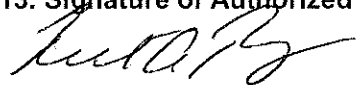
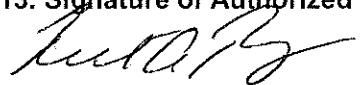


1. Recipient Name and Address Downingtown Area School District 540 Trestle Place Downingtown, Pennsylvania 19335-2643		2. PCCD Subgrant Award Number 2020-ES-01-35314	
4. Project Title "Purchase Educational Technology"		3. Total Award Amount: \$406,585.00	
6. Special Conditions This grant is approved subject to such conditions or limitations as set forth below: 1. This award will become effective when an appropriate officer of your organization accepts it by signing and emailing a copy to the fiscal contact listed below. 2. This subgrant is offered on the condition that you comply in administering your program with: a. All of the representations contained in your application, as amended b. The most recent version of PCCD's standard subgrant conditions (December 2020) c. PCCD's Applicant's Manual d. For federally funded awards, all applicable federal grant guidelines including, but not limited to, 2 CFR 200, the Office of Justice Programs' Financial Guide and the special conditions listed on PCCD's federal award(s) applicable to this subaward. PCCD's federal awards can be found at http://www.pccd.pa.gov/Funding/Pages/PCCD-Federal-Awards.aspx		7. Funding Details <u>Fund Source #1</u> 2020 ES Award Amount: \$406,585.00 2020 ES Project Period: 3/13/2020 - 9/30/2022 2020 ES CFDA #: 84.425D 2020 ES Federal Award #: S425D200028	
8. Fiscal Contact Ms. Pamela Zody pzody@pa.gov 717-265-8465	9. Program Contact Ms. Lindsay A Busko lbusko@pa.gov 717-265-8464	11. Name and Title of Authorized Recipient Official Dr. Robert Reed Jr. Superintendent	
10. Name and Title of Approving Official Derin Myers, Director Office of Financial Management and Administration		13. Signature of Authorized Recipient Official Date  4/2/2021	
12. Signature of Approving Official Date  03/26/2021			

11. IN WITNESS WHEREOF, the Applicant has caused this subgrant application to be executed, attested, and sealed by its proper officials, pursuant to legal action authorizing the same to be done.

12/23/2020

DATE



SIGNATURE OF ATTESTING OFFICER

Business Manager

TITLE OF ATTESTING OFFICER

(SEAL)

APPROVED AS TO FORM AND LEGALITY:

SOLICITOR

APPROVED:

CONTROLLER

Downingtown Area School District

NAME OF APPLICANT AGENCY

By: _____

Title: _____

By: 

Title: Superintendent

By: _____

Title: _____

NOTE: The original copy must be signed in ink.
Titles of all signatories must be inserted.

DISTRICT ATTORNEY
(VS applications only)

FOR PCCD USE ONLY

We certify that this application is approved and that a grant award has been received to pay the herein stated _____ funds.

PCCD Executive Director or designee

DATE

COMPTROLLER OPERATIONS

DATE

Approved as to form and legality:

COUNSEL TO PCCD

DATE

35-FA-1.2

OFFICE OF GENERAL COUNSEL

DATE

35-FA-1.2

DEPUTY ATTORNEY GENERAL

DATE

**PENNSYLVANIA COMMISSION ON CRIME
AND DELINQUENCY**

PCCD USE ONLY

Applicant Hereby Applies to the PCCD for Financial
Support for the Within-Described Project:

Receipt Date	Award Date	Subgrant Number(s)
10/27/2020	10/27/2020	2020-ES-01 35314

1. Type of Funds for which you are applying	Elementary and Secondary School Emergency Relief (Federal 84.425D ESSER)		
2. Applicant	Name Of Applicant: Downingtown Area School District		
	Federal I.D: 231669834		County: Chester
	Street Address Line 1: 540 Trestle Place		
	Address Line 2:		Address Line 3:
	City: Downingtown		State: PA Zip: 19335-2643
3. Recipient Agency	Downingtown Area School District		
4. Project Director	Name: Dr. Robert Reed, Jr.		Title: Superintendent Agency: Downingtown Area School District
	Street Address Line 1: 540 Trestle Place		
	Address Line 2:		Address Line 3:
	City: Downingtown		State: PA Zip: 19335-2643
	Phone: 610-269-8460 x11205	Fax:	Email: rreed@dasd.org
5. Financial Officer	Name: Mr. Dave W Matyas		Title: Business Manager Agency: Downingtown Area School District
	Street Address Line 1: 540 Trestle Place		
	Address Line 2:		Address Line 3:
	City: Downingtown		State: PA Zip: 19335-2643
	Phone: 610-269-8460 x11701	Fax:	Email: DMatyas@DASD.Org
6. Contact	Name: Dr. Robert Reed, Jr.		Title: Superintendent Agency: Downingtown Area School District
	Street Address Line 1: 540 Trestle Place		
	Address Line 2:		Address Line 3:
	City: Downingtown		State: PA Zip: 19335-2643
	Phone: 610-269-8460 x11205	Fax:	Email: rreed@dasd.org
7. Brief Summary of Project	Short Title (May not exceed 50 characters) Purchase Educational Technology		
(Do Not Exceed Space Provided) Grant money will be used to purchase educational technology.			

8. Subgrant Budget TOTAL BUDGET BY CATEGORY

BUDGET CATEGORY	AMOUNT
PERSONNEL	0.00
EMPLOYEE BENEFITS	0.00
TRAVEL (INCLUDING TRAINING)	0.00
EQUIPMENT	0.00
SUPPLIES & OPERATING EXPENSES	406,585.00
CONSULTANTS	0.00
CONSTRUCTION	0.00
OTHER	0.00
TOTAL	406,585.00

9. TOTAL BUDGET BY FUND SOURCE

FUND SOURCE	AMOUNT	PERCENT
FEDERAL	406,585.00	100%
STATE	0.00	
PROJECT INCOME	0.00	
INTEREST	0.00	
STATE MATCH	0.00	
CASH MATCH (NEW APPROP.)	0.00	
IN-KIND MATCH	0.00	
PROJECT INCOME MATCH	0.00	
TOTAL	406,585.00	100%

10. Project Start Date: 3/13/2020

Project End Date: 9/30/2022

11. IN WITNESS WHEREOF, the Applicant has caused this subgrant application to be executed, attested, and ensealed by its proper officials, pursuant to legal action authorizing the same to be done.

