

# Cohort 15 & 16 Continuation Application Technical Assistance

*June 13, 2023 from 10am-12pm  
Continuation Application Grant Details & Related Documents*

*21<sup>st</sup> CCLC ~ Office of Federal Programs*

# **North Carolina Department of Public Instruction**

## **Office of Federal Programs ~ 21<sup>st</sup> CCLC Program Team**

### **NCDPI Fiscal Team**

**Katrina Blount- Fiscal Monitor  
Ashton Moss- Fiscal Monitor  
Monica Pask- Fiscal Monitor**

### **Leadership**

**Alex Charles-Interim Director OFP  
Susan Brigman, Section Chief ~ Specialty Programs**

### **NCDPI Data Management**

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

### **Administrative Support**

**Melba Strickland**

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

**Dr. Darren Hamilton- Southwest  
Areli Perez Nava-West & Northwest  
Gina White Triad & North Central  
Hawhana Locklear-Sandhills  
Wendy Buck- Northeast & Southeast**

# Housekeeping



WebEx Etiquette



First Name, Last  
Name, Organization  
Name in Chat



How to Ask  
Questions



Presentation Slides  
will be Posted

# Agenda



21st CCLC Continuation Application  
Timeline



21<sup>st</sup> CCLC Continuation Application  
Grant Details Section



21st CCLC  
Continuation  
Application Related  
Documents

Required  
Documents  
Optional  
Documents



Q&A

# 2023-24 Continuation Application Timeline

- **June 13, 2023**
  - Continuation Application Programmatic Grant Details & Documents, Budget Form Updates (10am-12pm)
- **June 14, 2023**
  - CCIP Opens for 2023-24 Continuation Application
- **July 11-13, 2023**
  - 21<sup>st</sup> CCLC Program Foundations Conference (review of FY24 Grant Guidance) ~ UNC Greensboro, Greensboro, NC
- **August 4, 2023**
  - Official 2023-24 Continuation App Due Date by 11:59:59PM to be considered on time for Programmatic Risk Assessment (rolling applications; Approvals are first in-first out)

# Continuation Application Overview

- North Carolina 21st CCLC grants may be continued for up to two (2) additional years (three years in total).
- A subgrantee's continuation of funding may be impacted due to:
  - failure to meet program goals;
  - low average daily attendance (ADA);
  - noncompliance with programmatic and fiscal reporting and/or monitoring requirements; or
  - misuse of funds.
- NCDPI defines low ADA as less than 70% of a program's enrolled students attending on a daily basis.

# 2023-24 Continuation Application Grant Details

*Wendy Buck, Dr. Darren Hamilton,  
Hawhana Locklear, Gina White  
21<sup>st</sup> CCLC Program Administrator Team*

# How to locate application in CCIP

- Located in CCIP
- To Access:
  - Log in to CCIP
  - Search > Funding Applications
  - Change FY to 2024
  - Select:
    - Cohort 15: “FPMS-21st CCLC Year 3”
    - Cohort 16: “FPMS-21<sup>st</sup> CCLC Year 2”
- Sections Requiring Edits: Grant Details; Related Documents; Budget



# Grant Details - Box 1

## 1. Total Enrollment Numbers – PREVIOUS ACADEMIC YEAR

Enter the total number of students served in **PREVIOUS ACADEMIC** year

- a. Total enrolled during 2021-2022 school year

- b. Total enrolled during 2022 summer program (if did not run a summer program, type 0).  
*Note: The summer enrollment numbers should **not include** students enrolled in an applicant's FY21 or FY22 Summer Mini-Grant Program (if applicable).*

# Grant Details – Box 2

## 2. Projected Enrollment Numbers – CONTINUATION YEAR

Enter the total number of students to be served per the original SBE-approved application for the **CONTINUATION** year

- a. Total number of students to be served per **original SBE-approved application** during school year program:

- b. Total number of students to be served per **original SBE-approved application** during the summer program (if did not propose to run a summer program, type 0):

*Note: The summer enrollment numbers should **not include** students enrolled in an applicant's FY21 or FY22 Summer Mini-Grant Program (if applicable).*

# Grant Details – Box 3

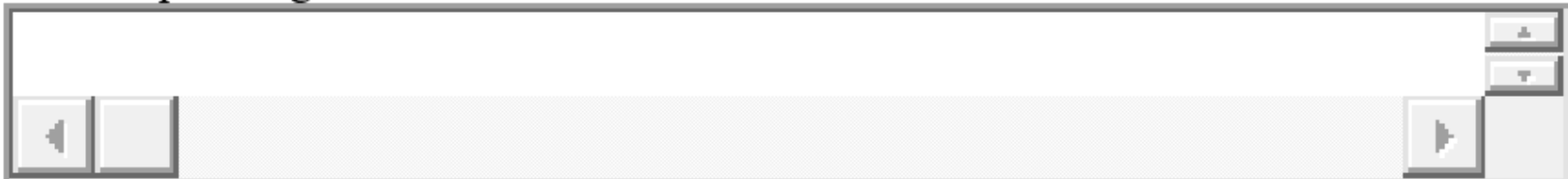
## 3. Funding Reduction

a. Did the Program file for fund reduction during the PREVIOUS YEAR?

☐ Yes

☐ No

b. If the Program filed for a fund reduction during the **PREVIOUS YEAR**, describe how the Program plans to proactively address the challenges that led to the reduction during the upcoming **CONTINUATION YEAR**.



# Grant Details – Box 4

## 4. NCDPI-determined Student Attendance Thresholds for Funding Installments:

Starting July 1, 2022, all NCDPI 21<sup>st</sup> CCLC Programs are subject to meeting updated thresholds for student regular attendance (see below) during 21<sup>st</sup> CCLC school year programs. All NCDPI 21<sup>st</sup> CCLC Programs (Cohort 14, 15, and 16) are required to meet or exceed the NCDPI-determined thresholds for “regular attendees” by pre-determined deadlines to qualify for their second and third funding installments.

### 2022-23 21<sup>st</sup> CCLC School Year Program NCDPI-determined Student Attendance Thresholds for “regular attendees”:

- a) Second installment of funding equal to 34% of the total SBE-approved grant award if subgrantee has met at least 50% of its enrollment goal as stated in the SBE-approved application. Students must attend the program for **at least 45 hours** to be counted towards the second installment attendance goal.
- b) Third installments equal to 32% of the total SBE-approved grant award if subgrantee has met at least 75% of its enrollment goal as stated in the SBE-approved application. Students must attend the program for **at least 90 hours** to be counted towards the third installment attendance goal.
- c) Paperwork for second and third installments is due in CCIP for official review and approval no later than April 13, 2023 to avoid a reduction in funds.

Based on the above updates to the FY23 21<sup>st</sup> CCLC Grant Guidance and SBE-Approved Allotment Policies, describe the structures, systems and supports the program has in place to meet the above “regular attendee” thresholds for the duration of 2022-2023 school year program.



# Grant Details – Box 4, cont.

☐ By checking this box, the 21<sup>st</sup> CCLC program is attesting to their understanding of the requirement to meet or exceed NCDPI-determined attendance thresholds for “regular attendees” during **school year** program by pre-determined deadlines to qualify for second and third funding installments during the 2022-2023 school year.

# Grant Details – Box 5

## 5. Program Schedules – PREVIOUS YEAR

- a) Provide a brief description (10-15 sentences) of the school year component for the **PREVIOUS ACADEMIC** year. Include days/hours of operation, attendance, staffing and activities.

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- b) Provide a brief description (10-15 sentences) of the summer component for the **PREVIOUS ACADEMIC** year (not inclusive of any 21<sup>st</sup> CCLC Summer Mini-Grant activities). Include days/hours of operation, attendance, staffing, and activities. If the program did not operate a summer component, please describe why in the text box below.

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# Grant Details – Box 6

## 6. Program Implementation – Successes

- a) Describe the activities that contributed to 21<sup>st</sup> CCLC program success in the **PREVIOUS ACADEMIC** year.

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- b) Describe the systems and supports the Program has in place to sustain these high-impact activities during the upcoming **CONTINUATION YEAR**.

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# Grant Details – Box 7

## 7. Program Implementation – Challenges

a) Describe any challenges experienced while implementing the Program in the **PREVIOUS ACADEMIC** year.

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b) Describe how the Program plans to proactively address these challenges in the upcoming **CONTINUATION YEAR**.

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# Grant Details – Box 8

## 8. Stakeholder Relationships

### a) Feeder District Collaboration/Partnership:

#### i. During the **PREVIOUS ACADEMIC** year, describe:

1. at least (1) success the Program experienced when partnering/collaborating with the 21<sup>st</sup> CCLC Feeder School District(s):

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2. At least (1) challenge the Program experienced when partnering/collaborating with the 21<sup>st</sup> CCLC Feeder School District(s).

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#### ii. During the **CONTINUATION YEAR**, describe how the Program plans:

1. To sustain or grow the successful aspects of the 21<sup>st</sup> CCLC Feeder School District(s) partnership:

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and

2. Proactively address the identified challenges during the upcoming school year.

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# Grant Details – Box 8, cont.

## **b) Family Engagement and Communication:**

i. During the **PREVIOUS ACADEMIC** year, describe how the Program:

1. engaged and communicated with enrolled families:

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2. offered specific activities for family engagement around supporting students' academic needs (i.e., literacy and related educational development).

