

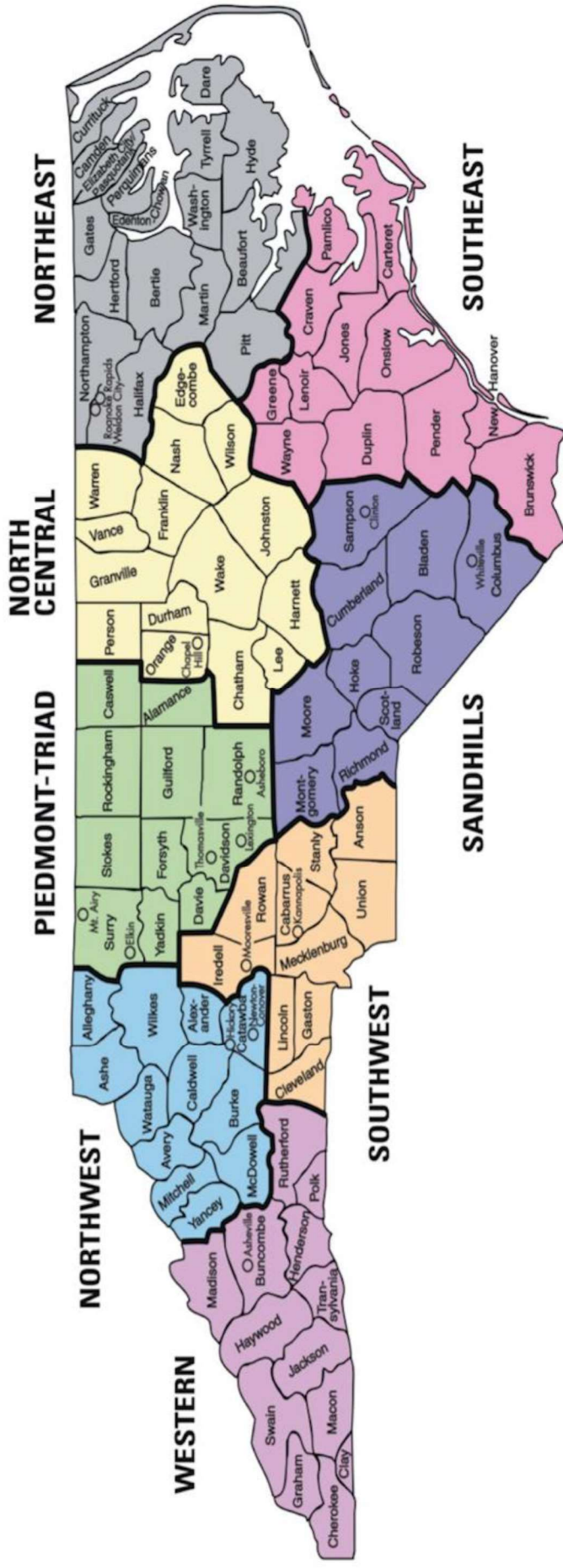
21st CCLC Virtual Statewide Orientation & Technical Assistance Meeting

August 17-18, 2021

Federal Program Monitoring & Support Division

Day 2 Agenda:

- Grant Guidance, Fiscal & Programmatic
- Updated GPRA & Impact on Data Collection
- Program Monitoring Overview
- Fiscal Monitoring Overview
- 21st CCLC Program Resources
- Next Steps Breakout Sessions
- Questions/Wrap-Up



NCDPI 21st CCLC

Program Administrator Support

- North Central Region- Eric Rainey & Jennifer Smith
- Sandhills/ELISS- Jennifer Smith
- Northwest/Western Region- Dr. Darren Hamilton
- Piedmont Triad- Megan Orleans
- Southwest- Tammorah Mathis & Dr. Darren Hamilton
- Northeast/Southeast- Wendy Buck

