

Virginia Department of Education
Office of Program Administration and Accountability
21st Century Community Learning Centers (CCLC) Programs

Directions
Exception Calculation Forms for Cohorts 13 and 14

All grantees in cohort 13 and 14 will calculate their balance of 2015-2016 funds as of May 31, 2016. Grantees that have not claimed at least 85 percent of funds by that date have the ability to submit supporting documentation that will be considered by the Department prior to the calculation of the 2016-2017 award.

Step 1. Determine if grant balance, as of Tuesday, May 31, exceeds 15 percent of the award and you want to seek an exception to exceed the 15 percent.

- If you are not seeking an exception or do not need to seek one because you have claimed at least 85 percent of your grant funds for 2015-2016, send Marsha Granderson an e-mail (marsha.granderson@doe.virginia.gov) no later than Monday, June 13 stating that you are not seeking an exception, and 2) report your grant award amount for 2015-2016 and the balance as of May 31, 2016.
- If your grant balance exceeds 15 percent and you are seeking an exception, begin the process by completing the cover page of the exception documents and appropriate tabs.

Step 2. Determine which expenditures, if any, have yet to be claimed. If there are expenditures pending, the grantee can complete the second tab of the Exception Calculation Forms, "Justification – Unclaimed Funds." List pending items by encumbrance date. Please complete all columns for the respective expense. The form will calculate the total at the bottom right hand corner.

Step 3. Determine if the summer program exceeds the 15 percent of the award. If so, the grantee can complete the third tab of the Exception Calculation Forms, "Justification – Summer Program." Expenses to operate the summer program, which have not been included in prior reimbursements and are not included on the second tab, may be included. Please list expenses by object code. The total cost of the summer program will calculate in the bottom right hand corner. **The total cost of the summer program must match the total cost in the approved original application or an approved amendment.**

Depending upon the situation, a grantee may complete either or both of the exception calculations tabs to be included for consideration.

Submit the Exception Calculation Documents to 21stContinuation@doe.virginia.gov no later than Monday, June 13, 2016.

Please name the file (grantrecipient_school_exceptioncalculation). See example below. A file should be submitted for each grant requesting the Department to consider an exception.

jonescounty-smithes_exceptioncalculation

Questions can be directed to:

Marsha Granderson

804-786-1993

marsha.granderson@doe.virginia.gov