

Coronavirus Relief Fund Approved Independent Schools Grant Application

Overview

On June 30, 2020, H. 961 (Act 120), was passed by the General Assembly and signed by the Governor. It contained an appropriation to the Vermont Agency of Education (AOE) of the Coronavirus Relief Funds (CRF) allocated to Vermont by the CARES Act. Part of these CRF funds are intended to be used by Approved Independent Schools who, as of March 27, 2020 (the date of enactment of the CARES Act), had one or more students enrolled whose tuition was funded by the student's sending school district (publicly funded student), to reimburse eligible costs schools incurred or that will be incurred in FY2020 and FY2021 due to COVID-19. The maximum reimbursement to an Approved Independent School under this grant is up to \$422 for each publicly funded student who was enrolled as of March 27, 2020.

The period of performance for this grant for incurred eligible costs is from March 1, 2020, through December 30, 2020. There is a possibility that FEMA funds may be available for some of these costs. If so, schools may be required to apply for FEMA assistance along with their application for CRF funds. AOE will make schools aware of this requirement as soon as we have a final decision from the Agency of Administration. Approved Independent Schools should consult US Treasury guidance on [use of funds](#) and [eligible costs](#) as they are completing their CRF grant applications.

Approved Independent Schools should submit this grant application detailing incurred and anticipated eligible costs for March 1 - December 30, 2020, with the understanding that the total will likely change. AOE will use these applications to create grant agreements to reimburse for these costs. Once the grant agreement has been executed, schools will be asked to submit documentation of the costs to initiate reimbursement payments. Please see the list below of allowable costs for reimbursement from these funds.

Allowable Costs

Allowable costs are for purposes of responding to the COVID-19 emergency for the period from March 1 to December 30, 2020. Please note that the following is **not** an exhaustive list. Please contact aoe.crfapplication@vermont.gov if you have questions about whether an incurred cost is allowable.

1. PPE (Personal Protection Equipment) - masks, gloves, etc.
2. Supplies and technology for health screening - thermometers, pulse oximeters, etc.
3. Cleaning and sanitizing supplies
4. Signage for social distancing
5. Staffing costs beyond contract - e.g., not budgeted, extra days, overtime, extra duty, etc.
6. Staff salaries when completing work that is substantially different and COVID-19-related – e.g., staffing costs for time associated with developing remote learning capabilities
7. Salary and benefits for hourly staff who were paid despite not working (unscheduled time)
8. Administrative time related to COVID-19 response (note: for schools with approved indirect cost rates, these admin rates may not be included in your indirect cost pool.

9. Cost of staff accessing Covid-19 Emergency Paid Sick Leave (EPSL)
10. Salaries and benefits of IT personnel supporting remote learning and school nurses doing COVID-19-related work. [**Please note:** as of July 1, schools will need to clearly justify this time as COVID-19-related and outside the scope of what has become regular work.]
11. Costs associated with providing childcare for essential workers from March 1-June 30, 2020.
12. Costs associated with providing childcare for teachers/staff/administrators who are unable to access childcare due to COVID-19 so that those these employees can continue to provide educational services to students. [Please note: Costs must be incurred directly by the schools through either a contracted service or direct service delivery. Eligible costs for childcare for CRF do not include direct payments to teachers/staff/administrators. Schools should also be aware that if they also plan to apply for the CRF Child Care grant, they will need to ensure that multiple funding sources are not used to pay for the same eligible cost. There can be no duplication of benefit across federal funding sources.]
13. IT equipment: student devices, staff devices, mobile hotspots
14. Cost to expand bandwidth
15. Summer professional development for school reopening
16. Planning costs for school reopening
17. Software to support online learning
18. Copies and supplies if COVID-19-related

Unallowable Cost

1. Food costs
2. Personnel or expenses funded by other federal revenues or specific state funds (e.g., Federal Title grants, special education, etc.) are not eligible for reimbursement with CRF funds

Program Requirements

These funds must be used by an Approved Independent School for COVID-related expenses incurred between March 1 and December 30, 2020. **Please note that costs incurred differs from obligation:** in order for a cost to be considered incurred the goods must be received or the services provided by December 30, 2020.

Timeline

March 1, 2020—Period of Performance Begins.

August 24, 2020—Application Opens

September 2, 2020—Applications Due

December 30, 2020—Close of the Period of Performance

February 29, 2020—Final AOE 3.0 due to AOE

Documentation and Procurement

As always, Approved Independent Schools are required to follow their own internal procurement and contracting procedures for any purchases made. Schools may have used micro-purchases or emergency purchase procedures for some purchases as a result of the COVID-19 public health emergency. That is acceptable, as long as these purchases followed the school's internal procurement procedures. The AOE may test procurements using these funds under future Federal Fiscal Monitoring Reviews.

Payment Provisions

Reimbursement requests must be submitted using an AOE 3.0, detailed accounting records and a narrative describing allowable costs. AOE will be providing this template. All requests for reimbursement must be received by February 29, 2020.

