NC Comprehensive Continuous Improvement Plan (NCCCIP)

21st Century Community Learning Centers Preparing for the Cohort 15 Competition (FY2022)
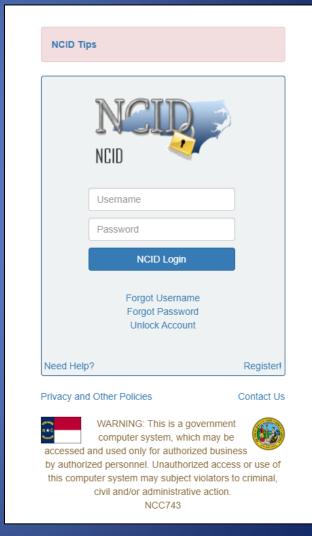
Presented March 17th, 2021

Reminders and Deadlines

- **Competition opens Monday, March 29th at 8AM EDT**

- **Competition closes Thursday, May 13th at 12PM (Noon) EDT**

- Only applications submitted through NCCCIP will be reviewed (no paper copies)

- Allow plenty of time to enter data and upload files in NCCCIP – absolutely **no exceptions** after the due date

- Once submitted to NCDPI, after the due date, cannot submit additional information

- Please refer to 21st CCLC RFP available for this competition in NCDPI Resources

- You will see the acronym 'LEA' in NCCCIP – it is an overarching term for any organization that provides educational services

You Need a Valid NCID to get into CCIP… How Do I Get an NCID? (Non-LEAs*)

- Go to https://ncid.nc.gov
- Click on 'Register!'
- *You do NOT need a new NCID for this competition if your NCID has remained Active*

* District, Charter and Lab school personnel must go through their NCID Administrator, then the CCIP User Access Administrator (UAA) listed in CCIP for access

How Do I Get an NCID? (Non-LEAs)

How Do I Get an NCID? (Non-LEAs)

- Required Fields
  - Requested ID (usually *firstname_lastname*, but can be anything you want, if it's unique)
  - First and Last Name
  - Email Address
  - Phone Number
  - Street Address (City, State and Zip)
  - Password (minimum 8 characters, rules on page)

How Do I Get an NCID? (Non-LEAs)

> To verify your identity, an email has been sent to you. Please click the link in the email to complete the verification process. You must activate your account within 3 days or for security reasons it will be deleted.
>
> To ensure that NCID messages will always be delivered to your Inbox, please verify that your email client and email provider are set up to accept messages from ncid.notifications@nc.gov.
>
> If you do not receive the email in your Inbox within a few minutes, please verify that the message was not marked as spam and sent to the Junk Email folder. If this happens, please move the message to the Inbox so you can validate your account. You may now close this window.

- Check your email, including your SPAM folder!
- After verification, go onto the NCID site and choose your password reset questions and responses.
- If you forget your password or get locked out, <u>DPI cannot help you</u>
  - Non-LEAs call NC DIT (919.754.6000 or 800.722.3946)
  - LEAs must contact their local NCID Administrator

What Do I Do with the NCID? (Non-LEAs)

- Fill out CCIP Access Request Form in NCDPI Resources folder
- The County Name is where the Fiscal Agent is located
- Use pulldown lists where available
- If the non-LEA/organization has competed before, but was not awarded, enter the same name to avoid duplicates in CCIP

NCDPI Resources [Expand All] [Collapse All] [Hide Documents]

- 21st CCLC Cohort 15 Competition
  - Related Documents - Templates
  - Non-LEAS ONLY - 21st CCLC CCIP Access Request Form