Grant Guidance Updates for the 2021-2022 Fiscal Year

Federal Program Monitoring & Support

Section 2: Fiscal Management

Fiscal Grant Guidance Overview

Katrina Blount - Fiscal Monitor

Tara Powe - Fiscal Monitor

Ashton Moss – Fiscal Analyst

Monica Pask - Fiscal Analyst

Shirley McFadden – Monitoring and Compliance Manager

Grant Guidance

Section 2: Fiscal Management

- A: Budgets (Day 1)
- B: Chart of Accounts (Day 1)
- C: Use of Funds
- D: Salaries
- E: Subcontractors
- F: Transportation
- G: Travel
- H: Internal Controls
- I: Conflicts of Interest
- J: Procurement
- K: Time and Effort Reporting
- L: Indirect Cost
- M: Budget Amendment

2.C.1: Use of Funds: Allowable Purchases

- Personnel and Personnel Benefits
- Staff Development & Training
- Consultants, Subcontractors and evaluators
- Transportation cost for students
- Educationally related field trips
- Approved Food Purchases
- ***Rental Space, if necessary***
- Teacher Substitutes
- Travel Reimbursements
- 21st CCLC program equipment and supplies
- ***Memberships in warehouse clubs or business, technical and/or professional organizations in the name of 21st CCLC***
- ***Membership in any civic or community organization***

2.C.2: Use of Funds: Clothing Purchases

- 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.

2.C.3: Use of Funds: Non-Allowable Purchases

- Purchases of vehicles
- Cost of developing a proposal
- Food purchases for staff
- Fundraising cost
- Land acquisition
- Building or renovation cost
- **Charitable contributions**
- **Bonuses of any kind**
- Cost of conducting an audit if the total of all federal grants is less than \$750,000
- Direct cash or gift cards in any amount to students and 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

2.C.4: Equipment Purchases

- All equipment purchases in excess of **\$5,000 / unit** or more require pre-approval.
 - If the individual asset has value over \$10,000 ensure bid/procurement procedures followed/documentated
- Must align with original grant application, be “reasonable and necessary” and approved prior to purchase
- Strongly encourage small asset (i.e computers, technology, & furniture under \$5,000 etc.) purchases be documented within an Inventory spreadsheet
- Bi-annual asset inventory is required for all equipment greater than \$5,000
- If the purchased item will be utilized occasionally outside of the 21st CCLC Program, total cost of the item can be charged to the grant
- Cost must be allocated to each program if the intent of purchase of the equipment is to be used across multiple programs

2.D: Salaries

- *All personnel should receive a W2 or 1099 working with 21st CCLC*
- Hourly staff must be included in a payrate schedule submitted in CCIP
- Any fringe benefits should be in alignment with grantees stated policies and procedures.
- **W2 (Employee) vs 1099 (Contractor)**
- **Excessive Salaries**

2.E: Subcontractors

- For contracted services over **\$10,000**, ensure bid and procurement procedures are followed
- For contracted services over **\$25,000**, vendors must be verified on the Secretary of State website to ensure good standing. (Not debarred, suspended, or ineligible for participation in federal and/or state programs)
- To avoid conflicts of interest, 21st CCLC staff (or family members of program staff) cannot also provide considered for the 21st CCLC program
- Supplies and other goods cannot be purchased from a company in which a program employee has a financial interest (conflict of interest)
- Selected vendors must have professional qualifications in relation to services to be provided

2.E: Subcontractors

- Contracts must be on company letterhead of entity providing services, and must contain clear and specific language regarding the:
 - nature of the purchase or service
 - time period of the contract (frequency and duration)
 - total contract amount as well as sufficient cost details to facilitate invoice review
 - specify services/deliverables that must be rendered and accepted **prior** to payments being received
 - deliverables specifically related to the contract's scope of work and must be both quantifiable and measurable
 - sanctions for non-performance, including an exit clause
 - must include printed names, signatures, and dates for both parties

2.E: Subcontractors, cont.

- All contracts must be uploaded into CCIP as part of the budget/amendment approval process for review and approval by the PA **prior** to any services being performed or making any payments
- Invoices submitted for reimbursement must match the amount of the approved contract in CCIP
- Some LEAs may have certain processes they follow according to the school district's policies. Approval of that process will be evaluated on a case-by-case basis.

2.E Subcontractors cont.

