

# Nita M. Lowey 21<sup>st</sup> CCLC Grant Competition ~ Cohort 16

*North Carolina Department of Public Instruction  
Request for Proposal (RFP) Technical Assistance Day 1 Webinar*

*Tuesday, March 15, 2022*

# 21st Century Community Learning Centers Request for Proposals (RFP) Virtual Technical Assistance Webinar Part I

## Overview of Cohort 16 RFP and Application Process Technical Assistance Webinar ~ March 15, 2022 10am-12pm

**Susan Brigman** – Section Chief ~ Specialty Programs, Federal Program Monitoring and Support, NCDPI

**LaTricia Townsend, Ed.D.** – Director, Federal Program Monitoring and Support, NCDPI

**Megan Orleans** – Program Administrator, Federal Program Monitoring and Support, NCDPI

**Wendy Buck** – Program Administrator, Federal Program Monitoring and Support, NCDPI

**Eric Rainey** – Program Administrator, Federal Program Monitoring and Support, NCDPI

**Ashton Moss** – Fiscal Analyst, Federal Program Monitoring and Support, NCDPI



# **North Carolina Department of Public Instruction**

## **Federal Program Monitoring and Support Division (FPMS) ~ 21<sup>st</sup> CCLC Program Team**

### **NCDPI Fiscal Team**

**Katrina Blount- Fiscal Monitor  
Tara Powe- Fiscal Monitor  
Ashton Moss- Fiscal Analyst  
Monica Pask- Fiscal Analyst**

### **NCDPI Data Management**

**Anita Harris- Data Quality Manager & Business  
Analyst**

### **Administrative Support**

**Richard Trantham  
Melba Strickland**

### **Leadership**

**Dr. LaTricia Townsend ~ Director, FPMS  
Susan Brigman, Section Chief ~ Specialty Programs**

### **NCDPI 21<sup>st</sup> CCLC Program Administrators**

**Dr. Darren Hamilton: West and Northwest  
Margaret Primus: Southwest  
Gina White: Piedmont-Triad and North Central  
Eric Rainey: North Central  
Hawhana Locklear: Sandhills  
Wendy Buck: Northeast and Southeast  
Megan Orleans: Statewide Special Projects**



**Beth Thrift** – Program Specialist, SERVE Center

**Kathleen Mooney**– Evaluation Specialist, SERVE Center

# Housekeeping



WebEx Etiquette



First Name, Last  
Name, Organization  
Name in Chat



How to Ask  
Questions



Presentation Slides  
will be Posted

# Agenda

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Overview and Purpose of 21st CCLC Grant

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Required and Additional Program Activities

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NCDPI 21<sup>st</sup> CCLC Program Profile

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Eligibility to Apply & Basic Grant Parameters

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Priority for Awards

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Grant Awards and Duration

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Grant Reporting Requirements

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Grant Competition Timeline

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Walk Through “How to Apply” Steps

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Next Steps and Upcoming TA Webinars



# Purpose of the 21st CCLC Grant:

Authorized under Title IV, Part B, of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act of 2015, to provide federal funds to establish or expand community learning centers that operate during out-of-school hours with three specific purposes:

Programs **must provide**:

1. **opportunities during non-school hours for academic enrichment, including providing tutorial services to help students (particularly students in high poverty areas and those who attend low performing schools) meet state and local student performance standards in core academic subjects such as reading and math;**
2. **students a broad array of additional services, programs, and quality enrichment activities that are designed to reinforce and complement the regular academic program of participating students;**
3. **families of students served by 21<sup>st</sup> CCLCs opportunities for active and meaningful engagement in their children's education, including opportunities for literacy and related educational development designed to support a child's academic and social development.**



# 21<sup>st</sup> CCLC Components



Academic  
enrichment,  
including  
tutoring



Additional  
services,  
programs,  
activities



Educational  
services to  
families of  
students

**Help students be successful in school!**



# Required Program Activities

1. Academic activities aligned to NC Standard Course of Study (NCSCOS)
  - Focus on Reading
  - Focus on Math
  - Activities must support the overall goal of increased academic student achievement
2. A broad array of additional services, programs, and activities
  - Service Learning
  - Nutrition & Health Education
  - Drug & Violence Prevention
  - STEM
  - Art, Music, & Physical Fitness
3. Parent/Family Educational Activities
  - Focus on Literacy
  - Additional programming designed to provide adult family members with tools necessary to support their student's academic achievement goals



# Additional Allowable Programming Activities

- Mathematics and science education activities;
- Arts and music education activities;
- Entrepreneurial education programs;
- Tutoring services, including those provided by senior citizen volunteers, and mentoring programs;
- Programs that provide after-school activities for limited English proficient (LEP) students and that emphasize language skills and academic achievement;
- Academic Field Trips;
- On-site Field Trips;
- Recreational activities;
- Telecommunications and technology education programs;
- Expanded library service hours;
- Programs that promote parental involvement and family literacy;
- Programs that assist students who have been truant, suspended, or expelled to allow them to improve their academic achievement;
- Drug and violence prevention programs;
- Counseling programs; and
- Character education programs.



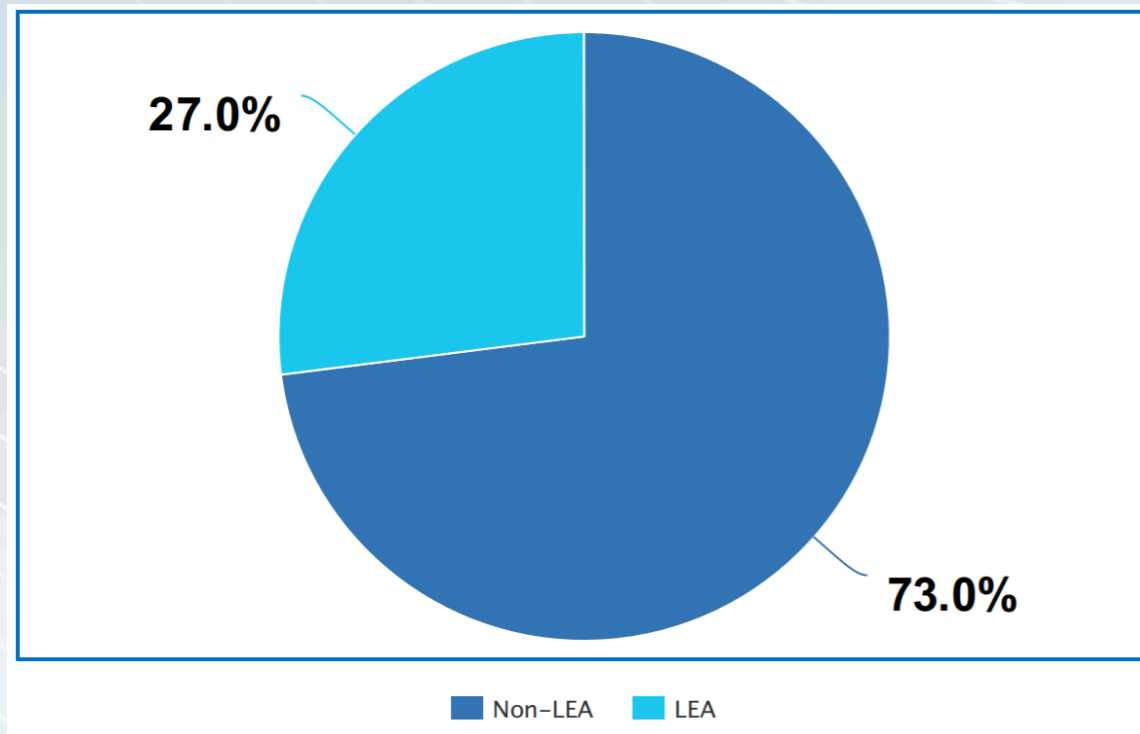
# Additional Allowable Programming Activities



# How is the 21<sup>st</sup> CCLC Grant Program Different from other Federal Programs?

- Formula grants are awarded to State educational agencies, which in turn manage statewide competitions and award grants to eligible entities
- **21<sup>st</sup> CCLC Eligible entities include:**
  - Local educational agencies;
  - Community-based organizations;
  - City or County government agencies;
  - Faith-based organizations;
  - Institutions of higher education; and
  - For-profit corporations.

