

PARKS, RECREATION & FORESTRY

1900 AVIATION DRIVE
WAUKESHA, WISCONSIN 53188-2471
TELEPHONE 262/524-3737 FAX 262/524-3713

Ron Grall, Director
rgrall@ci.waukesha.wi.us

MEMORANDUM

DATE: August 14, 2014

TO: Rich Abbott, Finance Director
Bonnie Ehrendreich, Finance Department

FROM: Pat Grulke, Recreation Services Manager

RE: 21st Century Community Learning Center Grant
2014 – 2015 Hawthorne Elementary School

The Waukesha Parks, Recreation & Forestry Department has received the Notification of Grant Award from the Department of Public Instruction (DPI) for \$100,000. This is the second year of a five year grant cycle for the 21st Century Community Learning Center (CLC) Grant. The grant dollars will be utilized to continue the expansion of the Before/Afterschool Programs at Hawthorne Elementary School for the 2014 – 2015 school year.

We are in need of a budget amendment of \$50,000 to facilitate these grant dollars in the 2014 budget. The Hawthorne CLC is budgeted in #5991. Below is the specific accounts needed.

- 1) Revenue Account:
CLC Grant: \$50,000

- 2) Expenditure Accounts:
51250 – Temp Wages - \$41,605
51510 – Social Security - \$603
53950 – Recreation Program Expenses - \$7,792
Total Expenditures: \$50,000

All claims will be made by WPRF staff on a semi-annual basis to DPI. Final claims will be made by September 30, 2015, for all expenditures incurred between July 1, 2014 and June 30, 2015. Attached, please find the DPI Grant Award letter.

Please let me know if you have any additional questions regarding this request, I'm available at ext. 3716. Thank you for your time and assistance.

cc. Ed Henschel, City Administrator
Ron Grall, Director
Kristin Serpe, Recreation Programmer
Mary Berg, Recreation Supervisor



August 5, 2014

Mary Berg
Recreation Supervisor
Waukesha Parks, Recreation and Forestry Department
1900 Aviation Drive
Waukesha, WI 53188

RE: 21st Century Community Learning Center Grant Award #14-67-WPRFD-CLC2

Dear Ms. Berg:

Enclosed please find a grant award for your 2014-15 21st Century Community Learning Center (CLC) project. Separate awards are issued for each grant year of projects to distinguish their year in the time-limited funding cycles. Terms and conditions of funding are noted on the grant award.

Expenditures must be made in accordance with the approved budgets. Any variance in approved program budget and activity plans should be submitted to this department prior to implementation of the revised plan. Proposed revisions may be made by completing a CLC budget change request form located under "CLC Resources and Forms" at http://ssp.wi.gov/sspw_clc. The form contains columns to be used for budget revisions next to the original budget figures. Please be sure to provide your rationale for the budget change on the first page. Additional pages for narrative of the rationale may be added as necessary. If this is a renewal project in years two through five of a cycle, you will be notified after October 1, 2014, of any remaining funds that may be carried over from your 2013-14 grant award. There is no carry-over after the fifth year of the award for any cycle.

Claims for expenditures must be made using the Department of Public Instruction form PI-1086 located at <http://dpi.wi.gov/files/forms/xls/fl1086.xls>. Claims should be e-mailed at least quarterly to Eric Busse, accountant, eric.busse@dpi.wi.gov, telephone 608-267-9199. Final claims must be made by September 30, 2015, for all expenditures incurred between July 1, 2014, and June 30, 2015. There is no guarantee that unexpended funds may be "rolled over" and be made available in the next fiscal year. If it is determined there are carry-over funds for your district or organization, you will be notified and may then capture these funds by completing a budget change request as described above.

Please note: All grantees are expected to send representation to our annual CLC conference which will be held this year on October 7 and 8 at the Paper Valley Hotel in Appleton, WI. Conference information and registration can be found at: http://ssp.wi.gov/sspw_dpiclctrng.

