Cohort 15 & 16 Continuation Application Technical Assistance

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

21st CCLC ~ Office of Federal Programs
North Carolina Department of Public Instruction

Office of Federal Programs ~ 21st CCLC Program Team

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

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

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

**Administrative Support**
Melba Strickland

**NCDPI 21st 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
- 21st CCLC Continuation Application Grant Details Section
- 21st CCLC Continuation Application Related Documents
- Q&A

Required Documents
Optional Documents
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
  • 21st 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
21st 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-21st CCLC Year 2”

• Sections Requiring Edits: Grant Details; Related Documents; Budget
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).
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.
4. NCDPI-determined Student Attendance Thresholds for Funding Installments:

Starting July 1, 2022, all NCDPI 21st CCLC Programs are subject to meeting updated thresholds for student regular attendance (see below) during 21st CCLC school year programs. All NCDPI 21st 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 21st 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 21st 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.
By checking this box, the 21st 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.

b) Provide a brief description (10-15 sentences) of the summer component for the PREVIOUS ACADEMIC year (not inclusive of any 21st 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.
Grant Details – Box 6

6. Program Implementation – Successes

a) Describe the activities that contributed to 21st CCLC program success in the **PREVIOUS ACADEMIC** year.

b) Describe the systems and supports the Program has in place to sustain these high-impact activities during the upcoming **CONTINUATION YEAR**.
Grant Details – Box 7

7. Program Implementation – Challenges

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

b) Describe how the Program plans to proactively address these challenges in the upcoming CONTINUATION YEAR.
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 21st CCLC Feeder School District(s):

<p>| |</p>
<table>
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2. At least (1) challenge the Program experienced when partnering/collaborating with the 21st 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 21st 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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</table>
b) Family Engagement and Communication:

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

1. engaged and communicated with enrolled families;

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

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

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

5. Provide the schedule of family engagement events for the 2022-23 school year.
Grant Details – Box 9

9. Professional Development

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

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

c. Provide a schedule of 21st CCLC professional development activities the Program plans to implement/attend during the upcoming CONTINUATION YEAR.
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;
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 21st 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.
11. Program Sustainability

a. Describe all 21st CCLC program sustainability activities that occurred during the PREVIOUS ACADEMIC year.

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

c. Describe all 21st CCLC program sustainability activities planned for the upcoming CONTINUATION YEAR.

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.
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.
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 21st 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

- 21st CCLC Basic Organization Information*
- Statement of Assurances*
- Debarment Certification*
- Criminal Background Check Certification*
- 21st CCLC Basic Budget Form FPD 208*
- Organization’s Written Fiscal Procedures*
- 21st CCLC Organizational Chart
- 21st CCLC Pay Rate Schedule
- 21st CCLC Conflict of Interest Certification*
- Private Schools Consultation*
- 21st 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

## I. Basic Information of Organization Certification Application – Cohort 15/16

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<thead>
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<th>Field</th>
<th>Value</th>
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<tbody>
<tr>
<td>Fiscal Agent Organization Name</td>
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<tr>
<td>Fiscal Agent Organization Type</td>
<td>[Type]</td>
</tr>
<tr>
<td>Fiscal Agent Organization Location</td>
<td>[Location]</td>
</tr>
<tr>
<td>Fiscal Agent Organization Physical Address</td>
<td>[Address]</td>
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<tr>
<td>Fiscal Agent Organization Contact Name</td>
<td>[Name]</td>
</tr>
<tr>
<td>Fiscal Agent Organization Contact Phone</td>
<td>[Phone]</td>
</tr>
</tbody>
</table>

