



2024 Summer Reading Grant Program

Background

Summer learning loss, commonly referred to as the “Summer Slide,” is the phenomenon through which a student loses achievement gains (most notably in reading and math) made during the school year. The loss of academic skills has the potential to compound over the course of a child’s K-12 journey. Younger students and low-income students are the most prone to summer learning loss.

The COVID-19 pandemic exacerbated the already-existing problem with summer learning loss. As a result, the North Dakota Department of Public Instruction (NDDPI) – in alignment with our mission and vision – is dedicating resources to provide North Dakota students with increased summer literacy opportunities.

Eligibility

North Dakota public libraries and schools that participate in summer reading challenges or other engagement activities, including the annual College SAVE Summer Reading Champions Campaign, are eligible to be considered for grants awarded as **reimbursements**. At the end of the challenge/engagement period (but no later than **August 5, 2024**), participating entities must complete and submit a [“Summary of Engagement” form](#) to NDDPI. NDDPI will award grants as reimbursements that may be used specifically to cover the costs of public and school **library resource materials**. Funds must be expended by **September 30, 2024**, and requests for reimbursement must be submitted by **December 13, 2024**.

NOTE: Grantees must have an active sam.gov unique entity identifier (UEI) to receive funds.

The U.S. Department of Education (USDOE) requires a high burden of proof to show that paying for food and beverages with federal funds clearly and directly benefits the grant project or initiative for which they are being charged. For this reason, all food costs must be soundly documented in a manner that makes it possible for a third party to easily determine how the costs benefitted the project. The circumstances of the USDOE allowing food expenditures are rare and demand a compelling case.

Allowable Uses

“Library resource materials” encompasses a variety of items that provide educational value for K-12 students. Below are some examples (but not an all-inclusive list) of allowable and nonallowable uses under this program:

- STEM/STEAM materials: Yes
- Computers/tablets/software & apps (one-time purchase only): Yes
- Licenses: No
- Consumable supplies for arts & crafts/STEM projects: Yes – however food is NOT allowable
- Standard consumable supplies (toilet paper, paper towels, cleaning supplies): No, these costs are associated with typical operations. However, if they are purchased strictly to support special educational events for students, these expenses are allowable.
- Furniture: Yes, if the intended use is primarily for students and not for staff/faculty.
- Building improvements and upgrades: Potentially yes. These are generally considered typical operating costs; however, some or all of certain project costs could be covered if an urgent need is presented. A Capital Expenses form must be filled out and submitted to NDDPI in advance. The form, along with complete guidance, can be found on our [website](#). If approved, the entirety of the project cost would have to be paid out before the end of the grant period (September 30). A better option is to reallocate funds within your own budget for improvements/upgrades and apply grant funding toward expenditures that fall more clearly within the allowable use guidance.

For single purchases of \$5,000 or more for any one item or group of like items, a [Capital Expense \(non-construction\) form](#) must be filled out.

In accordance to 2 CFR 200.334, Retention requirements for records, all accounts, records and other supporting documentation pertaining to all costs incurred with Federal funds shall be maintained for **three (3) years from the last program activity, typically the submission of the final project disbursement report or longer if there is an ongoing investigation, monitoring or audit.**

Supporting documentation for expenditures is required for all funding methods.

Examples of such documentation include but are not limited to: receipts, invoices with check numbers verifying payment, and/or bank statements.

Record Retention

All subgrantees must maintain appropriate and sufficient documentation to show evidence of compliance with federal, state and local regulations. It is the responsibility of the subgrantee to retain all financial and program records in an auditable manner to be accessed and provided to the USED and the NDDPI.

In accordance to 2 CFR 200.334, Retention requirements for records, all accounts, records and other supporting documentation pertaining to all costs incurred with Federal funds shall be maintained for **three (3) years from the last program activity, typically the submission of the final project disbursement report or longer if there is an ongoing investigation, monitoring or audit.**

Supporting documentation for expenditures is required for all funding methods. Examples of such documentation include but are not limited to: receipts, invoices with check numbers verifying payment, and/or bank statements.

Hold on Funds

At any time, NDDPI reserves the right to hold funds for reimbursement if the grantee is determined to be out of compliance with regulations.

No payments will be administered until the grantee is considered to be in-compliance of all grant expectations.