- Contracts may be *more than 12 months in length per grant year*.
- 21st Century programs cannot obligate grant funds beyond the applicable budget year.
- Subscriptions and licensing contracts are allowable for more than 12 months

2.F: Transportation

- When using contractors for student transportation, the contract must identify the following:
 - Dates of transportation
 - From/To destination for each day
 - Rate per mile*
 - Vehicle license plate number
 - Total number of miles for the billing period
 - Contractor invoice for payment

**** Beginning FY22, reimbursement is based on your school district's yellow bus rate per/mile provided by DPI School Transportation, in lieu of gas receipts.***

2.G: Travel

- 21st CCLC funds are allowed for pre-approved travel expenses (DPI-sponsored meetings)
- All 21st CCLC subrecipient grantees should have written internal policies regarding travel
- If no written policy, grantees are allowed to follow Federal travel and subsistence rates established by the General Services Administration
- **Unallowable travel costs:**
 - Cost of upgrading airline seats, unless required for medical reasons
 - Travel insurance
 - Additional Baggage fees (checked or extra weight)
 - Daily pass fees for airline clubs if flights are cancelled/delayed
- **Note:** Reimbursement for plane tickets cannot be requested until round-trip travel has occurred.

2.H: Internal Controls

- 21st CCLC subgrantees must operate their federal grants in accordance with the [Code of Federal Regulations](#)
- Each organization must establish and maintain effective fiscal control and fund accounting procedures (internal controls) over the Federal award that provide reasonable assurance that the organization is compliantly managing the Federal award

2.H.1: Required Written Procedures

As a best practice, written procedures for financial management must address:

- Cash Management
- Allowability
- Equipment Management
- Conflict of Interest
- Procurement
- Compensation-
- Travel

2.1: Conflicts of Interest

- Grantees must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees, officers, agents, etc, that are engaged in the selection, award and administration of contracts.
- A conflict of interest would arise when the employee, officer, or agent, etc, has a financial or other interest in the firm being considered for a contract
- Officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.
- The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity. (2 CFR §200.318)

2.1: Conflicts of Interest

- ***Note: North Carolina General Statute (G.S. 115C-12.2) defines "immediate family member" as a spouse, parent, child, brother, sister, grandparent, or grandchild. The term also includes the step, half, and in-law relationships.***

2.J: Procurement

- Purchases and Services of **\$10,000 or less** do not require competitive bidding
- Purchases more than **\$10,000, but less than \$250,000** must document (informal) quotes from at least 3 bids.
- Purchases more than **\$250,000** requires formal bids.
 - RFP bid or sealed bid
- *For more on noncompetitive proposals see Section 2.J: Procurement in Grant Guidance*

2.K: Time and Effort Reporting

- The purpose of time and effort reporting is to certify and verify that the employee's compensation from the grant funds is commensurate with his/her percent of effort worked on the grant.
- Uniform Guidance no longer explicitly requires semi-annual certifications or personnel activity reports (PARs).
- However, entities should continue to use their current internal control system of semi-annual certifications, PAR reports, or approved substitute systems but are not required to use these controls.
- If an entity decides not to use semi-annual certifications or PAR reports, the entity is **still required** to maintain auditable "time and effort" documentation that describes how each employee, paid in part or whole from federal funds, has spent his or her compensated time.

2.L: Indirect Cost

Indirect Costs vs. Direct Costs

- An indirect cost is a cost incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to results achieved. (2 C.F.R. 200.1)
- Direct costs are those costs that be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy. (2 C.F.R. 200.413(a))
- Identification with Federal awards rather than the nature of the cost involved is the determining factor in distinguishing direct from indirect costs. (2 C.F.R. 200.413(b)).

2.L: Indirect Cost

- The USED has given DPI authority to issue indirect cost rates for all subgrantees. Subgrantees that receive their indirect cost rates from DPI use the rates to recover organization-wide administrative costs of managing federal grants, such as costs related to accounting, budgeting, purchasing, auditing, and payroll processing.
- Subgrantees may ***spend no more than the calculated rate*** of each year's budget on activities related to the fiscal agent's administration of the 21st CCLC grant.
- **Documentation to support expenses for indirect cost must be maintained and provided during a fiscal monitoring or desk review.**
- Non-LEA Indirect Cost Rate for FY 2022 is **3.493%**

Key Factor – Consistency

- There is **no universal rule** for classifying costs as direct or indirect under every Federal award.
- What is essential? – Each item of cost incurred for the same purpose is consistently treated as either a direct or indirect cost. (2 C.F.R. 200.412)
- Avoids possible double charging of Federal awards
- Do not change back and forth between direct and indirect for same items of cost
- Costs should be 100% direct or 100% indirect -- do not mix!