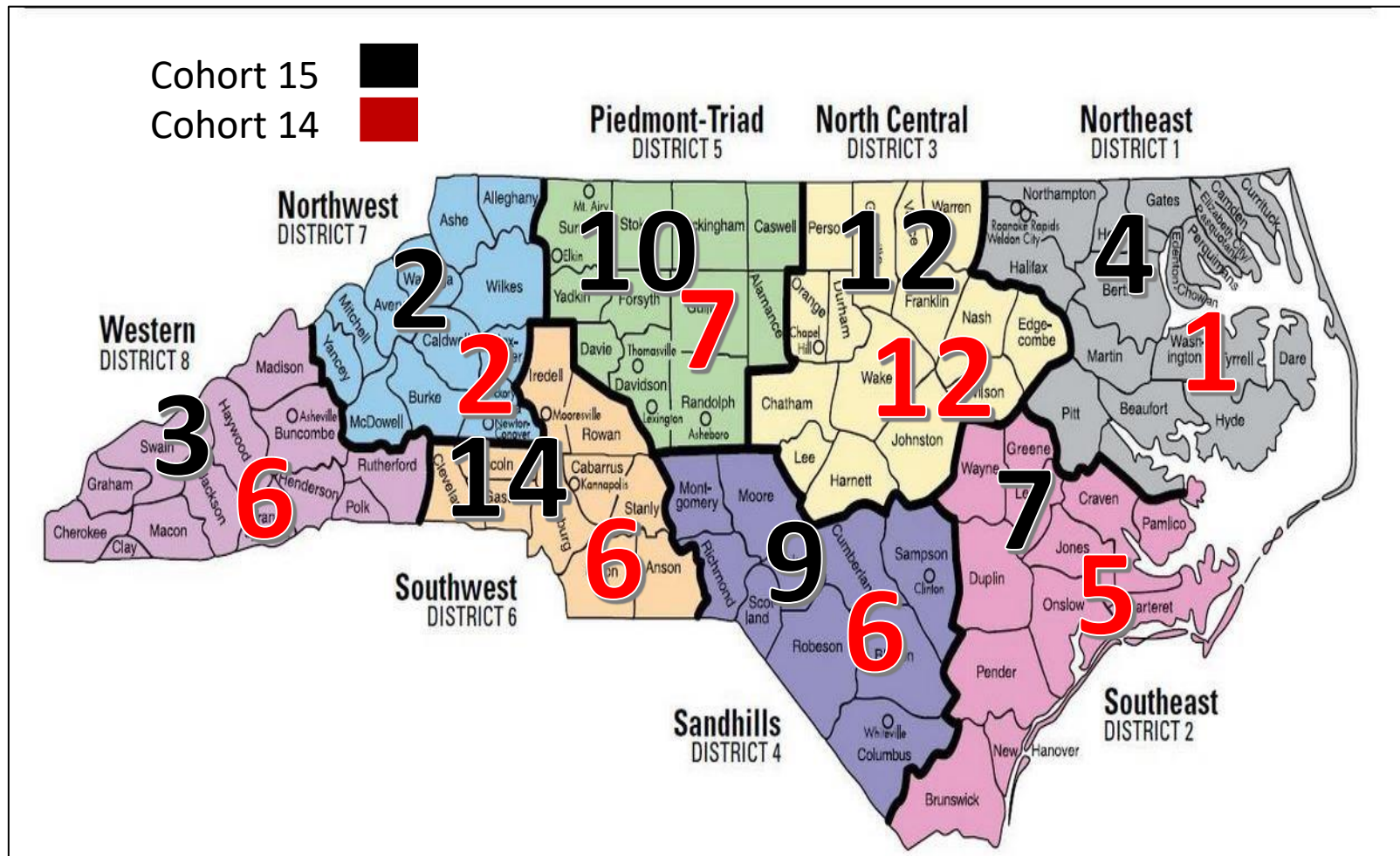
# NC Current Grantee Profile





# 21<sup>st</sup> CCLC Cohort 14 (45) Grantees & Cohort 15 (61) Grantees

## LEA and Non-LEA by Region



# Eligibility to Apply



If the local applicant is another public or private organization (e.g., an organization other than a school district), *it must provide an assurance that its program was developed and will be carried out in active collaboration with the schools the students attend.*

Current (sub)grantees are eligible to apply, but *any currently funded 21<sup>st</sup> CCLC applying for new funding may not apply for duplicate funding for the same project and schools/sites.*

An organization and/or individual (i.e., Registered Agent) acting as a Fiscal Agent can only apply for **one** 21<sup>st</sup> CCLC grant per competition; even if the organization is proposing to serve multiple counties or communities, they are only eligible to submit **one** grant application.

**An entity may not apply on behalf of another.** *The agency completing the application and submitting through CCIP must be the operator of the 21<sup>st</sup> CCLC Program. Grant awards will be paid to the subgrantee listed in the application. All bank accounts, correspondence and documentation must use the subgrantee name for the duration of the program.*





# Basic 21<sup>st</sup> CCLC Grant Parameters

- Programs operate throughout the school year (during non-school hours) for a minimum of 12 hours per week.
  - Before School, After School, Evenings, Saturdays, and during summer or intersessions; Currently no school day waivers have been issued from USED for the 2021-2022 school year and beyond.
- Programs must serve a minimum of 50 students.
  - Students participating in public schools providing instructional programs for Kindergarten through 12<sup>th</sup> grade are eligible to participate
  - In NC, Pre-K students are not eligible to be served
- Funding can cover staffing, transportation, snacks, field trips, supplies, family engagement events, and equipment.

# Basic 21st CCLC Grant Parameters: Program Fees



- The intent of the 21st CCLC program is to ensure equal access to all students (and their families) targeted for services
- Fees cannot be collected for participation in the 21st CCLC program.
- If fees have been collected for student participation in the past, no fees can be collected for participation in the program going forward.

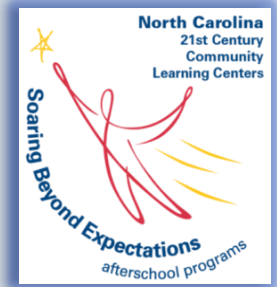
# Priority for Awards: Absolute Priority



## **Absolute Priority**

Under Section 4203 of the ESEA, the State must give priority to applications proposing to primarily serve **students that attend schools eligible for Title I, Part A schoolwide programs.**

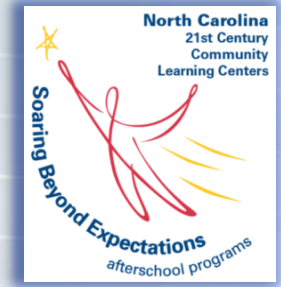
# Priority for Awards: Competitive Priorities



## Competitive Priority – Joint Applications

- Section 4204(i)(1)(B) of ESEA also requires that States must give competitive priority to applications that are submitted jointly between at least one LEA receiving funds under Title I, Part A and at least one public or private community organization. The statute provides an exception to this requirement for an LEA that can demonstrate that it is unable to partner with a public or private community organization in reasonable geographic proximity and of sufficient quality to meet the requirements of the 21<sup>st</sup> CCLC program.
- Applications that are submitted jointly are those where the LEA and participating organization(s) are applying together and share equal responsibility for the 21<sup>st</sup> CCLC program. In cases of joint submittal, all required documents must be signed by the person with signatory authority for all participating organizations and uploaded to CCIP and uploaded in the appropriate place in the Related Documents section of the Funding Application in CCIP (1 point).

# Priority for Awards: Competitive Priorities (cont.)



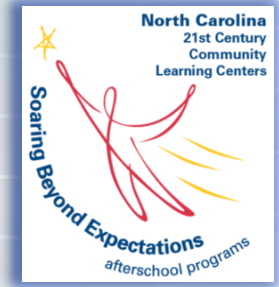
## **Competitive Priority – CSI/TSI Designation**

Propose that all (100%) schools to be served are identified as Comprehensive Support and Improvement (CSI) Schools (3 points) or a combination of Comprehensive Support and Improvement (CSI) and Targeted Support and Improvement (TSI) schools (2 points). [Refer to the State TSI/CSI 2020-2021 list.](#)

## **Competitive Priority – Summer Learning Component**

Propose to provide a summer program component (1 point).

# Priority for Awards: Competitive Priorities (cont.)

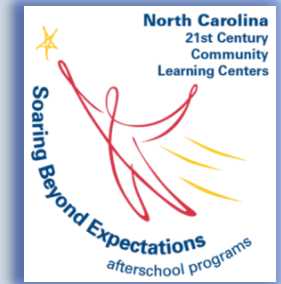


## *Competitive Priority – Extended Program Hours (up to 2 pts)*

### Priority points for extended program hours will be assigned as follows:

- Offering structured activities throughout the week at least 1-hour prior to the start of the school day throughout the duration of school-year programming (1 point)
- Offering structured activities for at least 3 hours on Fridays, Saturdays and/or Sundays throughout the duration of school-year programming (1 point)

# Priority for Awards: Competitive Priorities (cont.)

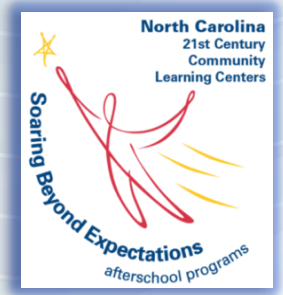


## Competitive Priority – Equitable Distribution of Funds (2 pts)

- Propose to run a 21<sup>st</sup> CCLC Program site in a county that has not hosted a 21<sup>st</sup> CCLC program site in the last 3 grant cycles (Cohort 13, Cohort 14, Cohort 15).
- 21<sup>st</sup> CCLC Cohort 16 Equitable Funding County List



# Priority for Awards: Competitive Priorities (cont.)



- There will not be priority consideration based on the region served by the 21<sup>st</sup> CCLC program as three (3) 21<sup>st</sup> CCLC grants will be awarded per each State Board of Education (SBE) region of the state pending submission of quality applications by at least three eligible organizations in the SBE Region and following Level I and Level II reviews.
- After regional awardees are identified, additional organizations may be recommended for the award based on total application score and ranking, without regional consideration.

# Quality Review & Technical Points

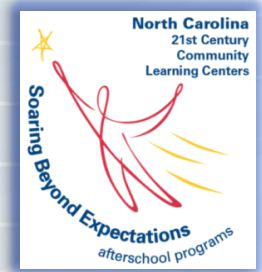


The NC State Board of Education Policy CNTR-001: Competitive/Discretionary Grant Proposal Review Process requires that grant proposals be included in one of five quality band categories: Excellent, Strong, Average, Weak, Unacceptable.

Applications must fall into quality band, **Excellent (140-119)**, **Strong (118-96)**, or **Average (95-73)** to be considered for funding. Applications that fall into quality band **Weak (72-53)** or **Unacceptable (52 or below)** will not be considered for funding *regardless of the SBE Region*.

All applications will receive a **technical review** to ensure all required and related documents are complete, including all official signatures on all required documents. Each incomplete required document will receive a point deduction that will be applied to the final score of the application, reducing the final score.

