

21st CCLC Virtual Statewide Orientation & Technical Assistance Meeting

August 17-18, 2021

Federal Program Monitoring & Support Division

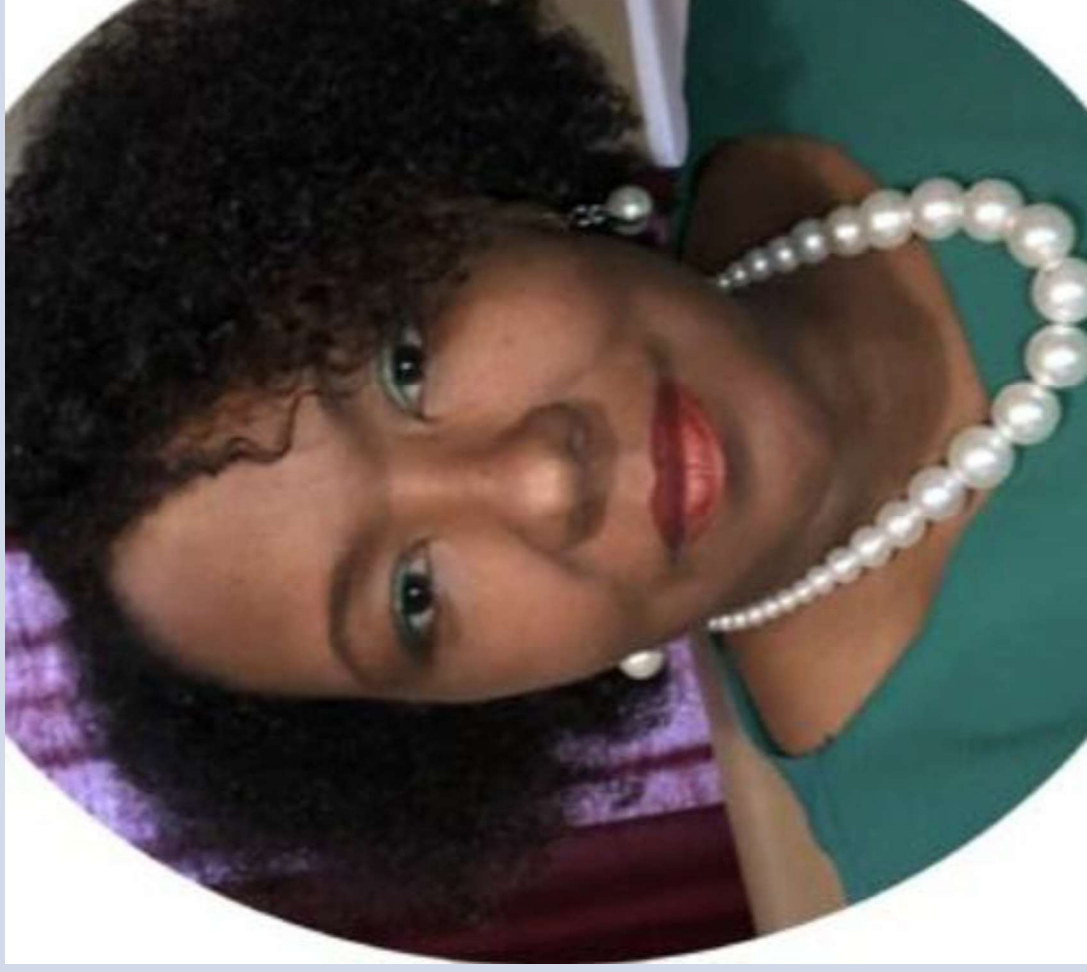
Welcome & Introductions from Federal Program Monitoring & Support Division

Dr. LaTricia Townsend, Director

Susan Brigman, Section Chief ~ Specialty Programs
Federal Program Monitoring & Support