Non-LEA Name	County Name						
	Alamance						
NCID User ID	First Name	Last Name	Role (Required)	Email (Required)	Phone # (Required)	Phone Ext. (optional)	Fax # (optional)
			LEA 21CCLC Data Entry				
			LEA Fiscal Representative				
			LEA Chief Administrator				
PSUs should go through the listed User Access Administrator (UAA) for access to CCIP.							
* INCLUDE YOUR NON-LEA NAME AND THE COUNTY IN WHICH YOU'RE LOCATED!!! THE COUNTY LIST IS A PULLDOWN LIST.							
* If your NCID is currently active and being used in an NCDPI system, you do NOT need a new NCID.							
* A valid NCID User ID is required for CCIP access. Please request an NCID at https://ncid.nc.gov/ if you haven't already.							
* One user can be in multiple roles, each role can have multiple users. Add as many rows as you need.							
* NO SHARING OF NCIDs							
* Please return this form by email to anita.harris@dpi.nc.gov							
ONLY ONE FORM PER ORGANIZATION - The form should come from the Program Director or Fiscal Agent							

CCIP Roles for 21st CCLC

CCIP Role Name	Description
User Access Administrator Only available in LEAs	Allows the user to create, update, and delete users/roles for an organization. This role does not give the user any access to edit the Funding Application.
LEA 21st CCLC Data Entry	Allows the user change Funding Application status to <u>Draft Started</u>, edit and change the status to <u>Draft Completed</u>.
LEA Fiscal Representative	LEA user who can change any of the LEA applications' status to Draft Started, edit and change the status to Draft Completed and Fiscal Representative Approved or Returned.
LEA Chief Administrator	LEA user who can change any of the LEA's funding applications' status to Draft Started, edit and change the status to Draft Completed and Chief Administrator Approved or Returned.

- A person can have more than one role
- A role can have more than one person assigned to it

Funding Applications Main Page

- By default, when you log in to CCIP, you'll be in 'FY2021', which you must change to 'FY2022'

- You should see '**21st Century Community Learning Centers – New'** as the first in the list under Competitive Funding Application

Sections Page

Preparing for the Cohort 15 Competition

Sections – Application Status

- Displays current status and next possible status(es)
- Only displays next possible status for application
- If user lacks permission, the status change confirmation screen will indicate that
- Application Status must be at '**Draft Started**' to enter data

Sections Page – Changing Status to Draft Started to Start Entering Data

When the cursor hovers over <u>Draft Started</u>, the personnel with these roles can change the Status, as the application process progresses

Funding App Page Navigation

- **Go To / Save and Go To** menu allows navigation between any pages in funding application

Save And Go To ▶		
Current Page		
Next Page		
Previous Page		
Sections		
History Log ▶		
Allotments ▶		
21st Century Community Learning Centers - New ▶	Budget	
Contacts ▶	Grant Details	
Substantially Approved Dates ▶	Related Documents	
Assurances ▶		
New Applicant Summary ▶		

Save and Go To…continued

- Using Save and Go To refreshes session timeout
- Save and Go To Current Page: Saves changes to the page and keeps user on that page
- Save and Go To Next Page: Saves changes to the page and moves user to next page in that section
- Save and Go To Previous Page: Saves changes to the page and moves user to previous page in that section
- If no previous or next page exists, user is returned to Sections page

Navigating to Budget Page

Budget Page

- Enter budget data for **21st Century Community Learning Centers – New**

- Highest level amounts (rolled up to Parent codes) should be entered into cells; Totals for columns and rows are done automatically as you move down or across

- Refer to RFP documentation for allowable items

- **Until you enter $ on the Budget page, no Errors/Warnings will show in Validation column on Sections page**

[Download Budget Data]

Purpose Code \ Object Code	Salaries 100	Employer Provided Benefits 200	Purchased Services 300	Supplies and Materials 400	Total
5000 - Instructional Services	0.00	0.00	0.00	0.00	0.00
6000 - System-Wide Support Services	0.00	0.00	0.00	0.00	0.00
7000 - Ancillary Services	0.00	0.00	0.00	0.00	0.00
8000 - Non-Programmed Charges	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00
Adjusted Allocation					0.00
Remaining					0.00

Navigating to Grant Details Page

Sections

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Application Status: Draft Started