# 21<sup>st</sup> CCLC Grant Awards and Duration



State Board of Education has final funding approval

Fund requests range from \$50,000 to \$400,000

Total request based on Wallace Foundation Out-of-School Time Cost Calculator & NC Dept. of Commerce County Distress Rankings (Tiers)  
(more instructions to follow)

By number of program hours per week

By total number of program weeks per year, and

By number of student slots.

Three-year funding cycle (as funds are available and contingent on making progress toward program goals)

Proposed budget is **NOT** the final budget

# 21<sup>st</sup> CCLC Grant Awards and Duration (continued)



Each subgrantee can be awarded funds for the academic year starting on July 1st of the initial year and ending on September 30th of the final fiscal year.

21<sup>st</sup> CCLC is a reimbursement grant; recipients must expend own resources before requesting funds

*it is strongly encouraged that applicants have secured sufficient funding or a line of credit to operate the 21st CCLC program for approximately a three-month period.*

Reimbursement requests must be based on actual allowable expenditures versus encumbrances made prior to the September 30th deadline

Any unspent funding installments remaining at the end of Year 3 will revert to the state.

During each annual grant cycle, if a subgrantee does not qualify to receive all funding installments, the entity must file for a fund reduction. Any reduced funds will not be carried over to the next fiscal year.

# Funding Installments & Continuation of Funding



Upon approval of the grantee's budget for the first year of the grant award, the annual allotment will be dispersed in **3 installments**:

Programs are eligible for initial installments equal to **34% of total approved grant award** upon approval of budget and other required documentation(e.g., field trip requests, proposed contracts, Basic Info).

Programs are eligible for second installments of funding equal to **34% of the total approved grant award** if subgrantee meets 50% of NCDPI-determined attendance threshold for "regular attendees"

Programs are eligible for third installments equal to **32% of the total approved grant award** if subgrantee meets 75% of NCDPI-determined attendance threshold for "regular attendees"

*NOTE: If a subgrantee's does not meet at least 75% of NCDPI-determined attendance threshold for "regular attendees" by the end of the first year, a subgrantee may be required to reduce funds for future years.*



# Continuation of Funding Notes

## NOTES:

Applicants must implement plans as approved during the award period. Significant changes to the program design without prior approval from the NCDPI Federal Program Monitoring and Support Division staff for programmatic amendments may result in delays or loss of funding during subsequent years of the continuation period.

Subgrantee's continuation of funding may be terminated due to: failure to meet program goals, low ADA, noncompliance with reporting requirements, insufficient fiscal documentation, or misuse of funds.

# Eligibility to Apply: Good Standing



**Organizations previously and/or currently receiving federal or state out-of-school time funding** must be in good standing with NCDPI to receive a grant award through this RFP. To be in good standing, applicants must:

- have submitted all final evaluation reports and data as required and,
- have finalized all comprehensive program and/or fiscal monitoring review findings or questioned costs and,
- have no unresolved fiscal findings from a previous fiscal year (FY22 or earlier) by the Office of the State Auditor (OSA) at the time the application is due (May 4, 2022).

If the applicant organization is deemed Not in Good Standing by the NCDPI Federal Program Monitoring and Support Division at any point during the review process, the application may be identified as “Not Recommended” for funding to the SBE.



# 21<sup>st</sup> CCLC Federal Reporting Requirements



Successful grantees will be required to collect, manage and report data by center annually into the state's data collection system, 21DC

Center information, staffing, activities provided, and participants

In addition, there are two kinds of required data on individual participants that grantees must enter in the NCDPI's database (21DC).

Student Attendance

Student Academic Improvement Over the Year Participation  
(collected via teacher survey of feeder school staff)

# Tentative Timeline

February 4, 2022 – Request for Proposal Announcement

**February 28, 2022 – Notice of Intent to Apply Due**

March 2, 2022 – Virtual CCIP User Trainings



★ **March 15 & 16, 2022 – Virtual Technical Assistance Webinars**

March 17, 2022 – CCIP Opens @ 8 a.m. EDT

March 28, 2022 – Drop-in Virtual Office Hours 11:30am-12:30pm ([TA Office Hours Link](#))

**May 4, 2022 – Applications Due (12:00 p.m. NOON EDT, Applicants must be at 'Draft Completed' to be considered for funding)**

May 6 – June 13, 2022 – Level I Review

**July 7, 2022 – SBE Meeting for Review and Approval of Recommended Applications; Notification to follow in days after SBE meeting**

July 13, 2022 – Cohort 16 On-boarding (All day session; In-person ~ Greensboro, NC)

July 13-15, 2022 – 21<sup>st</sup> CCLC Program Foundations Mini-Conference (July 14<sup>th</sup> – All Day session; July 15<sup>th</sup> – Half Day Session; In-person ~ Greensboro, NC)

July 18, 2022 – CCIP opens for Related Documents and 208 Form Uploads at 8 a.m.

# How to Apply

*Wendy Buck, Program Administrator*

[CCIP NCDPI Resources Page](#)

# Complete and Submit the Application in CCIP

- Due Date: May 4, 2022 by 12:00pm Noon EDT
- Information collected used to determine staff needs for the Level I review process.
- **Notice of Intent Forms (due 2/28/2022) ~**
  - Please note that the submission of the Intent to Apply form is not a prerequisite for application of grant funds, nor does it obligate the organization to apply.
  - The Notice of Intent form is NOT the application for the grant competition.

# Review CCIP Technical Assistance Training

- *The CCIP Technical Assistance Training Webinar for Cohort 16 recording and slide deck can be found on the [21st CCLC web page](#).*
- **All local education agencies in North Carolina have local staff trained on the use of the web-based grants management system, CCIP. If you are unaware of staff trained on the system, please contact someone in your local Title I office to identify the local User Account Administrator (UAA).**

# Develop your Organization's Proposal to be entered into CCIP

- Resources include:
  - **RFP and Guidance Document**
    - Please read this thoroughly to ensure understanding of requirements and to gain insights into program purpose
  - **Application Planning Worksheet**
    - Downloadable template that allows applicants to begin collecting and editing proposal content in a format simulating the CCIP application.
    - The Application Planning Worksheet document can be found on the [21st CCLC web page](#) starting on March 17, 2022.
  - **Calculate Program Costs**
    - Use the [Wallace Foundation Out-of-School Time Cost Calculator](#) to determine costs for afterschool programming and summer programming.
    - Use the North Carolina Department of Commerce County Tier Designations to determine the funds you are eligible receive. [NC County Tier Designations](#)

# Cohort 16 Related Documents

*Wendy Buck, Program Administrator*

*Megan Orleans, Program Administrator*



# Upload documents to the Related Documents section in CCIP

- **Required Documents** (see the [NCDPI Resources Page for 21st CCLC](#))

- ★• 21<sup>st</sup> CCLC Basic Organization Information form – Organization Information, Fiscal Agent, Program Director (template provided)
  - Organizational Chart – illustrates executive and key personnel of Fiscal Agent Organization and partners (no template)
- ★• Statement of Assurances (template provided)
- ★• Debarment Certification (template provided)
- ★• Criminal Background Check Certification (template provided)
  - Organization's Written Fiscal Procedures (no template)
  - Financial Audit/Status Statement (no template)
  - Total Cost Worksheet (Excel template provided)
  - Private Schools Consultation (template provided)
  - 21<sup>st</sup> CCLC Proposed Feeder School(s) with School Poverty & Performance Status (Excel template provided)
  - 21<sup>st</sup> CCLC Data Integrity and Confidentiality Certification form (template provided)
  - System for Award Management (SAM) Registration Confirmation Notices - (no template provided)
  - Wallace Foundation Out-of-School Time Cost Calculator Outputs (no template provided, use Output form(s))



Denotes multiple uploads required for Joint Applications

# Upload documents to the Related Documents section in CCIP

- **Optional Documents**

- Memorandum of Understanding (MOU) (template provided)
  - This document should outline the specific roles and responsibilities of each partnering agency, entity, or organization participating in a joint submittal.
  - The MOU must be signed and dated by each agency, entity, or organization participating in the joint submission where required.
  - *The MOU is a Required Document if applicant is filing as a Jointly Submitted application between an LEA and public or private community organization.*
- Letters of Commitment/Partnership Agreement
  - Used to support rating for Capacity to Implement, Partner, and Sustain section

# Basic Organization Information



## 21<sup>ST</sup> Century Community Learning Centers BASIC PROGRAM INFORMATION Competitive Grant Program 2022-2023 Revised December 2021

<b>I. Basic Information of Organization Applying for Funding – Cohort 16</b>	
Fiscal Agent Organization Name:	
Fiscal Agent Organization Unit Number #:	
Fiscal Agent Organization UFI #:	
Fiscal Agent Organization Tax ID #:	
Fiscal Agent Organization Physical Address:	
Requested Grant Award:	\$
County(ies) Served by Proposed 21 <sup>st</sup> CCLC Grant:	
Fiscal Agent Chief Administrator Name:	
Fiscal Agent Chief Administrator Email Address:	
Fiscal Agent Chief Administrator Phone Number:	
Chief Finance Office Name (if appropriate):	
Chief Finance Office Email (if appropriate):	
Chief Finance Office Phone (if appropriate):	
If submitting a Joint Application, provide name of Partnering Agency:	

<b>II. Basic Information of Program Components</b>			
21 <sup>st</sup> CCLC Program Name:			
Program Director Name:			
Program Director Email:			
Program Director Phone Number:			
<b>School Year Program:</b>	<b>Number of Student Slots:</b>	<b>Dates of Programming From: to</b>	<b>Total Number of Weeks Students Served:</b>
<b>Extended Hours Programming (if applicable):</b>	<b>Number of Student Slots:</b>	<b>Dates of Programming From: to</b>	<b>Total Number of Weeks Students Served:</b>
<b>Summer Program:</b>	<b>Number of Student Slots:</b>	<b>Dates of Programming From: to</b>	<b>Total Number of Weeks Students Served:</b>