DATE

SIGNATURE OF ATTESTING OFFICER

TITLE OF ATTESTING OFFICER

(SEAL)

APPROVED AS TO FORM AND LEGALITY:

SOLICITOR

APPROVED:

CONTROLLER

Downingtown Area School District
NAME OF APPLICANT AGENCY

By: _____

Title: _____

By: _____

Title: _____

By: _____

Title: _____

DISTRICT ATTORNEY
(VS applications only)

FOR PCCD USE ONLY

We certify that this application is approved and that a grant award has been received to pay the herein stated _____ funds.

PCCD Executive Director or designee

COMPTROLLER OPERATIONS

DATE

DATE

Approved as to form and legality:

COUNSEL TO PCCD

35-FA-1.2

OFFICE OF GENERAL COUNSEL

35-FA-1.2

DEPUTY ATTORNEY GENERAL

DATE

DATE

DATE

12. BUDGET DETAILS**A. AGENCY BUDGETS**

BY RECIPIENT AGENCY	YEAR 1	YEAR 2	TOTAL
Downingtown Area School District	406,585.00	0.00	406,585.00
Total:	406,585.00	0.00	406,585.00

Recipient Agency: Downingtown Area School District

BY CATEGORY	YEAR 1	YEAR 2	TOTAL
PERSONNEL	0.00	0.00	0.00
EMPLOYEE BENEFITS	0.00	0.00	0.00
TRAVEL (INCLUDING TRAINING)	0.00	0.00	0.00
EQUIPMENT	0.00	0.00	0.00
SUPPLIES & OPERATING EXPENSES	406,585.00	0.00	406,585.00
CONSULTANTS	0.00	0.00	0.00
CONSTRUCTION	0.00	0.00	0.00
OTHER	0.00	0.00	0.00
Total:	406,585.00	0.00	406,585.00

Applicant Agency: Downingtown Area School District

BY SOURCE	YEAR 1	YEAR 2	TOTAL
FEDERAL	406,585.00	0.00	406,585.00
STATE	0.00	0.00	0.00
PROJECT INCOME	0.00	0.00	0.00
INTEREST	0.00	0.00	0.00
STATE MATCH	0.00	0.00	0.00
CASH MATCH (NEW APPROP.)	0.00	0.00	0.00
IN-KIND MATCH	0.00	0.00	0.00
PROJECT INCOME MATCH	0.00	0.00	0.00
Total:	406,585.00	0.00	406,585.00

12. BUDGET DETAILS

A. AGENCY BUDGETS

Line Item Details for: Downingtown Area School District

YEAR 1

SUPPLIES & OPERATING EXPENSES

Justification: Purchase of educational technology to support remote 1:1 learning for our elementary students during the pandemic. Previously, devices have to be shared.

Purchase of PPE for St. Joseph non-public school.

				<u>COST</u>
Supply Item:	Digital Tablet			
	Unit Cost Per Item	Quantity	% Applied To Grant	
	500.43	800.00	100.00	400,344.00
Supply Item:	PPE for St. Joseph non-public school			
	Unit Cost Per Item	Quantity	% Applied To Grant	
	6,241.00	1.00	100.00	6,241.00

Supplies & Operating Expenses - Year 1 Total: 406,585.00

YEAR 1 TOTAL: 406,585.00

13. SECTIONS:

A. ESSER Procurement Standards

1. Does the grantee understand and agree to comply with the Uniform Grants Guidance -- Subpart D (Post Federal Award Requirements) methods of procurement to be followed, 2 CFR §200.320. The guidelines are copied and attached to this section in the document titled *2 CFR 200.320 Methods of Procurement*.

Yes

2. The grantee must notify PCCD in writing and receive written prior approval from PCCD prior to using award funds for any noncompetitive procurement as described in 2 CFR §200.320. Does the grantee agree to notify PCCD in writing and receive prior written approval prior to using award funds for any noncompetitive procurement as described in 2 CFR §200.320?

Yes

13. SECTIONS:

B. Program Activities (ESSER Funding)

Applicants are required to select one or more of the seven items or activities included in 24 P.S. §13-1312-B(b) that directly relate to their application. Applicants should determine which eligible program or expense best fits their project. NOTE: In the PCCD Egrants system, this list is summarized and will appear truncated for certain activities due to system text-box limitations. Please note that all of the provisions in 24 P.S. §13-1312-B(b) still apply to each category. FURTHER, “Other health and safety programs, items or services noted in subsection (7)” may also refer to programs, items or services allowed by the ESSER (i.e., see CARES Act Section 18003(d)(1) through (d)(12) as reference). School districts should refer to that list as well for eligible program activities and expenses. If an applicant selects subsection (7) as an activity area, please select the appropriate CARES Act Section 18003(d)(1) through (d)(12) activity that the school district intends to implement.

1. Please select all categories that apply to your application:

(3) Purchasing of equipment, including personal protective equipment, thermometers, infrared cameras and other necessary items.

(6) Purchasing educational technology for distance learning to ensure the continuity of education.

2. If you selected Subsection (7) as an activity area, please select from this list which eligible activities allowed by ESSER funding you are implementing:

A response to this question is optional and no answers were selected.

3. Provide a description of the items/activities supported through the budget that link directly to the activity/activities selected above.

We will be purchasing additional educational technology for our primary learners.

St. Joseph (non-public) will be purchasing PPE.

