

Frequently Asked Questions

Summer Programming: Learning Camp Funding

Learning Camp Funding Application Overview

Each district’s Summer Programming Application will be reviewed in a two-step review process by trained department staff from multiple divisions. Summer Programming applications will have varied due dates based on the timeframe the district is hosting the camp. The department will be prioritizing the application review in “waves”. Below is a timeline overview of the three waves for submission of Summer Programming funding applications:

Application Status	Wave 1	Wave 2	Wave 3
Summer Programming Start Date	Districts with Camps starting between May 17-31, 2022 must meet these deadlines.	Districts with Camps starting between June 1-14, 2022 must meet these deadlines.	Districts with Camps starting after June 15, 2022 must meet these deadlines.
Opens in ePlan	March 30, 2022	March 30, 2022	March 30, 2022
Due in ePlan	April 29, 2022	May 6, 2022	May 13, 2022
Approval in ePlan* (no later than)	May 6, 2022	May 13, 2022	May 20, 2022

***Note:** If a district does not submit the application by the due date in ePlan (i.e., Wave 1: April 29, 2022; Wave 2: May 6, 2022; and Wave 3: May 13, 2021) there is no guarantee that an application will be approved in time for the Learning Camp start date. Districts may apply in an earlier wave if they choose, and applications will be reviewed as they are received. However, applications for districts with camps starting within the dates specified for each wave will be reviewed first.

Assigned staff members at the department will be making this work a priority. Districts must have an approved application before spending these funds. **Districts may not pay expenditures without an approved funding application.**

Student Eligibility and Allocations

1. May a district exceed the economically disadvantaged target participation rate?

Yes. A district may exceed the Economically Disadvantaged (ED) participation rate. However, exceeding this target rate does not generate additional funds, as allocations have been shared with districts in advance of the programming.

2. Will reporting participation be required?

Yes. Due to the use of Temporary Assistance for Needy Families (TANF) funds, participation information is required to be documented to ensure the target participation rate for economically disadvantaged students was met. In the original submission of the funding application, districts will include estimated overall enrollment, as well as ED and Priority student numbers.

3. If a district does not meet its target economically disadvantaged participation rate, will funds be decreased?

If a district does not meet its ED target participation rate for a program, the amount of TANF funds will be reduced proportionally to the amount by which the target was missed.

For example, if the award is \$10,000 and the target ED participation rate is 30 percent, the amount of TANF funds allocated to this district is \$3,000. If the district only has 25 percent ED participation, then the district will have met 83 percent of their target ($25/30 = 83$ percent). The district would then be eligible for 83 percent of the \$3,000 in TANF funds, or \$2,490.

Fiscal Questions

4. Will districts be able to budget Indirect Costs in the funding application?

No, the district will not be able to budget Indirect Costs in the funding application.

5. REVISED: When will districts need to close their books and complete their Final Expenditure Reports?

Districts must complete a Final Expenditure Report (FER) by Sept. 30, 2022 or **no later than 30 days after the camp ends for those districts with camps extending into the school year**. The FER will follow the same process as other grants in ePlan. To access the guidance on how to complete a FER visit [ePlan > TDOE Resources](#) > Cross-Cutting Fiscal Materials > Final Expenditure Report. The funding application will span two fiscal years, but districts will only complete one FER.

6. Can it be spent on already approved and funded projects?

No, districts may not pay expenditures prior to having an approved funding application.

7. How do we distinguish between FTE and Head Count?

The head count is the number of employees whereas the FTE is the amount of work the employee will perform in the position. For example, a district may have 2 head count and 1 FTE, since each position may only be .5 FTE because half of each employee's work is related to the Summer Programming. Districts must use the number of Summer Programming hours per week to determine the FTE for Summer Programming.

To determine an FTE for staff members paid with a stipend: determine the total number of hours worked by each person as part of the Summer Programming; determine the total number of hours considered full time for each person (total hours during the Summer Programming), **and divide the number of hours worked in the Summer Programming by the total full-time hours for each person** to determine the FTE for the learning camp.

$$\text{FTE} = \text{Number of hours worked by the individual} \div \text{Total Full time Hours of Summer Programming}$$

For example: The Summer Programming is 30 hours per week. If a teacher works 5 days a week at 6 hours a day = 30 hours. Then the teacher would be entered into ePlan as: 1 Head Count | 1 FTE.

8. *Are the Summer Programming grants reimbursement grants?*

Yes, all funds in the Summer Programming funding application will require that districts submit a reimbursement request prior to payment.

9. *How should expenditures be tracked for each camp?*

Expenditures should be tracked at the site level, using cost centers for each site location.

10. *In what fund should these grants be recorded?*

The Summer Programming grants should be recorded in Fund 141, General Purpose using revenue code 46590. At the conclusion of the camps, the department will provide each district a breakdown of state and federal revenue for the Final Expenditure Report (FER).