Change Status To: Draft Completed

View Change Log

Description (View Sections Only View All Pages)	Validation	Print ☐ Select Items
All	Messages	Print
⊟ **History Log**		Print
History Log		Print
Create Comment		
⊟ **Allotments**	Messages	Print
Allotments	Messages	Print
⊟ **21st Century Community Learning Centers - New**		Print
Budget		Print
Grant Details		Print
Related Documents		Print
⊟ **Contacts**		Print
Contacts		Print
⊟ **Substantially Approved Dates**		Print
Substantially Approved Dates		Print
⊟ **Assurances**		Print
Assurances		Print
⊟ **New Applicant Summary**		Print
New Applicant Summary		Print
All	Messages	Print

Grant Details Page

Grant Details

[redacted] Non-LEA - FY 2022 - 21st Century Community Learning Centers - New - Rev 0 - 21st Century Community Learning Centers - New

[Save And Go To ▶]

NOTE: An entry of 'N/A' in a narrative box will yield a score of zero (0) points for that item.

1. Total Amount Requested: Total amount requested may not be less than $50,000 and may not exceed $400,000 per year. To determine the level of funding eligibility, organizations will utilize the Wallace Foundation Out-of-School Time Cost Calculator and the NC Department of Commerce's County Distress Rankings (Tiers) (links available below).

Wallace Foundation Out of School Time Cost Calculator

NC Department of Commerce County Tier Designations

$ [_____] *

[_____] * Proposed Number of Afterschool Programming Slots (not inclusive of summer slots):

[_____] Proposed Number of Summer Programming Slots (not inclusive of afterschool slots):

NOTE: Must attach a copy of the Wallace Foundation Out-of School Time Cost Calculator results (for afterschool and summer, if applicable) in the Required Documents section of the Funding Application in the CCIP grants management system.

*2. Absolute Priority: Legislation requires that the State award grants only to applicants that will primarily serve students who attend public schools with high concentrations of low-income students defined as those schools with a minimum forty percent (40%) poverty rate. List below, only the names of participating feeder schools for the proposed 21st CCLC program. A "feeder school" is the school that participating students attend during the school day. The poverty percentages for all public schools is listed at:Poverty Percentages for All NC Public Schools

NOTE: In the Required Documents section, in the _21st CCLC Proposed Feeder School(s) with School Poverty & Performance Status_ template applicants must 1) list the public schools and 2) indicate the average percentage of low-income children attending the public (feeder) schools that will participate in the 21st CCLC program.

*

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[text area]

* 3. Competitive Priorities: Applicants must indicate which (**if any**) of the competitive priorities will be met through the proposed 21st CCLC program:

[⊞ ☐] 1. Jointly submitted by at least one local education agency (LEA) and one other eligible entity.

OR

[⊞ ☐] LEA unable to partner with a public or private community organization (If checked, please complete narrative box below)

2. Propose that all (100%) schools to be served are identified as Comprehensive Support and Improvement (CSI) schools and/or Targeted Support and Improvement (TSI) schools:

☐ 3 points if 100% of identified schools are designated as CSI.

☐ 2 points if 100% of identified schools are a combination of CSI and TSI

☐ 3. Propose to provide a summer program component (1 point)
Any applicants proposing to provide a summer program component must propose to include that component for each of the years funded in the grant cycle.

4. Organization Type: Indicate the primary organization type that is submitting the application as the Fiscal Agent Organization. Check one box only.