13. SECTIONS:

C. Program Description

The following series of questions are required by the ESSER funding. Please note that applicants may reuse the same responses given in their Pennsylvania Department of Education (PDE) ESSER application if the original answers remain relevant and unchanged.

1. Please explain how the District will determine its most important educational needs as a result of COVID-19.

The district continues to face challenges in meeting the needs of virtual learning during the pandemic. Students have the option to attend school on a staggered schedule, use Zoom from home all 5 days, or participate in our cyber academy. Our digital tablets for primary grades are in short supply and beginning to fail with the increased use of the device and the device being transported to and from school. In order to support remote learning, we need more devices.

2. Please explain the District's proposed timeline for providing services and assistance to students and staff in both public and nonpublic schools.

The devices will be purchased this spring and will update and replenish our current supply as well as the supply for 21-22 school year.

3. Please explain the extent to which the District intends to use ESSER funds to promote remote learning.

As explained above, these devices are needed to support the remote learning environment. Students are attended school in a staggered model, zooming from home, or are enrolled in our full-time cyber academy.

4. Please describe how the District intends to assess and address student learning gaps resulting from the disruption in educational services.

Using benchmark assessments and internal assessments, data will be analyzed to identify learning gaps for our current students. Through reteaching, a MTSS model, and summer programming, we believe we can address learning gaps.

5.

Please describe the District's proposed procedures for evaluating local COVID-19 impacts in relation to education programming and delivery.

Areas of emphasis may include:

- Documenting learning loss associated with extended school closure;
- Outlining the development of local continuity of education plans over the course of emergency response efforts; and
- Detailing supports for vulnerable student populations and families.

The district continues to monitor fiscal impacts of COVID-19 as well as learning impacts. One of the biggest challenges we face, and is face across the nation, is maintaining student engagement in their learning while the learning environments continue to change and fluctuate during COVID-19. We have developed and implemented three options for learning and continue to maintain those options. We have identified students who are not performing and maintain communication with families to created and implement strategies that would increase student performance. For example, when appropriate, changing the student's learning environment to support the needs of the student.

13. SECTIONS:**6.**

Please describe the District's core set of strategies that will be used to guide local investment of CARES funding, associated with short-range (i.e., remainder of the 2019-20 school year) and long-range (2020-21 and 2021-22 school years) time horizons.

These strategies may entail:

- The establishment, scale-up, refinement, or evaluation of remote learning;
- School-based teaching and learning responsive to conditions related to the pandemic;
- Use of one-time CARES funding to support these initiatives; and
- Use of CARES funding with other federal funding, including enhanced Title IV flexibility, to ensure strategic and sustainable use of one-time funds.

The district established and maintains an inventory management system for PPE during the pandemic. Additionally, educational technology needs have assessed and evaluated in order to determine what is needed to support learning in a staggered and remote environment. In addition, the district evaluated classroom configurations and set ups that were required to support online and remote learning. This evaluation led to the purchase of webcams with enhanced microphones for sound quality. The district will continue to evaluate and assess the needs to maintain and improve remote learning.

7. Please describe specific plans, measures, and longer-term evaluative strategies concerning student learning gaps - as well as opportunity to learn factors - stemming from COVID-19.

As described earlier, we will continue to use assessment data to create reteaching opportunities, support students in the MTSS model, and create new summer programming opportunities for student learning gaps.

13. SECTIONS:**D. Certification (ESSER)****1.**

Per Act 30, this section requires the applicant to certify in Egrants via a checkbox that the funds will be used for the stated purpose in the grant.

Per 24 P.S. §13-1312-B(b), each school district shall be eligible for a COVID-19 Disaster Emergency School Health and Safety Grant for the following purposes:

Purchasing of cleaning and sanitizing products that meet the centers for disease control and prevention or department of health criteria.

1. Purchasing of cleaning and sanitizing products that meet the centers for disease control and prevention or department of health criteria.
2. Training and professional development of staff on sanitation and minimizing the spread of infectious diseases.
3. Purchasing of equipment, including personal protective equipment, thermometers, infrared cameras and other necessary items.
4. Modification of existing areas to effectuate appropriate social distancing to ensure the health and safety of students and staff.
5. Providing mental health services and supports, including trauma-informed approaches for students impacted by the covid-19 disaster emergency.
6. Purchasing educational technology for distance learning to ensure the continuity of education.
7. Other health and safety programs, items or services necessary to address the COVID-19 disaster emergency.

NOTE: Other health and safety programs, items or services noted in subsection (7) above may also refer to programs, items or services allowed by the ESSER but not explicitly referred to in the purposes above (e.g., see [CARES Act Section 18003\(d\)\(1\) through \(d\)\(12\)](#) as reference). School districts should refer to that list as well for eligible program activities and expenses.

I certify that all funding will be used specifically for the eligible program activities and expenses listed in 24 P.S. §13-1312-B(b).

2. LEAs receiving ESSER funds will provide equitable services to students and teachers in non- public schools as required under 18005 of Division B of the CARES Act.

Yes

3. LEA will, to the greatest extent practicable, continue to compensate its employees and contractors during the period of any disruptions or closures related to COVID-19 in compliance with Section 18006 of Division B of the CARES Act. In addition, each entity that accepts funds will continue to pay employees and contractors to the greatest extent practicable based on the unique financial circumstances of the entity. CARES Act funds generally will not be used for bonuses, merit pay, or similar expenditures, unless related to disruptions or closures resulting from COVID- 19.

Yes

4. The LEA will cooperate with any examination of records with respect to such funds by making records available for inspection, production, and examination, and authorized individuals available for interview and examination, upon the request of (i) the Pennsylvania Commission on Crime and Delinquency or (ii) any other federal or state agency, commission, or department in the lawful exercise of its jurisdiction and authority.

Yes

13. SECTIONS:

5. LEA maintains inventory records, purchase orders and receipts for equipment (over \$5,000) purchased and Computing Devices and Special Purpose Equipment (\$300 - \$4,999) and will conduct a physical inventory every two years.