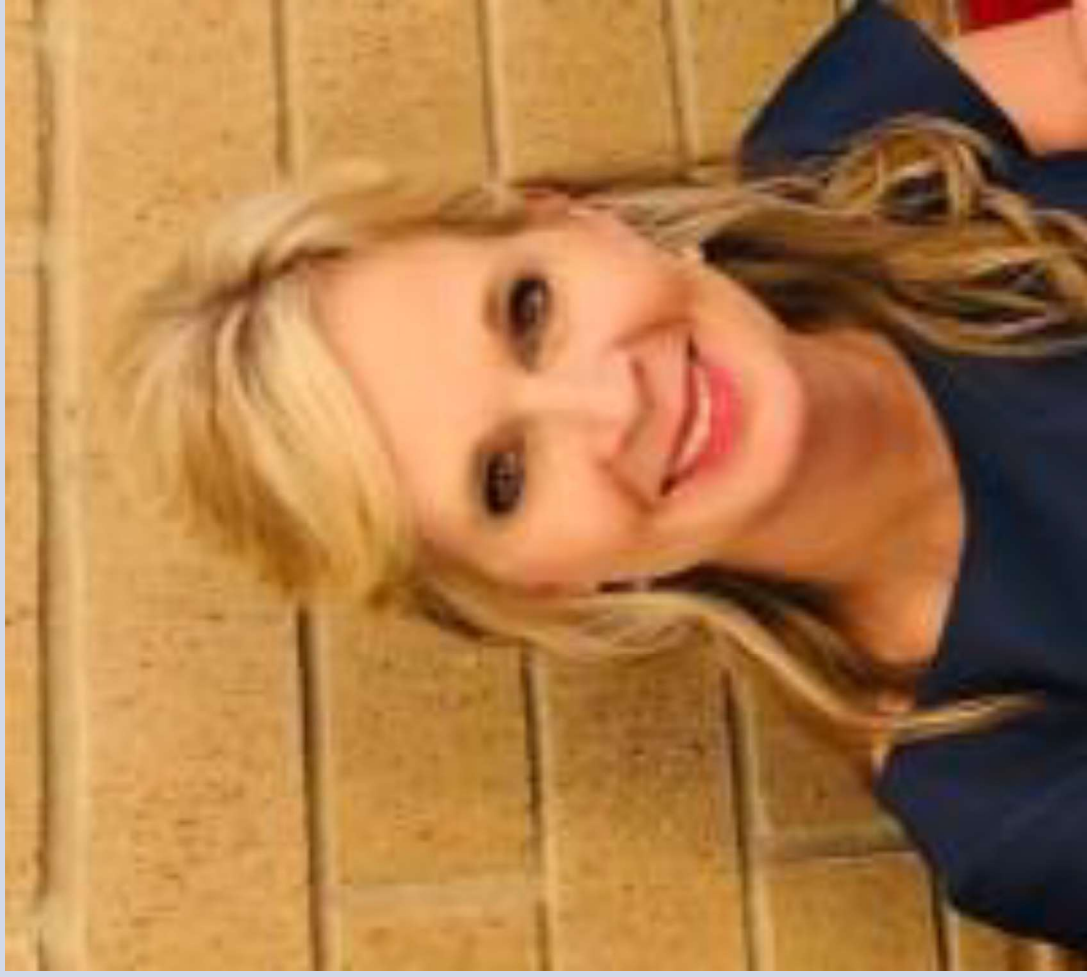
Dr. LaTricia Townsend

Director



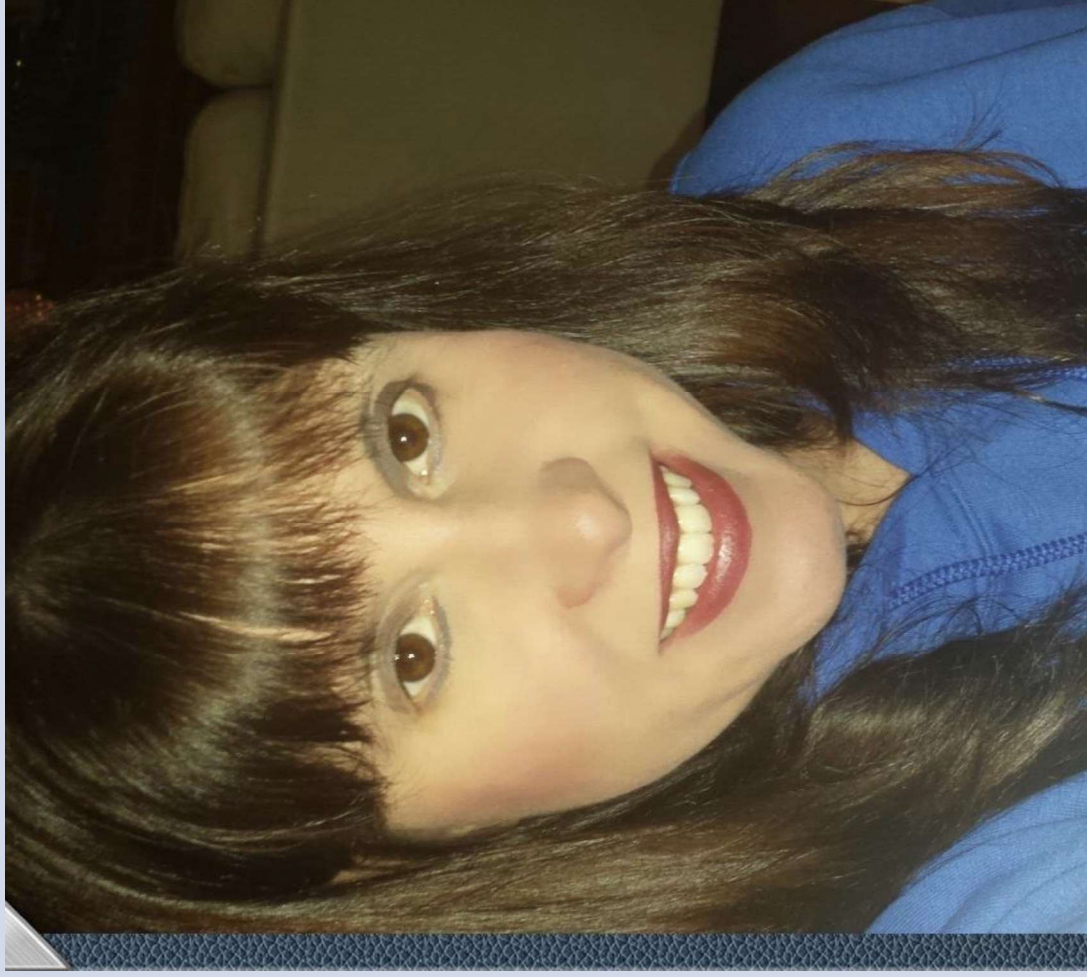
Tina Letchworth

Assistant Director



Susan Brigman

Section Chief ~ Specialty
Programs



Tammorah Mathis

Southwest



Megan Orleans

Piedmont-Triad



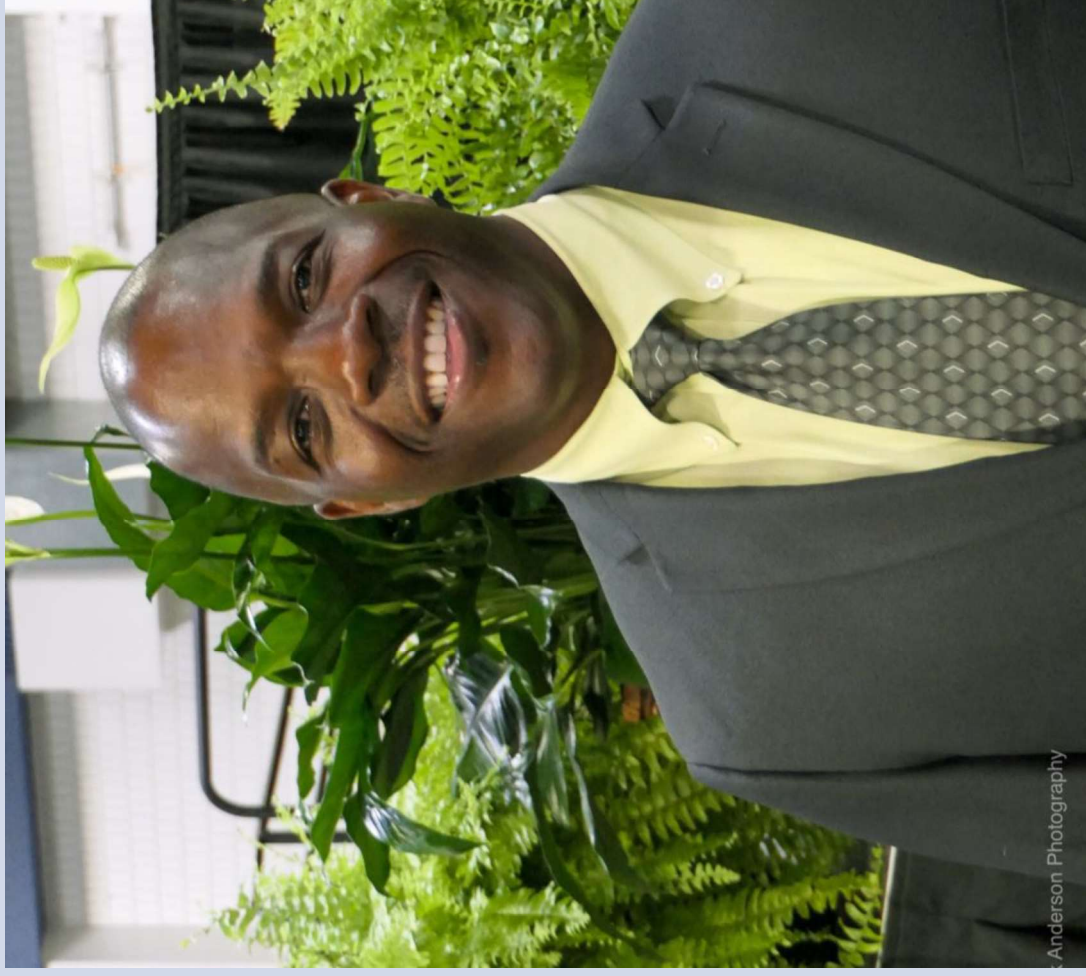
Darren Hamilton

Western / Northwest



Eric Rainey

North Central



Anderson Photography

Jennifer Smith

Sandhills / ELISS Program



Wendy Buck

Northeast / Southeast



Katrina Blount

Fiscal Monitor



Tara Powe

Fiscal Monitor



Ashton Moss

Fiscal Analyst



Monica Pask

Fiscal Analyst



Anita Harris

Data Quality Manager /
Business Analyst



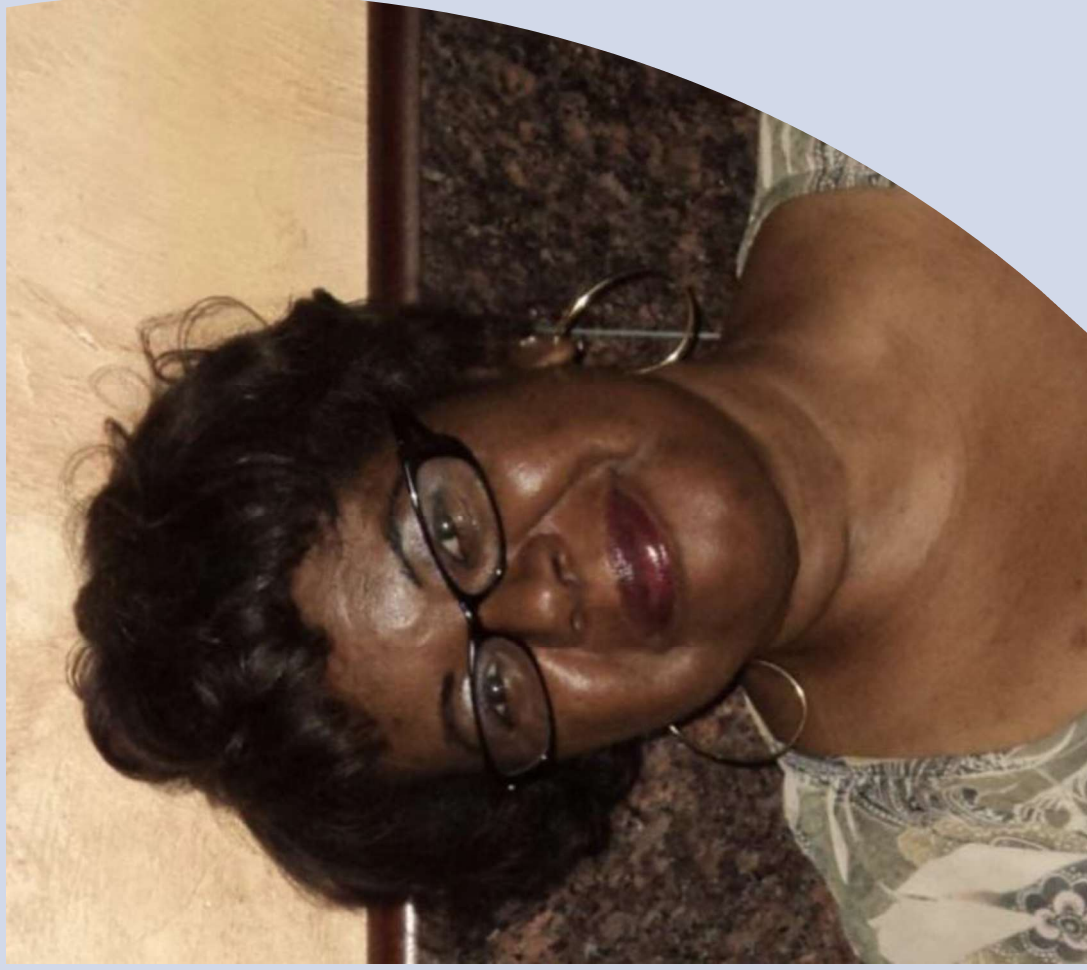
Richard Trantham

Administrative Assistant



Melba Strickland

Administrative Assistant



Day 1 AM Agenda:

- Welcome & Introductions
- 2021-2022 Cohort 15 Competition Results
- 21st CCLC Overview/ Roles & Responsibilities
- Federal & State Reporting Requirements
- Navigating CCIP & 21DC (Grant Management & Data Collection)
- Budget 208 Template & Narrative
- Budget Approval & Allotment Process

21st CCLC Cohort 15

Competition Results

Susan Brigman, Section Chief ~ Specialty Programs
Federal Program Monitoring & Support

Purpose of 21st CCLC Grant

- 21st CCLC grants are authorized under Title IV, Part B of ESSA to provide federal funds to establish or expand community learning centers that operate during out-of-school hours with three specific purposes:
 - Provide academic support in reading and math during out-of-school hours
 - Provide enrichment opportunities in youth development, STEM, arts, physical activity, etc.
 - Engage families in students' learning, especially in literacy and SEL.

Eligibility for 21st CCLC

- Local Educational Agencies (LEA);
- Community-Based Organizations;
- City or County Government Agencies; Faith-Based Organizations;
- Institutions of Higher Education (IHE); and
- For-Profit Corporations.

Application Review & Scoring Process

Three levels of review:

- Level I
 - Reviewers are selected by SERVE based on their experience and knowledge
 - Reviewers use the 21st CCLC Application Rubric to guide scoring
 - Each application receives three (3) reviews/scores, which are averaged
- Level II
 - NCDPI assigns priority points and technical deductions to the Level I average score for a total application score
- Level III
 - NCDPI recommends to SBE up to three (3) grantees per SBE region (as long as three applications were submitted per region and met the quality band threshold score cut-off), after which, the highest scoring applications are recommended to be funded based on available funding

NC Competitive Quality Bands for 21st CCLC (Cohort 15)

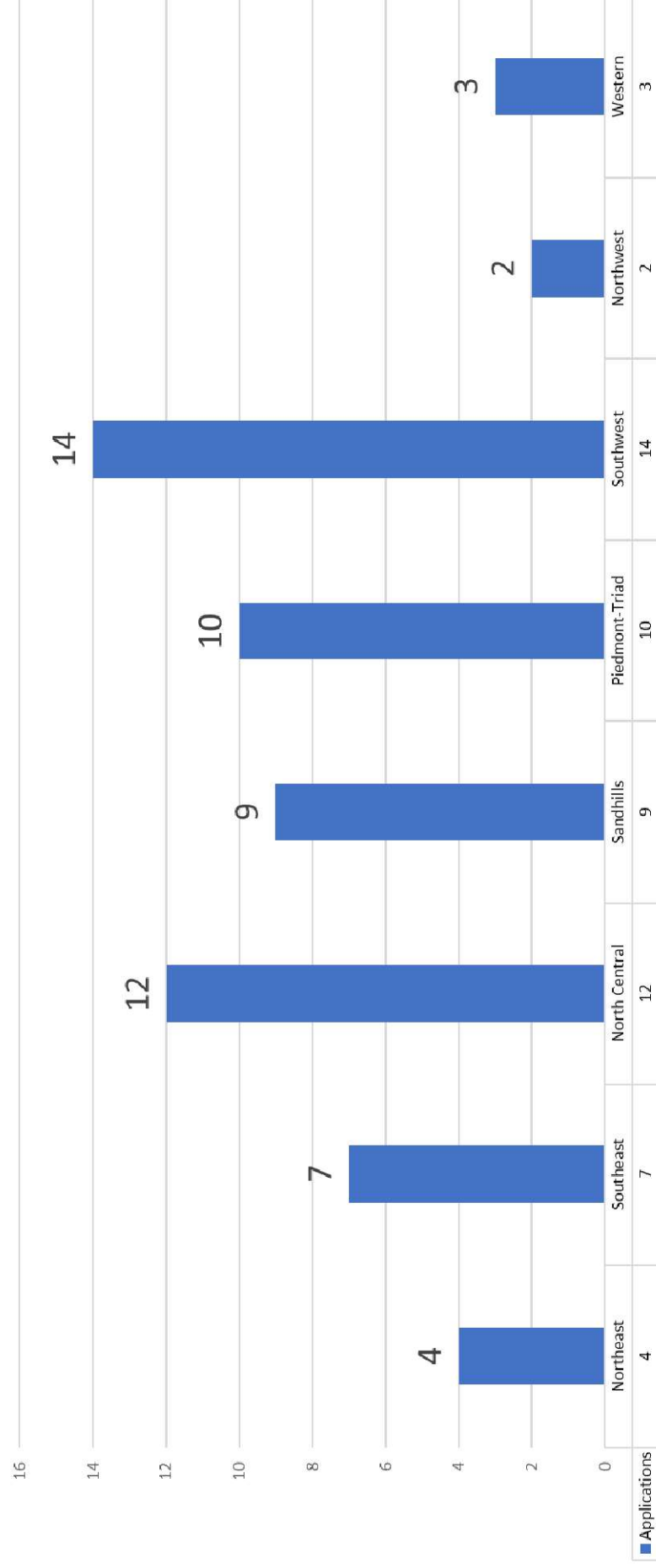
- Excellent 79-95
- Strong 63-78
- Average 49-62
- Weak 37-48
- Unacceptable (36 or below)
- Total possible points including (5) priority points was 100

Applications by SBE Regions

SBE Region	# Submitted	# Recommended	Percent Recommended
Northeast	14	4	29%
Southeast	11	7	64%
North Central	20	12	60%
Sandhills	13	9	69%
Piedmont-Triad	11	10	91%
Southwest	21	14	67%
Northwest	3	2	67%
Western	4	3	75%
Total	97	61	63%