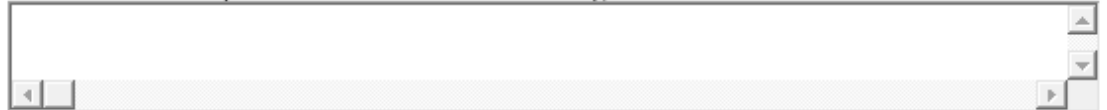
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ii. During the **CONTINUATION YEAR**, describe how the Program plans to:

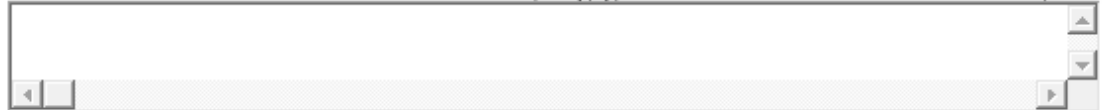
3. sustain or grow high-impact family engagement and communication strategies:

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4. proactively address any family engagement and communication challenges experienced over the course of the grant.

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5. Provide the schedule of family engagement events for the 2022-23 school year.

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# Grant Details – Box 9

## 9. Professional Development

- a. Describe the training and professional development activities that were provided in the **PREVIOUS ACADEMIC** year for 21<sup>st</sup> CCLC staff, including volunteers.

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- b. Describe how the Program plans to sustain or grow the successful aspects of its professional development offerings during the upcoming **CONTINUATION YEAR**.

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- c. Provide a schedule of 21<sup>st</sup> CCLC professional development activities the Program plans to implement/attend during the upcoming **CONTINUATION YEAR**.

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# Grant Details – Box 10

**10. Data Collection & Impact Reporting**

a. During the **PREVIOUS ACADEMIC** year, describe:

i. the types of data the Program collected to demonstrate program impact:

ii. how staff improved and strengthened the individual student's out-of-school time instruction based on data gathered throughout the year:

iii. data collection methods and assessment tools used:

# Grant Details – Box 10, cont.

b. Describe the Program's data collection plans for the upcoming **CONTINUATION YEAR**. Include:

i. the types of data to be collected:

ii. preferred methods and assessment tools:

iii. how collected data aligns to 21<sup>st</sup> CCLC programmatic goals focused on (at minimum) student attendance, one ELA/Math student achievement outcome, and at least one GPRA measure:

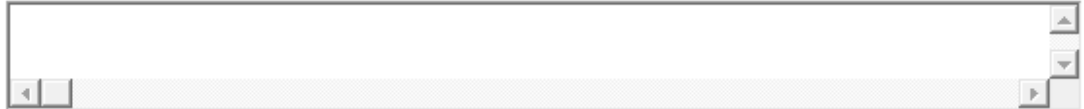
iv. plans for reporting impact data to stakeholders:

v. and how the program will sustain or grow the previous successes experienced with data collection and impact reporting, as well as how it will address the previously identified challenges during the upcoming **CONTINUATION YEAR**.

# Grant Details – Box 11

## 11. Program Sustainability

- a. Describe all 21<sup>st</sup> CCLC program sustainability activities that occurred during the **PREVIOUS ACADEMIC** year.

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- b. Identify at least (1) success and at least (1) challenge related to 21<sup>st</sup> CCLC program sustainability the program experienced during the **PREVIOUS ACADEMIC** year.

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- c. Describe all 21<sup>st</sup> CCLC program sustainability activities planned for the upcoming **CONTINUATION YEAR**.

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- d. Describe how the Program plans to sustain or grow the successful aspects of the sustainability plan as well as proactively address the previously identified challenges during the upcoming **CONTINUATION YEAR**.

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# Grant Details – Box 12

## 12. Programmatic Changes – CONTINUATION YEAR

Provide an overall description of any programmatic changes (e.g., staff, training, student activities, addition of new grade levels or feeder schools served, etc.) being proposed for the **CONTINUATION YEAR** for the school year program and summer component.

*Please note, any major proposed changes from the original SBE-approved application will require an accompanying Programmatic Amendment template to be uploaded within CCIP Related Documents for review and approval for the 2022-2023 school year. A reduction in funding or grant termination may be required based on the proposed changes.*



# Grant Details – Box 13

## 13. Program Schedule - CONTINUATION YEAR

- a. **2022-23 School Year Schedule:** Provide a sample schedule for one week/month of programming for after school and extended learning programs.

- b. **2023 Summer Program Schedule:** Is the Program operating a 21<sup>st</sup> CCLC summer learning program in 2023?

- ☐ YES  
☐ NO

- c. If a summer program is offered, provide a sample schedule for one week of the summer program as well. If the program schedule varies between sites, provide a sample schedule for each.

*Please note, all proposed weekly program schedules for the 2022-2023 school year and summer must adhere to a minimum of 12 student contact hours per week occurring outside of regular school day hours.*




# **2023-24 Continuation Application Programmatic Related Documents**

*Wendy Buck, Program Administrator*

# Required Documents

- 21<sup>st</sup> CCLC Basic Organization Information\*
- Statement of Assurances\*
- Debarment Certification\*
- Criminal Background Check Certification\*
- 21<sup>st</sup> CCLC Budget Form FPD 208\*
- Organization's Written Fiscal Procedures\*
- 21<sup>st</sup> CCLC Organizational Chart
- 21<sup>st</sup> CCLC Pay Rate Schedule
- 21<sup>st</sup> CCLC Conflict of Interest Certification\*
- Private Schools Consultation\*
- 21<sup>st</sup> CCLC Contracted Services
- System for Award Management (SAM) Active Registration Confirmation
- Fiscal Questionnaire and Self-Assessment\*
- Building Maintenance and Fire Inspection Reports (including maximum occupancy)
- Transit Inspection Reports
- LEA Collaboration Form\*

# 21st CCLC Basic Organization Information



21<sup>ST</sup> Century Community Learning Centers  
BASIC PROGRAM INFORMATION  
Competitive Grant Program 2023-2024  
Revised June 2023

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**I. Basic Information of Organization Continuation Application – Cohort 15/16**

Fiscal Agent Organization Name:	
Fiscal Agent Organization Unit Number #:	
Cohort Number: <input type="checkbox"/> Cohort 15 <input type="checkbox"/> Cohort 16	
Fiscal Agent Organization UBI #:	
Fiscal Agent Organization Tax ID #:	
Fiscal Agent Organization Physical Address:	
Requested Grant Award: \$	
County(ies) Served by Proposed 21 <sup>st</sup> CCLC Grant:	
Fiscal Agent Chief Administrator Name:	
Fiscal Agent Chief Administrator Email Address:	
Fiscal Agent Chief Administrator Phone Number:	
Chief Finance Office Name (if appropriate):	
Chief Finance Office Email (if appropriate):	
Chief Finance Office Phone (if appropriate):	
If submitting a Joint Application, provide name of Partnering Agency:	


**II. Basic Information of Program Components**

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

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

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



21<sup>ST</sup> Century Community Learning Centers  
BASIC PROGRAM INFORMATION  
Competitive Grant Program 2023-2024  
Revised June 2023

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Insert additional cells as necessary. Approved programs will submit a separate Summer Program Information Sheet at a later date.

*By signing below, I am attesting that I understand it is the Fiscal Agent Organization's responsibility to: 1) maintain accurate and updated contact information for all 21<sup>st</sup> CCLC Competitive 2023-2024 Grant Program sites with NCDPI; 2) ensure adherence to all assurances and certifications associated with the 21<sup>st</sup> CCLC 2023-2024 Competitive Grant Program; 3) assume responsibility for the reconciliation of any audit exception or compliance finding, including as necessary, the repayment of 21<sup>st</sup> CCLC funds from a non-federal funding source. (Note, an original, hand-written signature or official electronic signature is required.)*

Printed Name of Fiscal Agent Chief Administrator or Designee

Signature of Fiscal Agent Chief Administrator or Designee

Date

Date

# Statement of Assurances



## Assurances for 21<sup>st</sup> Century Community Learning Centers Competitive Grant (Revised May 2023)

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

- Implement a program in a safe and easily accessible facility in accordance with section 4204(b)(2) (A)(i).
- Develop and implement the proposed program in active collaboration with the schools the students attend in accordance with section 4204(b)(2)(D).
- Primarily target students who attend schools eligible for school-wide programs under section 1114 and the families of such students in accordance with section 4202(b)(2)(F).
- Use funds to increase the level of State, local and other non-Federal funds that would, in the absence of funds under this part, be made available for programs and activities authorized under this part, and in no case supplant Federal, State, local, or non-Federal funds in accordance with section 4202(b)(2)(G).
- Provide the community with notice of an intent to submit an application and that the application and any waiver request will be available for public review after submission of the application in accordance with section 4204(b)(2)(L).
- Submit evaluation data supporting successful program implementation and progress aligned with the approved proposal.
- Consult with private school officials during the design and development of the 21<sup>st</sup> CCLC competitive grant program on issues such as how the children's needs will be identified and what services will be offered.
- Ensure that services and benefits provided to private school students must be secular, neutral, and non-ideological.
- Ensure the organization does not collect fees and services and benefits provided to enrolled students are free of charge.
- Use funds solely for the purposes set forth in this grant program as approved in the application.
- Use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for federal funds allotted to the organization.
- Be responsible for repayment of 21<sup>st</sup> CCLC competitive grant federal funds in the event of an audit exception or compliance issue.
- Maintain records to ensure that the Single Audit Requirement is applicable for any non-federal entity that expends \$750,000 or more in a year in Federal awards shall have a single or program specific audit conducted for that year in accordance with the provisions of Uniform Guidance, Subpart F.
- Conduct operations in compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and Title IX of the Education Amendments of 1972, if applicable.
- Abide by federal regulations which bar discrimination on the basis of race, color, national origin, religion, disability, age, sex and which require accessibility for persons with disabilities.
- Provide the Federal awarding agency, Inspectors General, the Comptroller General of the United States, and the pass-through entity or any other authorized representatives the right of access to any documents, papers, or other records of the non-Federal entity which are pertinent to the Federal award, including 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).
- Submit school year and summer 21DC data, including instructional staff survey results, by NCDPI-determined deadlines each fiscal year.
- Thoroughly read, understand, and agree to uphold all policies and procedures found in the most recent NCDPI 21<sup>st</sup> CCLC Grant Guidance document (FY24 Guidance to be issued in July 2023).
- Thoroughly read and understand the updated 21<sup>st</sup> CCLC funding installment policies including, but not limited to the NCDPI-determined thresholds for 'regular attendee'.