## II. Basic Information of Program Components

<table>
<thead>
<tr>
<th>School Year Program</th>
<th>Number of Students Served</th>
<th>Expected Percentage</th>
<th>Total Number of Weeks Students Served</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Program Name]</td>
<td>[Number]</td>
<td>[Percentage]</td>
<td>[Weeks]</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Site #1 Location Name &amp; Physical Address</th>
<th>Days/Hours of Operation</th>
<th>Site Director Name &amp; Email Address</th>
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<tr>
<td>[Location]</td>
<td>[Operation]</td>
<td>[Email]</td>
</tr>
<tr>
<td>Site #2 Location Name &amp; Physical Address</td>
<td>Days/Hours of Operation</td>
<td>Site Director Name &amp; Email Address</td>
</tr>
<tr>
<td>[Location]</td>
<td>[Operation]</td>
<td>[Email]</td>
</tr>
<tr>
<td>Site #3 Location Name &amp; Physical Address</td>
<td>Days/Hours of Operation</td>
<td>Site Director Name &amp; Email Address</td>
</tr>
<tr>
<td>[Location]</td>
<td>[Operation]</td>
<td>[Email]</td>
</tr>
<tr>
<td>Site #4 Location Name &amp; Physical Address</td>
<td>Days/Hours of Operation</td>
<td>Site Director Name &amp; Email Address</td>
</tr>
<tr>
<td>[Location]</td>
<td>[Operation]</td>
<td>[Email]</td>
</tr>
</tbody>
</table>
Statement of Assurances

Key Updates:

- Attest to reading and understanding the FY24 grant guidance ~ released and reviewed @ Program Foundations Conference

- Thoroughly read and understand the updated 21st CCLC funding installment policies including, but not limited to the NCDPI-determined thresholds for ‘regular attendee’.

Fiscal Agent Organization Name: 
Title of Fiscal Agent Chief Administrator or Designee: 

21st CCLC subgrantee’s failure to follow 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.
Debarment Certification

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/. 
• 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 21st Century Community Learning Centers (CCLC) Competitive Grant must certify that all employees, direct-service contractors, and volunteers who work with the program have received criminal background checks PRIOR to their work with the program. In accordance with State 21st 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/leader’s school district (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 operating 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.nccourts.gov, and the National Sex Offender database, http://www.npsapd.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 21st 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 and identity code of the person who ran the background check;
     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 21st 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 21st 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 stated guidelines regarding criminal background checks for employees, volunteers, and contractors working with the 21st CCLC Competitive Grant Program. (Handwritten signature is required.)

Fiscal Agent Organization Name: ____________________________

Chief Administration or Designee Signature: ____________________________ Date: _______________
21st CCLC Conflict of Interest Agreement

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](#)

•
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.
AFFIRMATION OF NOTIFICATION, INVITATION & CONSULTATION
FOR TITLE IV-B COLLABORATIVE EFFORTS WITH LEAs
BY A NON-LEA 21st CENTURY COMMUNITY LEARNING CENTER 21st CCLC PROGRAM

LEA/Feeder School Name: __________________________ Phone: __________________________

21st CCLC Organization Name & Unit #: __________________________

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

A-1. THE LEA/FEEDER SCHOOL HEREBY APPLIERS:

☐ Their awareness of the non-LEA organization’s 21st 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 21st 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 21st 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 21st CCLC Program may be filed with Susan Brigmam, Section Chief - Specialty Programs at susan.brigmam@dct.do.gov.

A-3. The 21st CCLC subgrantee completing this form is an LEA. The subgrantee can proceed to 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-LEA's 21st 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-LEA’s 21st 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: __________________________
Signature of LEA/feeder school Official: __________________________
Date Signed: __________________________

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 APPLIERS and has documented that the LEA/feeder school was notified of the availability of federally funded afterschool program services provided by non LEA’s 21st 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;

c. did not respond, despite three timely and direct invitations being sent.

SECTION E: The 21st 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 eCIP.

All affirmation forms must be uploaded in eCIP by the application deadline.
Documentation of invitations and consultation meetings must be kept on file by the 21st CCLC Program.
**SECTION B:** 1- Only the LEA/feeder school may check the boxes in this section.