### III. SCHOOL YEAR PROGRAM SITE/CENTER INFORMATION (complete for each site/center):

<b>Site # 1 Location Name &amp; Physical Address:</b>	<b>Days/Hours of Operation:</b>  Extended Hours (if applicable):	<b>Phone #:</b>	<b>Site Director Name and Email Address:</b>
<b>Site # 2 Location Name &amp; Physical Address:</b>	<b>Days/Hours of Operation:</b>  Extended Hours (if applicable):	<b>Phone #:</b>	<b>Site Director Name and Email Address:</b>
<b>Site # 3 Location Name &amp; Physical Address:</b>	<b>Days/Hours of Operation:</b>  Extended Hours (if applicable):	<b>Phone #:</b>	<b>Site Director Name and Email Address:</b>

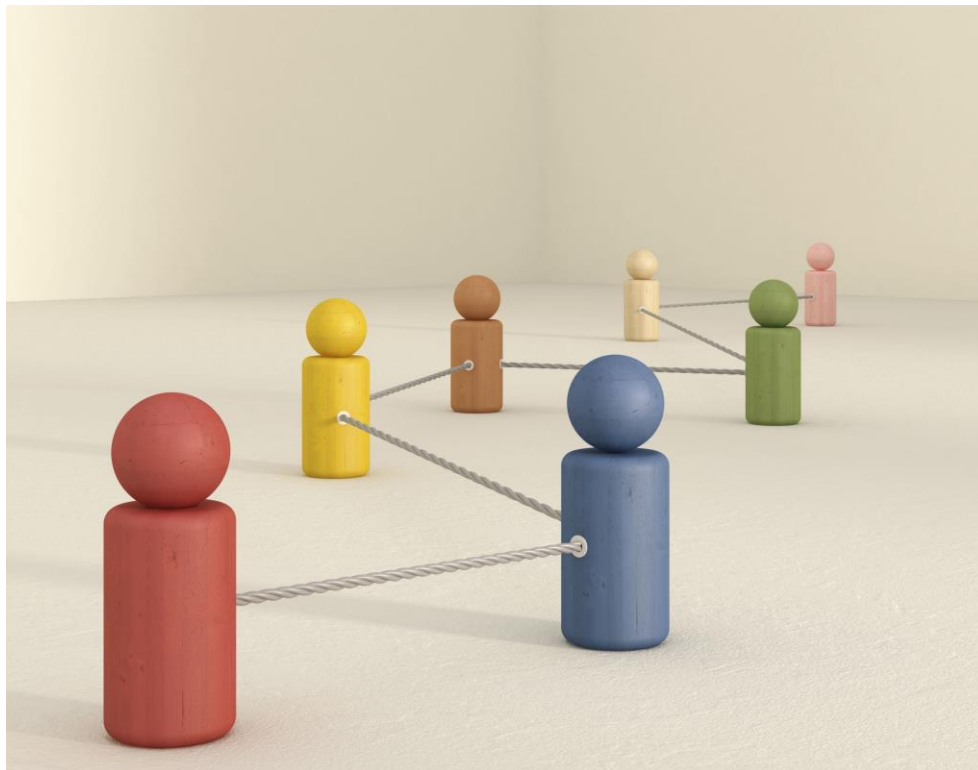
Insert additional cells as necessary. Approved programs will submit a separate Summer Program Information Sheet [at a later date](#).

By signing below, I am attesting that I understand it is the Fiscal Agent Organization's responsibility to: 1) maintain accurate and updated contact information for all 21<sup>st</sup> CCLC Competitive 2022-2023 Grant Program sites with NCDEP; 2) ensure adherence to all assurances and certifications associated with the 21<sup>st</sup> CCLC 2022-2023 Competitive Grant Program; 3) assume responsibility for the reconciliation of any audit exception or compliance finding, including as necessary, the repayment of 21<sup>st</sup> CCLC funds from a non-federal funding source. (Note, an original, hand-written signature or official electronic signature is required.)

\_\_\_\_\_  
Printed Name of Fiscal Agent Chief Administrator or Designee  
\_\_\_\_\_  
Signature of Fiscal Agent Chief Administrator or Designee

\_\_\_\_\_  
Date  
\_\_\_\_\_  
Date

# Organization Chart



- **Organizational Chart – illustrates executive and key personnel of Fiscal Agent Organization and partners (no template)**

# Statement of Assurances

- Read each assurance with care to ensure your organization can attest that it will be upheld
- Ensure the appropriate signatures are in place



## Assurances for 21<sup>st</sup> Century Community Learning Centers Competitive Grant (Revised December 2021)

Assurances are hereby provided to the State Education Agency (SEA) that awarded applicants and all employees and representatives of the applicant's organization will abide by the following terms:

- Implement a program in a safe and easily accessible facility in accordance with section 4204(b)(2)(A)(i).
- Develop and implement the proposed program in active collaboration with the schools the students attend in accordance with section 4204(b)(2)(D).
- 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).
- 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).
- 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).
- Submit evaluation data supporting successful program implementation and progress aligned with the approved proposal.
- Consult with private school officials during the design and development of the 21<sup>st</sup> CCLC competitive grant program on issues such as how the children's needs will be identified and what services will be offered.
- Ensure that services and benefits provided to private school students must be secular, neutral, and non-ideological.
- Ensure the organization does not collect fees and services and benefits provided to enrolled students are free of charge.
- Use funds solely for the purposes set forth in this grant program as approved in the application.
- Use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for federal funds allotted to the organization.
- Be responsible for repayment of 21<sup>st</sup> CCLC competitive grant federal funds in the event of an audit exception or compliance issue.
- Maintain records to ensure that the Single Audit Requirement is applicable for any non-federal entity that expends \$750,000 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 Uniform Guidance, Subpart F.
- 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.
- 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.
- Provide the Federal awarding agency, Inspectors General, the Comptroller General of the United States, and the pass-through entity or any other authorized representatives the right of access to any documents, papers, or other records of the non-Federal entity which are pertinent to the Federal award, in order to make audits, examinations, excerpts and transcripts. The right also includes timely and reasonable access to the non-Federal entity's personnel for the purpose of interview and discussion related to such documents (§200.337).
- Thoroughly read, understand, and agree to uphold all policies and procedures found in the most recent NCDPI 21<sup>st</sup> CCLC Grant Guidance document.

Fiscal Agent Organization Name: \_\_\_\_\_

Title of Fiscal Agent Chief Administrator or Designee: \_\_\_\_\_

Printed Name of Fiscal Agent Chief Administrator or Designee: \_\_\_\_\_

Signature of Fiscal Agent  
Chief Administrator or Designee: \_\_\_\_\_ Date: \_\_\_\_\_



# Debarment Certification

For NC Debarred Vendors,  
go  
to [https://ncadmin.nc.gov/  
documents/nc-debarred-  
vendors](https://ncadmin.nc.gov/documents/nc-debarred-vendors).

To search for federal  
exclusion records. go to:  
<https://www.sam.gov/SAM/>.

## North Carolina Debarment Certification

### CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, debarment and suspension, 34 CFR Part 85, Section 85.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 160-19211). Copies of the regulations may be obtained by contacting the person to whom this proposal is submitted. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

Reference for US Government Debarred Vendors: <https://www.sam.gov> Website Reference for NC Debarred Vendors: <http://www.doa.state.nc.us/PandC/actions.asp>

#### THE AUTHORIZED REPRESENTATIVE IS THE SUPERINTENDENT OR THE FISCAL AGENT ORGANIZATION CHIEF ADMINISTRATOR

1. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into, if it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
2. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
4. The prospective lower tier participant agrees by submitting this proposal that should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
5. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions," without modification on all lower tier covered transactions and in all solicitations for all solicitations for lower tier covered transactions.
6. A participant in a covered transaction may rely upon a certification of a perspective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
7. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for transactions authorized under number 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

\_\_\_\_\_  
Name of Superintendent or Fiscal Agent  
Organization Chief Administrator

\_\_\_\_\_  
Signature of Superintendent or Fiscal Agent  
Organization Chief Administrator

\_\_\_\_\_  
Date

# Criminal Background Check Certification

- Program conducts criminal background checks for all staff, direct service contractors, and volunteers, PRIOR to working with students
- Run against national and state criminal databases including North Carolina Sex Offender Database and National Sex Offender Database
- Allowable Expense



## CRIMINAL BACKGROUND CHECK CERTIFICATION

Fiscal Agent Organizations awarded the 21<sup>st</sup> Century Community Learning Centers (CCLC) Competitive Grant must certify that all employees, direct-service contractors, and volunteers who work with the program have approved criminal background checks on file prior to their work with the program. In accordance with State 21<sup>st</sup> CCLC guidelines, the organization's procedure regarding criminal background checks must meet the following requirements:

1. Must comply with the criminal background check policy and personnel procedures of the program feeder schools' district(s) [district is also referred to as the Local Education Agency (LEA)], or that of the Non-LEA Fiscal Agent Organization's governing board.
2. In the absence of a Fiscal Agent Organization's governing board policy, the Fiscal Agent Organization must obtain background checks that meet the following criteria at a minimum:
  - Criminal background checks are run against national and state criminal databases, and must include the North Carolina Sex Offender Database, <http://sexoffender.ncsbl.gov/>, and the National Sex Offender database, <http://www.ncsocr.gov/>
  - Criminal record checks must be completed and cleared for all new or existing employees, volunteers, or contractors prior to their interaction with children or handling of 21<sup>st</sup> CCLC funds.
  - Statewide criminal background checks must include all states in which the employee or volunteer lives or has lived for the previous five (5) years.
  - All criminal background checks must be obtained directly and kept on file by the Fiscal Agent Organization; background checks obtained/submitted by employees are not acceptable. The Fiscal Agent Organization maintains responsibility to ensure that the background check data is accurate and current.
  - All criminal background checks must include the following:
    - a) Date criminal history check was obtained;
    - b) Name of agency that completed criminal history check;
    - c) Name or identity code of the person who ran the background check; and
    - d) Results of the criminal history check (e.g. "no record," "record attached," etc.).
3. Each Fiscal Agent Organization has the authority to determine and manage its own personnel policies; however, individuals convicted of the following offenses are strictly prohibited from working with the 21<sup>st</sup> CCLC Competitive Grant Program in any capacity:
  - Felony (of any kind);
  - Any offense involving sexual or physical abuse/neglect against a child.
4. If an employee or volunteer is arrested, charged, or convicted of a crime as indicated above during the course of contracted services with the 21<sup>st</sup> CCLC Competitive Grant Program, that individual is required to notify the Fiscal Agent Organization within 24 hours (or within 72 hours if arrested), and the organization must run a new criminal background check.