21<sup>st</sup> CCLC subgrantee's found in violation of any of the above assurances risk being considered not in good standing with NCDPI for grant continuation and/or future competitive grant opportunities offered by the Office of Federal Programs.

Fiscal Agent Organization Name:

Title of Fiscal Agent Chief Administrator or Designee:

## Key Updates:

- Attest to reading and understanding the FY24 grant guidance ~ released and reviewed @ Program Foundations Conference
- Thoroughly read and understand the updated 21<sup>st</sup> CCLC funding installment policies including, but not limited to the NCDPI-determined thresholds for 'regular attendee'.

# Debarment Certification

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

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

## North Carolina Debarment Certification

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

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

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

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

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

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

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

\_\_\_\_\_  
Date

# Criminal Background Check Certification

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



## CRIMINAL BACKGROUND CHECK CERTIFICATION

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

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

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

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

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



# 21st CCLC Conflict of Interest Agreement



## 21<sup>st</sup> Century Community Learning Centers: Conflict of Interest Agreement

21<sup>st</sup> CCLC Organization Name: \_\_\_\_\_

21<sup>st</sup> CCLC Organization Unit Number: \_\_\_\_\_

According to the general procurement standards, the non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The 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. ([EDGAR 2 CFR 5200.318](#))

Within the 21<sup>st</sup> CCLC Competitive Grant Program, conflicts of interest could include:

- Employing immediate family members as contract labor for services.
- Having a program employee serve as a vendor.
- Purchasing supplies from a company in which a program employee has a financial 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.

I agree and accept the above Conflict of Interest Agreement:

21<sup>st</sup> CCLC Program Director's Printed Name: \_\_\_\_\_

\*Program Director's Signature (Required): \_\_\_\_\_ Date: \_\_\_\_\_

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

\*Fiscal Agent's or Designee's Signature (Required): \_\_\_\_\_ Date: \_\_\_\_\_

\*If the Program Director and Fiscal Agent Chief Administrator or Designee for the organization are the same person, a signature must be completed in both places to represent agreement in both roles.

Rev. 12/10/2021

Please take note of potential conflicts of interest that may be present in your organization.

They can include; but are not limited to the following:

- Employing immediate family members as contract labor for services
- Having a program employee also serve as a vendor
- Purchasing supplies from a company in which a program employee has a financial interest

# Private Schools Consultation

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

- [NC List of Private Schools](#)
- 

<b>AFFIRMATION OF NOTIFICATION, INVITATION &amp; CONSULTATION FOR TITLE IV-B EQUITABLE SERVICES OFFERED TO PRIVATE SCHOOLS BY A 21<sup>st</sup> CENTURY COMMUNITY LEARNING CENTER (21<sup>st</sup> CCLC PROGRAM)</b>		
Private School:	Phone:	
21 <sup>st</sup> CCLC ORGANIZATION NAME & UNIT #:		
<b>SECTION A: The private school representative checks <u>one</u> box.</b>		
<p>A-1 <input type="checkbox"/> THE PRIVATE SCHOOL HEREBY AFFIRMS that:</p> <ul style="list-style-type: none"> <li>a. the "Summary of Topics for Consultation and Statement of Assurances for the Provision of Equitable Services to Private School Children" was provided to the Private School by the 21st CCLC Program regarding its Competitive Grant Program,</li> <li>b. the selections made in SECTION B (below) are based on timely and meaningful consultation with the 21st CCLC Program regarding its 21<sup>st</sup> CCLC Competitive Grant Program and on verifiable enrollment and eligibility data provided by the private school to the 21st CCLC Program,</li> <li>c. the proposed design of accepted service(s) is equitable with respect to eligible private school children and</li> <li>d. consultation shall continue throughout the implementation and assessment of all accepted programs.</li> </ul> <p style="text-align: center;">OR</p> <p>A-2 <input type="checkbox"/> THE PRIVATE SCHOOL HEREBY ASSERTS that one or more of the four conditions listed above <u>have not been met</u>. Complaints or concerns regarding this process may be filed with the Equitable Services Ombudsman at NCDPI (984-236-2797).</p>		
<b>SECTION B: 1- Only the private school may check the boxes in this section.</b>		
ACCEPT		DECLINE
<input type="checkbox"/> The private school hereby <u>accepts</u> participation in Title IV-B equitable services for the duration of the 21 <sup>st</sup> CCLC Competitive Grant Program.	<input type="checkbox"/> The private school hereby <u>declines</u> participation in Title IV-B equitable services for the duration of the 21 <sup>st</sup> CCLC Competitive Grant Program.	
<b>SECTION C: The private school representative provides a hand-written signature to affirm selections in A &amp; B above.</b>		
Name of Private School Official:	Signature of Private School Official:	Date Signed:
<b>SECTION D: If the private school representative did not complete Sections A, B &amp; C, the 21st CCLC Program must check this box.</b>		
<p><input type="checkbox"/> THE 21st CCLC Program <b>HEREBY AFFIRMS</b> and has documented that the private school was notified of the availability of federally funded equitable services provided by the 21<sup>st</sup> CCLC Competitive Grant Program and was invited to consult, but the private school:</p> <ul style="list-style-type: none"> <li>a. did not complete Sections A, B &amp; C,</li> <li>b. actively refused the invitation to consult or</li> <li>c. did not respond, despite three timely and direct invitations being sent.</li> </ul>		
<b>SECTION E: The 21<sup>st</sup> CCLC Program's Fiscal Agent Chief Administrator or Designee official's signature is required in all cases.</b>		
Name of Fiscal Agent Chief Administrator or Designee Program Official:	Signature of Fiscal Agent Chief Administrator or Designee Program Official:	Date Signed:

All affirmation forms must be uploaded in CCIP by the application deadline.  
Documentation of invitations and consultation meetings must be kept on file by the 21st CCLC Program.

NCDPI - Revised May 2022



# Building Maintenance & Fire Inspection Reports

- Must be dated July 2022 or later.
- Must include maximum occupancy limit
  - Maximum occupancy thresholds are inclusive of all staff, volunteers, contractors and students occupying the building at a single time.
  - If a site's building maximum occupancy limit cannot safely and legally host the required number of students as listed in the SBE-approved application, NCDPI may reduce funding.

# Transit Inspection Reports

- Must be dated July 2022 or later
- Must be included for all vehicles being used by the 21st CCLC Program.
- If you do not offer transportation, please upload a statement on organization letterhead stating no transit is used in the 21st CCLC Program.

# LEA Collaboration Form

- **Non-LEAs are required to complete in full.**
- **LEAs are required to:**
  - **Fill out the basic information**
  - **Select box A-3 in Section A**
  - **Sign section E.**
- Must complete for each listed feeder school
- Joint applicants must still complete a form for each feeder school.

# Collaboration Form

## AFFIRMATION OF NOTIFICATION, INVITATION & CONSULTATION FOR TITLE IV-B COLLABORATIVE EFFORTS WITH LEAs BY A NON-LEA 21<sup>st</sup> CENTURY COMMUNITY LEARNING CENTER (21<sup>st</sup> CCLC PROGRAM)

LEA/Feeder School Name: <input type="text"/>	Phone: <input type="text"/>
21 <sup>st</sup> CCLC ORGANIZATION NAME & UNIT #: <input type="text"/>	

### SECTION A: The LEA/feeder school representative checks one box.

A-1 ☐ THE LEA/FEEDER SCHOOL HEREBY AFFIRMS:

- ☐ Their awareness of the non-LEA organization's 21<sup>st</sup> CCLC Program and its efforts to recruit students from its school during the 2023-24 school year.
- ☐ Their willingness to collaborate with the non-LEA organization with student recruitment and enrollment in its 21<sup>st</sup> CCLC Program during the 2023-24 school year.
- ☐ Their agreement to meet with the non-LEA organization during the 2023-24 school year to discuss the 21<sup>st</sup> CCLC program and its impacts on students from the feeder school.

OR

A-2 ☐ THE LEA/FEEDER SCHOOL HEREBY ASSERTS it does not affirm one or more of the four conditions listed above. Complaints or concerns regarding the non-LEA's 21<sup>st</sup> CCLC Program may be filed with Susan Brigman, Section Chief ~ Specialty Programs at [susan.brigman@dpi.nc.gov](mailto:susan.brigman@dpi.nc.gov).

A-3 ☐ The 21<sup>st</sup> CCLC subgrantee completing this form is an LEA. The subgrantee can proceed to Section E.

