VENANGO TECHNOLOGY CENTER

Plan for the use of ARP ESSER Funds

October 2021

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The following contains information for the preparation, submission and record keeping requirements associated with the ARP ESSER funds received by Venango Technology Center (VTC).

VTC Staff:

Mario S. Fontanazza, Jr., Administrative Director

- ARP ESSER Coordinator
- Prepares and submits the grant application through the eGrants system
- Submits the yearly performance report in the eGrants system

Patrick M. Adams, Business Manager

- Prepares the budget
- Submits budget information in eGrants system
- Submits quarterly cash reconciliations
- Submits budget revisions (when necessary)
- Submits final fiscal report in eGrants

PDE ARP ESSER Contacts

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Data Analysis, Assessment and Contracts
Bureau of Career & Technical Education
Pa. Department of Education
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Harrisburg, PA 17126
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Yearly Timeline (This is a 3 Year Grant)

Prior to June 15	Submit grant application and budget in eGrants system
October	1st Qtrly Cash Reconciliation Due
November - December	ARP ESSER Local Committee Meeting
January – March	Submit revisions in eGrants
January	2nd Qtrly Cash Reconciliation Due
April	Spring ARP ESSER Workshop
April – May	ARP ESSER Local Committee Meeting
April	3rd Qtrly Cash Reconciliation Due
June	Prepare and submit performance report in eGrants system
July	4th Qtrly Cash Reconciliation Due
Upon completion of the grant	Final Expenditure Report Due

All grant applications, including ARP ESSER, are submitted to the Department of Education through the online eGrants system. The school's administrator will need to provide access to the eGrants system once an account has been established on the PDE web site: www.egrants.pa.gov/AuthenticationServices/Login.aspx

This portal is where the application, performance report, budget, budget revision and final expenditure report is created and submitted.

To begin the process, either the Director or Business Manager, creates an application in the eGrants system:
- Log in to eGrants
- Select CTE
- Select the correct school year (in upper right corner)
- Click on "Grants Management"
- Select "Grants Profile"
- Select the ARP ESSER CTC 2.5% Set Aside (click on the pencil icon)
- Select Create Grant Application

Grant Application

Each section of the grant application must be completed before it can be submitted for review. The application typically is to be input and submitted no later than December 31st of each school year to ensure a July 1st start date for the upcoming school year. This is important because the school cannot commit any funds before the start date of the grant each year. Since benefits, for example, are paid from ARP ESSER, not having a July 1st start date could jeopardize the ability to charge expenditures. Each section of the grant must be marked "complete" within eGrants.

Stakeholders Meeting

Postsecondary Administrator	LANCE HUMMER	DIRECTOR/ KEYSTONE COMMUNITY EDUCATION COUNCIL	814-227-4427
Workforce Board Rep	JANET ANDERSON	DIRECTOR/ WORKFORCE DEVELOPMENT BOARD	814-333-1286
Homeless Youth Rep	CINDY WOLOSZYN	HR FACILITIES DIRECTOR/ COMMUNITY SERVICES OF VENANGO COUNTY	814-678-7766
Secondary Principals/Administrator	KEVIN BRIGGS	SUPERINTENDENT/ VALLEY GROVE SCHOOL DISTRICT	814-432-4919
Secondary Principals/Administrator	SCOTT STAHL	PRINCIPAL/ OIL CITY SCHOOL DISTRICT	814-676-2771
Parent	SCOTT STAHL	PARENT/ OIL CITY SCHOOL DISTRICT	814-676-2771
Counselor	AMY SERBATI	COUNSELOR/ OIL CITY SCHOOL DISTRICT	814-676-5702
Secondary Principals/Administrator	MARIO FONTANAZZA	DIRECTOR/ VENANGO TECHNOLOGY CENTER	814-677-3097
Secondary Principals/Administrator	PATRICK ADAMS	BUSINESS MANAGER/ VENANGO TECHNOLOGY CENTER	814-677-3097
Counselor	SARAH CAMPBELL	COUNSELOR/ VENANGO TECHNOLOGY CENTER	814-677-3097
Special Populations Rep	JENA SEIDLE	SPECIAL POPULATIONS COORDINATOR/ VENANGO TECHNOLOGY CENTER	814-677-3097
Cooperative Education Coordinator	ROBERT MOORE	COOPERATIVE EDUCATION COORDINATOR	814-677-3097