<table>
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<tr>
<th>ACCEPT</th>
<th>DECLINE</th>
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<tbody>
<tr>
<td>The LEA/feeder school hereby <em>accepts</em> participation in Title IV-B collaborative efforts with LEAs for the 2023-24 school year implementation of the non-LEAs 21st CCLC Competitive Grant Program.</td>
<td>The LEA/feeder school hereby <em>declines</em> participation in Title IV-B collaborative efforts with LEAs for the 2023-24 school year implementation of the non-LEAs 21st CCLC Competitive Grant Program.</td>
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**LEA Collaboration Form ~ Section C**

<table>
<thead>
<tr>
<th>Name of LEA/feeder school Official:</th>
<th>Signature of LEA/feeder school Official:</th>
<th>Date Signed:</th>
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**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 21st 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.
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

Registration Status: Active
Expiration Date: Feb 17, 2022

Address: [Redacted]
Optional Documents

• 21st CCLC Evaluation Report by Internal or External Vendor
• 21st CCLC Partnership Agreement/MOU Form
• 21st CCLC Budget Amendment Request Form FPD 209
• 21st CCLC Programmatic Amendment Form
• 21st CCLC Funding Reduction or Termination of Grant Award
• 21st 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

- 21st CCLC Basic Organization Information*
- Statement of Assurances*
- Debarment Certification*
- Criminal Background Check Certification*
- 21st CCLC Budget Form FPD 208*
- Organization’s Written Fiscal Procedures*
- 21st CCLC Organizational Chart
- 21st CCLC Pay Rate Schedule
- 21st CCLC Conflict of Interest Certification*
- Private Schools Consultation*
- 21st 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

- 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 FP8 208 (Revised 5-4-2023)

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<th>Organization Name</th>
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<tr>
<td>Unit Number</td>
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<td>Cohort Number</td>
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<tr>
<td>Project Period Beginning</td>
<td>07/01/23</td>
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<tr>
<td>Project Period Ending</td>
<td>09/30/24</td>
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<td>FY24 Grant Award Allocation</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Account Title</th>
<th>Account Budget</th>
<th>Budget Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extended Day/Year Inst - Site Director</td>
<td>5350.110.113</td>
<td>-</td>
</tr>
<tr>
<td>Extended Day/Year Inst - Salary - Finance Officer</td>
<td>5350.110.115</td>
<td>-</td>
</tr>
</tbody>
</table>

**Budget Narrative Summary**

Please adjust ALL rows, columns and fonts as necessary for information to be readable. Budgets will be returned for edits if not readable.

- Payments to Other Gov Units - Indirect Cost (non-IAA CR-8, 1405):
  - 5100.110.362 $ -
- Payments to Other Gov Units - Sales and Use Tax Refund:
  - 5100.110.472 $ -

**FY24 Total Budget**

$ 0.00

*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 CCR § 200.140 Code of Federal Regulations. Documentation is on file as evidence for all expenditures.*

<table>
<thead>
<tr>
<th>Printed Name:</th>
<th>Signature:</th>
<th>Title: Fiscal Agent</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Printed Name:</th>
<th>Signature:</th>
<th>Title: Program Director</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Printed Name:</th>
<th>Signature:</th>
<th>Title: Chief Finance Officer (if applicable)</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>
### Four Tabs on the Budget

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alt Progs Supprt &amp; Dev Svcs - Salary - Office Support</td>
<td>6300.110.151</td>
<td>$ -</td>
</tr>
<tr>
<td>Alt Progs Supprt &amp; Dev Svcs - Longevity Pay</td>
<td>6300.110.184</td>
<td>$ -</td>
</tr>
<tr>
<td>Alt Progs Supprt &amp; Dev Svcs - Overtime</td>
<td>6300.110.199</td>
<td>$ -</td>
</tr>
<tr>
<td>Alt Progs Supprt &amp; Dev Svcs - Employer’s Soc Sec - Regular</td>
<td>6300.110.211</td>
<td>$ -</td>
</tr>
<tr>
<td>Alt Progs Supprt &amp; Dev Svcs - Employer’s Retirement-Regular</td>
<td>6300.110.221</td>
<td>$ -</td>
</tr>
<tr>
<td>Alt Progs Supprt &amp; Dev Svcs - Other Retirement-Regular</td>
<td>6300.110.229</td>
<td>$ -</td>
</tr>
<tr>
<td>Alt Progs Supprt &amp; Dev Svcs - Employer’s Hospitalization Cost</td>
<td>6300.110.231</td>
<td>$ -</td>
</tr>
</tbody>
</table>
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 - 21st 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