Reporting Requirements

Subrecipients should be aware that specific requirements around reporting are still forthcoming from US Treasury and that subrecipients will be required to comply with any reporting requests and deadlines that result from additional federal requirements. In addition, AOE would like subrecipients to be aware that they may be subject to strict reporting deadlines, particularly around the end of the performance period, to meet federal reporting requirements. AOE will communicate any additional information as it is received.

Application Process

Application and budget spreadsheet shall be delivered via e-mail by the close of business (4:30 pm) on September 2, 2020 to aoe.crfapplication@vermont.gov. The subject line should indicate the name of the Approved Independent School as well as "CRF- Approved Independent School Grant Program Application."

Components of the application:

- Narrative Response Question
- Assurances
- Budget worksheet (please complete the budget worksheet separately and submit with application)
- W-9 (submit as an attachment with application)

AOE staff will review applications to ensure allowable use of the funds in the narrative and budget sections. This is a reimbursement grant application.

Application

Applicant Entity Legal Name: _____

Applicant DBA Name if different than legal: _____

Applicant Tax Classification: ___ Public ___ Private ___ Non-Profit

Applicant ID (DUNS #): _____

Applicant Address Line 1: _____

Applicant Address Line 2: _____

Applicant Address City: _____

Applicant Address State: _____

Applicant Address Zip Code: _____

Business Official First Name: _____

Business Official Last Name: _____

Business Official Contact Email: _____

Business Official Phone Number: _____

Head of School First Name: _____

Head of School Last Name: _____

Head of School Email: _____

Head of School Phone Number: _____

Receiving Other CRF Funding: _____ Yes _____ No

Other CRF Funding Detail: _____ CRF Summer Food Service Program _____ CRF Indoor Air Quality grant
_____ CRF Remote Learning & School-age Care Other Other detail _____

The Subrecipient Federal ID Number is _____

Dates of Subrecipient fiscal year (mm/dd-mm/dd) _____

Narrative

Describe how these funds were used to address, or will address, COVID-19-related needs between March 1 and December 30, 2020. Your response should address how the funding need is COVID-19-related, and how the COVID-19 crisis has affected school operations. Please keep your response brief – the narrative does not need to include every single supply or item that will be covered by the funds but should include the general activities that are being funded.

Submit your response here:

Assurances

1. I have the authority to submit this application for the entity named above. _____ Yes
2. I agree to have my information shared within state government and the state's contracted entities to process this grant and manage grant programs. _____ Yes
3. Expenses covered by the funds received under this grant application/award have not been and will not be recovered using any other source of Federal funds. _____ Yes
4. I understand that the State of Vermont will rely on this certification as a material representation in making this grant award. _____ Yes
5. I have on file the documentation for these expenses and can produce them if asked. _____ Yes
6. In the event the State of Vermont identifies FEMA as an appropriate funding source for certain LEA COVID-19-related costs, the applicant agrees to apply for FEMA assistance for all costs identified as FEMA eligible. In this case, costs that are FEMA eligible will not be eligible for CRF reimbursement. _____ Yes
7. I agree to follow the requirements of Agency of Administration [Bulletin 5 Attachment C](#). _____ Yes
8. As required by federal law, the proposed uses of the funds provided will be used only to cover those costs that:
 - a. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19). _____ Yes
 - b. were not accounted for in the state budget most recently approved as of March 27, 2020. _____ Yes
 - c. were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020. _____ Yes
9. I attest that the above named applicant is an Approved Independent Schools who, as of March 27, 2020, had one or more students enrolled whose tuition was funded by the student's sending school district (publicly funded student) _____ Yes
10. 10. To the best of my knowledge, all information provided is true and correct _____ Yes

Total Budget Requested

Enter the total amount from the budget spreadsheet:

Directions for Application Submission

Download and save the PDF form to your computer or network drive and then open it with Adobe Reader and fill it. You can either type information directly into each field, or copy and paste text. The font is preselected and cannot be changed. You can only type regular text (upper and lower cases); the system will not accept underlined text, bold or italics, script or formulas, curved or slanted apostrophes, double quotation marks or long dashes.

You can save your data and re-open the file later to modify or enter additional information.

Use the latest version of Adobe Reader

To open and complete the PDF application forms, you will need Adobe Reader (the latest version is recommended). If you do not have it installed on your computer, you may download the latest version free of charge from <http://get.adobe.com/reader/otherversions>.

Mac users: don't use Preview; open the document in Adobe.

For Macintosh system users: DO NOT use the Preview program to fill in the PDF form. Adobe Reader is the only program that will allow you to work with the form properly, and allow us to read the results once back on a Windows machine. If you do not already have Adobe Reader, please use the link above to install it to your machine.

Chrome users: don't use Chrome PDF Viewer; open the document in Adobe.

For Chrome browser users: DO NOT use the Chrome PDF viewer program to fill in the PDF form. Adobe Reader is the only program that will allow you to work with the form properly. If you do not already have Adobe Reader, please use the link above to install it to your machine. Please use the instructions below to disable Chrome PDF viewer in your browser.

Completed Applications and Budget Worksheets should be submitted no later than 4:40 pm, September 2, 2020 to aoe.crfapplication@vermont.gov.