Charging Indirect Costs

- Indirect Cost Rate is a maximum percentage – grantees do not have to charge the full amount to indirect costs
- Indirect Cost Rates for 21st CCLC program:
- LEAs and charter schools – NC DPI approved **restricted** indirect cost rate
- Non-Units – State average restricted indirect cost rate
- Indirect Cost Rate can change with each fiscal year
- Rate is not specific to a grant award but to fiscal year so grantees should always use current fiscal year's indirect cost rate when budgeting and charging indirect costs

Examples of Allowable Indirect Costs

- Facilities Costs
- Utilities
- Telecommunications
- Custodial
- Administration Costs
- Finance/Accounting
- Human Resources
- Administrative/Clerical Staff –

Should be charged as indirect unless 1) integral to project or activity; 2) individuals can be specifically identified with a project or activity; 3) such costs are explicitly included in budget or have prior written approval from DPI; and 4) costs are also not recovered as indirect costs.

- **Even for these examples, cannot be for expenses that are otherwise charged as direct costs**

Examples of Unallowable Indirect Costs

- Costs that are completely unassociated with the Federal program
- Example: A 21st CCLC grantee operates two after school programs, one funded with 21st CCLC and another funded entirely by private donations. Both programs operate at independent and separate facilities. The grantee cannot charge facilities costs for the privately funded program to indirect costs for 21st CCLC.
- Project Director or other staff directly involved in the program
- Travel for employees who are paid as a direct cost
- Materials, supplies and equipment purchased directly for use on a specific grant or project

Resources

- Uniform Administrative Requirements, Cost Principles, and Audit Requirements (Uniform Guidance) – 2 C.F.R. 200 (200.412–415, Appendix III -- PSUs, Appendix IV -- Non-Units)
- Education Department General Administrative Requirements (EDGAR), Part 76 – 34 C.F.R. 76.560-580
- USED Indirect Cost Group
- Recently published a useful guidance document titled “Cost Allocation Guide for State and Local Governments”

2.M: Budget Amendment Process

- Post-award changes in budgets and projects require the prior written approval of DPI, and submission of a Budget Amendment Form (FPD 209).
- Budget amendments/revisions (changes to the budget) can be submitted anytime through CCIP during the approved grant period.
- Budget Amendment Forms (FPD 209) along with appropriate justification narrative and programmatic change (if applicable) should be uploaded to CCIP for review and approval by your assigned 21st CCLCPA.

Sample Documentation

- Canceled checks (or similar bank record)
- Bills and Invoices
- Bank Statements
- Credit Card Statements
- Payroll records
- Time and attendance records
- Contract with invoice

Programmatic Grant Guidance Updates for the 2021-2022 Fiscal Year

Megan Orleans, Program Administrator
Federal Program Monitoring & Support

Section 4: Program Management

*Updates to student enrollment procedures, field trips and
allowable food purchases*

4.C.1: 21st CCLC Program Enrollment Procedures

- Program Orientation Requirement
 - Program Goals and Impact Measures.
 - Program Schedules / Calendars.
 - Family Engagement Requirements.
 - Data Sharing Agreements with the Feeder School.
 - Review of Parent/Student Handbook (including, but not limited to, review of attendance policies, behavior management policies, internet safety policies, and emergency preparedness plans).

4.C.2: 21st CCLC Program Enrollment Forms

- Student Full Name, Grade Level, Feeder School
- Primary parent(s)/guardian(s) full name(s), email address(es), and phone number(s)
- (3) Emergency Contacts
- Parent/Guardian signatures with date stating agreement to uphold 21st CCLC Program Policies and Procedures as described in the Parent/Student Handbook
- Parent/Guardian signatures with date noting if providing consent for: photo releases (including social media); data sharing with feeder school
- Parent/Guardian signatures with date and authorization for Internet access for children ages thirteen (13) and under.

