



Oregon

Kate Brown, Governor



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DEPARTMENT OF
EDUCATION

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Colt Gill

Director of the Oregon Department of Education

December 10, 2021

The Honorable Senator Elizabeth Steiner Hayward
The Honorable Representative Day Rayfield
Joint Committee on Ways and Means
900 Court Street NE
H-178 State Capitol
Salem OR 97301-4048

Dear Co-Chairpersons,

During our presentation to the Ways and Means Committee on November 15, 2021, we were asked to provide additional recipient-level data for the Summer Learning Grant Programs. We were asked to provide expenditure data, numbers of programs offered, and numbers of students served. Please find attached a spreadsheet that provides the data collected from the recipient reports. Please also find attached a report from the Oregon Community Foundation demonstrating how they allocated their funds. Following is an explanation of how the Oregon Department of Education (ODE) administered these programs and an explanation of the Summer Learning Detailed Data Report spreadsheet.

In administering these programs, ODE worked to balance the need for flexibility for the recipients with the need for accountability of the funds. Recipients needed flexibility to be able to create programs, with very short lead times, that would meet the needs of their students. However, recipients also had to be accountable for the spending of the grant funds and ensure that the funds were spent on programs designed to help students during the summer of 2021.

ODE started this balance before any funds were distributed to recipients. In order to provide guidance and clarity to recipients, ODE developed several categories of expenses that would be eligible for reimbursement from Summer Learning funds. These categories were published to ODE's website and communicated to potential recipients.

Table 1.1 Categories of Eligible Expenses by Summer Learning Grant

High School Academic Support	K-8 Enrichment	K-5 Child Care
Teachers and Support Personnel	Teachers and Support Personnel	Childcare and Support Personnel
Curriculum, Supplies, and Technology	Curriculum, Supplies, and Technology	Curriculum, Supplies, and Technology
COVID-19 related Expenses	COVID-19 related Expenses	COVID-19 related Expenses
Third-Party Contracts	Third-Party Contracts	Third-Party Contracts
Student Expenses	Student Expenses	Student Expenses
Facility Related Expenses	Facility Related Expenses	Facility Related Expenses
Transportation Expenses	Transportation Expenses	Transportation Expenses
Snacks and Meals	Snacks and Meals	Snacks and Meals
Administrative Expenses	Administrative Expenses	Administrative Expenses

These categories were integrated into the grant agreements that were signed by recipients of these programs. ODE provided additional technical assistance to recipients regarding these categories and what was permissible in each category.

Because capital expenditures¹ can be used after summer learning, ODE required additional information from recipients. Before recipients could make any capital expenditures, recipients had to obtain pre-approval from ODE. This pre-approval required recipients to describe the nature of the capital expenditure, the total cost, and how the expenditure directly related to summer learning. ODE staff reviewed the requests and approved each request on an individual basis. Approved requests included items like equipment to earn credit this summer and vehicles for additional transportation needs. Once approved, each capital expenditure was assigned an ID number and recipients had to use that ID number to track the expenditure through the reimbursement process.

Once grant agreements were executed, recipients could start to claim funds. Recipients claimed most of the funds on a reimbursement basis. Recipients would submit a reimbursement form for ODE review and approval. In the reimbursement form recipients had to provide a line item for each expense, the amount of the expense, and the identifying category of expense. For the Summer High School Academic Support Program and the Summer K-8 Enrichment Program, recipients had to also provide a line item list showing how they spent the required 25% match for that reimbursement request. ODE staff would review and approve the reimbursement form, and then let the recipient submit a claim through ODE's Electronic Grant Management System (EGMS). The submitted claims would be approved by ODE staff.

Some recipients took advantage of ODE's providing 25% of the grant funds up front to cover start-up costs. Recipients did not need to submit a reimbursement form at the time to claim these funds. However, before a recipient could claim any additional reimbursement, they were required to submit a

¹ Capital expenditures are defined as any individual item or project that costs greater than \$5,000 and has a useful life of more than one year.

reimbursement form detailing how these up front funds were spent. By requiring these reimbursement forms, ODE ensured that recipients were reporting on how all of the funds were spent.

The Summer High School Academic Support Program had additional reporting requirements as well. The allocations for this grant were based on recipients providing credit earning opportunities for up to 50% of their high school students. During the application process recipients estimated what percentage of their students they would serve through the Program. If their expenditures exceeded a proportional amount of allocation compared to the percentage of students served, recipients had to provide an explanation as to why their expenditures exceeded their estimated number of students to be served. For example, a recipient that had a \$1,000,000 allocation, and estimated to serve 25% of their students, would be asked for additional information if their expenditures exceeded \$500,000 (25% is half of the estimated 50% of students served and \$500,000 is half of the \$1,000,000 allocation). These reports ensured recipients were being responsible and reasonable with state funds.

Finally, at the end of the grants ODE required recipients to submit final reports and complete expenditure data. The final reports were summaries of what the recipients provided in terms of programs and credits offered. Regardless of their expenditures, recipients were required to report on the number of students served in each of the grant programs and what types of programs and credits were offered. Recipients were also required to submit all final expenditures. Recipients were not allowed to claim any funds until they submitted reimbursement forms and the forms matched claims being made by the recipients. Some recipients, when they claimed their 25% up front funds, ended up not spending all of those funds. In wrapping up the grants, these recipients were required to refund the unspent portion back to ODE.

The results of these reports are found in the attached “Summer Learning Programs Detailed Data Report” spreadsheet. The spreadsheet has several tabs each answering a different question. The first tab (“Entities Applied”) lists the districts and charter schools in the state that applied for each grant as well as those that provided services to students funded by the grants. We had several recipients apply for grants, but end up not providing any services and so did not utilize any of the grant funds.

The “Final Reports Overview” tab summarizes the data collected in the final reports submitted by recipients for all three grants. This tab features some of the tables included in the legislative presentations. The following three tabs (“[Grant] Final Reports”) provide the detailed data from the final reports for each grant program. The “HS Academic Final Reports” tab shows the number of students served, credits offered, and credits earned by subject for each recipient. The “K8 Enrichment Final Reports” tab shows the number of students served by grade, number of programs offered by type, and additional services offered for each recipient. The “K5 Child Care Final Reports” tab shows the total number of days child care was offered and number of students served by grade for each recipient.

The “Expenditures Overview” tab summarizes the expenditure data collected from each recipient for all three grants. This tab also features information previously reported to the legislature. Each of the “[Grant] Expenditures” tabs shows each recipient’s total allocation and total funds spent by category.

Finally, the “Summer Learning Programs OCF Final Report” spreadsheet provides the information submitted by the Oregon Community Foundation. This report shows how the Oregon Community Foundation allocated its funds as provided by the legislature. They also show what types of programs each recipient provided.

Thank you for your leadership by providing these funds to Oregon’s students during the summer of 2021. Recipient feedback on this program has been overwhelmingly positive. Many districts and charter schools have reported that the start to the 2021 school year was easier because they were able to offer these programs in the summer. Most districts and charter schools have strongly advocated for a repeat of summer enrichment and learning funds for the summer of 2022.

If you have additional questions, please let us know.

Sincerely,



Colt Gill,
Director of the Oregon Department of Education and
Deputy Superintendent of Public Instruction