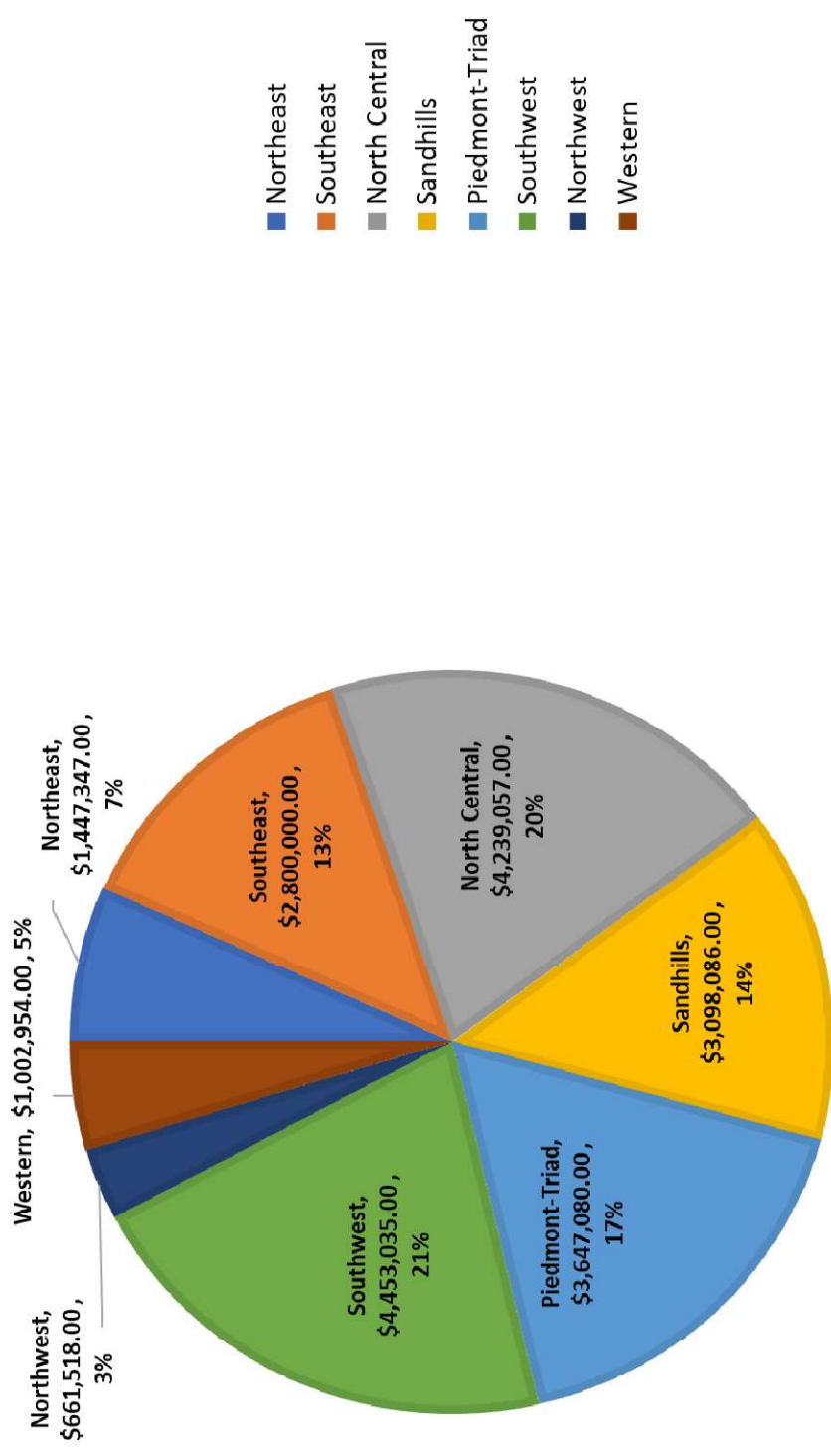
Number Recommended by SBE

Region



Applicant Funding by SBE Regions

– Total: \$21, 249,077



Funding Recommendations

App/Org #	Applicant Name	Region	Level Avg	Priority Points	Technical Deductions	TOTAL SCORE	Allowable
D06	Christian Provision Ministries	3	92.33	4.00	1.00	95.33	\$400,000.00
390	Granville County Schools	3	90.00	3.00	0.00	93.00	\$400,000.00
C36	ourBRIDGE	6	89.00	3.00	0.00	92.00	\$400,000.00
C26	Partners In Ministry	4	87.67	3.00	0.00	90.67	\$400,000.00
54A	Children's Village Academy	2	86.67	4.00	1.00	89.67	\$400,000.00
B57	The Dream Center of Randolph County	5	86.00	3.00	0.00	89.00	\$398,870.00
C59	Williams YMCA of Avery County	7	87.00	2.00	0.00	89.00	\$399,975.00
D07	Dream Center Academy	6	87.67	1.00	0.00	88.67	\$382,243.00
480	Hyde County Schools	1	86.33	2.00	0.00	88.33	\$400,000.00
B31	Just Us Kids Enrichment	6	85.00	4.00	1.00	88.00	\$400,000.00
B68	Antioch Developing Positive Attributes Program	1	84.33	3.00	0.00	87.33	\$400,000.00
C50	Boys & Girls Club of Cabarrus County	6	84.00	3.00	0.00	87.00	\$400,000.00
A47	Above and Beyond Students	6	82.67	4.00	1.00	85.67	\$288,375.00
E06	A.C.H.I.E.V.E. Arts Academy	5	81.33	4.00	0.00	85.33	\$277,685.00
D02	Boys & Girls Clubs of North Central North Carolina	3	85.00	1.00	1.00	85.00	\$202,391.00
E07	Boys & Girls Clubs of Greater High Point	5	82.00	3.00	0.00	85.00	\$400,000.00
C33	Wilson Youth United, Inc. dba the SPOT	3	83.67	1.00	0.00	84.67	\$398,529.00
C49	Black Child Development Institute of Greensboro, Inc.	5	81.67	3.00	0.00	84.67	\$335,700.00
A07	YMCA of Northwest North Carolina	5	81.67	3.00	0.00	84.67	\$400,000.00

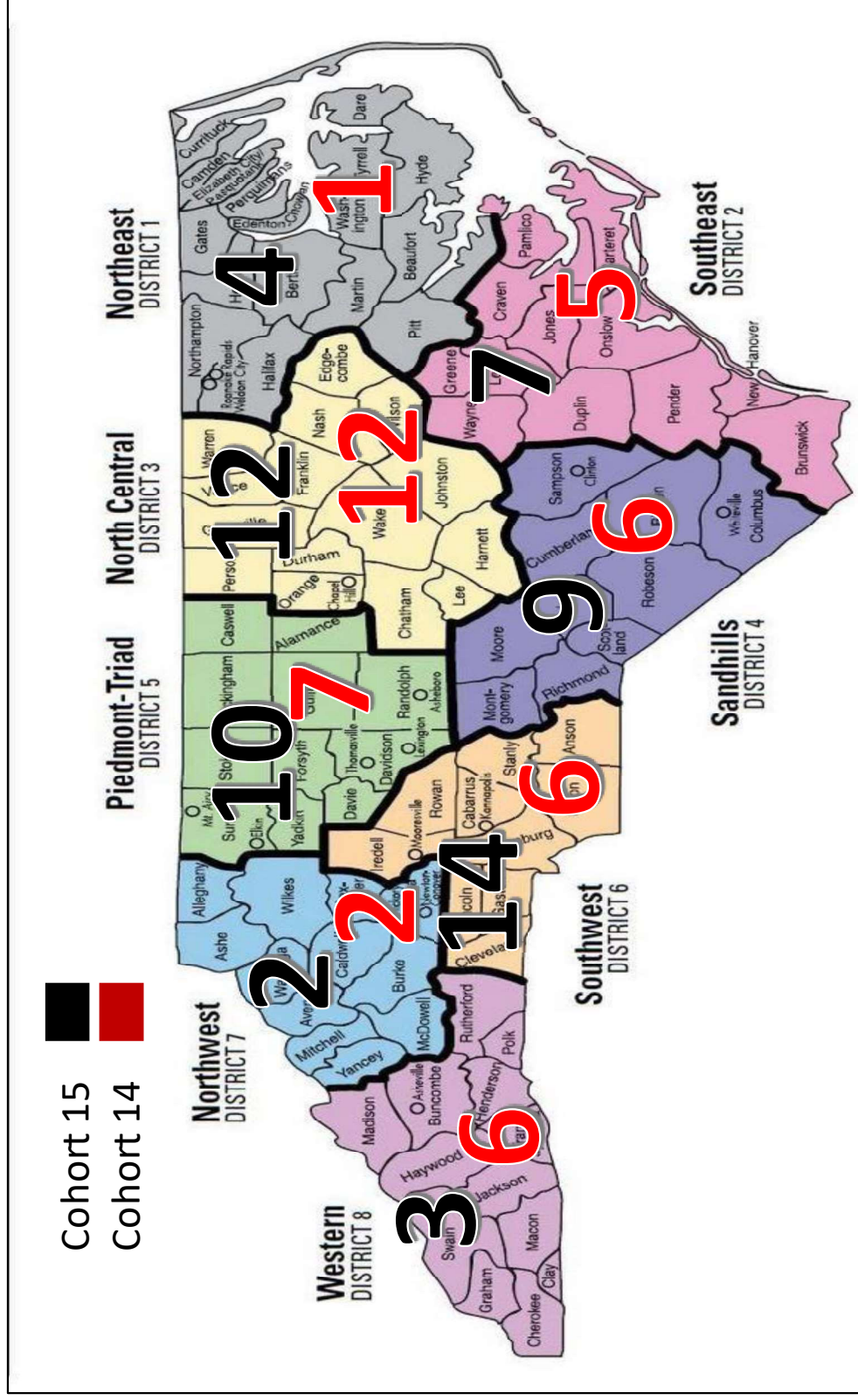
Funding Recommendations

App/Org #	Applicant Name	Region	Level	Avg	Priority Points	Technical Deductions	TOTAL SCORE	Allowable
13C	A.C.E. Academy	6		81.67	4.00	1.00	84.67	\$227,177.00
C52	Gaston County Local Government	6		80.67	4.00	0.00	84.67	\$400,000.00
D15	Possessing the Keys of the Kingdom, Inc.	1		81.33	3.00	0.00	84.33	\$366,347.00
D12	New Life Faith Center	2		81.33	3.00	0.00	84.33	\$400,000.00
C43	North East Baptist Church	3		82.00	3.00	1.00	84.00	\$142,157.00
NL499	Lyfe Three Inc	2		79.00	4.00	0.00	83.00	\$400,000.00
710	Pender County Schools	2		79.00	4.00	0.00	83.00	\$400,000.00
C41	United Way of Pitt County	1		78.67	4.00	0.00	82.67	\$281,000.00
490	Iredell-Statesville Schools	6		79.67	3.00	0.00	82.67	\$127,860.00
34B	Quality Education Academy	5		79.33	3.00	0.00	82.33	\$300,000.00
D11	Kinetic Minds Inspire LLC	2		79.00	3.00	0.00	82.00	\$400,000.00
241	Whiteville City Schools	4		80.00	2.00	0.00	82.00	\$389,620.00
D04	Brame Institute	3		80.33	1.00	0.00	81.33	\$400,000.00
A39	Communities In Schools of Cape Fear	2		77.00	4.00	0.00	81.00	\$400,000.00
NL186	Moore Street Foundation	4		80.00	3.00	2.00	81.00	\$144,093.00
NL468	Living in Authority Ministries	4		77.67	3.00	0.00	80.67	\$400,000.00
C35	Southeast Raleigh Community Learning Center, Inc.	3		78.33	1.00	0.00	79.33	\$315,095.00
C53	Maggies Outreach Community Economic Development Center	4		76.33	3.00	1.00	78.33	\$400,000.00
E11	Children First/Communities in Schools of Buncombe County	8		76.00	3.00	1.00	78.00	\$202,954.00
B36	Mallard Creek Learning Center	6		74.67	3.00	0.00	77.67	\$327,095.00