### SECTION B: 1- Only the LEA/feeder school may check the boxes in this section.

ACCEPT	DECLINE
<input type="checkbox"/> The LEA/feeder school hereby <u>accepts</u> participation in Title IV-B collaborative efforts with LEAs for the 2023-24 school year implementation of the non-LEAs 21 <sup>st</sup> CCLC Competitive Grant Program.	<input type="checkbox"/> The LEA/feeder school hereby <u>declines</u> participation in Title IV-B collaborative efforts with LEAs for the 2023-24 school year implementation of the non-LEAs 21 <sup>st</sup> CCLC Competitive Grant Program.

### SECTION C: The LEA/feeder school representative provides a hand-written signature to affirm selections in A & B

Name of LEA/feeder school Official: <input type="text"/>	Signature of LEA/feeder school Official: <input type="text"/>	Date Signed: <input type="text"/>
---	--	--------------------------------------

### SECTION D: If the LEA/feeder school representative did not complete Sections A, B & C, the 21<sup>st</sup> CCLC Program must check this box:

☐ THE 21<sup>st</sup> CCLC Program **HEREBY AFFIRMS** and has documented that the LEA/feeder school was notified of the availability of federally funded afterschool program services provided by non-LEA's 21<sup>st</sup> CCLC Competitive Grant Program and was invited to collaborate, but the LEA/feeder school:

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

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

Name of Fiscal Agent Chief Administrator or Official Program Designee: <input type="text"/>	Signature of Fiscal Agent Chief Administrator or Official Program Designee: <input type="text"/>	Date Signed: <input type="text"/>
---	--	-----------------------------------

**If a non-LEA has selected Section D or if the LEA/feeder school has declined the offer to collaborate in Section B: The non-LEA organization must remove the listed LEA/feeder school from their proposed feeder school list.** Non-LEA organizations can then submit to serve a new LEA/feeder school or can increase enrollment at their other LEA/feeder schools who are willing to collaborate. The non-LEA should file a Programmatic Amendment form detailing these changes and submit the form via CCIP.

All affirmation forms must be uploaded in CCIP by the application deadline.  
Documentation of invitations and consultation meetings must be kept on file by the 21<sup>st</sup> CCLC Program.

# LEA Collaboration Form ~ Section B

## SECTION B:

1- Only the LEA/feeder school may check the boxes in this section.

### ACCEPT

The LEA/feeder school hereby **accepts** participation in Title IV-B collaborative efforts with LEAs for the 2023-24 school year implementation of the non-LEAs 21<sup>st</sup> CCLC Competitive Grant Program.

### DECLINE

The LEA/feeder school hereby **declines** participation in Title IV-B collaborative efforts with LEAs for the 2023-24 school year implementation of the non-LEAs 21<sup>st</sup> CCLC Competitive Grant Program.

# LEA Collaboration Form ~ Section C

**SECTION C:** The LEA/feeder school representative provides a hand-written signature to affirm selections in A & B

Name of LEA/feeder school Official:

Signature of LEA/feeder school Official:

Date Signed:

# LEA Collaboration Form ~ Section D

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

☐ THE 21st CCLC Program **HEREBY AFFIRMS** and has documented that the LEA/feeder school was notified of the availability of federally funded afterschool program services provided by non-LEA's 21<sup>st</sup> CCLC Competitive Grant Program and was invited to collaborate, but the LEA/feeder school:

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

# LEA Collaboration Form ~ Section E

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

Name of Fiscal Agent Chief Administrator or  
Official Program Designee:

Signature of Fiscal Agent Chief Administrator or Official  
Program Designee:

Date Signed:

***If a non-LEA has selected Section D or if the LEA/feeder school has declined the offer to collaborate in Section B:***

**The non-LEA organization must remove the listed LEA/feeder school from their proposed feeder school list.** Non-LEA organizations can then submit to serve a new LEA/feeder school or can increase enrollment at their other LEA/feeder schools who are willing to collaborate. The non-LEA should file a Programmatic Amendment form detailing these changes and submit the form via CCIP.

**All affirmation forms must be uploaded in CCIP by the application deadline.**

**Documentation of invitations and consultation meetings must be kept on file by the 21st CCLC Program.**



# System for Award Management (SAM)

## Active Registration Confirmation

**DUNS** Unique Entity ID:

[REDACTED]

**SAM** Unique Entity ID:

[REDACTED]

CAGE/NCAGE:

[REDACTED]

Purpose of Registration:  
Federal Assistance Awards

Address:

[REDACTED]

*Registration Status*

*Expiration Date*

● Active

Feb 17, 2022

# Optional Documents

- 21<sup>st</sup> CCLC Evaluation Report by Internal or External Vendor
- 21<sup>st</sup> CCLC Partnership Agreement/MOU Form
- 21<sup>st</sup> CCLC Budget Amendment Request Form FPD 209
- 21<sup>st</sup> CCLC Programmatic Amendment Form
- 21<sup>st</sup> CCLC Funding Reduction or Termination of Grant Award
- 21<sup>st</sup> CCLC Asset Inventory

# Reduction of Funding or Grant Termination Forms

- Reasons for a reduction or termination of a grant award during the continuation application process may include (but are not limited to):
  - Having to remove an LEA from your proposed feeder school list due to lack of collaborative efforts agreement
  - Lacking systems and structures to support sustained program attendance to:
    - meet NCDPI-determined attendance thresholds as stated in your SBE-approved application.
    - remain at or above an ADA number that is greater than or equal to 70% of the enrollment goal as stated in your SBE-approved application.

# Right Sizing Your Program

- Subgrantees who failed to meet attendance requirements and received a reduction in funds should determine if there is a need to update their enrollment goals for 2023-2024.

## **Must complete:**

- ❖ Reduction in Funds/Termination of Grant Form
- ❖ Programmatic Amendment
- ❖ Budget Form 208 – with new allotment amount

# Required Documents - Fiscal

# Overview of Required Documents

- 21<sup>st</sup> CCLC Basic Organization Information\*
- Statement of Assurances\*
- Debarment Certification\*
- Criminal Background Check Certification\*
- 21<sup>st</sup> CCLC Budget Form FPD 208\*
- Organization's Written Fiscal Procedures\*
- 21<sup>st</sup> CCLC Organizational Chart
- 21<sup>st</sup> CCLC Pay Rate Schedule
- 21<sup>st</sup> CCLC Conflict of Interest Certification\*
- Private Schools Consultation\*
- 21<sup>st</sup> CCLC Contracted Services
- System for Award Management (SAM) Active Registration Confirmation
- Fiscal Financial Statement
- Fiscal Questionnaire & Self Assessment

# **FY24 Budget 208 Updates**

# Budget 208 | 2023-2024

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

**Related Documents**

Go To

Type	Required Documents	Document Template
21st CCLC Basic Organization Information [Upload between 1 and 2 document(s)]	<a href="#">21st CCLC Basic Program Information</a>	
21st CCLC Organizational Chart - TEMPLATE NOT PROVIDED [Upload 1 document(s)]	N/A	
Statement of Assurances [Upload between 1 and 2 document(s)]	<a href="#">21st CCLC Statement of Assurances</a>	
Debarment Certification [Upload between 1 and 2 document(s)]	<a href="#">Debarment Certification</a>	
Criminal Background Check Certification [Upload between 1 and 2 document(s)]	<a href="#">21st CCLC Criminal Background Check Certification</a>	
Organization's Written Fiscal Procedures - TEMPLATE NOT PROVIDED [Upload 1 document(s)]	N/A	
Financial Audit/Status Statement (or explanation of current status) - TEMPLATE NOT PROVIDED [Upload 1 document(s)]	N/A	
Private Schools Consultation [Upload at least 1 document(s)]	<a href="#">21st CCLC Private Schools Notification</a>	
Total Cost Worksheet [Upload 1 document(s)]	<a href="#">Total Cost Form</a>	
Wallace Foundation Cost Calculator Outputs - TEMPLATE NOT PROVIDED [Upload between 1 and 2 document(s)]	N/A	
21st CCLC Proposed Feeder School(s) with School Poverty & Performance Status [Upload 1 document(s)]	<a href="#">Proposed Feeder School Low Performing Status</a>	
21st CCLC Data Integrity and Confidentiality Certification [Upload between 1 and 2 document(s)]	<a href="#">21st CCLC Data Integrity and Confidentiality Certification</a>	
System for Award Management (SAM) Active Registration Confirmation - TEMPLATE NOT PROVIDED [Upload 1 document(s)]	N/A	
<b>21st CCLC Budget Form FPD 208 [Upload between 1 and 2 document(s)]</b>	<b><a href="#">21st CCLC Budget Form FPD 208 2.04.22</a></b>	
21st CCLC Pay Rate Schedule - TEMPLATE NOT PROVIDED [Upload 1 document(s)]	N/A	
21st CCLC Contracted Services (.30x) - TEMPLATE NOT PROVIDED [Upload 1 document(s)]	N/A	

**Production**  
Session Timeout: 00:56:43

- [Chart of Accounts-PRC 110](#)
- [Purpose Codes](#) Descriptions
- [Object Codes](#) Descriptions
- You will be able to upload up to 2 documents.
- The Excel File is preferred than a PDF.
- Original signatures (handwritten/digital) are still required.