Yes

6. The LEA will comply with all reporting requirements, including those in Section 15011(b)(2) of Division B of the CARES Act, and submit required quarterly reports to the Secretary at such time and in such manner and containing such information as the Secretary may subsequently require. (See also 2 CFR 200.327-200.329). The Secretary may require additional reporting in the future, which may include: the methodology LEAs will use to provide services or assistance to students and staff in both public and nonpublic schools, the uses of funds by the LEAs or other entities and demonstration of their compliance with Section 18003(d), such as any use of funds addressing the digital divide, including securing access to home-based connectivity and remote-use devices, related issues in supporting remote learning for all students, including disadvantaged populations.

Yes

7. Any LEA receiving funding under this program will have on file with the SEA a set of assurances that meets the requirements of section 442 of the General Education Provisions Act (GEPA) (20 U.S.C. 1232e).

Yes

8. To the extent applicable, an LEA will include in its local application a description of how the LEA will comply with the requirements of section 427 of GEPA (20 U.S.C. 1228a). The description must include information on the steps the LEA proposes to take to permit students, teachers, and other program beneficiaries to overcome barriers (including barriers based on gender, race, color, national origin, disability, and age) that impede equal access to, or participation in, the program.

Yes

9. The LEA agrees to all applicable conditions on the document titled ***PCCD ESSER Conditions*** that is attached to this Egrants section.

Yes

13. SECTIONS:



E. Attachments COVID-19 SS&S

Please attach the following documents as applicable:

- All supporting documentation for your grant application may be uploaded to this section. Examples of supporting documentation include letters of support, job descriptions, Memorandums of Understanding (MOU), etc.
- Your executed signature page (page 2 of the application) should be attached to this section. The Superintendent or School Board President must sign on the top right side of the page. Another school official, such as the Business Manager, must sign as the Attesting Officer on the top left side of the page.

ATTACHMENTS COVID-19 SS&S related attachments:

File Name:

-  DASD ESSER.pdf
-  Financial_Statements_6-30-2020 (1).pdf

File Description:

- DASD ESSER.pdf
- Financial Statements

13. SECTIONS:**F. ESSER Equitable Services****1.**

NONPUBLIC EQUITABLE SERVICES

An LEA receiving ESSER funds will provide equitable services to students and teachers in nonpublic schools as determined through timely and meaningful consultation with representatives of nonpublic schools. The nonpublic equitable share should be calculated and based on the 2019-20 low income students of nonpublic schools that participated in 2019-20 Title I, Part A programming.

- Section 18005 of the CARES Act requires school districts that receive Elementary and Secondary School Emergency Relief Funds (ESSERF) provide equitable services in the same manner as provided under Section 1117 of ESEA, which means in the same manner as equitable services are provided in Title I, Part A.
- The equitable services provided to nonpublic school students and teachers should be determined in consultation with nonpublic school representatives. School districts may provide services directly or may contract with a public or private entity after following the appropriate procurement procedures to deliver the services.

Does your LEA provide equitable services to nonpublic students and teachers as described in CARES Act Program?

Yes

1.1.

Does the LEA agree to the following:

1. The LEA will ensure that a public agency will maintain control of funds for the services and assistance provided to a nonpublic school under the ESSER Fund.
2. The LEA will maintain control of materials, equipment, and property purchased with ESSER funds.
3. The LEA will ensure that services to a nonpublic school with ESSER funds will be provided by a public agency directly, or through contract with, another public or private entity.

Yes

1.2.

Number of Nonpublic Institutions the LEA provides services to?

This should be the number of Affirmations of Consultation attached to this section as requested in question #1.3 below. Section 18005 of the CARES Act requires school districts that receive Elementary and Secondary School Emergency Relief Funds (ESSERF) provide equitable services in the same manner as provided under Section 1117 of ESEA, which means in the same manner as equitable services are provided in Title I, Part A.

1

1.3. The LEA must attach to this section a CARES Act ESSER Nonpublic School affirmation for each nonpublic school the LEA provides services to. A blank affirmation form is attached to this section for your use. Have you attached affirmations for each nonpublic institution that the LEA provides services to?

Yes

13. SECTIONS:

2. Click Add new row and enter the following information: LEA Name, your LEA's ESSER Fund Allocation, ESSER Nonpublic Equitable Share, Nonpublic Administration Costs, and Total Number of Low-Income Students enrolled in all nonpublic schools who wish to participate in the ESSER CARES Act programs. The Nonpublic Per Pupil Amount will calculate when you click Save, and that value will be needed in the Nonpublic Organizations section following this section.



ID	LEA Name	ESSER Fund Allocation	ESSER Nonpublic Equitable Share	Nonpublic Administration Costs	Total Low-Income Nonpublic Students	Nonpublic Per Pupil Amount
2.1	Downingtown Area School District	406,587	6,241	0	3	2,080.33

3. Click the Add New Row button for each Nonpublic Institution. For each Nonpublic institution, enter the Nonpublic institution name, Nonpublic Per Pupil Amount (calculated above), and the number of Nonpublic Students in this Building. Click save and the Nonpublic Organization Equitable Share will calculate.

ID	Nonpublic Institution Name	Nonpublic Per Pupil Amount	Nonpublic students in this building	Nonpublic Org Equitable Share
3.1	St. Joseph	2,080.30	3	6,240.90

ESSER EQUITABLE SERVICES related attachments:

File Name:

-  Affirmation.pdf
-  Affirmation DASD.pdf

File Description:

- Affirmation
- Signed Affirmation

13. SECTIONS:

G. Fiscal Accountability

1.

Subgrantee Accountability

The following procedures have been implemented across all of PCCD's funding streams to ensure fiscal accountability of PCCD grant funds.