4.D.2: Student Attendance Requirements

- In the state of North Carolina 21st CCLC student participants are not counted towards a subgrantees overall enrollment total until they have attended the 21st CCLC Program for **at least 15 hours**.
- Students in grades 1-5 who attend the 21st CCLC Program for **15 or more hours** are required to have a completed instructional staff survey input into 21DC prior to data submission at the end of the school year *and* summer (if applicable)

4.1: Field Trips

- Educationally related field trips must be included in the approved budget and require DPI approval **at least 30 days in advance** of the field trip
- Educationally related field trips can take place virtually or in-person.
- Field trips must support the approved program goals and objectives listed in a subgrantee's RFP and correlate to a curriculum being implemented during the 21st CCLC Program at the time of the field trip.
- Field trips for entertainment or recreational purposes (i.e., field trips not connected to an approved program goal or objective and not aligned with a curriculum currently being implemented in the 21st CCLC program) are not allowable.

4.I.1: Field Trip Approval Due Dates



Fall: Last business day in September for field trips taken October – January



Spring: Last business day in January for field trips taken February – May



Summer: Last business day in April for field trips taken June - August

4.1.2: Field Trip Approval Process:

- A Field Trip Request Form for each planned 21st CCLC field trip must be emailed to eric.rainey@dpi.nc.gov **by the designated seasonal due date** and at least 30 days prior to the anticipated trip date for DPI review and approval. All field trips must be pre-approved by DPI prior to any expenditure related to the trip.
- Any proposed changes to approved field trips during the grant year must be emailed to eric.rainey@dpi.nc.gov for review and approval **no later than ten (10) days prior** to the field trip.
- Subgrantees should always submit the current fiscal years field trip request form. **Please do not submit field trip requests on an old form.**

4.1.3: Parent/Caregivers, Chaperones and Staff Field Trip Expenses

- 21st CCLC grant funds can be used to pay for field trip admission for parents/caregivers and 21st CCLC staff members if:
 - They are acting as chaperones while attending DPI-approved field trips.
 - Parent/caregiver attendance on the DPI-approved trip is stated as a part of the Subgrantee's annual family engagement initiative in the SBE-approved application or DPI-approved continuation application for the current grant year.

4.1.4: Food on Field Trips



21st CCLC Programs should partner with the school's food /nutrition department and/or other funding sources



21st CCLC Programs can use grant funds to purchase items to pre-make brown bag lunches **to bring on field trips**. The brown-bag lunches can cost no more than \$3.00 per lunch per student. All field trip food purchases should be detailed on your Field Trip Approval form prior to DPI approval.



Note: Chaperone and Staff food costs cannot be covered by 21st CCLC Funds.

4.J: Providing Healthy Snacks

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

4.J: Providing Healthy Snacks, cont.

- 21st CCLC Programs may use grant funds to purchase daily nutritional snacks based on the following guidelines:
 - 21st CCLC Program operates for **4 hours or less per day**: (1) snack per day per student allowable
 - 21st 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 21st 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-21st CCLC funding source.

4.J.2: Providing Food for Family Engagement Events

- Subgrantees should uphold the following policies and procedures when purchasing food for family engagement events:
 - Subgrantees should spend **no more than \$5/attendee** (including parents, siblings, etc.)
 - Subgrantees will only be reimbursed the cost of food for the ***actual number of attendees***, not the projected number of attendees.
 - To demonstrate compliance, Subgrantees should provide DPI sign-in sheets AND agendas for family engagement events to be reimbursed for food costs.

Section 6: Collaborations

Updates & Reminders regarding Student/Family
Handbooks for 21st CCLC Programs

6.D: Parent and Family Engagement ~ Family Handbooks

21st CCLC Program Parent/Student Handbooks should include at a minimum:

- Program Goals/Outcomes
- Daily/Weekly Program Schedules
- Attendance Policies
- Arrival/Departure Procedures
- Bus/Transit Procedures
- Behavior Management Policies and Procedures
- Homework/Academic Support Procedures
- Emergency Policies and Procedures
- Internet Use and Consent Agreements
- Family Engagement Requirements
- Consent for data sharing/communication with feeder school, photo releases (including social media), including space for parents/guardians to initial/sign
- Signature Page for parents/guardians to agree to uphold policies and procedures for duration of student(s) participation in 21st CCLC Program

Break

10 minutes

21DC: Updated GPRA & Impact on Data Collection

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

What is the Same/What is Changing?