# Budget 208

NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION			
21st Century Community Learning Centers Budget Form FPD 208 (Revised 5.4.2023)			
Organization Name (enter in cell below)			
Unit Number			
Cohort Number			
Project Period Beginning		07/01/23	
Project Period Ending		09/30/24	
FY23 Carryover (Balance as of 6/30/2023)		\$0.00	
FY24 Grant Award Allocation		\$0.00	
FY24 Total Budget		\$0.00	
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 C	Budget Amount	Budget Narrative Summary
			Please adjust ALL rows, columns and fonts as necessary for information to be readable. Budget will be returned for edits if not readable.
Extended Day/Year Instr - Site Director	5350.110.113	\$ -	Narrative Included on Positions Tab
Extended Day/Year Instr - Salary - Finance Officer	5350.110.115	\$ -	Narrative Included on Positions Tab

Reason for Services - Other Gov Units - (Indirect Only)	FY24 FY24		
Payments to Other Gov Units - Indirect Cost (non-LEA ICR is 3.493%)	8100.110.392	\$ -	Detail Narrative Required Here
Payments to Other Gov Units - Sales and Use Tax Refund	8100.110.472	\$ -	Detail Narrative Required Here
<b>FY24 Total Budget</b>		<b>\$ -</b>	
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: Fiscal Agent			
Date:			
Printed Name:			
Signature:			
Title: Program Director			
Date:			
Printed Name:			
Signature:			
Title: Chief Finance Officer (if applicable)			
Date:			

# Four Tabs on the Budget

1. FY Budget
2. Positions (W2)
3. Contracted Services
4. Equipment & Furniture

Alt Progs Supprt & Dev Svcs - Salary - Office Support	6300.110.151	\$ -	
Alt Progs Supprt & Dev Svcs - Longevity Pay	6300.110.184	\$ -	
Alt Progs Supprt & Dev Svcs - Overtime	6300.110.199	\$ -	
Alt Progs Supprt & Dev Svcs - Employer's Soc Sec - Regular	6300.110.211	\$ -	
Alt Progs Supprt & Dev Svcs - Employer's Retirement-Regular	6300.110.221	\$ -	
Alt Progs Supprt & Dev Svcs - Other Retirement-Regular	6300.110.229	\$ -	
Alt Progs Supprt & Dev Svcs - Employer's Hospitalization Cost	6300.110.231	\$ -	
<div> <div>FY Budget</div> <div>Positions Tab (W-2 only)</div> <div>Contracted Services (1099 only)</div> <div>Equipment and Furniture Summary</div> <div>+</div> </div>			

# Keep in mind...

- Grantee 208 budgets' **must** be in **alignment** with:
  - **Approved Grant Application & Program Goals**
- Resources for Guidance:
  - [2 CFR Part 200](#)
  - [FY 2023 - 21<sup>st</sup> Century Community Learning Center Grant Guidance](#)

# Budget Tab

## FY2024 Continuation Application for Cohort 15 & Cohort 16's

- Goals
- Targeted Students Served
- Program Design
- Program Needs

	Account Budget Code	Budget Amount	Budget Narrative Summary
			Please adjust ALL rows, columns and fonts as necessart for information to be readable. Budgets w be returned for edits if not readable.
	5350.110.115	\$ 25,000.00	Narrative Included on Positions Tab
	5350.110.134	\$ -	Narrative Included on Positions Tab
	5350.110.135	\$ -	Narrative Included on Positions Tab
	5350.110.141	\$ 35,000.00	Narrative Included on Positions Tab
Extended Day/Year Instr - Tutorial Pay	5350.110.198	\$ -	Narrative Included on Positions Tab
Extended Day/Year Instr - Employer's Soc Sec - Regular	5350.110.211	\$ 4,590.00	This amount is automatically generated totalled by all extended day staff amounts, multplied by 0.0765.
Extended Day/Year Instr - Advertising Cost	5350.110.313	\$ 250.00	<i>Detail Narrative Required Here</i>
Extended Day/Year Instr - Rentals/Leases	5350.110.327	\$ -	Narrative Included on Contracted Services Tab
Extended Day/Year Instr - Supplies and Materials	5350.110.411	\$ 5,000.00	<i>Detail Narrative Required Here</i>

# FY Budget Tab

Account Title	Account Budget Code	Budget Amount	<b>Budget Narrative Summary</b> Please adjust ALL rows, columns and fonts as necessart for information to be readable. Budgets w be returned for edits if not readable.
Extended Day/Year Instr - Salary - Finance Officer	5350.110.115	\$ 25,000.00	Narrative Included on Positions Tab
Extended Day/Year Instr - Salary - Teacher/Monitor	5350.110.134	\$ -	Narrative Included on Positions Tab
Extended Day/Year Instr - Salary - Lead Tchr	5350.110.135	\$ -	Narrative Included on Positions Tab
Extended Day/Year Instr - Salary - TA - Other	5350.110.141	\$ 35,000.00	Narrative Included on Positions Tab
Extended Day/Year Instr - Tutorial Pay	5350.110.198	\$ -	Narrative Included on Positions Tab
Extended Day/Year Instr - Employer's Soc Sec - Regular	5350.110.211	\$ 4,590.00	This amount is automatically generated totalled by all extended day staff amounts, multplied by 0.0765.
Extended Day/Year Instr - Advertising Cost	5350.110.313	\$ 250.00	<u>Detail Narrative Required Here</u>
Extended Day/Year Instr - Rentals/Leases	5350.110.327	\$ -	Narrative Included on Contracted Services Tab
Extended Day/Year Instr - Supplies and Materials	5350.110.411	\$ 5,000.00	<u>Detail Narrative Required Here</u>

# Budget Narrative Summary

ended Day/Year Instr - Contracted Repairs - Equipment	5350.110.326	\$ -	Narrative Included on Contracted Services Tab
ended Day/Year Instr - Rentals/Leases	5350.110.327	\$ -	Narrative Included on Contracted Services Tab
ended Day/Year Instr - Travel Reimbursement	5350.110.332	\$ -	Detail Narrative Required Here
ended Day/Year Instr - Field Trips	5350.110.333	\$ -	Detail Narrative Required Here
ended Day/Year Instr - Telephone (La			Detail Narrative Required Here
ended Day/Year Instr - Postage			Detail Narrative Required Here
ended Day/Year Instr - Telecommunic			Detail Narrative Required Here
ended Day/Year Instr - Mobile Commu			Detail Narrative Required Here

## Goal of budget narrative:

- Align with the Grant Application
- Substantiate why budget line item is reasonable.

## Budget narratives should explain:

- What items will be included in this account code & what is the primary reason for this allocation?
- How will expenditures in this account code support the goals and objectives of the grant?

# What goes where?

Description of Expenditure	Chart of Account Code (PRC 110)
Payroll fees	5350-239 (Other insurance cost)
Payroll taxes (Net or Gross)	6300-211, 5350-211
Computer Software (Subscription)	5350-418
Computer Software (Software)	5350-418
Membership fees	5350-361
Staff Professional Development	5350-312 (workshop exp), 5350-311 (workshop sessions)

## NCDPI 21 Century Account Code Resources

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

# Non-Allowable Use of Funds

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

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

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

This list is not all INCLUSIVE



# Allowable Use of Funds

*For further guidance on allowable and non-allowable costs, refer to the INCDPI 21st CCLC Grant Guidance.*

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

- Personnel and personnel benefits (see Section 2.D.)
- Staff development and training
- Consultants, subcontracts and evaluators
- Transportation costs for students (see Section 2.F.)
- Educationally related field trips (see Section 4.I.)
- Approved food purchases (see Section 4.I.4. and Section 4.J.)
- Renting space to the extent that the rates are reasonable and in alignment with 200.465, if necessary
- Teacher substitutes
- Travel reimbursements (see Section 2.G.)
- 21st CCLC program equipment and supplies, including computers and software (see Section 2.C.4)
- Memberships in warehouse clubs or business, technical and/or professional organizations if the membership is in the name of the 21st CCLC Program
- Memberships in any civic or community organization
- The cost of an audit if your organization receives more than \$750K in Federal Funds

# Supplement not Supplant

## SUPPLEMENT NOT SUPPLANT IN GENERAL

A State educational agency or local educational agency shall use Federal funds received under [Title I, Part A] only to supplement the funds that would, in the absence of such Federal funds, be made available from State and local sources for the education of students participating in programs assisted under [Title I, Part A], and not to supplant such funds.

*(ESEA section 1118(b)(1))*

- *The purpose of a supplement, not supplant provision is to help ensure that federal grant funds are expended to benefit the intended population defined in the authorizing statute, rather than being diverted to cover expenses the grantee would have paid out of other funds in the event the federal funds were not available.*

# Positions Tab

## NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION POSITIONS TAB BUDGET NARRATIVE SECTION

### POSITIONS SUMMARY -

(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 summer operations.

