



Coronavirus Relief Fund Reimbursement Request Narrative

Directions

In addition to the standard AOE 3.0 and detailed accounting record summarized by object code required for reimbursement, narrative descriptions of costs incurred are a part of the reporting requirements for the Coronavirus Relief Fund (CRF). Subrecipients are required to submit a narrative description of their incurred costs for the Vermont AOE and the US Treasury Department. Completion of this survey will generate a pdf that should be submitted by Business Managers to AOE.SDE@vermont.gov along with the AOE 3.0 and detailed accounting record. The narrative description for AOE is at the object code level while the report for the US Treasury is at a broader level as specified by US Treasury. The pdf generated by this survey, a detailed accounting record summarized by object codes, and an AOE 3.0 reimbursement request are required for each grant agreement number for which funds are awarded.

Randomly selected reimbursement requests will be subject to additional monitoring. In the event that a request is selected, the Fiscal Monitoring team will reach out to Business Managers for invoices or other accounting records.

Please submit the document generated from this form, along with your detailed accounting record summarized by object codes, and AOE 3.0, by the 15th of every month to AOE.SDE@vermont.gov. Please include the Grant Number in the email subject line.

Name of Business Manager

James Fenn

Email Address of Business Manager

jfenn@wcsu.net

Name of Person Completing Form (if not being completed by the above-listed person)

Email Address of Person Completing Form (if not being completed by the above-listed person)

This form is being completed for the reimbursement period ending on the last day of:

December, 2020

Grant Number

4592S0512100

Reporting Recipient

Windsor Central Supervisory Union

D-U-N-S® Number

801816067

For AOE use:

1. For each category below, please provide a short description of the cost and how it meets the eligibility for CRF grants:

- a) Costs were necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19).
- b) Were incurred between March 1, 2020 and April 30, 2021.
- c) Were not accounted for in the state budget as of March 27, 2020.

A description does not have to detail every expense and can be at a reasonably broad level, but should be detailed enough to justify the cost as Covid-19 related. Cleaning supplies and PPE costs are relatively straight-forward, but salaries and benefits for employees, transportation costs, some food service costs, etc., may require a more detailed explanation. Please use a numbered list in each object code when appropriate – e.g., in, "Object Code 200":

- " 1. salaries for employees while planning for remote learning, and
- 2. salaries for personnel involved in the delivery of food."

Essentially, descriptions of incurred costs should be easily read to show the expense is appropriate to the CRF grant.

Object Code	Description of Cost [Sample: <i>We purchased cleaning supplies (600); x number of hours of nurses salary tied to COVID-19 specific tasks (100);</i>	Amount requested for reimbursement
100 - Salaries	Description of Cost Wages for reopening plans, additional staff for COVID cleaning, food service, student interventions.	Reimbursement Requested \$97,645.61
200 - Employee Benefits	Description of Cost Benefits related to wages paid in the 100 object code above.	Reimbursement Requested \$43,992.56
300 - Purchased Professional and Technical Services	Description of Cost Purchased tech services for remote learning installations and professional development for teacher training in remote teaching.	Reimbursement Requested \$8,837.26
400 - Purchased Property Services	Description of Cost	Reimbursement Requested \$0.00
500 - Other Purchased Services	Description of Cost Due to the need for spacing in the classroom the District rented off campus classrooms and move an entire grade of	Reimbursement Requested \$55,000.00

students off campus from Woodstock Elementary School.

600 - Supplies	Description of Cost Program supplies for COVID cleaning, air filters, sanitizers, food containers for food to go program.	Reimbursement Requested \$11,119.13
700 - Property and Equipment	Description of Cost Installation and control system for univents purchased and paid for in last CRF billing. Air exhaust/filtration system for high school building, Air exchange, filtration, heat recover unit for Prosper Valley School. Costs have been adjusted to reflect Efficiency Vermont grants received.	Reimbursement Requested \$219,622.66
800 - Subgrants to Districts	Please provide a total dollar amount subgranted to districts for COVID-related costs. [This Object Code is used for subgrants to districts and may contain costs that would fit under other Object Codes]	Amount Subgranted \$0.00
Total Reimbursement Requested		\$436,217.22

For US Treasury use:

2. The following section is required reporting by categories as mandated by the US Treasury Department. Please complete this chart by fitting your expenditures (listed on the previous page by Object Code) into the US Treasury categories as accurately as possible.