	Staying the Same	Changing
Activities	All	N/A
Staffing	All	N/A
Participation	• Total # of participants by grade level • Race/Ethnicity • Sex • Population Specifics	• Student Attendance – replacing Days with Hours • Entered in hours by grade level
Outcomes	N/A	• New GPRA • All States will enter on all GPRA • Outcomes are entered on all students who participate in 21st CCLC

Government Performance and Results Act (GPRA) and 21DC Implications

- 21APR data entry at USED will require Outcome reporting on all GPRA measures starting with Summer 2021
 - NCDPI will do the “heavy lifting” to combine 21DC data with Accountability data for input into 21APR
- Starting with Summer 2021 in 21DC, **at the Center level**, the user enters Day(s) and Number of Hours of Operation for each of those days; this will get calculated as Number of Hours of Attendance
 - Attendance will still be collected as days attended, but ‘behind the scenes’ will calculate Number of Hours Attended at the end of the term
 - This satisfies GPRA #5

GPRA #1: Academic Achievement – State Assessments

- Percentage of students in grades 4-8 participating in 21st CCLC programming during the school year and summer who demonstrate **growth** in reading and language arts on state assessments
- Percentage of students in grades 4-8 participating in 21st CCLC programming during the school year and summer who demonstrate **growth** in reading and language arts on state assessments

GPRA #2: Academic Achievement – GPA

- Percentage of students in grades 7-8 and 10-12 attending 21st CCLC programming during the school year and summer with a prior-year **unweighted Grade Point Average (GPA)** of less than 3.0 who demonstrated an **improved GPA**

GPRA #3: School Day Attendance

- Percentage of students in grades 1-12 participating in 21st CCLC during the school year who had a school day attendance rate at or below 90% in the prior school year and demonstrated an **improved attendance rate** in the current school year

GPRA #4: Behavior

- Percentage of students in grades 1-12 attending 21st CCLC during the school year and summer who experienced a **decrease** in in-school suspensions compared to the previous school year

GPRA #5: Engagement in Learning

- Percentage of students in grades 1–5 participating in 21st CCLC programming in the school year and summer who demonstrated an **improvement in instructional staff-reported** engagement in learning
- This was deployed in Summer 2021, and is the only GPRA measure that affects your data entry