By signing below, I am attesting that the Fiscal Agent Organization understands and will abide by the above mentioned guidelines regarding criminal background checks for employees, volunteers, and contractors working with the 21<sup>st</sup> CCLC Competitive Grant Program. (Hand-written signature is required.)

Fiscal Agent Organization Name: \_\_\_\_\_

Fiscal Agent Organization  
Chief Administrator or Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Private Schools Consultation

- Section 8501 of the Every Student Succeeds Act (ESSA) requires timely and meaningful consultation occur between any entity receiving 21st CCLC Competitive Summer Mini-Grant Program funds and private school officials prior to any decision that affects the opportunities of eligible private school children, teachers, and other educational personnel to participate in programs under this Act
- [NC List of Private Schools](#)

## AFFIRMATION OF NOTIFICATION, INVITATION & CONSULTATION FOR TITLE IV-B EQUITABLE SERVICES OFFERED TO PRIVATE SCHOOLS BY A 21<sup>ST</sup> CENTURY COMMUNITY LEARNING CENTER (21<sup>ST</sup> CCLC PROGRAM)

Private School:	Phone:
<b>21<sup>ST</sup> CCLC ORGANIZATION NAME &amp; UNIT #:</b>	

**SECTION A: The private school representative checks one box.**

A-1 ☐ THE PRIVATE SCHOOL HEREBY AFFIRMS that:

- the "Summary of Topics for Consultation and Statement of Assurances for the Provision of Equitable Services to Private School Children" was provided to the Private School by the 21st CCLC Program regarding its Competitive Grant Program,
- the selections made in SECTION B (below) are based on timely and meaningful consultation with the 21st CCLC Program regarding its 21<sup>st</sup> CCLC Competitive Grant Program and on verifiable enrollment and eligibility data provided by the private school to the 21st CCLC Program,
- the proposed design of accepted service(s) is equitable with respect to eligible private school children and
- consultation shall continue throughout the implementation and assessment of all accepted programs.

**OR**

A-2 ☐ THE PRIVATE SCHOOL HEREBY ASSERTS that one or more of the four conditions listed above have not been met. Complaints or concerns regarding this process may be filed with the Equitable Services Ombudsman at NCDPI (984-236-2797).

<b>SECTION B: 1- Only the private school may check the boxes in this section.</b>	
ACCEPT	DECLINE
<input type="checkbox"/> The private school hereby <u>accepts</u> participation in Title IV-B equitable services for the duration of the 21 <sup>st</sup> CCLC Competitive Grant Program.	<input type="checkbox"/> The private school hereby <u>declines</u> participation in Title IV-B equitable services for the duration of the 21 <sup>st</sup> CCLC Competitive Grant Program.

**SECTION C: The private school representative provides a hand-written signature to affirm selections in A & B above.**

Name of Private School Official:	Signature of Private School Official:	Date Signed:
----------------------------------	---------------------------------------	--------------

**SECTION D: If the private school representative did not complete Sections A, B & C, the 21st CCLC Program must check this box.**

☐ THE 21st CCLC Program **HEREBY AFFIRMS** and has documented that the private school was notified of the availability of federally funded equitable services provided by the 21<sup>st</sup> CCLC Competitive Grant Program and was invited to consult, but the private school:

- did not complete Sections A, B & C,
- actively refused the invitation to consult or
- did not respond, despite three timely and direct invitations being sent.

**SECTION E: The 21<sup>st</sup> CCLC Program's Fiscal Agent Chief Administrator or Designee official's signature is required in all cases.**

Name of Fiscal Agent Chief Administrator or Designee Program Official:	Signature of Fiscal Agent Chief Administrator or Designee Program Official:	Date Signed:
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All affirmation forms must be uploaded in CCIP by the application deadline.  
Documentation of invitations and consultation meetings must be kept on file by the 21st CCLC Program.

NCDPI - Revised December 2021

# Proposed Feeder School(s) with School Poverty and Performance Status

## 21st Century Community Learning Centers (21st CCLC) Competitive Grant Application

### 21st CCLC Proposed Feeder School with School Poverty & Performance Status

Organization/LEA Name	Organization/LEA Region (NC Regions 1-8)	Organization/LEA County	CCIP Organization Code	School(s) proposed to be served by the grant (i.e., feeder schools) <i>(Note: List one school per row. The number of schools listed should match the number reported in the Absolute Priority Section of your Application Planning Worksheet.)</i>	School Code	Grade Span	Proposed Feeder School 2020-21 Poverty Percentage (Yes/No)	Receives Title I Services (Yes/No)	Low Performing School (Yes/No)	CSI School (Yes/No)	TSI School (Yes/No)

# 21<sup>st</sup> CCLC Data Integrity and Confidentiality Certification form

## 21<sup>st</sup> CCLC 2022-2023 DATA INTEGRITY and CONFIDENTIALITY CERTIFICATION

Inclusion in the 21<sup>st</sup> Century Community Learning Centers (CCLC) Competitive Grant Program indicates the applicant's interest in working with North Carolina's Public Schools as well as the students, teachers, administrators, and parents associated with those schools. As a result, the applicant organization may encounter data generated by the North Carolina Department of Public Instruction or local school districts which is confidential under state law, federal law, or both state and federal law.

All personally identifiable information is to be protected in adherence with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 12329, 34 C.F.R. Part 99. Accordingly, the organization must refrain from including personally identifiable information\* in any form of communication with anyone outside of the project. This includes emails, instant messaging, faxes, other written correspondence, advertising, and any type of verbal conversation. When conversing with any LEA or school employees about any students, staff, schools, or LEAs in the execution of my assigned duties, the organization must take all necessary precautions to protect the confidentiality of all personally identifiable information. Adherence to FERPA means meeting each of the detailed items below. Check off each item to certify the applicant's full understanding and adherence to the policy.

*Double-click on the gray text box field; applicant will then be prompted to confirm the data field should be "checked."*

- ☐ The applicant certifies that the organization, and all agents, employees, and staff members within this organization, will comply with all laws and regulations governing the confidentiality of student records including, but not limited to the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 12329, 34 C.F.R. Part 99.
- ☐ All personally identifiable information is to be protected in adherence with the Family Educational Rights and Privacy Act (FERPA) guidelines. I will refrain from including personally identifiable information in any form of communication with anyone outside of the project. This includes emails, instant messaging, faxes, other written correspondence, advertising, and any type of verbal conversation. When conversing with any LEA or school employees about any students, staff, schools, or LEAs in the execution of my assigned duties, I will take all precautions to protect the confidentiality of all personally identifiable information.
- ☐ In all respects comply with the provisions of FERPA. For purposes of this agreement, "FERPA" includes any amendments or other relevant provisions of federal law, as well as all requirements of Chapter 99 of Title 34 of the Code of Federal Regulations. Nothing in this agreement may be construed to allow either party to maintain, use, disclose or share student information in a manner not allowed by federal law or regulation.
- ☐ Use the data shared under this agreement for no purpose other than work authorized under Section 99.31(a)(6) of Title 34 of the Code of Federal Regulations. The applicant further agrees not to share data received under this Confidentiality Agreement with any other entity without the NCDPI approval. 21<sup>st</sup> CCLC grantee agrees to allow the Office of the State Auditor, subject to FERPA restrictions, access to data shared under this agreement and any relevant records of the applicant for purposes of completing authorized audits of the parties.
- ☐ Maintain all data obtained pursuant to this agreement in a secure computer environment and not copy, reproduce or transmit data obtained pursuant to this agreement except as necessary to fulfill the purpose of the original request. All copies of data of any type, including any modifications or additions to data from any source that contains information regarding individual students, are subject to the provisions of this agreement in the same manner as the original data. The ability to access or maintain data under this agreement shall not under any circumstances transfer from the applicant to any other institution or entity.