Funding Recommendations

App/Org #	Applicant Name	Region	Level Avg	Priority Points	Technical Deductions	TOTAL SCORE	Allowable
D13	New Salem Missionary Baptist Church	4	76.33	3.00	2.00	77.33	\$240,373.00
B24	The Greater Enrichment Program	6	78.00	1.00	2.00	77.00	\$346,639.00
C09	Kairos Church Ministries	3	76.67	1.00	1.00	76.67	\$400,000.00
NL372	Safe Place to Learn and Grow	6	74.67	3.00	1.00	76.67	\$174,499.00
41M	Next Generation Academy	5	74.33	2.00	0.00	76.33	\$400,000.00
600	Charlotte-Mecklenburg Schools	6	73.33	3.00	0.00	76.33	\$400,000.00
NL501	Poe Center for Health Education	3	75.00	1.00	0.00	76.00	\$400,000.00
B75	Partnership For a Drug-Free NC	5	74.33	1.00	0.00	75.33	\$396,354.00
C56	Robeson County Parks & Recreation Dept.	4	72.00	3.00	0.00	75.00	\$400,000.00
D03	Brame Academy	3	71.67	3.00	0.00	74.67	\$400,000.00
26B	Alpha Academy	4	71.67	4.00	1.00	74.67	\$400,000.00
C14	Operation Xcel	5	72.33	3.00	1.00	74.33	\$400,000.00
B90	The Family Institute for Health & Human Services dba Project Cares	6	70.67	3.00	1.00	72.67	\$179,147.00
D08	Engage Empower Excel Learning Center	4	76.00	1.00	5.00	72.00	\$324,000.00
340	Winston Salem / Forsyth County Schools	5	69.00	3.00	0.00	72.00	\$338,471.00
NL460	East Carolina Young Men's Christian Association	2	67.33	4.00	0.00	71.33	\$400,000.00
NL445	Kids Rise Up	3	70.67	3.00	3.00	70.67	\$400,000.00
C37	Communities In Schools of Durham	3	68.33	3.00	1.00	70.33	\$380,885.00
360	Gaston County Schools	6	67.00	4.00	2.00	69.00	\$400,000.00
870	Swain County Schools	8	64.33	4.00	0.00	68.33	\$400,000.00
380	Graham County Schools	8	69.00	2.00	3.00	68.00	\$400,000.00
A74	WAMY Community Action, Inc. - Avery Youth Opportunities 21st CCLC	7	64.00	2.00	0.00	66.00	\$261,543.00

21st CCLC Cohort 14 (45) Grantees & Cohort 15 (61) Grantees LEA and Non-LEA by Region



Appeals Process

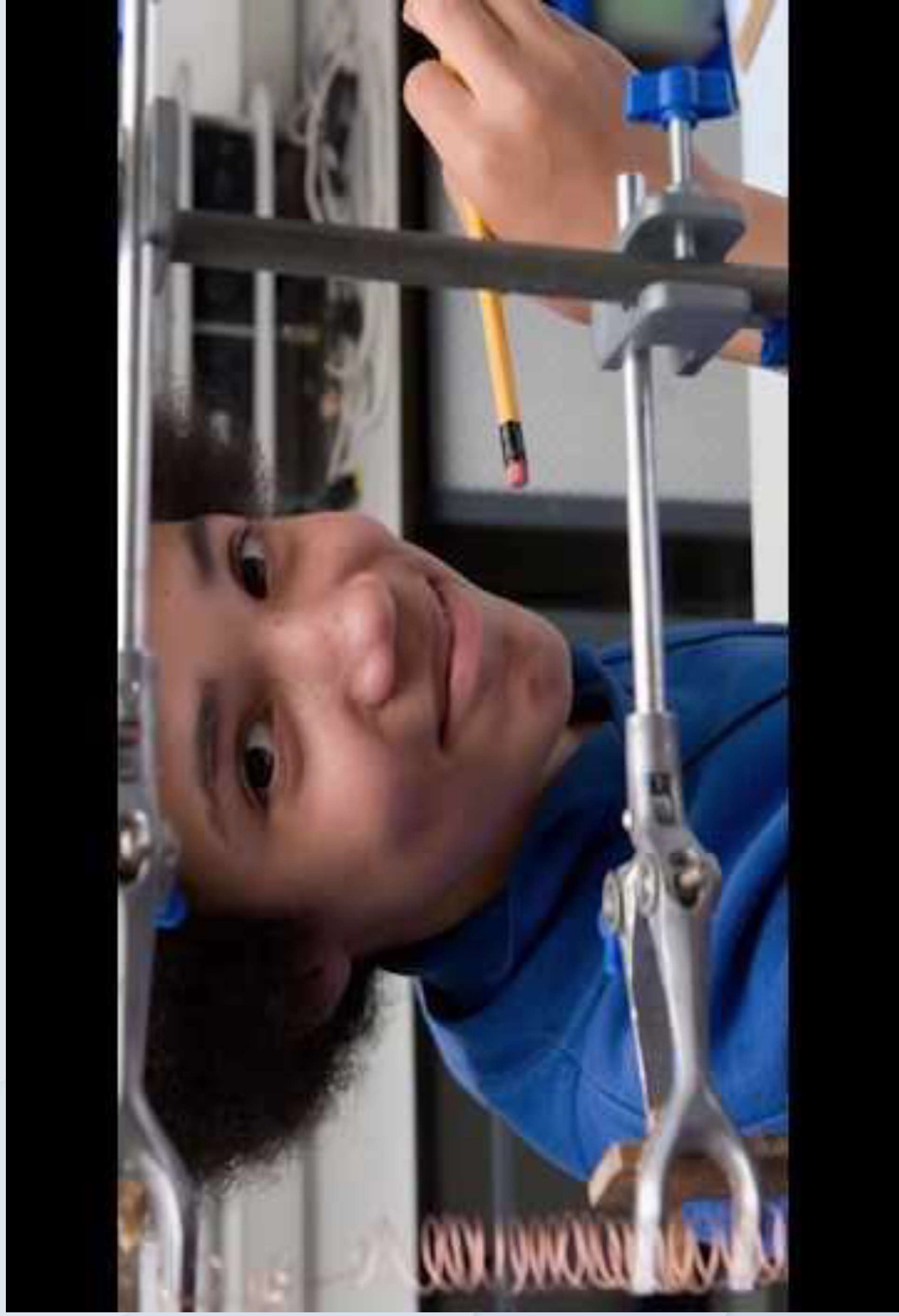
- In accordance with federal rules, NCDPI provides applicants or recipients with the opportunity for a hearing to appeal NCDPI's final action under an applicable federal program. See 34 C.F.R. § 76.401(a), 34
- C.F.R. § 76.783 and 20 U.S.C. 1231b-2. Specifically, the applicant or recipient must allege that NCDPI violated State or Federal law, rules, regulations, or guidelines in:
 - 1) disapproving or failing to approve its application or program in whole or part,
 - 2) failing to provide funds in amounts in accord with the requirements of laws and regulations,
 - 3) ordering, in accordance with a final State audit resolution determination, the repayment of misspent or misapplied Federal funds, or
 - 4) terminating further assistance for an approved program.

Appeals Process continued....

- To request a hearing, the appellant must file a full and complete written appeal, including the issue(s) in dispute, the legal authority or other basis for the appeal position, and the remedy sought within 30 days of the NCDPI's action (e.g., notification of any action under 1 through 4 above).
- The request must have an original signature of the authorized agent who signed the application, if available.
- If that individual is not available, the request must have the original signature of another individual who is authorized to sign official documents.
- For further information about the appeals process please refer to the RFP or our website

21st CCLC Purpose and Program Roles

Jennifer Smith, Program Administrator
Federal Program Monitoring & Support



Afterschool provides the building blocks kids need to **succeed in life and school.**

Students who regularly participate in quality afterschool programs...



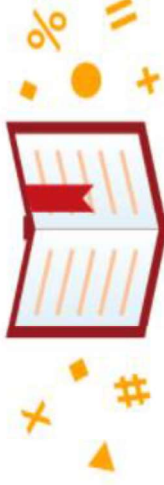
**DEVELOP
STRONG
SOCIAL SKILLS**



**ARE EXCITED
ABOUT
LEARNING**

Demand for afterschool is growing.
19.4 million kids are left out.

Help us change that.
afterschoolalliance.org/AA3PM



**MAKE GAINS
IN READING
& MATH**

Sources: <http://afterschoolalliance.org/AA3PM> • http://afterschoolalliance.org/documents/Evaluation_Backgrounder.pdf

What We Know About "Beyond the School Day" Learning Time

- Benefits in high-poverty schools can be crucial in achieving *greater academic success and decreasing the learning gap*
- Students from low-income families who attend programs are *more likely to graduate from high school*
- Programs can provide *financial and emotional stability for families living in poverty*
 - Nutritious snacks offered
 - Childcare costs lessened
 - Stable environments provided
- *Summer learning loss is diminished* through extended school year and summer learning opportunities
 - "COVID-slide: When all impacts are taken into account, the average student could fall seven months behind academically, while Black and Hispanic students could experience even greater learning losses, between 9-10 months"

21st CCLC Components



Academic
enrichment,
including
tutoring



Additional
services,
programs,
activities



Educational
services to
families of
students

Help students be successful in school!

State Education Agency (SEA) Responsibilities

- Ensure programs implement approved grant proposals with fidelity;
- Provide ongoing technical assistance and training;
- Disseminate information on promising practices;
- Monitor programs for compliance; and
- Conduct 21st CCLC program evaluations (in collaboration with external evaluator).

LEA or Fiscal Agent Organization Responsibilities

- Oversee program operations and supervise all aspects of program;
- Ensure staff and activities comply with local school district, NC Department of Public Instruction, and US Department of Education rules, regulations, policies, and procedures;
- Provide ongoing staff training and development;
- Build and maintain relationships with feeder school administrators/teachers and community partners;
- Maintain meticulous program files, program attendance and oversee data management;
- Design sustainability and growth plan for program;
- Develop and maintain positive parent relationships;
- Submit required programmatic and fiscal documentation on a timely basis; and
- Develop and coordinate an evaluation process for program staff and overall program effectiveness.

Possible 21st CCLC Staff Roles



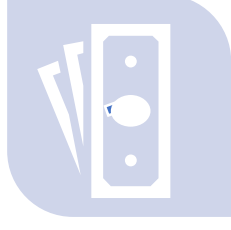
PROGRAM
DIRECTOR



PARENT
COORDINATOR



SITE
COORDINATOR(S)



FINANCE
OFFICER

Program Updates & Changes

- Update the Basic Program Information Sheet
 - New Organization Code
 - Newly Hired Staff
 - Program Site Locations
- Review Assurances
- Any major programmatic changes from grant proposal require a Programmatic Amendment Form submitted into CCIP for Program Administrator Review and Approval

21st Century Community Learning Centers
BASIC PROGRAM INFORMATION
Competitive Grant Program 2021-2022

I. Basic Information of Organization Applying for Funding

Fiscal Agent Organization Name:	
Fiscal Agent Organization Unit Number #:	
Fiscal Agent Organization Domain & Broadstreet #:	
Fiscal Agent Organization Tax ID #:	
Fiscal Agent Organization Physical Address:	
Requested Grant Awards:	\$
County(ies) Served by Proposed 21 st 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):	
Finance Office Email (if appropriate):	
Finance Office Phone (if appropriate):	
Joint Application, provide name:	

21st Century Community Learning Centers (CCLC) Program
PROGRAMMATIC AMENDMENT FORM

This form should be used to request a possible change in the program service delivery currently implemented to support the goals of the awarded 21st CCLC Grant proposal. This document should not be used to document minor program adjustments nor to request a budget amendment (budget amendment requests should be submitted via the Budget Form 2021).