Financial Back-up: PCCD will periodically verify that grantee expenditures are consistent with approved budget categories, are eligible for reimbursement and that grantees are maintaining supporting documentation. PCCD has implemented a process where grantees are notified that they are required to submit the financial back-up for some or all of the categories that are included in their Egrants fiscal report. Grantees are only required to submit this back-up when they are specifically notified by PCCD. Egrants users have the ability to attach documents to fiscal reports. Preferably, all requested back-up will be attached to the fiscal report using the fiscal report attachment feature.

Programmatic Back-up: PCCD will periodically verify that data submitted by grantees in their program reports is accurate. PCCD will select one or more performance measures/data categories each reporting period and require grantees to submit documentation to support what was reported on their Egrants program report or other reporting tool.

Subgrantee Payment: All subgrantees are required, at a minimum, to submit quarterly fiscal reports. PCCD will only make payments to reimburse actual expenditures reported on the fiscal reports. If an agency is experiencing cash flow problems, they may submit fiscal reports monthly and PCCD will reimburse reported expenditures.

Line Item Detail: PCCD's fiscal report allows grantees to include line item expenditure detail instead of just the overall budget category expenditures. Grantees are required to provide line item expenditure detail consistent with the line items included in their approved budget.

On-site monitoring: PCCD completes on-site fiscal monitoring of grants across all funding streams (state and federally funded projects).

Grantee risk classification: PCCD utilizes a risk classification system to identify and focus the use of agency resources on those agencies that may be most in need of additional assistance.

1.1. Does the applicant acknowledge that they have read, understand and will abide by PCCD's fiscal accountability procedures?

Yes

2.

Employee Time and Effort Reporting (Timesheets)

Time and effort reports (timesheets) are required for all personnel funded with PCCD grant dollars regardless of the funding stream. Below are the minimum standards and recommended best practices for time and effort reporting. We realize that there are a number of different systems that can be used to satisfy these requirements and we encourage you to email [PCCD's Grants Management](#) with any questions you may have regarding time and effort reporting requirements.

Minimum standards for employees working on multiple activities or cost objectives:

- Must be an after-the-fact determination of the employees actual effort. Using a budget estimate instead of reporting the actual time the employee spent working on the project does not qualify as support for charges to awards.
- Must account for total activity (grant and non-grant) for which employees are compensated and which is required in fulfillment of their

13. SECTIONS:

obligations to the organization

- Must be signed by the employee and a supervisor with first-hand knowledge of the activities performed by the employee. Signature on the timesheets is affirmation that the report is an accurate accounting of the actual time the employee spent on the project.
- Must be prepared at least monthly to correspond to one or more pay periods
- Volunteer time and personnel costs being used as match must be accounted for in the same manner as personnel being charged to the grant

Minimum standard for employees working solely on a single activity or cost objective:

- Must be an after-the-fact certification that the employee worked 100 percent of their time on activities eligible for reimbursement under the grant project
- Must be prepared no less frequently than every six months
- Must be signed by the employee and supervisory official having first-hand knowledge of the work performed
- Applies to full-time and part-time employee

Recommended Best practices:

- Employees record time on a daily basis
- Project codes/names are provided to the employee in advance

* The above standards are based on the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200) and the Office of Justice Programs Financial Guide.

** Institutions of Higher Education (IHE) may follow their own established policies for documenting personnel expenses provided that the IHE's policies are in compliance with the Standards for Documentation of Personnel Expenses referred to at 2 CFR 200.430.

The following sample forms are available on the [Grant Procedures and Forms](#) page of our website:

- Example of a completed timesheet
- An Excel timesheet template that you may modify to suit your needs
- A sample time certification for employees working 100% of their time on a grant-funded project.

2.1.

Does the applicant acknowledge that they have read, understand and will abide by PCCD's employee time and effort reporting standards?

Yes

13. SECTIONS:

3. Individual consultants funded with PCCD grant funds must maintain time and effort reports to support all charges billed to PCCD grant funds. Does the applicant acknowledge that they understand the requirement for individual consultants to maintain time and effort reports as support for charges against PCCD grant funds?

Yes

4.

Payment Terms

Payments will not be released until all applicable special conditions on the grant award have been satisfied. All grantees are required, at a minimum, to submit quarterly fiscal reports. PCCD will only make payments to reimburse actual expenditures reported on the fiscal reports. An agency experiencing cash flow problems may submit fiscal reports monthly and PCCD will reimburse reported expenditures.

All payments of federal funds will comply with the federal Cash Management Improvement Act, 31 U.S.C. 6503. Subgrantees must maintain a minimum amount of Federal cash on hand. Failure to adhere to this requirement will be a violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

All funds (Federal, State, match and project income) must be obligated by the end of the project period and expended within 60 days from that date.

4.1. Does the applicant acknowledge that they have read, understand and will abide by PCCD's payment terms?

Yes

13. SECTIONS:

H. Federal Transparency Act Certification 2017 -FFATA

The implementation of the Federal Funding Accountability and Transparency Act of 2006 requires a single searchable website, accessible by the public without cost, for each federal award of \$25,000 or more over the life of any subaward. In order to satisfy this requirement, applicants and subrecipients are required to have a DUNS number and to maintain a current registration in the System for Award management (SAM). Information on how to request a DUNS number and register with SAM is available in the Funding Announcement Guidelines or on the PCCD Website. Additionally, if subrecipients/contactors are applicable and receiving \$25,000 or more through the life of this federal award DUNS and SAM information must be provided. The applicant must also provide the primary place of performance of the subaward and the names and annual salaries of the five most highly compensated officers in their agency if the agency meets certain criteria as described below. Additional information relating to the Act can be at <https://www.ftrs.gov/>

1. The following questions pertain to the applicant agency's DUNS number and SAM registration.

1.1. Enter the applicant agency's DUNS number.

088807029

1.2. Enter the applicant agency's DUNS + 4 number, if applicable.

1.3. The applicant agency is registered with the SAM and agrees to maintain a valid SAM registration at all times while they have a grant award.