# Upload documents to the Related Documents section in CCIP

- **Required Documents** (see the [NCDPI Resources Page for 21st CCLC](#))
  - ★ • 21<sup>st</sup> CCLC Basic Organization Information form – Organization Information, Fiscal Agent, Program Director (template provided)
    - Organizational Chart – illustrates executive and key personnel of Fiscal Agent Organization and partners (no template)
  - ★ • Statement of Assurances (template provided)
  - ★ • Debarment Certification (template provided)
  - ★ • Criminal Background Check Certification (template provided)
  - Organization's Written Fiscal Procedures (no template)
  - Financial Audit/Status Statement (no template)
  - Total Cost Worksheet (Excel template provided)
  - Private Schools Consultation (template provided)
  - 21<sup>st</sup> CCLC Proposed Feeder School(s) with School Poverty & Performance Status (Excel template provided)
  - 21<sup>st</sup> CCLC Data Integrity and Confidentiality Certification form (template provided)
  - System for Award Management (SAM) Registration Confirmation Notices - (no template provided)
  - Wallace Foundation Out-of-School Time Cost Calculator Outputs (no template provided, use Output form(s))



Denotes multiple uploads required for Joint Applications

# Written Policies & Procedures

- The Uniform Guidance requires non-Federal entities to have written policies and procedures.
- Key component of an organization's system of internal controls, minimizing the likelihood of waste, fraud, and abuse.
- Provide "reasonable assurance" that the recipient is making a good faith effort to comply with requirements,

# Sections Requiring Written Policies & Procedures

- §200.112 Conflict of Interest.
  - <https://www.ecfr.gov/current/title-2/section-200.112>
- §200.302 Financial management.
- §200.305 Payment.
  - <https://www.ecfr.gov/current/title-2/section-200.302>
  - <https://www.ecfr.gov/current/title-2/section-200.305>
- <https://www.ecfr.gov/current/title-2/section-200.403> (Allowability)
- <https://www.ecfr.gov/current/title-2/section-200.404> (Reasonableness)
- <https://www.ecfr.gov/current/title-2/section-200.405> (Allocable)
- §200.313 Equipment.
  - <https://www.ecfr.gov/current/title-2/section-200.313>

# Sections Requiring Written Policies & Procedures

- §200.318 General procurement standards.
- <https://www.ecfr.gov/current/title-2/section-200.313> (includes COI)
- §200.319 Competition.
- <https://www.ecfr.gov/current/title-2/section-200.319>
- §200.320 Methods of procurement to be followed.
- <https://www.ecfr.gov/current/title-2/section-200.320>
- §200.430 Compensation—personal services.
- <https://www.ecfr.gov/current/title-2/section-200.430>
- §200.431 Compensation—fringe benefits.
- <https://www.ecfr.gov/current/title-2/section-200.431>
- §200.475 Travel costs.
- <https://www.ecfr.gov/current/title-2/section-200.475>

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  - Wallace Foundation Out-of-School Time Cost Calculator Outputs (no template provided, use Output form(s))



Denotes multiple uploads required for Joint Applications



# Financial Audit Status/Statement

- Uniform Guidance and NC General Statute require all non-Federal/non-State entities that receive State and/or Federal grant funds to maintain reports and records that properly account for the expenditure of all grant funds.
- The level of reporting is tied to Reporting Thresholds

Total Funds from All State Agencies	Report Due (Submit all Reports to NCGrants@dpi.nc.gov)	Reports Due Date
<b>Level 1</b> \$1 - \$24,999	<ul style="list-style-type: none"> <li>• Certification</li> <li>• Schedule of Receipts and Expenditures</li> </ul>	Within 3 months of entity's fiscal year end
<b>Level 2</b> \$25,000 - \$499,999	<ul style="list-style-type: none"> <li>• Certification</li> <li>• Schedule of Receipts and Expenditures</li> <li>• Program Activities and Accomplishments</li> </ul>	Within 3 months of entity's fiscal year end
<b>Level 3</b> \$500,000 or more	<ul style="list-style-type: none"> <li>• Certification</li> <li>• Audit (Single Audit if Grant Awarded Greater than/or equal to \$500,000 in state (including pass through federal funds) requires Yellow Book Audit</li> <li>• Program Activities and Accomplishments</li> </ul> <p><b><i>*\$750,000 or more of federal may be proportionately charged to the grant</i></b></p>	Within 9 months of entity's fiscal year end

# Financial Audit Status/Statement

- Applicants currently subject to reporting requirements
  - upload Certification, Program Activities and Accomplishments, and Financial Statement, either audited or unaudited, depending on our threshold status
- New applicants not currently subject to reporting requirements
  - upload Schedule of Receipts and Expenditures from most recent FY, written statement (from Accountant or organization leadership) attesting to the organization's status as it relates to the Reporting Thresholds

RE: Audited Financial Statement for Sample Organization

To Whom It May Concern:

NC General Statute G.S. 143C-6-23 requires all recipients of State Agency funding of \$500,000 or more to have a Single Audit / Yellow Book Audit. In addition, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federals Awards, Subpart F Audit Requirements requires all grantees that expend over \$750,000 in federal awards in a year to have a Single Audit / Yellow Book Audit. Sample Organization did not meet the threshold in either federal or state awards during the year 2020, therefore no Single Audit was required.

We have completed the review of the Accounting Transactions for Sample Organization for the period of January 1 through December 31, 2020. We have entered all transactions, and we have reconciled the bank statements through the same period. At this time there are not irregularities to report.

# Upload documents to the Related Documents section in CCIP

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- Wallace Foundation Out-of-School Time Cost Calculator Outputs (no template provided, use Output form(s))




Denotes multiple uploads required for Joint Applications


# CCIP Budget – Purpose & Object Codes

Purpose Codes	Definition
<b>5000</b> Instructional Services	Instructional services include the costs of activities dealing directly with the interaction between teachers and students.
<b>6000</b> System-Wide Support Services	Support services include the costs of activities providing support for the 21 <sup>st</sup> CCLC program regardless of where these services are housed. These services provide administrative, technical, personal, and logistical support to facilitate, sustain, and enhance instruction
<b>8000</b> Non-Programmed Charges	Non-programmed charges for the 21 <sup>st</sup> CCLC grant include amounts expended for indirect costs charged to a grant.

Object Code	<b>100</b> Salaries	<b>200</b> Employer Provided Benefits	<b>300</b> Purchased Services	<b>400</b> Supplies and Materials

# CCIP Budget Section





**NORTH CAROLINA**  
State Board of Education  
Department of Public Instruction

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## Budget

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<a href="#">[Download Budget Data]</a>					
Object Code	Salaries 100	Employer Provided Benefits 200	Purchased Services 300	Supplies and Materials 400	Total
<b>5000 - Instructional Services</b>	108,000.00	0.00	990.00	18,763.00	127,753.00
<b>6000 - System-Wide Support Services</b>	86,625.00	0.00	66,870.00	0.00	153,495.00
<b>8000 - Non-Programmed Charges</b>	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	194,625.00	0.00	67,860.00	18,763.00	281,248.00
				<b>Adjusted Allocation</b>	281,248.00
				<b>Remaining</b>	0.00



# Related Documents Section & Budget 208

 **NORTH CAROLINA**  
State Board of Education  
Department of Public Instruction

**Related Documents**

Go To

Type	Document Template
21st CCLC Basic Organization Information [Upload between 1 and 2 document(s)]	<a href="#">21st CCLC Basic Program Information</a>
21st CCLC Organizational Chart - TEMPLATE NOT PROVIDED [Upload 1 document(s)]	N/A
Statement of Assurances [Upload between 1 and 2 document(s)]	<a href="#">21st CCLC Statement of Assurances</a>
Debarment Certification [Upload between 1 and 2 document(s)]	<a href="#">Debarment Certification</a>
Criminal Background Check Certification [Upload between 1 and 2 document(s)]	<a href="#">21st CCLC Criminal Background Check Certification</a>
Organization's Written Fiscal Procedures - TEMPLATE NOT PROVIDED [Upload 1 document(s)]	N/A
Financial Audit/Status Statement (or explanation of current status) - TEMPLATE NOT PROVIDED [Upload 1 document(s)]	N/A
Private Schools Consultation [Upload at least 1 document(s)]	<a href="#">21st CCLC Private Schools Notification</a>
Total Cost Worksheet [Upload 1 document(s)]	<a href="#">Total Cost Form</a>
Wallace Foundation Cost Calculator Outputs - TEMPLATE NOT PROVIDED [Upload between 1 and 2 document(s)]	N/A
21st CCLC Proposed Feeder School(s) with School Poverty & Performance Status [Upload 1 document(s)]	<a href="#">Proposed Feeder School Low Performing Status</a>
21st CCLC Data Integrity and Confidentiality Certification [Upload between 1 and 2 document(s)]	<a href="#">21st CCLC Data Integrity and Confidentiality Certification</a>
System for Award Management (SAM) Active Registration Confirmation - TEMPLATE NOT PROVIDED [Upload 1 document(s)]	N/A
<b>21st CCLC Budget Form FPD 208 [Upload between 1 and 2 document(s)]</b>	<b><a href="#">21st CCLC Budget Form FPD 208 2.24.22</a></b>
21st CCLC Pay Rate Schedule - TEMPLATE NOT PROVIDED [Upload 1 document(s)]	N/A
21st CCLC Contracted Services (.30x) - TEMPLATE NOT PROVIDED [Upload 1 document(s)]	N/A

NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION  
21st CENTURY COMMUNITY LEARNING CENTERS  
Budget Form FPD 208 - Proposed Budget (Revised 08/16/2021)

Organization Name (enter in cell below)

Unit Number

Cohort Number

Project Period Beginning

Project Period Ending

Remaining Carryover Balance FY21 as of 8/15/21

FY22 Grant Award Allocation (Cohort 14 & 15)

Total Yearly Budget

The following Account Titles and Budget Codes are approved and allowable for PRC 110 in BAAS and ERaCA systems. Do not use any others unless approved by Division Leadership.