21 st CCLC Program Name:	Unit No:	Cohort:
Program Director:	Phone:	Requested change is for School Year
E-mail address:	Fax:	Requested change is for Summer

SUBMITTED ELEMENT TO ALTER IN APPROVED GRANT PROPOSAL: 1) Refer to action(s) and page(s) of the grant proposal. Indicate the page number or section in the application where the proposed for change can be found. 2) State the current language/content and the language/content requesting the amendment request.

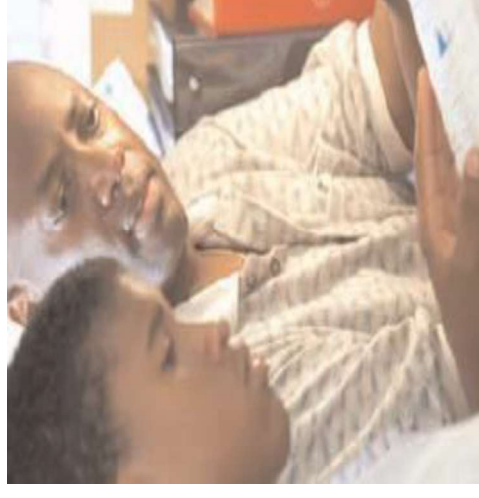
Updates: Program Assurances

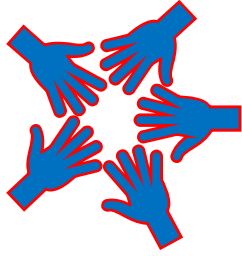
- Provide the Federal awarding agency, Inspectors General, the Comptroller General of the United States, and the pass-through entity or any other authorized representatives the right of access to any documents, papers, or other records of the non-Federal entity which are pertinent to the Federal award, 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 21st CCLC Grant Guidance document.



YOUR efforts ensure program success!

- Offer the 21st CCLC program with fidelity.
- Treat each child with the dignity and respect as if he or she were your own.





Thank you for your participation in the new cohort orientation and welcome to
the NC 21st CCLC family.

**“Develop in your students a passion for learning.
If you do, they will never cease to grow.”**

Adapted from a quote by Anthony J. D'Angelo

21st CCLC Federal & State Reporting Requirements

Shirley McFadden, Monitoring & Compliance Manager
School Business



Shirley McFadden -
*Monitoring and
Compliance
Manager, Monitoring and
Compliance
Section, NCDPI*



Internal Audit Office: Monitoring & Compliance Section

Annual SAM Compliance

Federal Fiscal Reviews

Single Audit Resolution Process

NC Grant Compliance

Technical and Advisory Services

Objectives

1. Fiscal Requirements

2. Non-Compliance

3. Your Role

4. DPI Monitoring

Annual Requirements:

- System for Award Management (SAM)
- Single Audit Requirements
- NC Grant Requirements

Ongoing Requirements:

- Uniform Guidance

Annual Requirement: System for Award Management (SAM)

Fiscal Requirements	Non-Compliance	Your Role	DPI Monitoring and Compliance
• 2 CFR 25 • MUST be registered in SAM to do business with the Federal Government • MUST re-register annually	• No new Federal award can be made or financial modification to an existing Federal award until compliant	• Assignment of Responsibility • Monitoring Plan • Documented Policy and Procedures	• Reminders: • Newsletter • 30 Day Notice

Common Issues? Changes in personnel and Missed Deadlines

Annual Requirement: Single Audit Reports

Fiscal Requirements	Non-Compliance	Your Role	DPI Monitoring and Compliance
• 2 CFR 200 Subpart F • A single or program-specific audit • If \$750,000 or more in Federal awards expended • Corrective Action Plans • Findings must be corrected promptly	• 2 CFR 200.208, 2 CFR 200.339 • Options: • Additional fiscal reporting requirements • Additional monitoring • Require prior approvals • Withhold, disallow, or suspend awards • Suspension and debarment	• Assignment of Responsibility to Manage Audit Process • Audit Plans • Board role is clear • Accountability for Timely Corrections • Documented Policy and Procedures	• Audit Resolution Process • Follow-up to ensure fiscal and compliance findings, relevant to DPI grants, are corrected

Annual Requirement: NC Grant Requirements

Fiscal Requirements	Non-Compliance	Your Role	DPI Monitoring and Compliance
• NCGS 143C-6-23 • 09 NCAC Subchapter 03M • Certifications and Reports due in 90 days (after your FY End) • Single Audits due in 9 months • See Levels and Specific Requirements in Next Slide	• OSBM Suspension of Funds List • No new State or Federal Financial award can be made until compliant	• Assignment of Responsibility • Monitoring Plan • Documented Policy and Procedures	• Reminders: • Newsletter • 90 Day Notice
Common Issues? Changes in personnel			

NC Grant Requirements and Levels

1. Certification that **State and/or Federal** financial assistance used for stated purpose
2. An accounting of all **State and/or Federal** financial assistance
3. A report on activities and accomplishments undertaken, including required performance measures
4. A single or program-specific audit prepared and completed in accordance with Generally Accepted Government Auditing Standards (Yellow Book)

Combined State and/or Federal financial	1	2	3	4
Level I < \$25,000	a	a		
Level II <\$500,000	a	a	a	
Level III >=\$500,000	a	a	a	a

Ongoing Requirements: Uniform Guidance

Fiscal Requirements	Non-Compliance	Your Role	Federal Programs Monitoring and Compliance
• 2 CFR 200 • Cost Principles • Procurement Standards • Equipment and Inventory • Record Retention • Conflict of Interest • Internal Controls • Audit Requirements	• 2 CFR 200.208, 2 CFR 200.339 • Options: • Additional fiscal reporting requirements • Additional monitoring • Require prior approvals • Withhold, disallow, or suspend awards • Suspension and debarment	• Assignment of Responsibility • Monitoring Plan • Documented Policy and Procedures	• Annual fiscal reviews
Common Issues: Inadequate policies and procedures Primary Opportunity for Improvement: Documentation to Support Reasonable and Necessary			

Uniform Guidance: Fundamental Requirements of Cost Principles

Fundamental requirements (2 CFR 200.400):

- efficient and effective administration through sound management practices;
- administering an award in a manner consistent with agreements, program objectives, and the terms and conditions;
- having accounting practices consistent with cost principles in Subpart E;
- documentation supporting all costs

Uniform Guidance: Factors Affecting Allowability of Costs (200.403)

Is cost:

- Necessary and reasonable to achieve program objectives?
- In compliance with limitations these principles and the Federal award?
- Treated like other activities of the non-Federal entity?
- In accordance with generally accepted accounting principles (GAAP)?
- Adequately documented?
- Incurred during the approved budget period?

Note: Cost is not allowed if it is included as a cost or used to meet cost sharing or matching requirements of any other federally-financed program.

Uniform Guidance: Reasonable Costs (200.404)

A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances...

Uniform Guidance: Allocable Costs (200.404)

A cost is allocable to a particular Federal award or other cost objective if the goods or services involved are chargeable or assignable to that Federal award or cost objective in accordance with relative benefits received.

Uniform Guidance: General Provisions for Selected Items of Cost (200.420-200.476)

The allowability of certain items are discussed in this section and it is worth reviewing periodically.

Uniform Guidance: Written Procedures for Allowability 200.302(b)(7)

Written procedures for determining the allowability of costs in accordance with subpart E of this part and the terms and conditions of the Federal award.

Uniform Guidance: Internal Controls (200.303)

Establish and maintain effective internal control. These internal controls should be in compliance with:

- “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States or
- “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

Fiscal Compliance:

Annual Requirements:

- System for Award Management (SAM)
- Single Audit Requirements
- NC Grant Requirements

Ongoing Requirements:

- Uniform Guidance

In Summary:

Your Role:

- Ask Questions
- Ensure policy and procedures exist
- Ensure assignment of responsibility
- Plan to monitor
- Encourage operations management and staff to seek guidance if they have concerns and hold each other accountable

Monitoring Compliance:

- Annual Contact
- Newsletter Reminders
- Technical Assistance

Break 10:10-10:30

Networking: Guiding Questions

1. What are you excited about with your program this year?
2. What are some concerns you have about your 21st CCLC program?
3. What is something you've learned today?



Navigating CCIP

Grants Management System

Anita Harris, Data Quality Manager / Business Analyst
Federal Program Monitoring & Support

CCIP Functional Overview

Authoritative Data Sources

ALLOTMENTS
& CARRYOVER



BAAS PRCs



EDDIE
School
Directory



PowerSchool
– Eligible
School
Summary
Report (ESSR)

ESSR data
appears on

Title I Building
Eligibility page

CCIP System

Entitlement Funding Applications

- Consolidated Application
 - PRCs 047, 050, 051, 103, 104, 105, 108, 109, 111
- ESSR I, II and III Applications
 - PRCs 171, 172, 173, 181, 182

Competitive Funding Applications

- PRCs 026, 110, 133

Funding Applications may contain:

- Allotments, Budgets and Amendments (Read only)
- Grant Details
- Related Documents
- Funding Application Contacts
- Integrated Approval Workflow and Business Validations

Historical Timeline of 21st CCLC in CCIP

FISCAL YEAR	COHORT 10	COHORT 11	COHORT 12	COHORT 13	COHORT 14	COHORT 15
2014-15 (FY15)	21 st CCLC – Year 2 (called Continuing in CCIP)	21 st CCLC – New				
2015-16 (FY16)	21 st CCLC – Year 3	21 st CCLC – Year 2				
2016-17 (FY17)	21 st CCLC – Year 4	21 st CCLC – Year 3				
2017-18 (FY18)		21 st CCLC – Year 4	21 st CCLC – New			
2018-19 (FY19)			21 st CCLC – Year 2	21 st CCLC – New		
2019-20 (FY20)			21 st CCLC – Year 3	21 st CCLC – Year 2		
2020-21 (FY21)			21 st CCLC – Year 4	21 st CCLC – Year 3	21 st CCLC – New	
2021-22 (FY22)				21 st CCLC – Year 4	21 st CCLC – Year 2	21 st CCLC – New

CCIP: Logging into the System

- To log into CCIP:
 - You must have a valid NCID user account
 - NCDPI does NOT issue NCIDs
 - You must have an account set up in CCIP (“being known to the system”)
 - You do NOT need a new NCID for this (you can use what you did for the competition)
 - If you are with a District, Charter or Lab School, you must contact the User Access Administrator for your organization to gain access
- Once accessed, create a bookmark <http://ccip.schools.nc.gov/>

CCIP: What Do I Do After Login?

Sections			
   FY 2021 - 21st Century Community Learning Centers - New - Rev 0 Application Status: NCDPI Reviewed Change Status To: Revision Started View NCDPI History Log View Change Log			
Description (View Sections Only View All Pages)		Validation	Print ☐ Select Items
All			Print
☐ History Log			Print
☐ History Log			Print
☐ Create Comment			Print
☐ Allotments			Print
☐ Allotments			Print
☐ 21st Century Community Learning Centers - New			Print
☐ Budget			Print
☐ Grant Details			Print
☐ Plan Relationships			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			Print

CCIP: What Do I Do After Login?