Yes

1.4. Enter the date that the applicant agency's SAM registration is valid through. The applicant agency's SAM registration date can be found at www.sam.gov.

07/05/2021

2. Primary Place of Performance: The Office of Management and Budget (OMB) defines the place of performance as 'The location where a majority of the effort required to satisfactorily fulfill the intended purpose of the award will be completed.' Provide the following information to identify the Place of Performance for this grant award.

2.1. City (i.e. Harrisburg). Max 35 characters -

NOTE:

City is required for Federal Grants.

For State grants, the value "STATEWIDE" is possible in the 'County' field and if selected, the field 'City' can be left blank.

If the money is expended in multiple locations with the majority spent in a single address, agencies can list that city location as the Primary Place of Performance.

Downingtown

2.2. State - Choose from the list of valid states

A value for State is always required.

PA

13. SECTIONS:

2.3.

Zip + 4 (i.e. 171091244) Exlude hyphen

NOTE: Zip+4 is required for Federal Grants. For State grants, the value "STATEWIDE" is possible in the 'County' field and if selected, the Zip+4 field should represent the Zip+4 of the Primary Place of Performance

However, if the money is expended in multiple locations with the majority spent in a single address, agencies can list that location as the Primary Place of Performance

193352643

2.4. County - Choose the grant's primary county of performance (where the highest value of the grant is to be applied). if the grant is Statewide, please select 'STATEWIDE'

015 - Chester

3. Are there any subrecipients receiving \$25,000 or more through the life of this application?

No

3.1. The Applicant Agency certifies that the following subrecipients receiving \$25,000 or more of federal funds has a DUNS number and has and will maintain a valid SAM registration during the award.

A response to this question is optional and no answer was provided.

4. For each subrecipient/contractor receiving \$25,000 or more through the life of this application, add a row to the grid below.

ID	Subrecipient/Contractor Name	Subrecipient/Contractor DUNS Number	SAM Expiration Date
----	------------------------------	-------------------------------------	---------------------

5.

The applicant must provide to the Commonwealth the names and total compensation of the five most highly compensated officers of the entity if--

(i) the entity in the preceding fiscal year received—

- (I) 80 percent or more of its annual gross revenues in Federal awards; and
- (II) \$25,000,000 or more in annual gross revenues from Federal awards; and

(ii) the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchanges Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986.

If the Grantee does not meet the conditions listed above, then it must specifically affirm to the Commonwealth that the requirements of this clause are inapplicable to the Grantee.

Are the conditions specified above applicable to the grantee?

No

13. SECTIONS:

6. If you answered "Yes" to the previous question, you must enter the names and annual salaries of the five most highly compensated officers of the applicant agency.

Response #1

6.1. Officer Name:

6.2. Annual Salary:

13. SECTIONS:

I. Federal Funding Announcement Certifications

This section contains all of the conditions/certifications on a funding announcement for federal funds that must be accepted/agreed to by the Applicant agency.

1.

Audit Responsibilities:

Federal Funds

The Applicant must comply with all applicable federal and state grant requirements including *The Single Audit Act Amendments of 1996*; *2 CFR Part 200 as amended*; and any other applicable law or regulation, and any amendment to such other applicable law or regulation that may be enacted or promulgated by the federal government.

If the Applicant is a local government or non-profit organization that expends \$750,000 or more in federal awards during its fiscal year, the Applicant is required to provide the appropriate single or program specific audit in accordance with the provisions outlined in *2 CFR Part 200.501*.

If the Applicant expends total federal awards of less than the threshold established by *2 CFR 200.501*, it is exempt from federal audit requirements for that year, but records must be available for review or audit by appropriate officials (or designees) of the federal agency, pass-through entity, and Government Accountability Office (GAO).

If the Applicant is a for-profit entity, it is not subject to the auditing and reporting requirements of *2 CFR Part 200, Subpart F – Audit Requirements (Subpart F)*. However, PCCD is responsible for establishing requirements, as necessary, to ensure compliance by for-profit subrecipients. The contract with the for-profit subrecipient should describe applicable compliance requirements and the for-profit subrecipient's compliance responsibility. Methods to ensure compliance for federal awards made to for-profit subrecipients may include pre-award audits, monitoring during the contract and post-award audits. The post-award audits may be in the form of a financial audit in accordance with *Government Auditing Standards*, a single audit report or program-specific audit report in accordance with *Subpart F*. However, these post-award audits must be submitted directly to the affected commonwealth agency that provided the funding. Only single audit reports for local governmental and non-profit subrecipients are electronically submitted to the Federal Audit Clearinghouse.

Additional Potential Components of the Single Audit Reporting Package

In instances where a federal program-specific audit guide is available, the audit report package for a program-specific audit may be different and should be prepared in accordance with the appropriate audit guide, *Government Auditing Standards*, and *Subpart F*.

In addition to the requirements of *Subpart F*, commonwealth agencies may require that the single audit reporting packages include additional components in the SEFA, or supplemental schedules, as identified through the respective grant agreement.

In accordance with 2 CFR 200.510, PCCD requires that PCCD grant numbers and amounts expended for each PCCD award be individually identifiable on all Single Audit Report Schedules of Expenditures of Federal Awards.

Steps for Submission

The Applicant's submission responsibilities are as follows:

(1) Submit the Single Audit or Program-Specific Audit Report to the Federal Audit Clearinghouse (FAC) and receive an email confirmation of receipt from the FAC.

(2) Complete the Single Audit/Program Specific Audit Reporting Checklist to ensure your package contains all required elements. A fill-in version of the checklist can be found on the Commonwealth's Bureau of Audits (BOA) website at <http://www.budget.pa.gov/Documents/single-audit->

13. SECTIONS:

[checklist.pdf](#).

(3) Email the FAC confirmation of receipt, a certified copy of the data collection form, and the completed Checklist (PDF) to RA-BOASingleAudit@pa.gov. The subject line of the email must identify the exact name on the Single Audit or Program-Specific Audit Reporting Package and the period end date pertaining to the reporting package.