Navigating to Related Documents Page

Sections

[blurred text] Non-LEA - FY 2022 - 21st Century Community Learning Centers - New - Rev 0

Application Status: Draft Started

Change Status To: Draft Completed

View Change Log

Description (View Sections Only View All Pages)	Validation	Print ☐ Select Items
All	Messages	Print
⊟ **History Log**		Print
History Log		Print
Create Comment		
⊟ **Allotments**	Messages	Print
Allotments	Messages	Print
⊟ **21st Century Community Learning Centers - New**		Print
Budget		Print
Grant Details		Print
Related Documents		
⊟ **Contacts**		Print
Contacts		Print
⊟ **Substantially Approved Dates**		Print
Substantially Approved Dates		Print
⊟ **Assurances**		Print
Assurances		Print
⊟ **New Applicant Summary**		Print
New Applicant Summary		Print
All	Messages	Print

Related Documents

- Documents may be Required or Optional
- Clicked links will open in new browser window

	Required Documents	
Type	**Document Template**	**Document/Link**
21st CCLC Basic Organization Information [Upload between 1 and 2 document(s)]	📎21st CCLC Basic Program Information	Upload New
21st CCLC Organizational Chart - TEMPLATE NOT PROVIDED [Upload 1 document(s)]	N/A	Upload New
Statement of Assurances [Upload between 1 and 2 document(s)]	📎21st CCLC Statement of Assurances	Upload New
Debarment Certification [Upload between 1 and 2 document(s)]	📎Debarment Certification	Upload New
Criminal Background Check Certification [Upload between 1 and 2 document(s)]	📎21st CCLC Criminal Background Check Certification	Upload New
Organization's Written Fiscal Procedures - TEMPLATE NOT PROVIDED [Upload 1 document(s)]	N/A	Upload New
Financial Audit/Status Statement (or explanation of current status) - TEMPLATE NOT PROVIDED [Upload 1 document(s)]	N/A	Upload New
Private Schools Consultation [Upload at least 1 document(s)]	📎21st CCLC Private Schools Notification	Upload New
Total Cost Worksheet [Upload 1 document(s)]	📎Total Cost Form	Upload New
Wallace Foundation Cost Calculator Outputs - TEMPLATE NOT PROVIDED [Upload between 1 and 2 document(s)] ⓘ	N/A	Upload New
21st CCLC Proposed Feeder School(s) with School Poverty & Performance Status [Upload 1 document(s)]	📎Proposed Feeder School Low Performing Status	Upload New
21st CCLC Data Integrity and Confidentiality Certification [Upload between 1 and 2 document(s)]	📎21st CCLC Data Integrity and Confidentiality Certification	Upload New
System for Award Management (SAM) Entity Registration - NO TEMPLATE PROVIDED [Upload 1 document(s)]	N/A	Upload New

	Optional Documents		
Type	**Document Template**	**Document/Link**	
21st CCLC Letter of Commitment – TEMPLATE NOT PROVIDED	N/A	Upload New	
21st CCLC Budget Form FPD 208 [Upload up to 1 document(s)] ⓘ	📎21st CCLC Budget Form FPD 208 - 9.3.2020	Upload New	if applicable
Memorandum of Understanding (MOU) [Upload up to 1 document(s)]	📎Sample MOU Template	Upload New	

Adding a Related Document

- Click on <u>Upload New</u> in Document/Link column

- Enter a Document Name (optional)

    – If left blank, name of document (Type column) is used

    – Displays on Related Documents page, under "Document/Link" column

Create Related Document - 21st CCLC Basic Organization Information

███████ ██████████ ██ ███████ ██ ██████ ██████████ ██ ███ Non-LEA - FY 2022 - 21st Century Community Learning Centers - New - Rev 0 - 21st Century Community Learning Centers - New

Please select a file to upload.