- In order to make any updates, click on Revision Started and Confirm the status change (Cohort 15)
 - **Do NOT make any changes to your Grant Details!!!**
- Click on Draft Started for the Continuation Applications (Cohorts 13 and 14)

Sections	
	FY 2021 - 21st Century Community Learning Centers - New - Rev 0
Application Status:	NCDPI Reviewed
Change Status To:	<u>Revision Started</u>

CCIP: Related Documents

- On the Sections page, click on Related Documents
- You will need to update:
 - Basic Program Information
 - Budget Form 208 (LEAs and non-LEAs) if not previously provided
 - Organizational Chart
- You will need to upload:
 - Pay Rate Schedule
 - Contracted Services (.3xx)
 - Conflict of Interest Agreement
- Optional (at this time):
 - Asset Inventory

Description (View Sections Only View All Pages)	
All	
 History Log	
History Log	
Create Comment	
 Allotments	
Allotments	
 21st Century Community Learning Centers - New	
Budget	
Grant Details	
Plan Relationships	
 Related Documents	
Contacts	
Contacts	
 Substantially Approved Dates	
Substantially Approved Dates	
 Assurances	
Assurances	
 New Applicant Summary	
New Applicant Summary	
All	

CCIP: Related Documents Page

Required Documents			
Type	Document Template	Document/Link	
21st CCLC Basic Organization Information [Upload between 1 and 4 document(s)]	21st CCLC Basic Program Information	Basic Organization Information	
21st CCLC Organizational Chart - TEMPLATE NOT PROVIDED [Upload 1 document(s)]	N/A	21st CCLC Organizational Chart	
Statement of Assurances (template provided) [Upload between 1 and 2 document(s)]	21st CCLC Statement of Assurances	Statement of Assurances	
Debarment Certification (template provided) [Upload between 1 and 2 document(s)]	Debarment Certification	Debarment Certification	
Criminal Background Check Certification [Upload between 1 and 2 document(s)]	21st CCLC Criminal Background Check Certification	Criminal Background Check Certification	
Organization's Written Fiscal Procedures - TEMPLATE NOT PROVIDED [Upload 1 document(s)]	N/A	Fiscal Procedures	
Financial Audit/Status Statement (or explanation of current status) - TEMPLATE NOT PROVIDED [Upload 1 document(s)]	N/A	Financial Audit/Status Statement (or explanation of current status)	
Private Schools Consultation [Upload 1 document(s)]	21st CCLC Private Schools Notification	Private Schools Consultation	
Total Cost Worksheet [Upload 1 document(s)]	Total Cost Form	Total Cost Worksheet	
21st CCLC Proposed Feeder School(s) with School Poverty & Performance Status [Upload 1 document(s)]	Proposed Feeder School Low Performing Status	21st CCLC Proposed Feeder School(s) with School Poverty & Performance Status	
Wallace Foundation Cost Calculator Outputs - TEMPLATE NOT PROVIDED [Upload between 1 and 2 document(s)]	N/A	Wallace Foundation Cost Calculator Outputs	
21st CCLC Data Integrity and Confidentiality Certification (template provided) [Upload at least 1 document(s)]	21st CCLC Data Integrity and Confidentiality Certification	Data Integrity and Confidentiality Certification	
21st CCLC Budget Form FPD 208 [Upload between 1 and 2 document(s)]	21st CCLC Budget Form FPD 208		
21st CCLC Pay Rate Schedule [Upload 1 document(s)]	N/A		
21st CCLC Contracted Services (.3xx) [Upload at least 1 document(s)]	N/A		
21st CCLC Conflict of Interest Agreement [Upload 1 document(s)]	21st CCLC Conflict of Interest Agreement		
Optional Documents			
Type	Document Template	Document/Link	
21st CCLC Letter of Commitment - TEMPLATE NOT PROVIDED	N/A	21st CCLC Letters of Commitment	
Memorandum of Understanding (MOU) [Upload up to 1 document(s)]	Sample MOU Template		
21st CCLC Budget Amendment Request Form FPD 209 [Upload up to 10 document(s)]	N/A		
21st CCLC Programmatic Amendment Form [Upload up to 4 document(s)]	N/A		
21st CCLC Asset Inventory [Upload up to 2 document(s)]	N/A		
21st CCLC Waiver Request (in exceed 70% cap) [Upload up to 1 document(s)]	21st CCLC Waiver Request (to exceed 70% cap)		
21st CCLC Voluntary Reduction or Termination of Grant Award [Upload up to 1 document(s)]	21st CCLC Voluntary Reduction or Termination of Grant Award		

CCIP: Changing Status on Sections Page

- When you have completed your updates, return to the Sections page
- At the top of the Sections page, you will, successively, click on (and confirm each)*
 - Revision Completed
 - LEA Fiscal Representative Approved
 - LEA Chief Administrator Approved
- If you need to make corrections, you can click on ... Return Not Approved, make the edits, and go back through the approval workflow

* If you have been assigned that role

CCIP: Roles

Role Name	Description
LEA 21 st CCLC Data Entry	Allows the user to edit the Funding Application for an organization.
LEA Fiscal Representative	Allows the user to mark an application 'Fiscal Representative Approved'. This role inherits all permissions from the LEA 21 st CCLC Data Entry role.
LEA Chief Administrator	Allows the user to mark an application 'Chief Administrator Approved'. This role inherits all permissions from the LEA 21 st CCLC Data Entry role.
User Access Administrator	This role is available for LEAs and Charters and is assigned at the discretion of the organization.

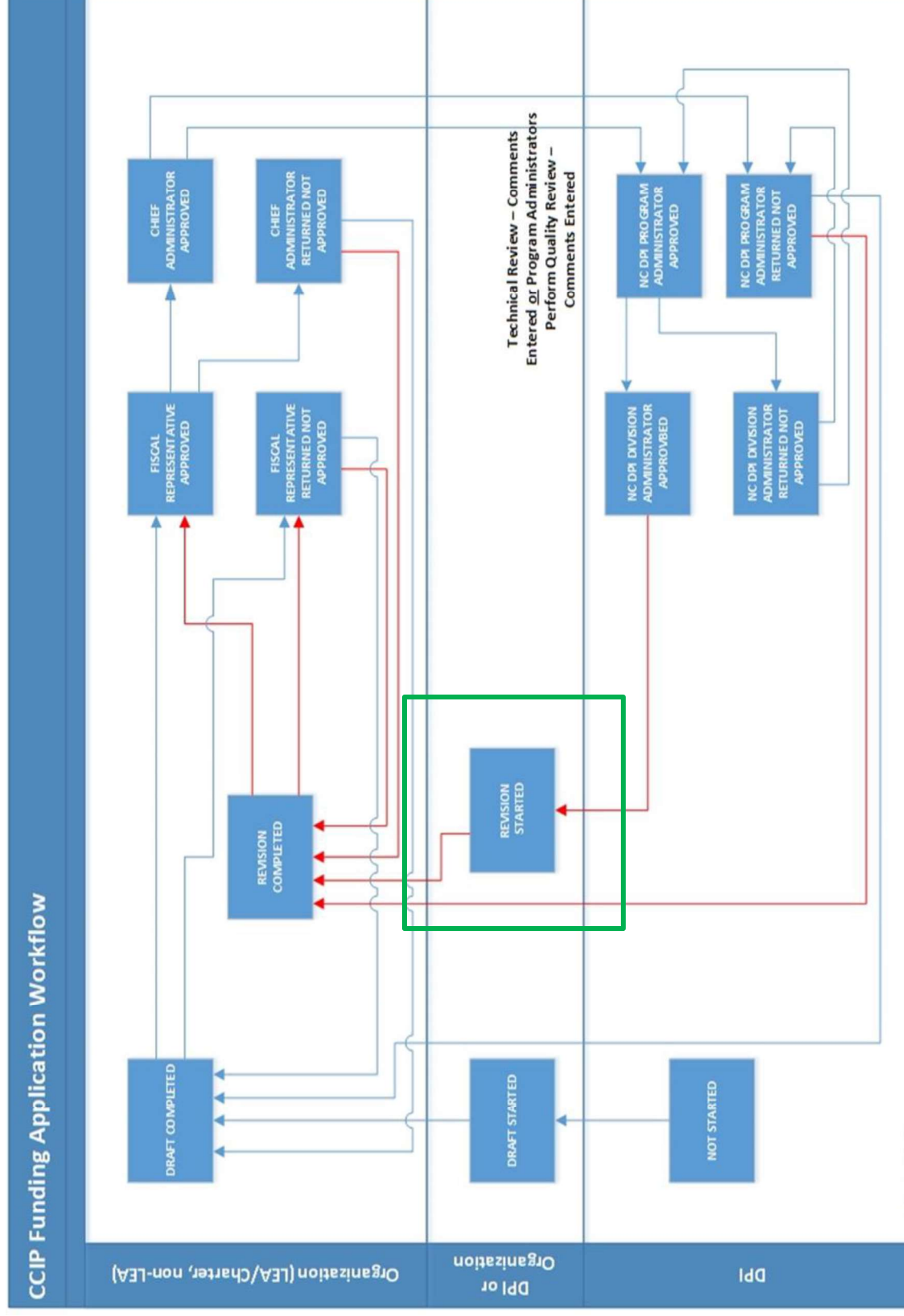
- A person can have more than one role
- A role can have more than one person assigned to it
- If additional users need to be added, the Director of the Non-LEA must send a 21st CCLC User Access Request Form to anita.harris@dpi.nc.gov, with NCIDs, contact information and roles

CCIP: What Happens When Status Changes?

- Entry added to History Log
- Next person/role in Approval chain notified
 - LEA 21st CCCLC Data Entry  LEA Fiscal Representative  LEA Chief Administrator
- Application may be locked down or unlocked
- Application Statuses for Cohort 15
 - Revision Started > Revision Completed* > LEA Fiscal Representative Approved (or Returned Not Approved) > LEA Chief Administrator Approved (or Returned Not Approved) > to NCDPI

* Error-free

CCIP: Workflow



Navigating 21DC

21st CCLC Data Collection

Anita Harris, Data Quality Manager / Business Analyst
Federal Program Monitoring & Support

21DC: What is it and How is it Used?

- Data Collection vehicle for USED's 21APR (21st CCLC Annual Performance Report)
- Stands for **21st CCLC Data Collection**
- School Year and Summer data is entered into 21DC, then entered into 21APR) system after closing 21DC for that term
- Contains data regarding the Grantee
 - Primary Contact
 - Center(s) descriptions
 - Feeder Schools
 - Grades served
 - Partners
 - Activities
 - Staff
- Feeder School rosters are used to choose attendees for recording daily attendance

21DC: How To Gain Access

- Gaining access to 21DC is a two-step process
 1. Registering on 21DC with a valid NCID <https://schools.nc.gov/21dc>
 2. Providing a Confidentiality Agreement (found on 21st CCLC website) for the Data Entry Designee, to ensure compliance with FERPA* and Personally Identifiable Information (PII) regulations

* *The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records.*

21DC: Confidentiality Agreement



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | Catherine Truitt, Superintendent of Public Instruction
WWW.DPI.NC.GOV

LEA or Fiscal Agent Organization: _____

21st CCLC Program Name and Unit No.: _____

CONFIDENTIALITY AGREEMENT

My organization is a 21st Century Community Learning Centers (CCLC) grantee for the state of North Carolina on a project involving North Carolina schools, students, teachers, and/or administrators. I understand this project involves the use of Department of Public Instruction (DPI) or Local Education Agency (LEA) data 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) 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.

I understand personnel can be removed from this project if it is determined s/he either intentionally violated or was willfully negligent on any aspect of this Confidentiality Agreement. Further, any violation of or negligence regarding this Confidentiality Agreement may jeopardize the funding for this project through DPI. Moreover, I also understand any violation of this Confidentiality Agreement could result in my being held liable for damages in a civil lawsuit.