Lunch Break

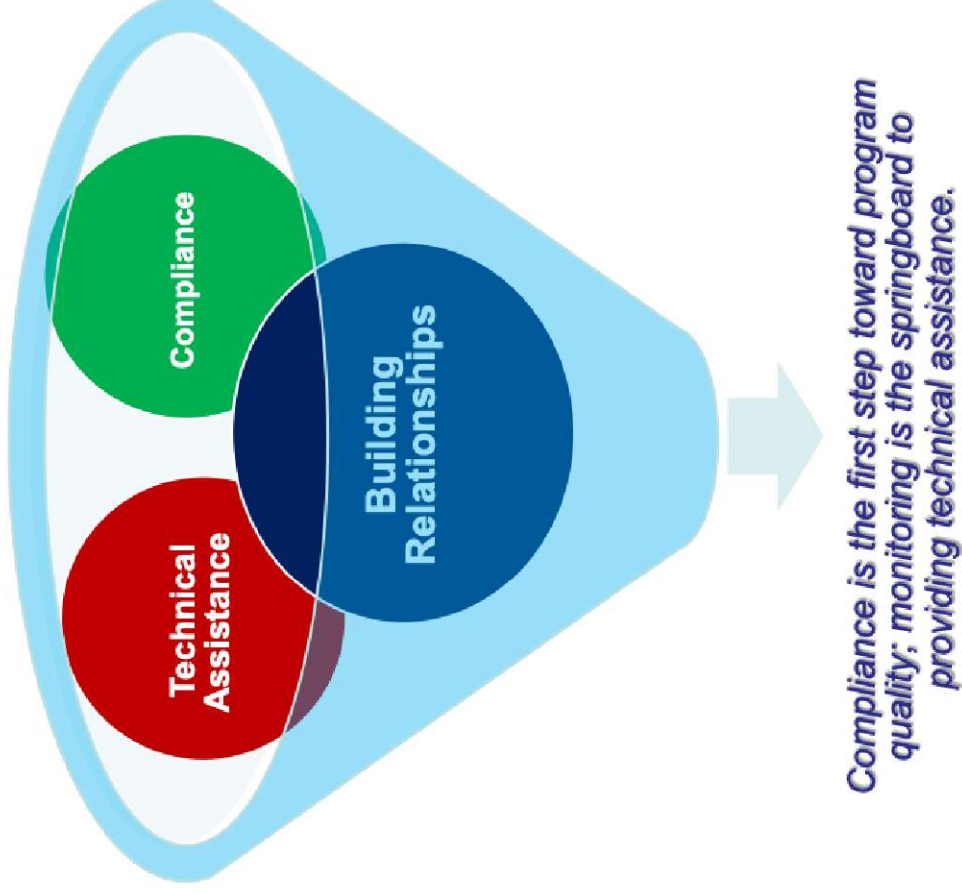
1 hour

Program Monitoring Overview

Federal Program Monitoring & Support

Jennifer Smith, Program Administrator

Federal Program Monitoring & Support Process



Types of Program Monitoring



Technical
Assistance (TA)
Visit



Program Quality
Desk Review

Click to add text



Program Quality
Review (PQR)



Comprehensive
Program Monitoring
Review (CPMR)

The type of annual monitoring event for each subgrantee will be determined by a risk assessment.

Program Monitoring Procedure Overview



Notification Letter (30 days before on-site visit or desk review)



Email notification of procedure, agenda template and monitoring guidelines



Contact regional Program Administrator to answer questions as needed

Program Monitoring Procedure

Overview

- Documentation submission organized by the Strands and Indicators of the Monitoring Instrument (due the Friday before the on-site visit)
- Review data/documents and record notes for applicable indicators on Monitoring Instrument
- Interview staff, parents, students and others as available
- Conduct exit meetings

Document, Document, Document!

- Start the Program Year with the end in mind:
 - Agendas
 - Attendance Sign-In Sheets
 - Meeting Minutes
 - Lesson Plans
 - Professional Development Trainings
 - Communication with Feeder Schools, Partners, Families
- Utilized scanners and/or Free Applications such as Genius Scan or Cam Scanner to PDF as you move through the year
- Create Easy to Use Documentation Templates

Monitoring Strands

- Program Management
- Program Implementation
- Family Engagement
- Federal, State, Local Statutes
- Fiscal



Fiscal Monitoring Overview

Federal Program Monitoring & Support

Katrina Blount - Fiscal Monitor

Tara Powe - Fiscal Monitor

Ashton Moss – Fiscal Analyst

Monica Pask - Fiscal Analyst

21st CCLC Fiscal Monitoring

- NC DPI and the Federal Program Monitoring and Support Division maintains responsibility and oversight for fiscal monitoring of the 21st CCLC program per 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

21st CCLC Fiscal Monitoring

- CFR§200.331 (d) - All pass-through entities must monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward

Fiscal Desk Review Process

- Each program will be notified via email and will be required to provide documentation to support at least one of their submissions in the BAAS/ERaCA system.
- If there are questions regarding expenses, the grantee will have the opportunity to provide further documentation prior to any request for funds to be returned to NCDPI.

Monitoring for 21st CCLC Programs

- A risk assessment determines how programs will be monitored throughout the 3-year grant cycle. The risk assessment includes a consideration for factors including, but not limited to, novice subgrantee status, findings from previous fiscal and program monitoring events, timely submission of 21DC and CCIP data, timely submission of expenditure documentation, repayments or ERaCA disbursements, and length of time since last monitoring event.
- *Types of Monitoring could include:*
 - *Comprehensive Program Monitoring Review*
 - *Program Quality Review*
 - *Desk Review*
 - *Fiscal Monitoring Review*
 - *Fiscal Desk Review*

Fiscal Review Process

- Below, are some of the required documents that will be reviewed to reconcile the grantee's BAAS/ERaCA submission.
 - Account Summary / General Ledger (reconciliation worksheet corresponding to submitted request)
 - Payroll
 - Timesheets (signed, dated, showing work activities, attestation, account codes)
 - Receipts (dates, account codes, management approval)
 - Invoices (should match approved uploaded contracts)
 - Mileage Logs / Transportation Contracts

21st CCLC Internal Controls

- Each organization must establish and maintain effective fiscal control and fund accounting procedures (internal controls) over the Federal award that provide reasonable assurance that the organization is compliant in managing the Federal award.

