**Project Scope for Larger (over $5,000) Projects and Purchases using ESSER Funds**

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| **School District and LE # (s)** |  |
| **Primary Contact Name & Title** |  |
| **Primary Contact Phone** |  |
| **Primary Contact Email** |  |

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| **Project Name** |  | | |
| **Description** |  | | |
| **Board Approved** | mm/dd/yyyy | **OPI Approved** | mm/dd/yyyy |
| **Cost** |  | | |
| **Funding Sources** | ESSER I total:   * % of overall cost:   ESSER II total:   * % of overall cost:   ESSER III total:   * % of overall cost:   [Other fund source] total:   * % of overall cost: | | |
| **Timeline** |  | | |
| **Status** |  | | |
| **Student Gains** |  | | |
| **Depreciated Items** |  | | |
| **Meaningful Stakeholder Input** |  | | |

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| **Alternative Option** | **Description** | **Challenges** | **Gains** |
| **Option #1** |  |  |  |
| **Option #2** |  |  |  |
| **Option #3** |  |  |  |

Federal & State Compliances will be agreed to within the Capital Expenditure portal.

**Project Scope Instructions:**

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| **Project Name** |  | | |
| **Description** | This is a brief narration of the problem or challenge being faced and the recommended solution. It includes challenges/barriers, presently faced by district, overall costs, gains directly related to covid (prepare, respond, prevent), and identifies student gains. | | |
| **Board Approved** | You will be asked to provide documentation of Board approval through the submission portal. The date entered here is the date the project/items were approved by your local Board. | **OPI Approved** | This may be entered as PENDING until you receive OPI approval. |
| **Cost** | Please indicate your Total Project Cost and Estimated Detail Budget.  This could be a Phase I architectural review ($20,000), Phase II purchase of HVAC ($100,000), and Phase III installation ($40,000).  It could also be Refrigerator and installation estimated $15,000 or Afterschool Van $40,000. | | |
| **Funding Sources** | If the project is being funded out of two or more sources please indicate which sources and % or amount coming from each funding source. For example, if your district general fund is covering $100,000 of an HVAC installation and ESSER II is covering $50,000 and ESSER III is covering $25,000 and a local foundation is covering $50,000 please indicate all of these sources.  If the amounts are estimates you may state ‘estimate’.   * What % of funding comes from ESSER? * Which ESSER grant(s)? * What % comes from other sources? * What are the other sources? | | |
| **Timeline** | This could be a phased project or single purchase. Estimated timelines are fine. | | |
| **Status** | Indicate if parts of the project have been completed and which are pending. | | |
| **Student Gains** | * List the direct and indirect student gains/benefits as a result of this project/purchase. * How does this project relate to Preparing, Preventing, Responding to Covid-19? | | |
| **Depreciated Items** | List the items in the project which are going to be depreciated or capitalized. | | |
| **Meaningful Stakeholder Input** | Please describe how you gathered meaningful stakeholder input. Your answer must address:   * WHO was involved? * HOW input was gathered? * WHAT questions were asked?   *Examples: School Board, Press Coverage, school staff, community organizations* | | |
| You may or may not need to do the **alternatives** section below. Most construction and multipiece/phased projects will require the below. If the district is purchasing a single item, you may still need to consider below. Think in terms of a public question as to why you spent $16,000 on a copier instead of repairing the old one and spending the funds on curriculum. If you are not sure, feel free to contact a member of the ESSER Team for assistance.  **Note:** One of the options could be to leave things as they are. For example, if the district did not purchase a van what would be the outcome? Afterschool program would not operate and students would lose out on valuable mentoring and academic gains. | | | |
| **Alternative Option** | **Description** | **Challenges** | **Gains** |
| **Option #1** | Describe the solution (not the problem or the project). The project description is above. Solution options are just to describe a possible solution. | Describe the challenges to implementing this solution. | Describe the gains that will be achieved by implementing the solution. |