

August 18, 2015

Kristin Serpe  
Recreation Programmer  
Waukesha Parks, Recreation and Forestry Department  
1900 Aviation Drive  
Waukesha, WI 53188

RE: 21<sup>st</sup> Century Community Learning Center Grant Award

Dear Ms. Serpe:

Enclosed please find the notification(s) of federal grant subaward for the 2015-16 21<sup>st</sup> Century Community Learning Center (CLC) project. Separate awards are issued by project year to distinguish where individual projects are in the time-limited funding cycles. Please note that as a result of changes to the Education Department General Administrative Regulations (EDGAR) and Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR §200), the notification has more information than was previously included. Up-to-date requirements, terms, and conditions that apply to this grant are noted on the grant award on pages three and four.

Expenditures must be made in accordance with the approved budgets. This requirement has not changed from previous years. **Any variance in approved program budget and activity plans should be submitted to this department prior to implementation of the revised plan and no later than May 30, 2016.** Proposed revisions may be made by completing a CLC budget change request form located at [dpi.wi.gov/files/forms/doc/f9550-iv-b-renbudget.doc](http://dpi.wi.gov/files/forms/doc/f9550-iv-b-renbudget.doc). 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 rationale may be added as necessary. If your district or organization is receiving non-competitive renewal funds (years 2-5, 7-10, or 12-15), DPI will send notification of any remaining funds that may be carried over from the 2014-15 grant awards after October 1, 2015. There is no carry-over after the final year of the award (year 5, 10, or 15) for any cycle.

Claims for expenditures must be made using the Department of Public Instruction form PI-1086 located at [dpi.wi.gov/files/forms/xls/f1086.xls](http://dpi.wi.gov/files/forms/xls/f1086.xls). **Claims should be e-mailed at least quarterly to Eric Busse at [eric.busse@dpi.wi.gov](mailto:eric.busse@dpi.wi.gov). Final claims for all expenditures incurred between July 1, 2015, and June 30, 2016, must be made by September 30, 2016.** 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.

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Please note that all grant recipients are expected to send representation to our 14<sup>th</sup> annual Wisconsin CLC conference to be held this year on September 22<sup>nd</sup> and 23<sup>rd</sup> at the Kalahari Resort Hotel in Wisconsin Dells. Online registration and more details are available at [www.regonline.com/wiCLC14](http://www.regonline.com/wiCLC14).

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.

If you have questions related to your grant, please contact:

- Gary Sumnicht, [gary.sumnicht@dpi.wi.gov](mailto:gary.sumnicht@dpi.wi.gov), 608-267-5078
- Alison Wineberg, [alison.wineberg@dpi.wi.gov](mailto:alison.wineberg@dpi.wi.gov), 608-267-3751
- Tanya Morin, [tanya.morin@dpi.wi.gov](mailto:tanya.morin@dpi.wi.gov), 608-267-9393

Sincerely,



Doug White  
Director  
Student Services/Prevention and Wellness Team

DW:bmf

Enclosure

c: Kristin Serpe, Mary Garcia-Velez, Joseph Russell