Internal Controls: Required Written Procedures

- Cash Management
- Allowability
- Equipment Management
- Conflict of Interest
- Procurement Process
- Compensation
- Travel

Internal Controls: Recommended Written Procedures

- Organization accounting system(s)
- How budgets are loaded onto the system
- Process for comparing budgets to expenditures
- Process for drawing down funds
- Process and authorizations for budget revisions
- Period of performance and when obligations are made
- Process for carryover
- Process for completing the completion reports
- Incorporate state agency requirements, if applicable.

SAVE THE DATE

- 2021-22 Program and Fiscal Monitoring Procedures Webinar
- September 14, 2021 from 1pm– 3pm
- Required attendees:
 - Program Director
 - Fiscal Agent Chief Administrator

21st CCLC Program Resources

Darren Hamilton/ Wendy Buck
Federal Program Monitoring & Support

NCDPI Resources Tab in CCIP

NCCCIP Home

Search

NCDPI Resources

Help for Current Page

Contact NCDPI

NCCCIP Sign-In

NCDPI Resources

Choose Keyword: Choose Keyword

Or Enter Text:

Search

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

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

+ FY22 ELISS - ESSER II PRC 175

+ 21st CCLC Cohort 15 Competition

+ 21st CCLC Summer Mini-Grant 2021

+ 21st CCLC - 2021-2022 Documents and Templates

NEW Program Planning Templates

- Family Engagement Plan
- Data Collection Plan
- Professional Development Plan

			21 st Century Community Learning Center (CCLC) Programs Annual Family Engagement Plan	
Event Date(s) and Time(s)	Event Title	Event Description (including specific activities for supporting academic learning)	Communication Plan for Families	21 st CCLC Staff Member responsible for coordinating event

21st CCLC Program Resources

Fieldtrips

- ncparks.gov
- catawbascience.org
- bricks4kidz.com
- sunmartialarts.net
- historicsites.gov
- discoveryeducation.com
- scienceexplorers.com/field-trips

21st CCLC Program Resources

Lesson Plans

- afterschoolalliance.org
- 4-H.org
- twigscience.com
- thecharactereffect.org
- asphaltgreen.org
- pbslearningmedia.org
- educationworld.com
- nccs.org
- drexel.edu (school of education)
- sedl.org
- fit.sanfordhealth.org

21st CCLC Program Resources

Program Management

- expandinglearning.org
- thatafterschoollife.com (curriculum development)
- kidsrkids.com
- y4y.ed.gov ([professional development](http://y4y.ed.gov/professional-development))
- afterschoolalliance.org
- ecuc.info
- files.nc.gov (emergency preparedness)
- rcrctoolbox.org (disaster preparedness)

21st CCLC Program Resources

Family Engagement

- wallacefoundation.org
- statewideafterschoolnetworks.net
- familyengagementalliance.org
- files.nc.gov
- igniteafterschool.org
- [National Alliance for Family Engagement \(famengage.org\)](http://NationalAllianceforFamilyEngagement.org)

21st CCLC Program Resources

Sustainability

- files.eric.ed.gov
- extendednotes.com
- jyd.pitt.edu
- wallacefoundation.org
- Researchconnections.org
- [AfterSch_Sustain_FA004 \(\[msafterschool.org\]\(http://msafterschool.org\)\)](http://AfterSch_Sustain_FA004(msafterschool.org))

Break

15 minutes

Next Steps Breakout Sessions

- **Session A: Cohort 15**
Programs (*including Cohort 12s turning into Cohort 15s*)
 - (Updating Related Documents and Budget Submissions)
- **Session B: Cohort 13/14 Programs**
 - (Continuation of Funding Applications and Budget Submissions)

Questions?