Others	MELISSA SHARP	ADULT EDUCATION COORDINATOR/ VENANGO TECHNOLOGY CENTER	814-677-3097
Practical Nursing Coordinator	CINDY CORNELIUS	PRACTICAL NURSING COORDINATOR VENANGO TECHNOLOGY CENTER	814-677-3097
Adult Education/Apprenticeship Coordinator	CAROL MILLER	ADULT EDUCATION/APPRENTICESHIP COORDIANTOR	814-677-3097
Secondary Teacher	PETER LINDEY	NATURAL RESOURCES INSTRUCTOR/ VENANGO TECHNOLOGY CENTER	814-677-3097
Secondary Teacher	DARRIN BURT	AUTOBODY TECHNOLOGY INSTRUCTOR/ VENANGO TECHNOLOGY CENTER	814-677-3097
Support Personnel	TAMMY BOTTS	STUDENT ACCOUNTING ASSISTANT/ VENANGO TECHNOLOGY CENTER	814-677-3097
Paraprofessional	WENDI ZIEGLER	INSTRUTIONAL AIDE/ADMINISTRATIVE ASSISTANT VENANGO TECHNOLOGY CENTER	814-677-3097
Support Personnel	KELLY ERWIN	ADMINISTRATIVE ASSISTANT/ VENANGO TECHNOLOGY CENTER	814-677-3097
Support Personnel	ROBERT NURSS	TECHNOLOGY ASSISTANT	814-677-3097
Parent	JASON WOOLCOCK	PARENT/CRANBERRY SCHOOL DISTRICT	814-385-6601
Postsecondary Faculty	LANCE HUMMER	KEYSTONE COMMUNITY EDUCATION COUNCIL	814-227-4427
Out of School Youth Rep	KAYLA CHATLEY	STUDENT AT ALLEGANY COLLEGE OF MARYLAND	814-795-1110

<u>Meeting Minutes</u>

Provide the date of the last ARP ESSER Planning Meeting. VTC typically conducts one meeting per year, usually held the third week in May.

<u>ARP ESSER PRIOR APPROVAL</u>

CTC's that wish to expend ESSER funds on facilities initiatives may be permitted to:

- make facility upgrades to comply with American Disabilities Act requirements
- upgrade HVAC systems
- remediate mold, lead, and other sources of poor indoor air quality
- install mechanical ventilation and/or advanced filtration systems
- replace windows to allow for improved intake of fresh air
- replace plumbing to ensure safe drinking water—among other upgrades that improve the health and safety of school buildings.

All **capital expenditures** supported with federal funds must be pre-approved by PDE. Capital expenditures means expenditures to acquire capital assets (i.e., land, facilities, or equipment over $5,000 per unit) or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life.

Construction means (A) the preparation of drawings and specifications for school facilities; (B) erecting, building, acquiring, altering, remodeling, repairing, or extending school facilities; (C) inspecting and supervising the construction of school facilities; and (D) debt service for such activities (ESEA section 7013(3), 20 U.S.C. § 7713(3)).

Directions: School Entities seeking prior approval for Construction/Renovation or Other Capital Expenditures must:

Complete the form for each contractor/project that will be supported with ARP ESSER funds. If using multiple vendors for one project, i.e., classroom expansion, enter total cost per vendor to equal the total budgeted cost of the "classroom expansion" project. Completed forms must be uploaded to this section. Prior to uploading forms, they must be signed off by your School Entity's Superintendent/CEO/Executive Director.

<u>CTCs HEALTH AND SAFETY PLAN AND URL</u>

https://www.vtc1.org/Page/1 The Health and Safety Plan can be found on the right side of the homepage under announcements at the bottom.

<u>BUDGET</u>

The Business Manager prepares the draft budget in the process of creating the school's general operating budget each year. That draft is revised once the allocations have been distributed. The applicable sections of each of the budget areas are completed based upon the budget.

- Make facility upgrades to permit more consistent air flow in problem zones of the building.
- Upgrade HVAC systems #5 & #8.
- Install mechanical ventilation and/or advanced filtration systems along with replacing all existing exhaust fans.
- Install 50 cameras with heat and facial recognition technology to allow for better assistance in identifying contract tracing and identifying areas where large crowds are gathering to alert staff and help disburse large groups.
- Pay for an additional custodian to allow for a more regular and thorough deep clean of all the buildings facilities. Salaries – Salaries/Wages for this custodian and Benefits – FICA and retirement data for the above wages as well as additional benefits (medical, dental, vision)
- Indirect Cost is not used by VTC

View the budget summary to make certain all areas are appropriate and amount budgeted equals the allocation

Budget Comparison is usually used when completing a budget revision and it shows the differences between the two.

When all sections are completed, the application is ready for submission for review. After the "submit" button is hit, the application is available for the PDE contact to give a preliminary review. It may be returned if additional information is needed in any section. If this occurs, the area will need to be marked complete again and resubmitted. Once it has cleared the preliminary review, the Director will need to "sign" the application within eGrants.

Once submitted and signed, the application proceeds through the following steps at PDE:

- Data Entry – LEA is entering information
- Sign and Submit – Submitted to PDE
- Peer Review – Peer review
- Returned for Corrections – Corrections Needed
- Sign and Resubmitted
- Received for BCTE Review – Program Area is Reviewed
- BBFM Final Review -- Fiscal Review (Grant has Substantial Approval)
- BCTE Final Review – Final Check of Budget Information
- BCTE Chief Review – BCTE Management Sign off
- OCC Legal Review – Legal Received Grant
- OCC Legal Review Complete
- Comptroller Received for Review
- Pending Comptroller Approval
- BCTE Review Complete – Final Approval

After final approval, sign into eGrants, enter the ARP ESSER grant and under reporting, the final contract can be printed and placed in the yearly ARP ESSER binder in the business office.