<table>
<thead>
<tr>
<th>Account Budget Code</th>
<th>Budget Amount</th>
<th>Budget Narrative Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>5350.110.115</td>
<td>$25,000.00</td>
<td>Narrative Included on Positions Tab</td>
</tr>
<tr>
<td>5350.110.134</td>
<td>-</td>
<td>Narrative Included on Positions Tab</td>
</tr>
<tr>
<td>5350.110.135</td>
<td>-</td>
<td>Narrative Included on Positions Tab</td>
</tr>
<tr>
<td>5350.110.141</td>
<td>$35,000.00</td>
<td>Narrative Included on Positions Tab</td>
</tr>
<tr>
<td>5350.110.198</td>
<td>-</td>
<td>Narrative Included on Positions Tab</td>
</tr>
<tr>
<td>5350.110.211</td>
<td>$4,590.00</td>
<td>This amount is automatically generated totalled by all extended day staff amounts, multiplied by 0.0765.</td>
</tr>
</tbody>
</table>
# FY Budget Tab

<table>
<thead>
<tr>
<th>Account Title</th>
<th>Account Code</th>
<th>Budget Amount</th>
<th>Budget Narrative Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extended Day/Year Instr - Salary - Finance Officer</td>
<td>5350.110.115</td>
<td>$25,000.00</td>
<td>Narrative Included on Positions Tab</td>
</tr>
<tr>
<td>Extended Day/Year Instr - Salary - Teacher/Monitor</td>
<td>5350.110.134</td>
<td>$0</td>
<td>Narrative Included on Positions Tab</td>
</tr>
<tr>
<td>Extended Day/Year Instr - Salary - Lead Tchr</td>
<td>5350.110.135</td>
<td>$0</td>
<td>Narrative Included on Positions Tab</td>
</tr>
<tr>
<td>Extended Day/Year Instr - Salary - TA - Other</td>
<td>5350.110.141</td>
<td>$35,000.00</td>
<td>Narrative Included on Positions Tab</td>
</tr>
<tr>
<td>Extended Day/Year Instr - Tutorial Pay</td>
<td>5350.110.198</td>
<td>$0</td>
<td>Narrative Included on Positions Tab</td>
</tr>
<tr>
<td>Extended Day/Year Instr - Employer's Soc Sec - Regular</td>
<td>5350.110.211</td>
<td>$4,590.00</td>
<td>This amount is automatically generated totaled by all extended day staff amounts, multiplied by 0.0765.</td>
</tr>
<tr>
<td>Extended Day/Year Instr - Advertising Cost</td>
<td>5350.110.313</td>
<td>$250.00</td>
<td></td>
</tr>
<tr>
<td>Extended Day/Year Instr - Rentals/Leases</td>
<td>5350.110.327</td>
<td>$0</td>
<td>Narrative Included on Contracted Services Tab</td>
</tr>
<tr>
<td>Extended Day/Year Instr - Supplies and Materials</td>
<td>5350.110.411</td>
<td>$5,000.00</td>
<td></td>
</tr>
</tbody>
</table>
Budget Narrative Summary

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?

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

**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 NCDPI 21st CCLC Grant Guidance.

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

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

**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

<table>
<thead>
<tr>
<th>ACCOUNT TITLE</th>
<th>ACCOUNT BUDGET CODE</th>
<th>DETAILED BUDGET NARRATIVE SECTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extended Day/Year Instr - Salary - Finance Officer</td>
<td>5350.110.115</td>
<td></td>
<td>$25,000.00</td>
</tr>
<tr>
<td>Extended Day/Year Instr - Salary - TA - Other</td>
<td>5350.110.141</td>
<td></td>
<td>$35,000.00</td>
</tr>
<tr>
<td><strong>Total Positions</strong></td>
<td></td>
<td></td>
<td><strong>$60,000.00</strong></td>
</tr>
</tbody>
</table>
## Employee versus Contractor

<table>
<thead>
<tr>
<th>Differences Between Employees &amp; Independent Contractors</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee (W2)</strong></td>
</tr>
<tr>
<td>Usually works for only one employer</td>
</tr>
<tr>
<td>Works the hours set by the employer</td>
</tr>
<tr>
<td>Works under the control and direction of the employer</td>
</tr>
<tr>
<td>Accomplishes tasks in the manner the employer has requested</td>
</tr>
<tr>
<td>Receives net salary after the employer has withheld income tax, Social Security, and Medicare tax (FICA) – <strong>W2</strong></td>
</tr>
<tr>
<td>Is covered by federal and state wage/ hour laws (minimum wage and overtime rules)</td>
</tr>
</tbody>
</table>
## Contracted Services