Account Title	Account Budget Code	Budget Amount	Budget Narrative Summary
Alt Progs Supprt & Dev Svcs - Salary - Director and/or Supervisor	6300.110.113	\$ -	Choose appropriate Tab: In dropdown list, choose the tab to note location of narrative portion. Go to the tab and complete the detailed narrative in the space provided. Complete narrative HERE: type the detailed narrative in the green cell below.
Alt Progs Supprt & Dev Svcs - Salary - Finance (e.g., Officer, bookkeeper, accountant)	6300.110.115	\$ -	
Alt Progs Supprt & Dev Svcs - Salary - Office Support	6300.110.151	\$ -	
Alt Progs Supprt & Dev Svcs - Overtime	6300.110.199	\$ -	
Alt Progs Supprt & Dev Svcs - Employer's Soc Sec - Regular	6300.110.211	\$ -	
Alt Progs Supprt & Dev Svcs - Employer's Retirement-Regular	6300.110.221	\$ -	
Alt Progs Supprt & Dev Svcs - Other Retirement-Regular	6300.110.229	\$ -	
Alt Progs Supprt & Dev Svcs - Employer's Hospitalization Cost	6300.110.231	\$ -	
Alt Progs Supprt & Dev Svcs - Employer's Workers' Comp Ins	6300.110.232	\$ -	
Alt Progs Supprt & Dev Svcs - Employer's Unemployment Ins.	6300.110.233	\$ -	

- [Chart of Accounts-PRC 110](#); [Purpose Codes](#) and [Object Codes](#) Descriptions

# Total Cost Worksheet Example

21st Century Community Learning Centers FY22 Cohort 16 Program Total Cost Worksheet			
Expenditure Categories	Purpose Code Category	Object Code Category	Amount Requested (Grant Funds)
			<i>enter dollar amount (column will auto total)</i>
Director/Coordinator			
Certified Teachers			
Teacher Assistants			
Tutors			
Salary Benefits			
Contracted Services			
Printing/Binding Fees			
Postage			
Lease/Rental			
Telephones/Mobile Devices			
Workshop Expenses/Allowable Travel			
Curriculum Development			
Staff Development Instructor Pay			
Staff Development Participant Pay			
Family Engagement/Education Activities			
Travel Reimbursement			
Supplies and Materials			
Other Textbooks and Instructional Materials			
Library Books			
Computer Software and Supplies			
Furniture and Equipment - Inventoried			
Computer Equipment - Inventoried			
Sales and Use Tax Expense			
Equipment Purchase - Capitalized			
Computer Hardware Purchase - Capitalized			
Extended Contracts			
Office Support			
Transportation			
Other (specify)			
Other (specify)			
Other (specify)			
Other (specify)			
Other (specify)			
Other Non-State Line Item (specify)			
Other Non-State Line Item (specify)			
Other Non-State Line Item (specify)			
Other Non-State Line Item (specify)			
Other Non-State Line Item (specify)			
Other Non-State Line Item (specify)			
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Other Non-State Line Item (specify)			
Other Non-State Line Item (specify)			
Other Non-State Line Item (specify)			
Other Non-State Line Item (specify)			
<b>TOTALS</b>			<b>\$0.00</b>
Signature of PSU/Non-PSU Fiscal Agent Chief Administrator or Designee:			

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

# Application Guidance: CCIP Budget Section

- **REMINDERS:**
- The total cost worksheet is a **tentative budget** and is **not** an approval for the release of funds.
- Awarded applicants are required to submit a detailed proposed budget 208 for fiscal review and approval prior to the release of 21<sup>st</sup> Century funds.
- It is strongly suggested that applicant have secured sufficient funding or a line of credit to operate the 21st CCLC Program until allotments are disbursed.
- Do not include any matching contributions in the CCIP budget section table amounts. These amounts only account for the costs that will be paid from 21<sup>st</sup> Century.

# Total Cost Worksheet Expenditure Categories

Expenditure Categories	
Director/Coordinator	Family Engagement/Education Activities
Certified Teachers	Travel Reimbursement
Teacher Assistants	Supplies and Materials
Tutors	Other Textbooks and Instructional Materials
Salary Benefits	Library Books
Contracted Services	Computer Software and Supplies
Printing/Binding Fees	Furniture and Equipment - Inventoried
Postage	Computer Equipment - Inventoried
Lease/Rental	Sales and Use Tax Expense
Telephones/Mobile Devices	Equipment Purchase - Capitalized
Workshop Expenses/Allowable Travel	Computer Hardware Purchase - Capitalized
Curriculum Development	Extended Contracts
Staff Development Instructor Pay	Office Support
Staff Development Participant Pay	Transportation

# Non-Allowable Use of Funds

*For further guidance on allowable and non-allowable costs, refer to the [NCDPI 21st CCLC Grant Guidance](#).*

**Funds may NOT be used (i.e., reimbursed) for the following:**

- Purchase of vehicles
- Costs for developing the proposal
- Food purchases for staff (see Section 2.G.)
- Fundraising costs
- Land acquisition
  - Capital Improvement (Building or Renovation Cost) 2CFR Part 200.439 (3)
- Building or renovation costs
- Leases or contract service agreements
- Cost of conducting an audit if total of all federal grants received is less than \$750,000\*\*
- Direct cash or gift cards in any amount for students or their parents
- Field trip tickets purchased in advance for those who do not attend
- Entertainment or any costs associated with entertainment including diversions and social activities
- Charitable contributions
- Bonuses of any kind

**This list is not all INCLUSIVE**

# Allowable Use of Funds

*For further guidance on allowable and non-allowable costs, refer to the [NCDPI 21st CCLC Grant Guidance](#).*

**Funds MAY be used (i.e., reimbursed) for program implementation as well as for operational expenses, including, but not limited to the following:**

- Personnel and personnel benefits (see Section 2.D.)
- Staff development and training
- Consultants, subcontracts and evaluators
- Transportation costs for students (see Section 2.F.)
- Educationally related field trips (see Section 4.I.)
- Approved food purchases (see Section 4.I.4 and Section 4.J.)
- Renting space to the extent that the rates are reasonable and in alignment with 200.465, if necessary
- Teacher substitutes
- Travel reimbursements (see Section 2.G.)
- 21st CCLC program equipment and supplies, including computers and software (see Section 2.C.4)
- Memberships in warehouse clubs or business, technical and/or professional organizations if the membership is in the name of the 21st CCLC Program
- Memberships in any civic or community organization



# Clothing Purchase Allowability

- 21st CCLC Programs may use grant funds to [purchase](#) program-specific t-shirts as uniforms for staff employed by the 21st CCLC grant.
- Clothing items may be purchased for students if it is needed for safety purposes (e.g., branded t-shirts that students wear on field trips so that they are easily identifiable).
- All clothing items purchased with 21st CCLC funds for both staff and students must have the name of the 21st CCLC grant or the 21st CCLC logo printed on them.
- All clothing costs paid for with 21st CCLC grant funds must have proof of being reasonable and necessary.

# Food Cost Allowability

- 21<sup>st</sup> CCLC Programs may use grant funds to purchase daily nutritional snacks based on the following guidelines:
  - 21<sup>st</sup> CCLC Program operates for **4 hours or less per day**: (1) snack per day per student allowable
  - 21<sup>st</sup> CCLC Program operates for **more than 4 hours per day**: (2) snacks per day per student allowable
- All funds used to purchase daily snacks for 21<sup>st</sup> CCLC Programs will **only be reimbursed up to \$0.96 per snack per student**. Any costs over \$0.96/snack will need to be covered by another non-21<sup>st</sup> CCLC funding source.

# Providing Healthy Snacks

- All programs should pursue opportunities to access other funding sources to cover food costs such as:
  - National School Lunch Program
  - [Child and Adult Care Food Program](#) (CACFP)
  - Local Food Banks
  - Summer Food Service Program(SFSP)

# Updates to SAM Registration

- **Prior to April 3, 2022:**
  - To register with SAM prior to the above date, applicants must first have a D-U-N-S number, as well as a Taxpayer Identification Number (TIN) or Employment Identification Number (EIN).
  - Obtain a D-U-N-S number
    - D-U-N-S Number assignment is FREE for all organizations required to register with the US Federal government for contracts or grants.
    - If you currently have a D-U-N-S number, you do not need a new one.

# Updates to SAM Registration

- **From April 4, 2022 and Beyond:**
  - If your organization is currently registered in SAM.gov with either an active or inactive registration, ***you have already been assigned a UEI.***
    - Your UEI is viewable on your entity's registration record in SAM.gov. To learn how to view your UEI, see this guide: [How can I view my unique entity identifier \(UEI\)?.](#)
  - ***Per the RFP (issued Feb. 2022), we recommended organizations initiate the process with SAM.gov no later than March 1, 2022, as it may take some time for registration to be completed.***
- For detailed information about this change, please refer to the Fact Sheet found here: [UEI Transition Fact Sheet.](#)

# Upload documents to the Related Documents section in CCIP

- **Required Documents** (see the [NCDPI Resources Page for 21st CCLC](#))
  - ★• 21<sup>st</sup> CCLC Basic Organization Information form – Organization Information, Fiscal Agent, Program Director (template provided)
    - Organizational Chart – illustrates executive and key personnel of Fiscal Agent Organization and partners (no template)
  - ★• Statement of Assurances (template provided)
  - ★• Debarment Certification (template provided)
  - ★• Criminal Background Check Certification (template provided)
    - Organization's Written Fiscal Procedures (no template)
    - Financial Audit/Status Statement (no template)
    - Total Cost Worksheet (Excel template provided)
    - Private Schools Consultation (template provided)
  - 21<sup>st</sup> CCLC Proposed Feeder School(s) with School Poverty & Performance Status (Excel template provided)
  - 21<sup>st</sup> CCLC Data Integrity and Confidentiality Certification form (template provided)
  - System for Award Management (SAM) Registration Confirmation Notices - (no template provided)
  - Wallace Foundation Out-of-School Time Cost Calculator Outputs (no template provided, use Output form(s))



Denotes multiple uploads required for Joint Applications



# The Wallace OST Calculator

*“How-To” Guidance*

# Calculate Program Funding Eligibility



**Use the Wallace Foundation Out-of-School Time Cost Calculator to determine total program cost**

<https://www.wallacefoundation.org/cost-of-quality/pages/default.aspx>

Remember that a separate print-out is required for afterschool and summer.