Title of Fiscal Agent Organization Chief Administrator: _____

Name of Fiscal Agent Organization Chief Administrator (print): _____

Signature of Chief Administrator: _____ Date: _____

Furthermore, as the designated Chief Administrator of the Fiscal Agent Organization, I am authorizing _____ to perform data entry duties required for the 21st CCLC program.

As the DATA ENTRY DESIGNEE, I agree to comply with the responsibilities contained within this Confidentiality Agreement.

Name (print): _____ Phone: _____

Signature: _____

FEDERAL PROGRAM MONITORING AND SUPPORT SERVICES DIVISION
6351 Mail Service Center, Raleigh, North Carolina 27698-6351 | (919) 807-3957 | Fax (919) 807-3968
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

21DC: Registering on 21DC

(If you already have access you do not need to repeat these steps)

1. The data designee must have a valid NCID to register
 - You do not need to get a new NCID if you're already entering data into an NCDPI system including CCIP; you will use the same NCID
2. The data designee goes to site <https://schools.nc.gov/21dc> and enters the information requested (NCID and NCID password) and click on 'Subscribe to Application'
3. Once approved, you should receive a confirmation email

Remember, BOTH pieces are needed – a completed Confidentiality Agreement AND registration in 21DC

21DC: Registering on 21DC (Cont'd)

**21DC**
21CCLC Data Collection

demo_21dc Logout

Welcome

If you were asked to subscribe, then fill out all required information in the form below and submit it to the 21DC System Administrator for approval.
Once approved, you will receive an e-mail confirming your approval in the system.

[Subscribe to Application](#)

NCID User Name: demo_21dc

*** User Role:** ☐ DPI Data User ☒ Grantee User ☐ Grantee Viewer

*** Grantee:** A47 - Above and Beyond Students (Cohort 13 2018-2019 School Year) ▼

*** Your First Name:** Anita

Today's Date: 10/11/2018 11:52:50

*** Your E-Mail Address:** anita.harris@dpi.nc.gov

*** Your Phone Number:** 9198073234

Note to Application Administrator:

Account needed for screen shots

31 of 2000

[Subscribe to Application](#) [Cancel](#)

21DC: Organization Types

SCHOOL DISTRICT	Choose if grantee is a public school district. This includes tribal schools.	COMMUNITY BASED	Choose if grantee is a community based organization not part of the local school district or a part of a religious organization (e.g. nonprofits, Boys and Girls Club).
CHARTER SCHOOL	Choose if grantee is a recognized charter school.	FAITH BASED	Choose if grantee is affiliated with an organized religion. This includes schools sponsored by a religious organization.
COLLEGE/ UNIVERSITY	Choose if grantee is an accredited institution of post-secondary education (e.g, community college, tribal college, college, university).	OTHER	Choose this option only if all of the other options are not appropriate.

The Organization Type should match what was entered on your Application.

21DC: Center Types

Grantee	Center	Feeder School	Partner	Activity	Staff	Student	Attendance	Private Participation
	PUBLIC SCHOOL	Choose this option if the center is located in a public school. This includes tribal schools.			COMMUNITY BASED	Choose this if the center is located in a community based organization not part of the local school district or a part of a religious organization. (e.g. nonprofits,		
	CHARTER SCHOOL	Choose this option if the center is located in a recognized charter			FAITH BASED	Choose this option if center location is affiliated with an organized religion. This includes schools sponsored by a religious organization.		
	COLLEGE/ UNIVERSITY	Choose this option if the center is located in an accredited institution of post-secondary education (e.g. community college, tribal college, college, university).			OTHER	Choose this option only if all of the other options are not appropriate.		

- You must continue data entry across the top tabs for EACH Center
- This is **REQUIRED** data

21DC: Feeder School(s)

Definition: Afterschool program participants are enrolled in a school other than the center location. This is required if the center is a community-based or faith-based organization but may be applicable in other situations. Feeder schools are the school or schools in which participants of the program are regularly enrolled. The Feeder School could, in fact, be the center location.

- If adding a Private School as a Feeder School, you can select the County and then the private school from the 2021-22 list, which is updated each year
- This is **Required** data

21DC: Partner(s)

Grantee	Center	Feeder School	Partner	Activity	Staff	Student	Attendance	Private Participation
---------	--------	---------------	---------	----------	-------	---------	------------	-----------------------

Definition: Entities other than the grantee or school(s) served which provide an in-kind or cash contribution that supports the objectives of the awarded program. If there are multiple partners, enter them one at a time.

- This is **OPTIONAL** data, and is manually-entered (no pulldown)

21DC: Activities

Grantee	Center	Feeder School	Partner	Activity	Staff	Student	Attendance	Private Participation
---------	--------	---------------	---------	----------	-------	---------	------------	-----------------------

Category	Type
Academics	English Language Learners Support, Homework Help, Literacy, STEM, Tutoring
Character Education	Counseling Programs, Drug Prevention, Truancy Prevention, Violence Prevention, Youth Leadership
Enrichment	Arts & Music, Community/Service Learning, Entrepreneurship, Mentoring, Physical Activity

What is College & Career Readiness?

Activity that prepares students to enroll and succeed in a credit bearing course at a postsecondary institution or a high-quality certificate program with a career pathway to future advancement.

- This is **REQUIRED** data

Staff – Paid (with 21CCLC Funds) or Volunteer

Grantee	Center	Feeder School	Partner	Activity	Staff	Student	Attendance	Private Participation
---------	--------	---------------	---------	----------	-------	---------	------------	-----------------------

- Types
 - Administrators
 - College Students
 - Community Members
 - High School Students
 - Parents
 - School Day Teachers
 - Other Non-Teaching School Staff (e.g., Security, Custodial, clerical)
 - Subcontracted Staff
 - Other

21DC

In September, a detailed webinar on how to use 21DC will be made available to you

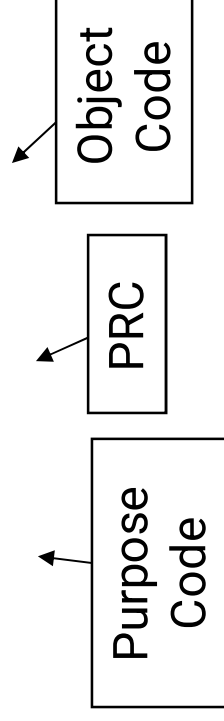
Budget 208 Template and Narrative

Tara Powe, Fiscal Monitor
Federal Program Monitoring & Support

NCDPI Chart of Accounts- Program Report Code (PRC) 110

Account Structure

5350-110-113



5350 Extended Day/Year Instructional Services (Purpose Code Example)

Costs of activities designed to provide additional learning experiences for students outside of the regular required school calendar. These activities include remedial instructional programs conducted before and after school hours, on Saturdays, during the summer, or during intersession breaks.

113 Director and/or Supervisor (Object Code Example)

Include the salary of the person assigned to direct or supervise staff members, a function, a program, or a supporting service. This code can be used instructional support as well as central support directors and supervisors.

[NCDPI Chart of Accounts](#) [NCDPI Purpose Codes](#) [NCDPI Object Codes](#)

Budget Form 208 Information

- Template located in the “Required” *Related Documents* Section of the 21st CCLC Funding Application in the Comprehensive Continuous Improvement Plan (CCIP) grants management system
- Should include full annual grant award amount with a portion of funds proposed for regular school year and another portion for summer program operations
- Is submitted for review in conjunction with the funding application in CCIP; cannot be approved separately

Period of Availability

Although fiscal workflow does not match State fiscal year, period of availability is still “officially” July 1st-September 30th; should be reflected on Budget Form 208

Budget Form 208-Budget Tab

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)			
Fun Times 21st CCLC Program			
Unit Number	R25		
Cohort Number	14		
Project Period Beginning	07/01/21		
Project Period Ending	09/30/22		
Remaining Carryover Balance FY21 as of 8/15/21	\$50,000.00		
FY22 Grant Award Allocation (Cohort 14 & 15)	\$400,000.00		
Total Yearly Budget	\$450,000.00		
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	\$ 55,000.00	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.
Alt Progs Supprt & Dev Svcs - Salary - Finance (e.g., Officer, bookkeeper, accountant)	6300.110.115	\$ -	Complete narrative HERE: type the detailed narrative in the green cell below.
			See Positions Tab
			Choose appropriate Tab

Budget Form 208-Budget Tab

Audit Services - Contracted Services	6930.110.311	\$ -	Choose appropriate Tab
		\$450,000.00	

I certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable and necessary as required by Section 2 CFR § 200.410 Code of Federal Regulations. Documentation is on file as evidence for all expenditures.

Printed Name:
Signature:
Title: Program Director
Date:

Printed Name:
Signature:
Title: Fiscal Agent
Date:

Printed Name:
Signature:
Title: Chief Finance Officer (if applicable)
Date:

Instructions **FY Budget** Positions Tab (W-2 only) Contracted Services (1099 only) Equipment and Furniture Summary +

Budget Form 208-Positions Tab

NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION POSITIONS TAB BUDGET NARRATIVE SECTION			
A) ORGANIZATION NAME		Fun Times 21st CCLC Program	
B) UNIT NUMBER		R25	
C) COHORT NUMBER		14	
(1) Enter the appropriate PRC 110 Account Title.	(2) Enter the appropriate PRC 110 Account Code.	(3) Provide detailed position descriptions for each employee to include duties, # of hours, rate of pay, # of days/weeks and any other information for afterschool and summer operations.	(4) Enter total amount
ACCOUNT TITLE	ACCOUNT BUDGET CODE	DETAILED BUDGET NARRATIVE SECTION	AMOUNT
Alt Progs Supprt & Dev Srvcs - Salary - Director and/or Supervisor	6300.110.113	Program Director will supervise all program planning and implementation at three(3) sites. Responsible for all program oversight to include: records and documentation, employee supervision, budgetary alignment, and submission of required information to State and Federal agencies. Director will monitor all fiscal and programmatic procedures and implementations. Additionally Program director will monitor responsibility execution of each site coordinator's job description and site operations. These responsibilities will be documented accordingly. \$35 per hour x 40 hour/week x 39 weeks between October 2021 – September 2021	\$ 55,000.00

Page 1

[Instructions](#)

[Positions Tab \(W-2 only\)](#)

[Contracted Services \(1099 only\)](#)

[Equipment and Furniture Summary](#)

[+](#)

[illegible]

Budget Form 208-Equip./Furn. Tab

[illegible]

Sample Budget Narrative Examples

1	6300.110.113	Program Director	\$42,930.00
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The 21st CCLC Program Director is responsible

1. for the comprehensive implementation of the program based on the approved grant's goals and objectives, capacity of staff, collaborative partnerships, and student population served;
2. in maintaining documentation of on-going programmatic review and in measuring the success of the program by implementing and analyzing grant evaluation devices and conducting progress monitoring;
3. in securing student and staff records and documenting expenditures for timely reporting as required by the grant.

The 21st CCLC Program Director will

4. implement the grant's goals and objectives by ensuring high quality programming, activities and events and promoting best practices through actively engaging student-centered strategies;
5. hire highly qualified staff, provide staff orientation on 21st CCLC grant policies and procedures, and evaluate staff performance to keep the high quality of the program.
6. develop the program's policies and procedures with the accompanied handbooks to staff, students and parents.

Program Director is split funded between 6300.110.113 (79%) and 5350.110.197 (21%) and will be reflected on Budget Form FPD 208 and verified time/effort sheets separated by position. The total salary for the two positions is \$54,130.00.