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Code</th>
<th>Amount</th>
<th>Narrative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insurance Cost</td>
<td>5350.110.239</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>Contracted Services (this budget code can be used to describe contractual services vendors.)</td>
<td>5350.110.311</td>
<td>$ 25,000.00</td>
<td>Narrative Included on Contracted Services Tab</td>
</tr>
<tr>
<td>Cop Exp/Allowable Travel</td>
<td>5350.110.312</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>Printing Cost</td>
<td>5350.110.313</td>
<td>$ 250.00</td>
<td>-</td>
</tr>
<tr>
<td>and Binding Fees</td>
<td>5350.110.314</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>Contracted Repairs - Equipment</td>
<td>5350.110.326</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>/Leases</td>
<td>5350.110.327</td>
<td>$ 8,500.00</td>
<td>Narrative Included on Contracted Services Tab</td>
</tr>
</tbody>
</table>

**Note:** Detail Narrative Required Here
# Contracted Services Tab

## Contract Summary
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.

## Table: Contracted Services Tab Budget Narrative Section

<table>
<thead>
<tr>
<th>ACCOUNT TITLE</th>
<th>ACCOUNT BUDGET CODE</th>
<th>VENDOR NAME</th>
<th>DETAILED NARRATIVE</th>
<th>RATE</th>
<th>QUANTITY</th>
<th>TOTAL CONTRACT AMOUNT</th>
<th>Contract uploaded into CCIP for review and approval?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ext Day/Year instr - Contracted Services</td>
<td>5350.110.311</td>
<td>ABCDEF</td>
<td>Specific information about what contractor will be doing throughout the summer</td>
<td>$</td>
<td>2,000.00</td>
<td>$10,000.00</td>
<td>YES</td>
</tr>
<tr>
<td>Ext Day/Year instr - Contracted Services</td>
<td>5350.110.311</td>
<td>To Be Determined</td>
<td>Planning to have a vendor for a specific activity</td>
<td>$</td>
<td>-</td>
<td>$25,000.00</td>
<td>NO</td>
</tr>
<tr>
<td>Ext Day/Year instr - Contracted Services</td>
<td>5350.110.311</td>
<td></td>
<td></td>
<td>$</td>
<td>-</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Ext Day/Year instr - Contracted Services</td>
<td>5350.110.311</td>
<td></td>
<td></td>
<td>$</td>
<td>-</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total Contracted Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$35,000.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

- The total of Column 6 should equal this number.

- **Total Contracted Services:** $33,500.00
Equipment & Furniture Tab

<table>
<thead>
<tr>
<th>ACCOUNT TITLE</th>
<th>ACCOUNT BUDGET CODE</th>
<th>ITEM DESCRIPTION</th>
<th>QUANTITY</th>
<th>UNIT COST</th>
<th>TOTAL COST</th>
<th>PLANNED USE IN PROJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ext Day/Year Instr - Computer</td>
<td>5350.110.462</td>
<td>Laptop (Chromebook)</td>
<td>14</td>
<td>$357.00</td>
<td>$4,998.00</td>
<td></td>
</tr>
<tr>
<td>Equipment - Inventoried</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Total Equipment & Furniture   |                     |                     |          |           | $4,998.00  |                        |

The total of Column G should equal this number. $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

- 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)
XYZ 21st 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

21st CCLC Pay Rate Schedule

Please complete the chart below for all individuals working within your 21st CCLC program. Please include all individuals listed on the positions tab, as well as all contracted positions (Instructional staff only, NOT VENDORS).

Reminder: As changes occur (pay rate changes, new hires, etc.), please update accordingly.

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Title/Position</th>
<th>Pay Rate</th>
<th>Supervisor/Reports To</th>
<th>Percentage of Effort</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
21st 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.
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.”

- To search for federal exclusion records, go to: [https://www.sam.gov/SAM/](https://www.sam.gov/SAM/)
- To search for eligible contractors, go to: [https://www.sosnc.gov/online_services/Search/Business_Registration_profile?id=1531934](https://www.sosnc.gov/online_services/Search/Business_Registration_profile?id=1531934)

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.