If you have questions or concerns, or if you wish to make any changes regarding your project,

please contact Gary Sumnicht at 608-267-5078 or gary.sumnicht@dpi.wi.gov, or Alison Wineberg at 608-267-5037 or alison.wineberg@dpi.wi.gov.

Wisconsin is proud to continue its leadership role in the provision of extended learning opportunities through the CLC program. Your efforts are an important part of that leadership.

Sincerely,

A handwritten signature in black ink that reads "Doug White". The signature is written in a cursive style with a large, looped "D" and "W".

Doug White
Director
Student Services/Prevention and Wellness Team

DW:afw

Enclosure

NOTIFICATION OF GRANT AWARD

PI-1136 (Rev. 04-12)

Recipient Waukesha Parks, Recreation and Forestry Department 1900 Aviation Drive Waukesha, WI 53188	Grant Number 14-67-WPRFD-CLC2												
DUNS Number* 073850166	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="4">Grant Award Amount</th> </tr> <tr> <td style="width: 25%;">Original Grant</td> <td style="width: 25%;">1st Amendment</td> <td style="width: 25%;">2nd Amendment</td> <td style="width: 25%;">Total Grant</td> </tr> <tr> <td style="text-align: center;">\$100,000</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">\$100,000</td> </tr> </table>	Grant Award Amount				Original Grant	1 st Amendment	2 nd Amendment	Total Grant	\$100,000	-	-	\$100,000
Grant Award Amount													
Original Grant	1 st Amendment	2 nd Amendment	Total Grant										
\$100,000	-	-	\$100,000										
Project Title 2014-15 21 st Century Community Learning Center (CLC) Grant – Year 2	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">Grant Period</th> </tr> <tr> <td style="width: 50%;">Beginning Date</td> <td style="width: 50%;">Ending Date</td> </tr> <tr> <td style="text-align: center;">July 1, 2014</td> <td style="text-align: center;">June 30, 2015</td> </tr> </table>	Grant Period		Beginning Date	Ending Date	July 1, 2014	June 30, 2015						
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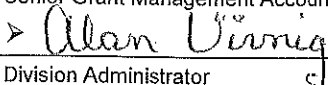
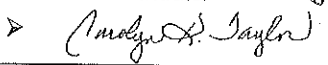
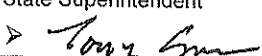
Terms and Conditions of Award

1. The recipient agrees to implement the plan as proposed in the project application.
2. The grant shall be administered in accordance with the 2014-15 grant guidelines.
3. The recipient shall perform the work and services described in the grant proposal, including any amendments submitted to meet program requirements.
4. The recipient agrees to facilitate the completion of the end-of-year report for fiscal year 2014.
5. The recipient shall submit an amended budget or program plan if the grant amount is changed or grant activities are altered.
6. Expenditures are limited to the amount of the award. Final reimbursement claim is due September 30, 2015.
7. All federal funds require Time and Effort Reporting for personnel – salaries and fringes.
8. The recipient agrees to provide programming services for at least 10 hours per week and for at least 115 days during the school year.
9. For budget and program questions contact Gary Sumnicht, 608-267-5078, gary.sumnicht@dpi.wi.gov, or call (608) 266-8960 to be directed to assistance.
10. For claim and other financial questions contact Eric Busse, 608-267-9199, eric.busse@dpi.wi.gov.

NOTE: The recipient is the employer of staff funded under this project for purposes of unemployment compensation.

Grant Authority "No Child Left Behind" – Act of 2001- Title IV(B)	Source Code 730	Project Code 367	State ID or Federal CFDA No. 84.287
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APPROVED

Senior Grant Management Accountant, School Management Services Team > 	Date Signed 8-4-14
Division Administrator > 	Date Signed 7/25/14
State Superintendent > 	Date Signed 7/25/14

*Required for federal grants: Data Universal Numbering System (DUNS).