Save printout(s)



**Identify the 2022 County Tier Designation for the county in which your program is located**

<https://www.nccommerce.com/grants-incentives/county-distress-rankings-tiers>

Most economically distressed counties are 1; and least are 3



**Identify on Wallace Cost Calculator printout(s), which column to use based on County Tier Designation**

1 = High, 2=Median, 3=Low



**Determine Wallace Cost Calculator total Annual Costs based on Tier Designation**

If running a summer program as well as the afterschool program, remember to sum the totals from the two printouts

# How to Use the Wallace Cost Calculator

Remember:do not navigate elsewhere in the site without saving the page. Your responses will not be saved in the calculator itself.

Cost Ranges ⓘ Low Median ⓘ High

**WEEKLY Costs**

Hours per Week (projected)  ▲ ▼

Costs Per Slot	\$103.74	\$103.74	\$134.60
Total Program Cost	\$10,373.61	\$10,373.61	\$13,460.13

Cost per SLOT vs Cost per CHILD SERVED ⓘ

**ANNUAL Costs**

Weeks per Year (projected)  ▲ ▼

Costs Per Slot	\$4,045.71	\$4,045.71	\$5,249.45
Total Program Cost	\$404,570.84	\$404,570.84	\$524,944.91

▶ HOURLY Costs

▶ Daily Costs

▶ MONTHLY Costs (assuming 4.33 weeks/month)

Print this Page Save this Page Email this Page



# How to Use the Wallace Cost Calculator

## Your Program Parameters

Only Elementary

NC - Asheville

A school year program

Academic

Community Based Organization

100

In the Community

Youth:Staff ratio is between 11:1 & 15:1

## Your Calculation Results

Cost Ranges	Low	Median	High
<b>WEEKLY Costs</b>			
Hours per Week (projected)			15
Costs Per Slot	\$103.74	\$126.56	\$154.40
Total Program Cost	\$10,373.61	\$12,655.81	\$15,440.08
<b>ANNUAL Costs</b>			
Weeks per Year (projected)			39
Costs Per Slot	\$4,045.71	\$4,935.76	\$6,021.63
Total Program Cost	\$404,570.84	\$493,576.42	\$602,163.23
<b>HOURLY Costs</b>			
Costs Per Slot	\$6.92	\$8.44	\$10.29
Total Program Cost	\$691.57	\$843.72	\$1,029.34
<b>DAILY Costs</b>			
Days per Week (projected)			1
Costs Per Slot	\$103.74	\$126.56	\$154.40
Total Program Cost	\$10,373.61	\$12,655.81	\$15,440.08
<b>MONTHLY Costs (assuming 4.33 weeks/month)</b>			
Costs Per Slot	\$449.18	\$548.00	\$668.56
Total Program Cost	\$44,917.74	\$54,799.64	\$66,855.56



# How to Use the Wallace Cost Calculator

## Your Program Parameters

Only Elementary

NC - Asheville

The summer portion of a year round program

Academic

Community Based Organization

50

In the Community

Youth:Staff ratio is between 11:1 & 15:1

## Your Calculation Results

Cost Ranges	Low	Median	High
<b>WEEKLY Costs</b>			
Hours per Week (projected)			20
Costs Per Slot	\$97.29	\$118.69	\$144.80
Total Program Cost	\$4,864.37	\$5,934.53	\$7,240.13
<b>ANNUAL Costs</b>			
Weeks per Year (projected)			4
Costs Per Slot	\$389.15	\$474.76	\$579.21
Total Program Cost	\$19,457.49	\$23,738.14	\$28,960.52
<b>HOURLY Costs</b>			
Costs Per Slot	\$4.86	\$5.93	\$7.24
Total Program Cost	\$243.22	\$296.73	\$362.01
<b>DAILY Costs</b>			
Days per Week (projected)			1
Costs Per Slot	\$97.29	\$118.69	\$144.80
Total Program Cost	\$4,864.37	\$5,934.53	\$7,240.13
<b>MONTHLY Costs (assuming 4.33 weeks/month)</b>			
Costs Per Slot	\$421.25	\$513.93	\$627.00
Total Program Cost	\$21,062.73	\$25,696.53	\$31,349.77



# Calculate Program Funding Eligibility (cont.)

## 5. Calculate percentage of total cost from the Wallace Cost Calculator results that program is eligible for based on 2022 Tier designation

County Tier Designation	Annual Wallace Calculator Estimation Level	Percentage of Allowable Requested Funds
Tier 1 Counties (most economically distressed)	High	90% of HIGH annual estimation
Tier 2 Counties	Median	85% of MEDIAN annual estimation
Tier 3 Counties (least economically distressed)	Low	80% of LOW annual estimation

## 6. Result will be the maximum funding the program is eligible to apply for annually





# Calculate Program Funding Eligibility

- Tier 3 means that the county is considered the least economically distressed
- Funding eligibility will be based on **80% of Low Annual Total Program Costs**

## 2022 COUNTY TIER DESIGNATIONS

### — Tier Ranking by County

County	Development Tier
Alleghany	2
Anson	1
Ashe	2
Avery	2
Beaufort	2
Bertie	1
Bladen	1
Brunswick	3
Buncombe	3

### Your Program Parameters

Only Elementary

NC - Asheville

A school year program

Academic

Community Based Organization

100

In the Community

Youth:Staff ratio is between 11:1 & 15:1

### Your Calculation Results

Cost Ranges	Low	Median	High
WEEKLY Costs			
Hours per Week (projected)			15
Costs Per Slot	\$103.74	\$126.56	\$154.40
Total Program Cost	\$10,373.61	\$12,655.81	\$15,440.08
ANNUAL Costs			
Weeks per Year (projected)			39
Costs Per Slot	\$4,045.71	\$4,935.76	\$6,021.63
Total Program Cost	\$404,570.84	\$493,576.42	\$602,163.23
HOURLY Costs			

### Your Program Parameters

Only Elementary

NC - Asheville

The summer portion of a year round program

Academic

Community Based Organization

50

In the Community

Youth:Staff ratio is between 11:1 & 15:1

### Your Calculation Results

Cost Ranges	Low	Median	High
WEEKLY Costs			
Hours per Week (projected)			20
Costs Per Slot	\$97.29	\$118.69	\$144.80
Total Program Cost	\$4,864.37	\$5,934.53	\$7,240.13
ANNUAL Costs			
Weeks per Year (projected)			4
Costs Per Slot	\$389.15	\$474.76	\$579.21
Total Program Cost	\$19,457.49	\$23,738.14	\$28,960.52



# Calculate Program Funding Eligibility

School year program	\$404,570.84
Summer program	\$19,457.49
Sub total	\$424,028.33
Times 80%	.80
<b>TOTAL</b>	<b>\$339,222.66</b>
<b>Annual NCDPI 21st CCLC Funding Eligibility</b>	<b>\$339,222.66</b>

- Program in Asheville
- Buncombe County
- Serving 100 students in afterschool & 50 students in summer program
- 2022 County Tier Designation = 3
- Wallace Calculator Results – Annual Total Cost Amount = Low
- Eligible Percent = 80%



# Accessing Document Templates in the CCIP NCDPI Resources Section

NCCCIP Home

Administer ▶

Search ▶

Inbox ▶

Planning ▶

Funding ▶

Project Summary

LEA Document Library


Address Book

Budget Inquiry Reports

**NCDPI Resources**

Help for Current Page

Contact NCDPI

 NCCCIP Sign Out

ChiefAdmin, Train1\_NL1

QA

Session Timeout

## NCDPI Resources

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**CCIP Test Grantee (NL1) Non-LEA - FY 2023**

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

**NCDPI Resources Search**

Choose Keyword:

Or Enter Text:

Search

Below are the NCDPI Resources. Expand the nodes to view the folders and documents

**NCDPI Resources** [\[Expand All\]](#) [\[Collapse All\]](#) [\[Hide Documents\]](#)

+ 21st CCLC FY22 Summer Mini-Grant Competition

+ FPMS-ARPA Homeless (EHCY) PRC 184

+ AIG

+ 21st CCLC - 2021-2022 Documents and Templates

**+ 21st CCLC - Cohort 16 Competition**

# Submit the application in CCIP

- Once you have obtained a UEI number, an NCID, and drafted a proposal, all information (including Related Document uploads,) **must** be entered into the web-based grant management system CCIP to be considered for review/evaluation.
- Only proposals submitted through CCIP to at least **'Draft Completed'** by **12:00 p.m. NOON EDT May 4, 2022** will be reviewed/evaluated
- Once the application deadline has passed, no changes can be made to the proposal

# 21st Century Community Learning Centers Request for Proposals (RFP) Virtual Technical Assistance Webinar Part II

## *Application Guidance and Rubric Overview*

Technical Assistance Webinar ~ March 16, 2022 10am-12pm

Click to Join this Session: [RFP Cohort 16 Day 2 TA Webinar Link](#)

## *Cohort 16 CCIP Introduction and Training*

- March 2, 2022 from 10am-12pm
- Click to View

Recording: <https://ncgov.webex.com/ncgov/j.php?MTID=m653a6aee11ce9f3b8324038b5f302ee9>

# 21<sup>st</sup> CCLC Cohort 16 Technical Support - Contact Information

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