(4) The Applicant will receive an email from BOA confirming the receipt of the FAC's confirmation, the certified copy of the data collection form, and the completed Checklist.

Audit Oversight Provisions

The Applicant is responsible for obtaining the necessary audit and securing the services of a certified public accountant or independent governmental auditor.

The commonwealth reserves the right for federal and state agencies or their authorized representatives to perform additional audits of a financial or performance nature, if deemed necessary by commonwealth or federal agencies. Any such additional audit work will rely on work already performed by the Applicant's auditor and the costs for any additional work performed by the federal or state agencies will be borne by those agencies at no additional expense to the Applicant.

Audit documentation and audit reports must be retained by the Applicant's auditor for a minimum of five years from the date of issuance of the audit report, unless the Applicant's auditor is notified in writing by the commonwealth, the cognizant federal agency for audit, or the oversight federal agency for audit to extend the retention period. Audit documentation will be made available upon request to authorized representatives of the commonwealth, the cognizant federal agency for audit, the oversight federal agency for audit, the federal funding agency, or the GAO.

State Funds

PCCD, in its sole discretion, may undertake an inspection and/or audit of the financial records of the Applicant relating to the Subgrant Project. The Applicant shall provide PCCD with full and complete access to all records relating to the performance of the Subgrant Project and to all persons who were involved in the Subgrant Project. PCCD may also require, as a condition of award, that an independent financial audit be completed.

1.1. Does the applicant agency accept these terms?

Yes

1.2. Does the applicant agency expect to expend \$750,000 or more in federal award funds in its current fiscal year?

Yes

13. SECTIONS:**2. Use of Federal Funds:**

- A. Grant funds shall not be used to support inherently religious activities, such as worship, religious instruction, or proselytization.
- B. Grant funds shall not be used to purchase religious materials or pay for the supervisory, administrative, labor, or other costs of construction, maintenance, or repair of buildings that are used primarily as houses of worship or primarily for inherently religious activities.
- C. Grantee's officers, employees, and volunteers shall not pressure or coerce any beneficiary of or participant in the funded program to attend or participate in any inherently religious activities.
- D. If the grantee offers or engages in inherently religious activities, the activities must occur separately in time or location from the funded program, must be voluntary, and must occur in a manner that protects beneficiaries of and participants in the funded program from any pressure or coercion to take part in the activity.
- E. The grantee shall keep the grant funds separate from any funds used to support inherently religious activities, and shall maintain separate financial records for the account that contains the grant funds.
- F. In identifying or admitting beneficiaries of or participants in the funded program, and in rendering assistance to beneficiaries of and participants in the funded program, the grantee must not discriminate against or among beneficiaries or participants based on religion, a religious belief, a refusal to express or hold a religious belief, or a refusal to attend or participate in an inherently religious activity.
- G. If your agency contracts or subgrants any portion of the grant funds to a third-party contractor or subgrantee the requirements shown above must be included in the third-party contract or subgrant terms, and your agency must agree to monitor the contractor's or subgrantee's compliance with those requirements as follows:
 - i. Conducting site visits (unannounced when reasonable), as reasonably necessary in response to complaints alleging violations of the terms of items A through F above or on your own initiative where there exists reasonable cause to believe that a violation has occurred.
 - ii. Annual reviews of fiscal reports submitted by the subgrantee/contractor that relate to the grant funds; further review of financial and/or accounting records maintained by the subgrantee/contractor as reasonably necessary in response to complaints alleging violations of the terms of items A through F above or where there exists reasonable cause to believe that a violation has occurred; and imposition, upon receipt of a complaint or other reasonable cause, of such additional reporting requirements upon the subgrantee/contractor as may be reasonably necessary in order to determine whether a violation of the terms of items A through F has occurred or to prevent future violations.
 - iii. Preparation of written reports documenting each visit referenced in item G above.
 - iv. Such other measures as may be required by applicable law and contractual provisions.

2.1. Does the applicant agency accept these terms?

Yes

13. SECTIONS:**3.**

Reporting Potential Fraud, Waste and Abuse:

The recipient and any subrecipients must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has either 1) submitted a claim for award funds that violates the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving award funds. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by –

Online Hotline at: <https://oighotlineportal.ed.gov/eCasePortal/InvestigationsCaptcha.aspx?ReturnUrl=%2feCasePortal%2f>

Mail:

Office of the Inspector General Hotline
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-7047

Fax: (202) 245-7047

Additional information is available from the U.S. Department of Education OIG website at <https://www2.ed.gov/about/offices/list/oig/hotline.html>.**3.1. Does the applicant agency accept these terms?**

Yes

4.**Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)**

The recipient must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

4.1. Does the applicant agency understand and agree to be bound by the above condition if the applicant agency is awarded a subgrant as a result of this grant application?

Yes

5.

13. SECTIONS:**Employment eligibility verification for hiring under the award**

1. The recipient (and any subrecipient at any tier) must--

A. Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the recipient (or any subrecipient) properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1) and (2).

B. Notify all persons associated with the recipient (or any subrecipient) who are or will be involved in activities under this award of both--

(1) this award requirement for verification of employment eligibility, and

(2) the associated provisions in 8 U.S.C. 1324a(a)(1) and (2) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.

C. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1) and (2).

D. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. Rules of construction

A. Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes (without limitation) any and all recipient (or any subrecipient) officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.

B. Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, the recipient (or any subrecipient) may choose to participate in, and use, E-Verify (www.everify.gov), provided an appropriate person authorized to act on behalf of the recipient (or subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with award funds.

C. "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

D. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

E. Nothing in this condition, including in paragraph 4.B., shall be understood to relieve any recipient, any subrecipient at any tier, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1) and (2).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>) or email E-Verify at E-Verify@dhs.gov. E-Verify employer agents can email E-Verify at E-VerifyEmployerAgent@dhs.gov.