During the school year program, the Program Director will work for 5 hours a day from 3:30pm to 8:30pm for 162 afterschool program days. In addition, this position will work for 15 5-hour and 22 8-hour planning days throughout the year to comply with 21st CCLC requirements. During the summer program, the Program Director will work for 8 hours a day from 8am to 5pm for 25 summer program days.

At the conclusion of the school year, the Program Director will work for 26 5-hour and 5 8-hour planning days to complete 21st CCLC documentation for the year and to plan for the upcoming school year. These are the days on the last two weeks of July and the whole month of August.

The Program Director will keep a record of duties performed tracked by timesheets. The Program Director will be paid for \$30.00 per hour.

School Year									
\$30.00	per hour	x	5	hours/day	x	162	program days	=	\$24,300.00
\$30.00	per hour	x	5	hours/day	x	15	planning days	=	\$2,250.00
\$30.00	per hour	x	8	hours/day	x	22	planning days	=	\$5,280.00
Summer Program									
\$30.00	per hour	x	8	hours/day	x	25	summer days	=	\$6,000.00
\$30.00	per hour	x	5	hours/day	x	26	planning days	=	\$3,900.00
\$30.00	per hour	x	8	hours/day	x	5	planning days	=	\$1,200.00
TOTAL								=	\$42,930.00

3	6300.110.211	Employer's Social Security - Regular	\$4,500.00
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Computation

6300.110.113	\$42,930.00		
6300.110.115	\$16,575.00		
Total	\$59,505.00	x	7.65%
			=
			\$4,552.13

4	6300.110.233	Employer's Unemployment Insurance	\$590.00
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Computation

6300.110.113	\$42,930.00		
6300.110.115	\$16,575.00		
Total	\$59,505.00	x	1%
			=
			\$595.05

18	5300.110.327	Rentals/Leases	\$38,400.00
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Sipnayan Math Center will utilize 2 sites for the 21st CCLC program. The selection of these vendors followed EDGAR conflict-of-interest, procurement, and reasonable guidelines. Signed and dated contract will be on file at 21st CCLC office.

Site 1: Program Site Sallie B Howard School (1004 Herring Avenue East, Wilson, NC 27893)
Sallie B Howard Middle School Building, built in 2012, is the main site of the afterschool program. It is approximately 6,500 square feet with 6 classrooms and 2 4-cubicle bathroom. The afterschool program will also have access to the school gym for extra curricular activities, major parent meetings, assemblies, performances and other culminating activities. The school auditorium will also be utilized for year-end program. The program site will be rented for 11 months from September 1, 2019 to July 31, 2020 for \$2,500 per month, which also includes utilities, internet service, the use of smartboard and furniture. The program will have access to the site from Monday to Friday from 3:15pm to 6:40pm and some Saturdays during program activities.

Site 2: Office/Professional Development/Parent Classes (900 Hines St W, Wilson, NC 27893)
The Sipnayan Math Center location will be used as the office site of the Sipnayan-21st CCLC program. This will be the venue to secure all important documentation. This will serve as a storage location of computer equipment and other procured materials during after-school breaks. In addition to being an office location, this will also be the site for staff professional development and parent ESL classes on Saturdays. This site will be rented for 12 months starting on September 1, 2019 to August 31, 2020 for \$700.00 per month. The rent includes utilities, internet service and security system.

Computations						
\$2,500.00	per month	x	12	months	x	1
\$700.00	per hour	x	12	months	x	1
						TOTAL
						=
						=
						=
						\$30,000.00
						\$8,400.00
						\$38,400.00

23	5300.110.418	Computer Software and Supplies	\$1,935.00
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This budget will include computer supplies and online subscriptions, except those pertaining to telecommunications (under a different code). Computer supplies will include the year's supply of printer/copier toner for \$800.00.

Computer software and supplies will also include the yearly cost of \$300 to maintain the afterschool program website.

As part of the program's focus on Financial Literacy, Sipnayan Math Center has partnered with the NC Center for Economic Education (NCCEE). The center provides educational materials and actively engaging activities to promote financial literacy. One of the programs is the Stock Market Game, a realistic Stock Market experience for students who will develop their own financial portfolio. Students will be able to invest and watch their investment grow or decline. Students will be competing against other afterschool or regular school students. The registration fee for this program is \$15/group x 33 groups = \$500.00.

Based on the feeder school's feedback, one of the students' needs in the middle school department is to be able to write essays using the computer with speed and accuracy. This will give students more time on the content of the topic they are writing about than spending too much time on typing itself. This school year, the program is subscribing to a keyboarding online by Ellsworth Publishing Company. The total cost of the subscription for 100 students is \$335.00.

Computations					
\$200.00	per toner	x	4	toners	= \$800.00
\$300.00	per website	x	1	website	= \$300.00
\$15.00	per group	x	33	groups	= \$500.00
\$3.35	per student	x	100	students	= \$335.00
				TOTAL	= \$1,935.00

25	5300.110.461	Furniture and Equipment (Inventoried)	\$3,270.00
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This budget is allocated for storage cabinets, \$650.00, and musical instruments for \$2,120.00.

The center will purchase two (2) storage cabinets for \$325.00 each.

Students who come regularly receive daily enrichment for math and ELA which is the major focus of the program. One of the major “attractions” of the program that encourages students to come regularly is the music department. In this department, students learn to play different instruments and become part of a bigger production composed of different musical parts. This year, the center will invest on purchasing musical instruments, such as a microphone, keyboard, keyboard amplifier, bass guitar, bass guitar amplifier, tambourine, congas, xylophone and cymbals.

<i>Computations</i>	
2 Storage Cabinets	\$650.00
2 Microphone	\$500.00
Keyboard	\$170.00
Keyboard Amplifier	\$250.00
Bass Guitar	\$200.00
Bass Guitar Amplifier	\$230.00
Tambourine	\$80.00
Congas	\$330.00
Xylophone	\$160.00
Cymbals	\$700.00
TOTAL	\$3,270.00

31	6550.110.331	Pupil Transportation (Contract)	\$42,600.00
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The program will use the buses owned by Sipnayan Math Center. The center will charge the 21st CCLC program using the same rate as the Wilson County Schools transportation rate for rented activity buses, which is \$1.75 per mile. This rate is inclusive of vehicle maintenance, commercial insurance, registration and fuel.

The center will provide three buses to safely transport about 100 students from the Program Site (1004 Herring Ave E, Wilson, NC 27893) to the students' residence within Wilson County. The center will provide an additional bus if the number of students increases and the duration of the routes increases to about 1.5 hours. The bus drivers will maintain a daily mileage log which will be submitted to the Bookkeeper. The mileage log will include the following information: driver's name, bus information, miles driven, number of students and driver's signature.

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The dates and terms of this agreement will be for a period of 11 months from September 1, 2019 to July 31, 2020. The selection of this vendor followed EDGAR conflict-of-interest, procurement, and reasonable guidelines. Signed and dated contract will be on file at the 21st CCLC Site.

The average mileage per bus per day is 40 miles. During the school year (152 regular schedule and 10 intersession days), the total estimated mileage is 110 miles per day for the three (3) buses based on drop-off only. During the summer (25 days) and intersession days, the total estimated mileage is 220 miles per day for the three (3) buses based on pick-up and drop-off routes.

Transportation						
School Year						
\$1.75	per mile	x	110	total miles/day	x	152
						program days
						=
						\$29,260.00
Summer Program						
\$1.75	per hour	x	220	miles/day	x	35
						summer days
						=
						\$13,475.00
						TOTAL
						=
						\$42,735.00

The center will generate a weekly invoice at the end of each two-week cycle reflecting the actual number of miles driven to transport students for the two weeks stated on the invoice. The driver's mileage logs will be attached to the invoice.

Budget Approval and Allotment Process

Susan Brigman, Section Chief ~ Specialty Programs
Federal Program Monitoring & Support

Budget Approval

↓

Allotment Allocation

- NCDPI Program Staff will document budget approval (in CCIP and budget with official Grant Award Notification (GAN) letter) to prompt the LEA to upload into LBAAS/LINQ/Budget Builder LEA financial system.
- Although proposed budget on Form 208 is for full year, allotment installments distributed from NCDPI in thirds (34%, 34%, and 32%)



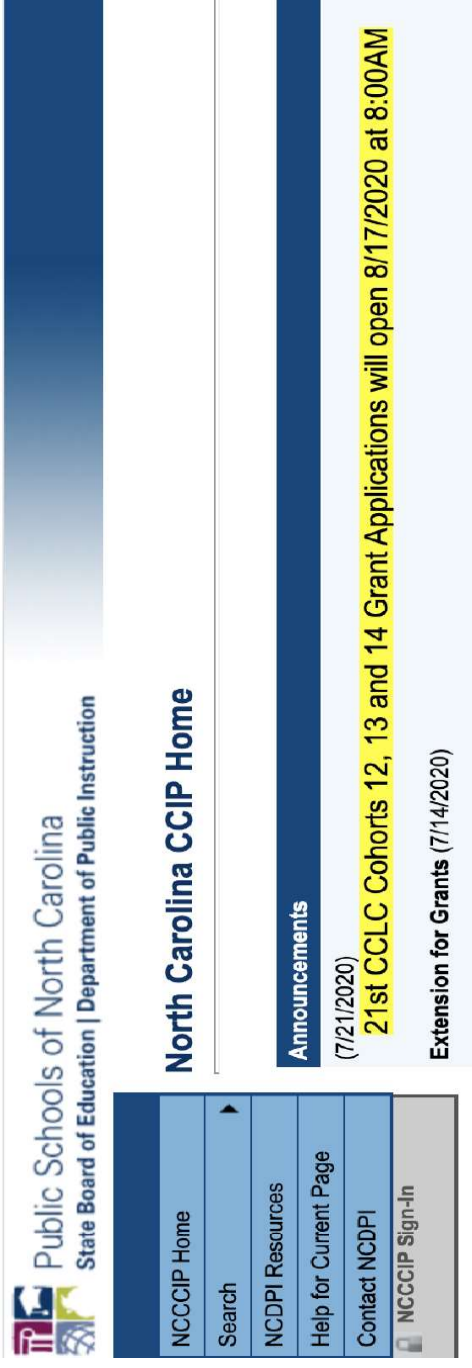
Tentative 2021-22 Allotment

Installments

- 1st installment drop (34% of funds)- October 2021
 - After Budget Form 208 approval in CCIP
- 2nd installment drop (34% of funds)-February 2022
 - After 50% Attendance Goal Met (Students must attend program 15 or more hours before they can be counted towards attendance goal)
- 3rd installment drop (32% of funds)-April 2022
 - After 75% Attendance Goal Met (Students must attend program 15 or more hours before they can be counted towards attendance goal)

CCIP Budget Submission

- CCIP Opens – **Monday, August 23, 2021**
- Completed Applications must be submitted by **Thursday, September 30, 2021**



The screenshot shows the North Carolina CCIP Home page. At the top, the header reads "Public Schools of North Carolina" and "State Board of Education | Department of Public Instruction". Below this is a navigation bar with links: "NCCCIP Home", "Search", "NCDPI Resources", "Help for Current Page", "Contact NCDPI", and "NCCCIP Sign-In". The main content area is titled "North Carolina CCIP Home". On the right side, there is a blue sidebar with the heading "Announcements". Below this heading, it says "(7/21/2020)" and "21st CCLC Cohorts 12, 13 and 14 Grant Applications will open 8/17/2020 at 8:00AM". At the bottom of the sidebar, it says "Extension for Grants (7/14/2020)".

Questions?

Day 1 PM Agenda:

- LEA Breakout-Next Steps
 - Overview of Financial Systems
 - Fiscal Documentation
- Non-LEA Breakout-Next Steps
 - Overview of Financial Systems
 - Fiscal Documentation

Lunch Break 12:00pm-1:00pm

**LEA and Non-LEA
Breakout Sessions**