MANAGING BUDGET DURING THE YEAR

Copies of all expenditures are kept in the yearly ARP ESSER binder in the business office.

Personnel:
- Job Descriptions for paraprofessionals and academic facilitator are signed each program year
- Copies are kept in the business office binder.
- Time Sheets for positions are kept in binder. At end of year, these time sheets are reconciled with a print out from CSIU of time for positions for the year.
- Activity Logs are kept for personnel funded through ARP ESSER to document their duties with students. Currently, our student software, Classmate has a module that they utilize to document this activity.

Benefits:
- Benefits associated with above positions

Other Expenditures:
- Copies of purchase details for all other expenditures are in binder.

Equipment

Equipment purchases are usually budgeted through a budget revision process. Prior to submitting the budget revision in eGrants, if equipment is going to be requested, verify that the equipment purchase was discussed at the Occupational Advisor Meeting Minutes and that the shop is equipped to handle the new equipment.

After equipment is purchased, in addition to keeping copies in the binder, equipment information needs to be included in the equipment listing to comply with EGDAR and a purchase equipment tag needs to be placed on the equipment.

Budget revisions which are similar to inputting the original budget are usually due in the eGrants system prior to the end of March each year.

BUDGET REVISION

A budget revision is necessary when there is a +- variance of 10% within a line item. The eGrants system opens up in January of each year (an email is sent out to notify you of the exact dates) and closes in late March to allow for any adjustments necessary within the budget.

Business Manager review current expenditures and works with the Director to estimate expenditures for remainder of year.

If variances exist that make it necessary to request a budget revision, the same steps that are outlined above for the budget preparation are performed within a budget revision to request changes.

QUARTERLY REPORTING

Each quarter, in the FAI System (Financial Accounting Information) (through PDE portal), the Business Manager completes a summary of year to date expenditures and revenue. This report is directly linked to the subsidy payments that are distributed through PDE to the LEA.

- Log into the PDE Portal
- Select FAI (must have school administrator grant permission
- Select project status
  Input cash disbursed to date
- Input estimated cash needs (provide explanation if necessary)
- Complete sign off
- Print confirmation

PARTICIPATORY MEETINGS

The CTC has a planning committee that has representatives from VTC, post-secondary institutions, industry, WIB, parents, students and community organizations to assist in creating the action plan and activities using ARP ESSER funding.

Each year there are typically two meetings held with this group to discuss and gather input on the best way to assist our students.

In the meeting minutes, there needs to be documented discussions on the following items. Copies of the minutes need to be used in the performance report and for auditing purposes as well as the following year's application.

- Performance Indicators, local negotiated data and supporting information in discussion of methods to achieve the goals
- Required use of funds for the ARP ESSER grants and the associated activities and goals
- Discussion on changes or modifications to current year to better meet the performance indicators and needs of the students
- Discussion of how curriculum integrates PA Academic Standards
- Discussion of how programs align with state approved program of study

Expenditures

1. Are expenditures allowable in the grant? Compare actual expenditures with the approved plan. Enter yes that the expenditures are approvable.
2. Ascertain that no expenditures were made prior to the effective date of the contract. It is typically July 1st of each year, as long as substantial approval has been granted. Refer to the section of program application.
3. Inventory and Use of funds - Are expenses being used to achieve performance objectives.? Acknowledge that the inventory system is in compliance with EDGAR guidelines for equipment purchases.
4. Personnel - Review personnel charged to ARP ESSER to determine that job description and time logs are properly maintained for duties. Job Descriptions are maintained in Business Office binder for audit purposes.
5. Has program benefitted from expenditures? Provide a brief explanation of the improvements that have occurred because of the activities provided through ARP ESSER funding.

Risk Assessment

New assessments are being used to determine if additional audit procedures need to be performed for the school.

Identify if any of these positions are new within the last three years:

- Director
- Business Manager
- ARP ESSER Coordinator

Identify if there have been any corrective actions identified for ARP ESSER. If yes, provide documentation of corrective actions taken regarding the audit citations.

Identify if there have been any Single Audit findings.

Has the school received a sanction letter within the last three years?

This is a letter from PDE informing the school that they are not meeting negotiated indicators.

If a letter was received, the sanction disclosed and steps taken to remedy the situation.

Submission

After all data has been input into the performance report, it is submitted via the eGrants system by selecting save. Make sure all sections have "mark section complete." When all sections have been completed, the report can be submitted at the bottom of the page. Signature page will need to be completed within the eGrants system.

The ARP ESSER Contact will review the information submitted and return for any corrections.

FINAL EXPENDITURES

The final expenditure report for the prior year is due in the eGrants system.

Sign into the eGrants system and select the appropriate year. Select Grant Applications and find the final expenditure report and create the application, similar to creating the original application and the performance report.

There are sections for each area of the budget (refer to budget section in original application).

Go into each budget area and provide actual expenditures for each area for the year.

Detailed Equipment information will need to be provided in the equipment section of the report.

Mark each section complete as finished.

After all information has been entered, review the information and the comparison of budget to actual to determine that expenditures are within the 10% variance.

Submit via the eGrants system.