(4) Enter total amount

ACCOUNT TITLE	ACCOUNT BUDGET CODE	DETAILED BUDGET NARRATIVE SECTION	AMOUNT
Extended Day/Year Instr - Salary - Finance Officer	5350.110.115		\$25,000.00
Extended Day/Year Instr - Salary - TA - Other	5350.110.141		\$35,000.00
<b>Total Positions</b>			<b>\$ 60,000.00</b>

# Employee versus Contractor

Differences Between Employees & Independent Contractors	
<u>Employee (W2)</u>	<u>Independent Contractor (1099)</u>
Usually works for only one employer	Provides similar goods or services to many different companies
Works the hours set by the employer	Sets their own hours
Works under the control and direction of the employer	Works relatively independently.
Accomplishes tasks in the manner the employer has requested	Has the authority to decide how to go about accomplishing tasks and does so without the employer's input
Receives net salary after the employer has withheld income tax, Social Security, and Medicare tax (FICA) – <b>W2</b>	Is not subject to tax or FICA withholding but pays their own self-employment tax - <b>1099</b>
Is covered by federal and state wage/ hour laws (minimum wage and overtime rules)	Is paid according to the terms of the contract and does not receive additional compensation for overtime hour worked

# Contracted Services

Insurance Cost	5350.110.239	\$ -	Detail Narrative Required Here
Contracted Services (this budget code can be used for services and contractual services vendors.) Use of the budget code.	5350.110.311	\$ 25,000.00	Narrative Included on Contracted Services Tab
Per Diem/Allowable Travel	5350.110.312	\$ -	Detail Narrative Required Here
Printing Cost	5350.110.313	\$ 250.00	Detail Narrative Required Here
Postage and Binding Fees	5350.110.314	\$ -	Detail Narrative Required Here
Contracted Repairs - Equipment	5350.110.326	\$ -	Narrative Included on Contracted Services Tab
Leases	5350.110.327	\$ 8,500.00	Narrative Included on Contracted Services Tab
Reimbursement	5350.110.332	\$ -	Detail Narrative Required Here

# Contracted Services Tab

NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION CONTRACTED SERVICES TAB BUDGET NARRATIVE SECTION							
<b>CONTRACT SUMMARY</b> - A description of contracted services for vendors includes a detailed scope of work or facility, timeline of deliverables, and length of contract must be included in the corresponding budget justification narrative. A contract must be uploaded into CCIP for review and approval by NCDPI Fiscal Team before execution of contract and to receive reimbursement of expense.							
ACCOUNT TITLE	ACCOUNT BUDGET CODE	VENDOR NAME	DETAILED NARRATIVE <i>Describe the proposed services to be provided.</i>	RATE <i>Hours / Months / Sessions</i>	QUANTITY <i>Hours / Months / Sessions</i>	TOTAL CONTRACT AMOUNT	Contract uploaded into CCIP for review and approval?
Ext Day/Year Instr - Contracted Services	5350.110.311	ABCDEF	Specific information about what contractor will be doing throughout the summer	\$ 2,000.00	5.00	\$10,000.00	YES
Ext Day/Year Instr - Contracted Services	5350.110.311	To Be Determined..	Planning to have a vendor for a specific activity	\$ -		\$25,000.00	NO
				\$ -		\$0.00	
				\$ -		\$0.00	
Total Contracted Services						\$35,000.00	
The total of Column G should equal this number.						\$33,500.00	

# Equipment & Furniture Tab

NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION EQUIPMENT & FURNITURE TAB BUDGET NARRATIVE FORM						
<b>EQUIPMENT SUMMARY</b> - Provide a description of any equipment, furniture, and computers (i.e.laptops, iPads, etc.) that will be purchased to support the 21st CCLC Competitive Grant program. Grantees should maintain an asset inventory throughout the year.						
ACCOUNT TITLE	ACCOUNT BUDGET CODE	ITEM DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST	PLANNED USE IN PROJECT
Ext Day/Year Instr - Computer Equipment - Inventoried	5350.110.462	Laptop (Chromebook)	14	\$ 357.00	\$4,998.00	
				\$ -	\$0.00	
				\$ -	\$0.00	
				\$ -	\$0.00	
				\$ -	\$0.00	
				\$ -	\$0.00	
<b>Total Equipment &amp; Furniture</b>					\$4,998.00	
<i>The total of Column G should equal this number.</i>					\$5,000.00	

# Common Budget 208 Errors

- Not including detailed justification
- The positions, contracted services, and equipment tab not totaling the correct line item.
- Not including signature (FA, PD, if applicable CFO)
- Include the vendor names on the 208 contracted services tab
- Ensure you are expending from the approved COA codes



# Written Policies & Procedures

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- Code of Federal Regulations  
[\(2 CFR Part 200\)](#)
- [Sample Fiscal Guidance Procedures](#)
- [Resource: Required Written Procedures Chart](#)

## Required Authorizing Provision:

- §200.112 Conflict of Interest.
- §200.302 Financial management.
- §200.305 Payment.
- §200.313 Equipment.
- §200.318 General procurement standards.
- §200.319 Competition.
- §200.320 Methods of procurement to be followed.
- §200.430 Compensation—personal services.
- §200.431 Compensation—fringe benefits.
- §200.475 Travel costs.

# Organization Chart & Pay Rate Schedule

CCIP Required Documents

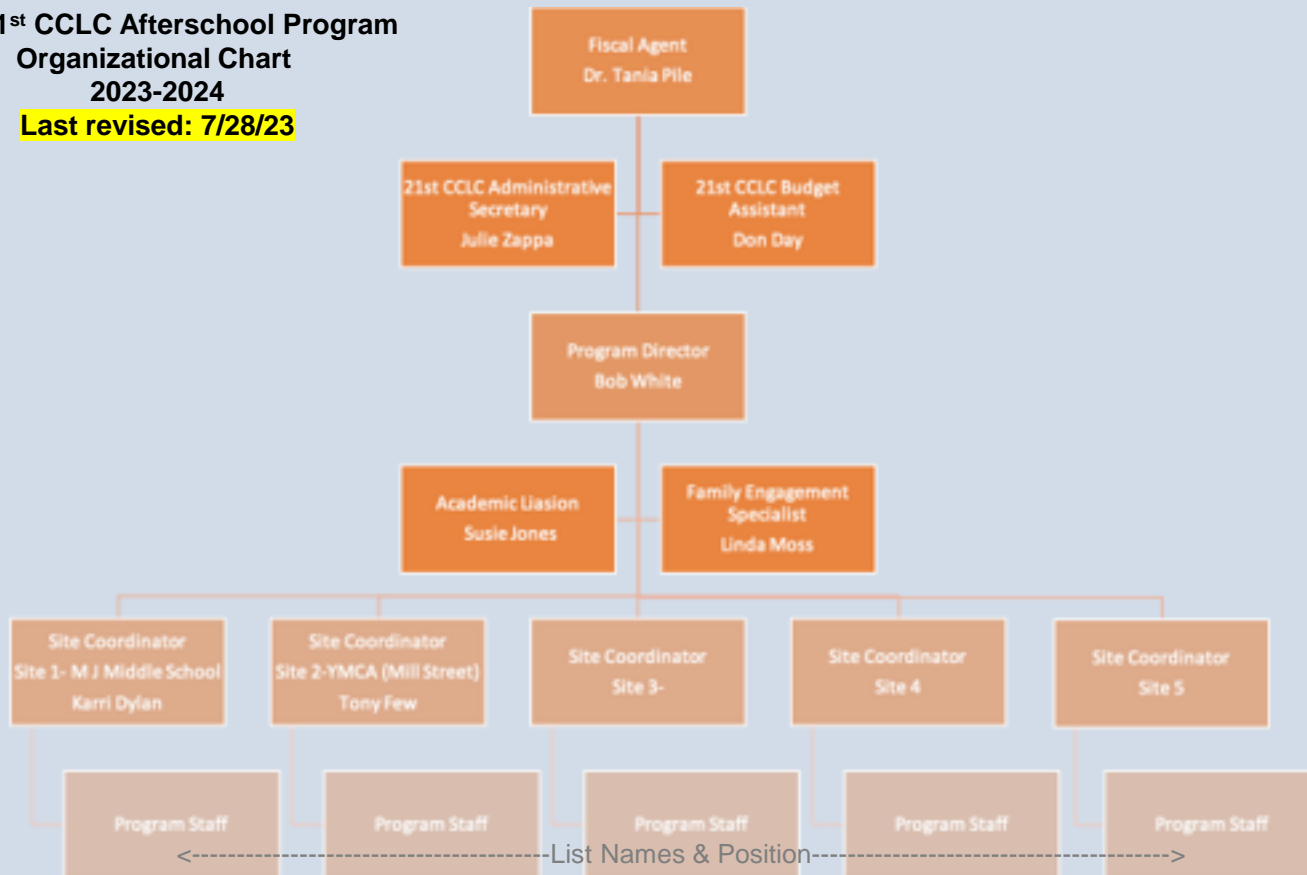
# Organization Chart

- **NAMES** and **POSITIONS** of **ALL STAFF**
  - List Programmatic AND Administrative staff
  - Volunteers AND Paid staff
  - W2 Employees AND 1099 Contracted Staff
  - Paid with 21st CCLC funds or Other Funds
  - ALL STAFF with direct 21st CCLC responsibilities
- Name & Position must be listed on Organization Chart to be eligible for reimbursement of travel expenditures
- TBD's must be updated w/in 30 days
- Dated & Updated Regularly (as needed)

# Organization Chart

## XYZ 21<sup>st</sup> CCLC Afterschool Program Organizational Chart 2023-2024

Last revised: 7/28/23



# Pay Rate Schedule

- Template Provided
- Positions paid with 21st CCLC Grant Funds
- Align with individuals listed on Positions Tab or Contracts Tab
- W2 Employees & 1099 Contracted Staff
- NOT VENDORS
- Employee Name
- Title/Position
- Pay Rate (Hourly)
- Supervisor
- Percentage of Effort

[illegible]

# 21<sup>st</sup> CCLC Contracted Services

CCIP Required Documents

# Related Documents - Contracted Services

Required to upload a document in this section – even if your program has no contracted services.