13. SECTIONS:

5.1. Does the applicant agency accept these terms?

Yes

6. Publicity or Propaganda

Federal funds are not legally available, and may not be used (whether directly or indirectly, including by private contractors), for publicity or propaganda purposes not authorized by the Congress.

6.1. Does the applicant agency understand and agree to be bound by the above condition if the applicant agency is awarded a subgrant as a result of this grant application?

Yes

7. Certain Employee Trainings

Federal funds are not legally available, and may not be used, for any employee training that--

1. does not meet identified needs for knowledge, skills, and abilities bearing directly upon the performance of official duties;
2. contains elements likely to induce high levels of emotional response or psychological stress in some participants;
3. does not require prior employee notification of the content and methods to be used in the training and written end-of-course evaluation;
4. contains any methods or content associated with religious or quasi-religious belief systems or "new age" belief systems as defined in Equal Employment Opportunity Commission Notice N-915.022, dated September 2, 1988; or
5. is offensive to, or designed to change, participants' personal values or lifestyle outside the workplace.

Nothing in this provision prohibits, restricts, or otherwise precludes an agency from conducting training bearing directly upon the performance of official duties.

7.1. Does the applicant agency understand and agree to be bound by the above condition if the applicant agency is awarded a subgrant as a result of this grant application?

Yes

13. SECTIONS:

8.

Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient under this award, or entity that receives a contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient --

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the recipient does or is authorized to make subawards or contracts under this award--

a. it represents that --

1) it has determined that no other entity that the recipient's application proposes may, or will receive award funds (whether through a subaward, contract, or subcontract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

8.1. Does the applicant agency understand and agree to be bound by the above condition if the applicant agency is awarded a subgrant as a result of this grant application?

Yes

8.2. Should a subgrant award be made to the applicant agency as a result of this grant application, does the applicant agency agree to notify PCCD immediately if it has any reason to believe that the applicant agency is not in compliance with the above condition?

Yes

13. SECTIONS:

9. Requirement to report actual or imminent breach of personally identifiable information (PII) The applicant and any subrecipient must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient)-- 1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of a PCCD-funded grant program or activity, or 2) uses or operates a "Federal information system" (OMB Circular A-130). The applicant's breach procedures must include a requirement to report an actual or imminent breach of PII to PCCD no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

9.1. Does the applicant understand and agree to have written procedures in place to report an actual or imminent breach of PII to PCCD as described?

Yes

10.**Determination of suitability to interact with participating minors**

SCOPE. This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ) (or in the application for any subaward, at any tier), the DOJ funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award (whether by the recipient, or a subrecipient at any tier) is to benefit a set of individuals under 18 years of age.

The recipient, and any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

Additionally, the recipient, and any subrecipient at any tier, agrees to comply with all Pennsylvania Child Protective Services Laws (CPSL) including, but not limited to, following mandated reporter requirements within the CPSL and obtaining all clearances and/or verifications for employees and volunteers as may be required by CPSL such as a PA Child Abuse History Clearance, PA State Police Criminal Record Check, FBI Criminal History Background Check, National Sex Offender Registry Verification, and any other clearance/verification required by CPSL. The CPSL and information to assist in complying with this condition can be found at <http://keepkidssafe.pa.gov/>.

10.1. Does the applicant agency understand and agree to be bound by the above condition if the applicant agency is awarded a subgrant as a result of this grant application?

Yes

11.

PCCD's Standard Subgrant Conditions are incorporated herein by reference. The current version of PCCD's Standard Subgrant Conditions is available on our website at <http://www.pccd.pa.gov/Funding/Pages/Standard-Subgrant-Conditions.aspx>. Please refer to the website for a copy. If you are unable to obtain a copy from the website, please contact PCCD's offices at (800) 692-7292.

11.1. Has the applicant agency read the Standard Subgrant Conditions?

Yes

13. SECTIONS:

11.2. Does the applicant agency agree to be bound by all Standard Subgrant Conditions?

Yes

14. PERFORMANCE INDICATORS:

- | |
|------------------------------|
| 1. Established by PCCD |
| 2. Established by Subgrantee |

15. APPROVAL CHECKLIST:

- A. Is the applicant agency required to have an audit performed in accordance with the Single Audit Act?

☒ Yes☐ No

If yes, when was the last one completed?

6/30/20

- B. For non-profits only, do the by-laws of the applicant agency require an annual audit?

☐ Yes☐ No☒ N/A

- C. Does the applicant agency's Board of Directors regularly review the applicant agency's financial reports?

☒ Yes☐ No☐ N/A

If yes, please provide the date of the last review.

12/9/2020

- D. Does the Financial Officer listed in the Main Summary section have more than three years of experience?

☒ Yes☐ No

- E. Does the Project Director listed in the Main Summary section have more than three years of experience?

☒ Yes☐ No

- F. Does the applicant agency have a segregation of duties policy?

☒ Yes☐ No

16. PCCD's Standard Subgrant Conditions:

PCCD's Standard Subgrant Conditions are incorporated herein by reference. The Standard Subgrant Conditions **should not** be submitted to PCCD with your application. The current version of PCCD's Standard Subgrant Conditions (Revised September 2017) is available at www.pccd.state.pa.us <<http://www.pccd.pa.gov>>. Please refer to the website for a copy. If you are unable to obtain a copy from the aforementioned website, please contact PCCD's offices at (800) 692-7292.

17. ATTACHMENTS:

List of Attachments required for submission of this Application for funding:

Section: Attachments COVID-19 SS&S

<u>File Name</u>	<u>File Description</u>
DASD ESSER.pdf	DASD ESSER.pdf
Financial_Statements_6-30-2020 (1).pdf	Financial Statements

Section: ESSER Equitable Services

<u>File Name</u>	<u>File Description</u>
Affirmation DASD.pdf	Signed Affirmation
Affirmation.pdf	Affirmation