Please note that the examples listed below are **not** an exhaustive list.

The final US Treasury category, "Items Not Listed Above," has different reporting requirements than the other categories. Each item listed in this category will require it's own specific description. It will be best to put as many items as possible into categories other than this one.

The total costs incurred here should match those in the narrative section on the previous page of this form.

US Treasury Categories	Examples [Please note: the examples provided are not an exhaustive list.]	Costs incurred for this reimbursement period
Administrative Expenses	Examples: <ul style="list-style-type: none"> • Administrative time related to COVID-19 response 	Costs Incurred \$5,570.00
Budgeted Personnel and Services Diverted to a Substantially Different Use	Examples: <ul style="list-style-type: none"> • Staffing costs beyond contract - e.g., not budgeted, extra days, overtime, extra duty, etc • EPSL • 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; • Salary and benefits for hourly staff who were paid despite not working (unscheduled time) • Summer professional development for school reopening • Planning costs for school reopening • Salaries and benefits of IT personnel supporting remote learning and school nurses doing COVID-19-related work 	Costs Incurred \$142,646.13
COVID-19 Testing and Contact Tracing	Examples: <ul style="list-style-type: none"> • Salaries and benefits of school nurses doing COVID-19-related work • COVID testing kits or supplies related to COVID 	Costs Incurred \$3,000.00

testing

- Costs associated with isolating suspected COVID-positive students or school employees

Economic Support (Other than Small Business, Housing, and Food Assistance)

Examples:

- Costs associated with providing childcare for essential workers from March 1-June 30, 2020
- 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.

Costs Incurred
\$0.00

Facilitating Distance Learning

Examples:

- IT equipment: student devices, staff devices, mobile hotspots
- Cost to expand bandwidth
- Software to support online learning
- Copies and supplies if COVID-19-related
- Teacher's supplies and postage if working remotely
- Student supplies above budgeted expenses
- Professional Development for Remote/Hybrid learning
- Instructors for Remote/Hybrid learning (new hires)
- Substitutes
- Planning Hours for Remote/Hybrid learning
- Mileage or transportation costs to deliver learning packets/school supplies

Costs Incurred
\$282,122.85

Food Programs

Examples:

- All allowable uses under the [CRF-Summer Food Service Program](#)

Costs Incurred
\$2,509.78

Medical Expenses

Examples:

- FMLA or EFMLA

Costs Incurred
\$0.00

Personal Protective Equipment	Examples: <ul style="list-style-type: none"> • Masks, gloves, hospital gowns, face shields 	Costs Incurred \$368.46
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Public Health Expenses	Examples: <ul style="list-style-type: none"> • Supplies and technology for health screening (touch less thermometers, etc), cleaning and sanitizing supplies, signage for social distancing • Copies and supplies if COVID-19-related • Hand sanitizer and disinfectant to prevent the spread of COVID-19 • Air purifiers and other equipment to help prevent the spread of COVID-19 • Room dividers/screens • Additional desks and chairs to facilitate social distancing • Tents or similar to facilitate outdoor learning and social distancing • Professional Development for Health Training • Planning Hours for Reopening related to Health measures or guidance • Bus Monitors or Health/Temperature Checkers (Additional Staff/New Hires) • COVID-19 Coordinators (New Hires) 	Costs Incurred \$0.00
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Items Not Listed Above	Items Not Listed Above	Costs Incurred \$0.00
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Total Costs Incurred for this Reimbursement Period	\$436,217.22
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