Related Documents

FY 2023 - FP-21st CCLC

Go To

Type	Required Documents Document Template	Document/Link
21st CCLC Basic Organization Information [Upload between 1 and 2 document(s)]	<a href="#">21st CCLC Basic Program Information FY23</a>	<a href="#">Basic Organization Information</a>
Statement of Assurances [Upload 1 document(s)]	<a href="#">21st CCLC Statement of Assurances FY23</a>	<a href="#">Statement of Assurances</a>
Debarment Certification [Upload 1 document(s)]	<a href="#">21st CCLC Debarment Certification FY23</a>	<a href="#">Debarment Certification</a>
Criminal Background Check Certification [Upload 1 document(s)]	<a href="#">21st CCLC Criminal Background Check Certification FY23</a>	<a href="#">Criminal Background Check</a>
21st CCLC Budget Form FPD 208 (EXCEL FILE PREFERRED) [Upload between 1 and 2 document(s)]	<a href="#">21st CCLC Budget Form FPD 208 8.23.22</a>	<a href="#">Budget 208</a>
Organization's Written Fiscal Procedures - TEMPLATE NOT PROVIDED [Upload 1 document(s)]	N/A	<a href="#">Organization's Written Fiscal Procedures</a>
21st CCLC Organizational Chart - TEMPLATE NOT PROVIDED [Upload 1 document(s)]	N/A	<a href="#">Organizational Chart</a>
Fiscal Questionnaire and Self-Assessment [Upload 1 document(s)]	<a href="#">Fiscal Questionnaire and Self-Assessment</a>	<a href="#">Fiscal Questionnaire &amp; Self-Assessment</a>
21st CCLC Conflict of Interest Certification [Upload 1 document(s)]	<a href="#">21st CCLC Conflict of Interest Agreement FY23</a>	<a href="#">Conflict of Interest</a>
Private Schools Consultation [Upload at least 1 document(s)]	<a href="#">21st CCLC Private Schools Consultation FY23</a>	<a href="#">Private School Consultation</a>
21st CCLC Contracted Services (.30x) - TEMPLATE NOT PROVIDED [Upload at least 1 document(s)]	N/A	<a href="#">CCLC Contracted Services</a>
System for Award Management (SAM) Active Registration Confirmation - TEMPLATE NOT PROVIDED [Upload 1 document(s)]	N/A	<a href="#">SAM Active</a>

# Contract Requirements from Grant Guidance

## Contract Agreements Require:

- Identify Vendor Name & Address
- Services to be provided using clear and specific language
- Time period of the contract
- Total contract amount
- Payment Terms - after services have been rendered
- Sanctions for non-performance
- Exit clause
- Printed Names and Signatures of both parties

### 2.E: Subcontractors

Subgrantees should exercise caution in selecting subcontractors to implement program components. Subgrantees may not contract with any party which is debarred, suspended, excluded from or ineligible for participation in federal programs under 2 CFR §200.213, "Debarment and Suspension."

- For NC Debarred Vendors, go to <https://ncadmin.nc.gov/documents/nc-debarred-vendors>.
- To search for federal exclusion records, go to: <https://www.sam.gov/SAM/>
- To search for eligible contractors, go to: [https://www.sosnc.gov/online\\_services/Search/Business Registration profile?Id=15319864](https://www.sosnc.gov/online_services/Search/Business%20Registration%20profile?Id=15319864)

All vendors must have professional qualifications and a taxpayer ID for the business providing the professional service. All payments made for vendor-provided services must have supporting

Contracts must contain clear and specific language regarding the nature of the purchase or service, the time period of the contract, the total contract amount as well as sufficient cost details to facilitate invoice review, and lastly, the specific services/deliverables that must be rendered and accepted prior to payments being received. Deliverables must be specifically related to the contract's scope of work and must be both quantifiable and measurable. The document must also contain sanctions for non-performance. If necessary, it is also advisable to consider including an exit clause. (See [APPENDIX II TO PART 200—CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS](#) for required contract terms and conditions).



# Conflict of Interest

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## 2 CFR Part 200.318 (c) (1)

- No employee, officer, or agent must participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family\* his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered a contract.

## Example of COI:

- Board member(s) serving as contractor(s) or employee(s) of the program compensated with 21<sup>st</sup> Century funds, presents a conflict of interest.
- Hiring an unqualified relative to provide services your company needs
- Owning part of a business that sells goods or services to your employer
- Deciding to work for a vendor or client at a future date while continuing to do business with them

### North Carolina General Statutes 115C-12.2:

“The term “immediate family member” means a spouse, parent, child, brother, sister, grandparent, or grandchild. The term includes the step, half, and in-law relationships.”

# Federal Procurement Thresholds

*For all expenditures, including Contracted Services*

## Procurement Requirements Using Federal Funds for Services and Goods\*

Procurement Method	Goods	Services
Micro-Purchase - No required quotes. However, must consider price as reasonable, and, to the extent practical, distributed equitably among suppliers.	\$10,000 or less Must use more restrictive \$10,000 federal threshold.	\$10,000 or less
Small Purchase Procedures (Informal) - Obtain/document quotes from a reasonable number of qualified sources (at least three).	\$10,000.01 - \$90,000 Must use more restrictive \$90,000 state threshold instead of \$250,000 federal threshold for LEA's, LAB, ISD, regional schools. Charter Schools and nonprofits are not subject to State procurement laws and can use a \$250,000 threshold.	\$10,000.01 - \$250,000 Service contracts not subject to state competitive bidding requirements. LEAs utilize UG process (or local if more restrictive).
Sealed Bids / Competitive Bids (Formal)	\$90,000.01 or more Must use more restrictive \$90,000 state threshold for LEA's, LAB, ISD, regional schools. Charter Schools and nonprofits are not subject to State procurement laws and can use a \$250,000 threshold. instead of \$250,000 federal threshold	\$250,000 or more Service contracts subject to state competitive bidding requirements. for LEA's, LAB, ISD, regional schools. Charter Schools and nonprofits are not subject to State procurement laws and can use a \$250,000 threshold. LEAs must utilize UG process (or local if more restrictive).
Noncompetitive proposals	Appropriate only when: <ul style="list-style-type: none"> <li>• Available only from a single source (sole source)</li> <li>• Public emergency</li> <li>• Expressly authorized by awarding or pass-through agency in response to written request from district</li> <li>• After soliciting a number of sources, competition is deemed inadequate.</li> <li>• A waiver must be obtained from DPI. See the <a href="#">Fiscal Guidance   NC DPI website for instructions on obtaining pre-approval.</a></li> </ul>	

\*See *in re Appeal of Clovis Unified School District*, U.S. Dept. of Ed. Remand Order (July 10, 1995).

# Reminder

Two websites to check for “vendors” on debarred/suspended list

- **SAM.gov**
- **ncadmin.nc.gov**

# Financial Status Statement

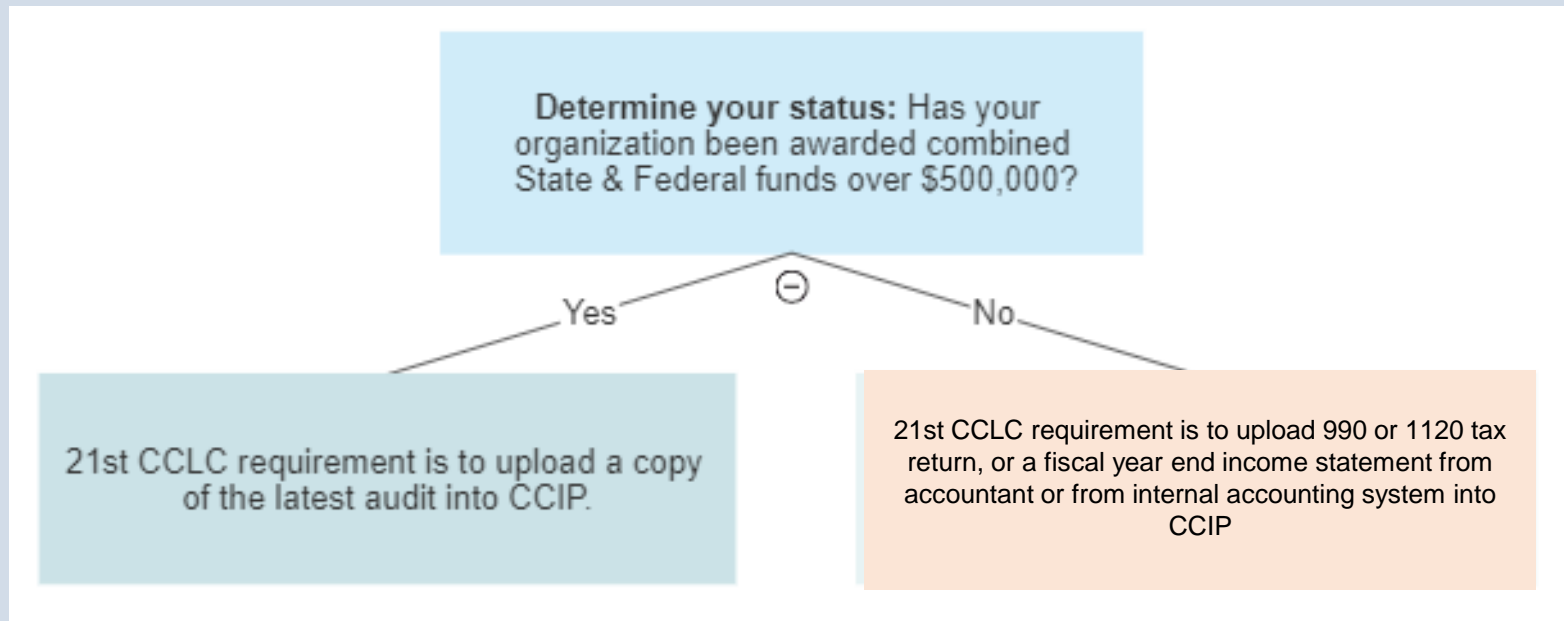
CCIP Required Documents

# State Reporting Requirements

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

# Financial Status Statement

What is required in CCIP?