Upload Data File:	[ ]	Select
Document Name:	[ ]	

Create   Cancel

Required Documents		
Type	**Document Template**	**Document/Link**
21st CCLC Basic Organization Information [Upload between 1 and 2 document(s)]	📋 21st CCLC Basic Program Information	Upload New [Update] | [Delete] 📋 21st CCLC Basic Info
21st CCLC Organizational Chart - TEMPLATE NOT PROVIDED [Upload 1 document(s)]	N/A	Upload New

Page Locking

- Pages are locked down when application is in approval process (any status <u>other than</u> Draft Started)

  - Application must be returned unapproved if changes are desired to an application that is in approval process

  - Be careful! Fiscal Representative Returned Not Approved is equivalent to Draft Started. Always look at the next Status it can be changed to

- CCIP prevents multiple users from editing the same page simultaneously

  - User will see message indicating the user that is locking the page; lock is released after that user leaves the page or his/her session times out

Validations

- Business rule checks

- System automatically runs validation as application is completed

- Validation issues appear on the **Sections** page, under the **Validation** column
  - Messages do not appear on the page as user fills out data

Preparing for the Cohort 15 Competition

Validations…continued

- Two types of validation messages
  - Errors: Prevent submission of application
  - Warnings: Point out potential issues but allow submission
- Filtering Messages
  - All: Show every message
  - Section: Show all messages for pages in that section
  - Page: Show all messages for that page
- **Until you enter $ on the Budget page, no Errors/Warnings will show in Validation column on Sections page**
- Clicking Review will take user to the screen on which the issue occurred, but not the exact spot

Description (View Sections Only View All Pages)	Validation	Print ☐ Select Items
All	Messages	Print
⊟ History Log		Print
History Log		Print
Create Comment		
⊟ Allotments		Print
Allotments		Print
⊟ 21st Century Community Learning Centers - New	Messages	Print
Budget		Print
Grant Details	Messages	Print
Related Documents	Messages	

History Log

- Comprehensive list of all status changes that have occurred in a funding application
  - Who did it
  - When

History Log

████████ ████████ ████ ███ Charter District - FY 2021 - 21st CCLC Summer Mini-Grant 2021 - Rev 0 - History Log

Save And Go To ▶

View All Status/Comments

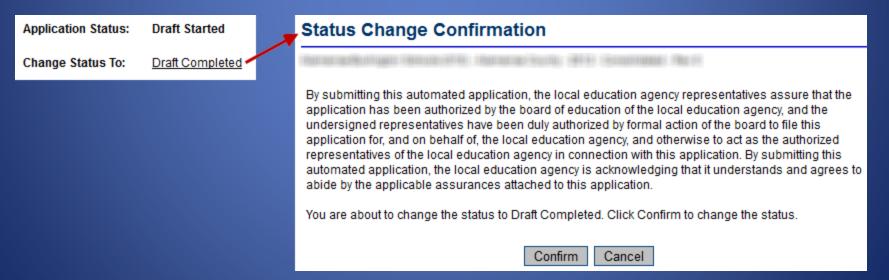| Attention Needed	Date	User	Status (S)/Comment (C)	S/C
	2/15/2021 6:51:56 PM	Train1_███ ChiefAdmin	Status changed to 'Draft Started'.	S
	2/1/2021 2:18:53 PM	NCCCIP Admin	Status changed to 'Not Started'.	S

Assurances Page

- Read-only list of Assurances for this Funding Application
- By submitting application, organization is agreeing to be bound by the listed Assurances

Assurances

Alamance-Burlington Schools (010) Regular Local School District - FY 2021 - 21st Century Community Learning Centers - New - Rev 0 - Assurances

This is the TEST site. Please be sure to complete your work on the LIVE site.

Go To ▶

The parties referred to in this document are all Federal agencies, including but not limited to the United States Department of Education, the United States Department of Agriculture, the United State Department of Health and Human Services and the United States Department of Labor, all herein referred to as the "DEPARTMENT," and the North Carolina Department of Public Instruction, herein referred to as the "North Carolina Department of Public Instruction", and the local educational agency, herein referred to as the "SUBGRANTEE." The North Carolina Department of Public Instruction may make funds available to the SUBGRANTEE for programs operated by the SUBGRANTEE in accordance with requirements and regulations applicable to such programs. Consistent with 34 C.F.R. Sections 74-85, the SUBGRANTEE assures, if awarded a grant, subgrant, or contract:

1 21st Century Community Learning Centers (21CCLC)

Assurances are hereby provided to the SEA that the applicant will:

1. Implement a program in a safe and easily accessible facility in accordance with section 4204(b)(2) (A)(i).
2. Develop and implement the proposed program in active collaboration with the schools the students attend in accordance with section 4204(b)(2)(D).
3. Primarily target students who attend schools eligible for school-wide programs under section 1114 and the families of such students in accordance with section 4202(b)(2)(F).
4. Use funds to increase the level of State, local and other non-Federal funds that would, in the absence of funds under this part, be made available for programs and activities authorized under this part, and in no case supplant Federal, State, local, or non-Federal funds in accordance with section 4202(b)(2)(G).
5. Provide the community with notice of an intent to submit an application and that the application and any waiver request will be available for public review after submission of the application in accordance with section 4204(b)(2)(L).
6. Submit annual evaluation data supporting successful program implementation and progress aligned with the approved proposal.>br /> 7. Revise program plans if annual evaluation data does not demonstrate progress toward goals.
8. Consult with private school officials during the design and development of the 21st CCLC program on issues such as how the children's needs will be identified and what services will be offered.
9. Ensure that services and benefits provided to private school students must be secular, neutral, and non-ideological.
10. Use funds solely for the purposes set forth in this grant program as approved in the application.
11. Maintain records to ensure that the Single Audit Requirement is applicable for any non-federal entity that expends $500,000 or more in a year in Federal awards shall have a single or program specific audit conducted for that year in accordance with the provisions of OMB Circular A-133, Subpart B and Subpart C.
12. Conduct operations in compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and Title IX of the Education Amendments of 1972, if applicable.
13. Abide by federal regulations which bar discrimination on the basis of race, color, national origin, religion, disability, age, sex and which require accessibility for persons with disabilities.

2 Debarment Certification

This certification is required by the regulations implementing Executive Order 12549, debarment and suspension, 34 CFR Part 85, section 85.510, and Participants' responsibilities. The regulations were published as Part VII of the May 26, 1998 Federal Register (pages 160-192). Copies of the regulations may be obtained by contacting the person to whom this proposal is submitted.

The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Changing Status on Sections Page

- Does user have permission?

- <u>Successfully</u> changing status to <mark>Draft Completed</mark> indicates the application is error-free and will be considered for scoring

Application Status:	**Draft Started**
Change Status To:	Draft Completed

Status Change Confirmation

By submitting this automated application, the local education agency representatives assure that the application has been authorized by the board of education of the local education agency, and the undersigned representatives have been duly authorized by formal action of the board to file this application for, and on behalf of, the local education agency, and otherwise to act as the authorized representatives of the local education agency in connection with this application. By submitting this automated application, the local education agency is acknowledging that it understands and agrees to abide by the applicable assurances attached to this application.

You are about to change the status to Draft Completed. Click Confirm to change the status.

[Confirm] [Cancel]

What Happens When Status Changes?

- Entry added to History Log documenting the change with an 'S'

- Next person/role in approval chain (submission workflow) notified by email
  - LEA 21st CCLC Data Entry ➡ LEA Fiscal Representative ➡ LEA Chief Administrator

- Application may be locked down or unlocked
  - Unlocked: Application Status = Draft Started (it might say "_____ Returned Not Approved")
  - Locked: Any status other than Draft Started

- Grants may receive **Substantial Approval**
  - This does NOT mean it has been Approved for funding

Questions?

- 21st CCLC program-related
  - **Susan.Brigman@dpi.nc.gov**
  - **Jennifer.Smith@dpi.nc.gov**
  - **Megan.Orleans@dpi.nc.gov**
- NCCCIP-related (access issues, etc.)
  - **Anita.Harris@dpi.nc.gov**
- NCID-related (lockout, PW reset)
  - Contact DIT 919.754.6000 or 1.800.722.3946 (toll-free)