to this page. So you'll have instructional anything that you've coded to instructional program will be listed in this section. If you coded anything to Support Program that you'll have that section administration, you'll have that section. So this page builds based on how you expended your, how you allocated those funds in your budget. We've also provided the allowable activities total. So any allowable activity that has been based on how you selected your allowable activities in the budget line items, we're going to pull those and aggregate those dollar amounts here for you. So if you've got allowable, if you've, you're looking to spend fun on preferred professional learning related to remote learning. And you've got several budget line items for that we're going to aggregate all of that together, and then we're going to put it in this one section. Any indirect costs will pre populate your indirect cost rate that data is as being populated to the application now so you're seeing kind of the back end text that will disappear and then we'll calculate Your indirect cost rate and this is the calculation that will also disappear and do the calculation will appear in this last sale. And then if you want to override the indirect costs you'll be, you'll have that opportunity to either zero it out or reduce it. You can't allocate more than what's been calculated, but you can reduce it or zero it out. And then your Essilor budget totals will tell you the allocation, the amount budgeted and the funds remaining. So if there's any funds remaining, you need to go ahead and address those before you submit the application to CDE. And so you will be able to download the approval signature page from this system it will and you'll be able to get that signed. However, the processes in your organization if you do electronic signatures, we will accept an electronic signature. If you are using a similar system similar to what We're doing here where there's email approvals being provided, then you will just need to take that email approval in the approval signature page, PDF those into one document and then upload them here on this page by choosing the file and then uploading it. Once the application is ready to submit, you will have a submit a submit button here on this page. And so it's just giving you some reminders here to make sure you fill out all your contact information, all the assurances and any questions have been answered, and you've uploaded your approval and signature supporting documents.

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