# **Fiscal Questionnaire & Self Assessment**

# Fiscal Questionnaire & Self Assessment

- **Purpose:** To help facilitate fiscal monitorings throughout the 2023 Fiscal Year & to determine areas for individualized Technical Assistance

## Fiscal Questionnaire & Self-Assessment

Please provide answers to the following questions and [upload](#) into CCIP under Fiscal Questionnaire. The following questions help facilitate the fiscal monitoring of your 21<sup>st</sup> CCLC grant award and assist in determining areas for Technical Assistance.

1. Does your organization receive other federal, state, or local grant funding?
  - a. Select one: ☐ Yes ☐ No
  - b. If yes, please complete the information below.

<b>Federal:</b>	Example: ELISS
<b>State:</b>	Click or tap here to enter text.
<b>Local:</b>	Click or tap here to enter text.

2. As stated in the 21<sup>st</sup> CCLC Grant Guidance, funds are made available on a reimbursement basis. To be reimbursed for allowable expenses, the subgrantee must provide evidence<sup>1</sup> that costs were both **incurred and paid** prior to making a request for reimbursement. Reimbursement requests made prior to cleared cash disbursements is considered advancement of funds and is unallowable.

Does your organization agree to only access grant funds on a cost-reimbursement basis?

- a. Select one: ☐ Yes ☐ No

Since grant funds are only to be accessed on a cost-reimbursement basis, subgrantees must have **its** own working capital to operate the 21<sup>st</sup> CCLC program for approximately a three-month period. Please provide a brief description of your organization's plan to support the reimbursement nature of the 21<sup>st</sup> CCLC grant.

Click or tap here to enter text.

<sup>1</sup> Examples of adequate documentation in support of a paid expense include copies of cancelled checks (both front and back), and/or bank statements. Submission of a credit card statement is not sufficient documentation of an incurred and paid expense, unless it is accompanied by a purchase receipt and/or invoice, as well as payment support verifying the account balance was paid. If the credit card account carries a balance, only the pro-rated portion of the expenditure in relation to the outstanding balance will be allowed for reimbursement.



# Fiscal Questionnaire & Self Assessment

3. Does your organization have a Board of Directors?

- a. Select one: ☐ Yes ☐ No  
b. If yes, please complete the information below.

Member Name	Member Title	Voting Member (Y/N)
Click or tap here to enter text.	Click or tap here to enter text.	Please select from drop down
Click or tap here to enter text.	Click or tap here to enter text.	Please select from drop down
Click or tap here to enter text.	Click or tap here to enter text.	Please select from drop down
Click or tap here to enter text.	Click or tap here to enter text.	Please select from drop down
Click or tap here to enter text.	Click or tap here to enter text.	Please select from drop down
Click or tap here to enter text.	Click or tap here to enter text.	Please select from drop down
Click or tap here to enter text.	Click or tap here to enter text.	Please select from drop down
Click or tap here to enter text.	Click or tap here to enter text.	Please select from drop down
Click or tap here to enter text.	Click or tap here to enter text.	Please select from drop down
Click or tap here to enter text.	Click or tap here to enter text.	Please select from drop down

4. Will any board members be compensated from grant funds for providing goods or services to the entity?

- a. Select one: ☐ Yes ☐ No  
b. If yes, please explain.

Click or tap here to enter text.

# Fiscal Questionnaire & Self Assessment

## 5. Does your organization have written policies and procedures in place?

Written Policy & Procedures	Y / N
*200.302 Financial Management.	Please select from drop down
*200.403 Factors affecting allowability of costs.	Please select from drop down
*200.404 Reasonable costs.	Please select from drop down
*200.405 Allocable costs.	Please select from drop down
*200.313 Equipment.	Please select from drop down
*200.318 General Procurement Standards. (Documented Procurement Procedures)	Please select from drop down
*200.318 General Procurement Standards. (Conflicts of Interest)	Please select from drop down
*200.319 Competition. (Competitive Procurement Transactions)	Please select from drop down
*200.430 Compensation – personal services.	Please select from drop down
*200.475 Travel Costs.	Please select from drop down
*200.320 Methods of procurement to be followed.	Please select from drop down
Budgeting	Please select from drop down
Accounts Payable	Please select from drop down
Indirect Cost Allocation	Please select from drop down
Drawdowns	Please select from drop down

\*Required Written Policies and Procedures per 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

# Fiscal Questionnaire & Self Assessment

**Self-Assessment:** Carefully read through the competency statements and use the assessment tool to indicate one of the following competency ratings for each fiscal category:

Competency Ratings	
1	I do not understand or demonstrate this competency.
2	I struggle to demonstrate this competency. I sometimes demonstrate this competency, and when I do I have a difficult time with it OR I demonstrate the competency, but only with guidance. I need more information to fully understand and implement the competency statement.
3	I demonstrate this competency reasonably well, but inconsistently. I think with more practice and/or some support, I could implement this practice well.
4	I demonstrate this competency extremely well. I consider this competency to be among my regular practices. I consistently demonstrate this competency. I can help others understand and implement this competency.

Category	1 – I do not understand	2 – I struggle to understand	3 – Reasonably well, but inconsistent	4 – Extremely well and consistent
Preparing a Budget 208	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managing a Budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparing a Budget 209	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Required Written Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allowability of Costs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Procurement – Contracts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ERaCA (and BAAS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate Documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compensation, Hiring, & Staffing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time & Effort Documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conflict of Interest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Indirect Costs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supplement vs. Supplant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I affirm that the responses above are complete and accurately reflect the position of the entity.		
<b>Fiscal Agent</b>		<b>Date:</b>
<b>Program Director</b>		<b>Date:</b>
<b>Chief Finance Officer</b>		<b>Date:</b>
<b>Unit Number-Cohort</b>		
<b>Organization Name</b>		

# REMINDERS

- Please ensure you are using the most updated templates for all required documents.
- We will not accept older versions of past templates.

# CCIP: Changing Status on Sections Page

- Once the Budget 208 is completed and uploaded, return to the **Sections Page**
- Top of the Sections page, you will, click on (and confirm each)\*
  - Draft Completed
  - LEA Fiscal Representative Approved
  - LEA Chief Administrator Approved
- Once at Chief Administrator Approved, your application will be reviewed and NCDPI Division Leadership will then denote approval in the history log.

The screenshot shows the NCCIP Sections Page. The header includes the North Carolina State Board of Education and Department of Public Instruction logos. The left sidebar contains a navigation menu with items like NCCIP Home, Administer, Search, Reports, Inbox, Planning, Funding, Project Summary, LEA Document Library, Address Book, Budget Inquiry Reports, Budget Processing, Grant Subscriptions, NCDPI Resources, Help for Current Page, Contact NCDPI, and NCCIP Sign Out. The main content area is titled 'Sections' and displays 'FY 2022 - FPMS-21st CCLC Year 2 - Rev 3'. It shows the 'Application Status' as 'Revision Started' and a 'Change Status To' dropdown set to 'Revision Completed'. A message states 'Change until Status is at Chief Administrator Approved'. Below this are links for 'View NCDPI History Log' and 'View Change Log'. A 'Description' section with links 'View Sections Only' and 'View All Pages' is also present. The main content area lists sections: 'All', 'History Log' (with a 'History Log' link and 'Create Comment' button), 'Allotments', 'FPMS-21st CCLC Year 2' (with links for Budget, Grant Details, Related Documents, and Grant Award Notification (GAN)), and 'Contacts' (with a 'Contacts' link). A 'Production Session Timeout 00:59:16' warning is visible at the bottom left.

# 2023-24 Continuation Application Timeline

- **June 13, 2023**
  - Continuation Application Programmatic Grant Details & Documents, Budget Form Updates (10am-12pm)
- **June 14, 2023**
  - CCIP Opens for 2023-24 Continuation Application
- **July 11-13, 2023**
  - 21<sup>st</sup> CCLC Program Foundations Conference (review of FY24 Grant Guidance) ~ UNC Greensboro, Greensboro, NC
- **August 4, 2023**
  - Official 2023-24 Continuation App Due Date by 11:59:59PM to be considered on time for Programmatic Risk Assessment (rolling applications; **Approvals are first in-first out**)

# Register for the 21<sup>st</sup> CCLC Program Foundations Conference

- **July 11-13, 2023**
- **Dates:** Tuesday, July 11<sup>th</sup> - Thursday, July 13<sup>th</sup>
- **Time:** Tuesday & Wednesday: 8:30 AM - 5:00 PM; Thursday: 8:30 AM - 1:00 PM
- *(Registration, Check-In, and Exhibitors start at 8:00 AM each day)*
- **Venue:** UNC Greensboro, School of Education Building
- **Address:** 1300 Spring Garden Street, Greensboro, NC 27412
- **Registration Link**
- Registration Link: [link to Conference Registration Form](#)
- **Registration Deadline:** Wednesday, June 28, 2023

# Questions?





North Carolina Department of  
**PUBLIC INSTRUCTION**