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](https://example.com)
Conflict of Interest

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 21st 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

<table>
<thead>
<tr>
<th>Procurement Method</th>
<th>Goods</th>
<th>Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Micro-Purchase - No required quotes. However, must consider price as reasonable, and, to the extent practical, distributed equitably among suppliers.</td>
<td>$10,000 or less must use more restrictive $10,000 federal threshold.</td>
<td>$10,000 or less</td>
</tr>
<tr>
<td>Small Purchase Procedures (Informal) - Obtain/document quotes from a reasonable number of qualified sources (at least three).</td>
<td>$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.</td>
<td>$10,000.01 - $250,000 Service contracts not subject to state competitive bidding requirements. LEAs utilize UG process (or local if more restrictive).</td>
</tr>
<tr>
<td>Sealed Bids / Competitive Bids (Formal)</td>
<td>$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</td>
<td>$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).</td>
</tr>
<tr>
<td>Noncompetitive proposals</td>
<td>Appropriate only when:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Available only from a single source (sole source)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Public emergency</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Expressly authorized by awarding or pass-through agency in response to written request from district</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• After soliciting a number of sources, competition is deemed inadequate.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• A waiver must be obtained from DPI. See the Fiscal Guidance</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>NC DPI website for instructions on obtaining pre-approval.</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Total Funds from All State Agencies</th>
<th>Report Due (Submit all Reports to <a href="mailto:NCGrants@dpi.nc.gov">NCGrants@dpi.nc.gov</a>)</th>
<th>Reports Due Date</th>
</tr>
</thead>
</table>
| **Level 1** $1 - $24,999           | • Certification  
• Schedule of Receipts and Expenditures | Within 3 months of entity’s fiscal year end |
| **Level 2** $25,000 - $499,999     | • Certification  
• Schedule of Receipts and Expenditures  
• Program Activities and Accomplishments | Within 3 months of entity’s fiscal year end |
| **Level 3** $500,000 or more       | • Certification  
• Audit (Single Audit if Grant Awarded Greater than/or equal to $500,000 in state (including pass through federal funds) requires Yellow Book Audit  
• Program Activities and Accomplishments | Within 9 months of entity’s fiscal year end |

*$750,000 or more of federal may be proportionately charged to the grant
What is required in CCIP?

Determine your status: Has your organization been awarded combined State & Federal funds over $500,000?

Yes

21st CCLC requirement is to upload a copy of the latest audit into CCIP.

No

21st CCLC requirement is to upload 990 or 1120 tax return, or a fiscal year end income statement from accountant or from internal accounting system into 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 21st 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.

<table>
<thead>
<tr>
<th>Federal:</th>
<th>Example: ELLSS</th>
</tr>
</thead>
<tbody>
<tr>
<td>State:</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Local:</td>
<td>Click or tap here to enter text.</td>
</tr>
</tbody>
</table>

2. As stated in the 21st CCLC Grant Guidance, funds are made available on a reimbursement basis. To be reimbursed for allowable expenses, the subgrantee must provide evidence 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 21st 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 21st CCLC grant.

   Click or tap here to enter text.

   *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.

<table>
<thead>
<tr>
<th>Member Name</th>
<th>Member Title</th>
<th>Voting Member (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Please select from drop down</td>
</tr>
<tr>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Please select from drop down</td>
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<tr>
<td>Click or tap here to enter text.</td>
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<td>Click or tap here to enter text.</td>
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<tr>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Please select from drop down</td>
</tr>
</tbody>
</table>

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?

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

*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:

<table>
<thead>
<tr>
<th>Competency Ratings</th>
<th>1 - Do not understand</th>
<th>2 - I struggle to understand</th>
<th>3 - Reasonably well, but inconsistent</th>
<th>4 - Extremely well and consistent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - I do not understand</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 - I struggle to 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.</td>
<td></td>
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<tr>
<td>3 - I demonstrate this competency reasonably well, but inconsistently. I think with more practice and/or some support, I could implement this practice well.</td>
<td></td>
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<tr>
<td>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.</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>1 - Do not understand</th>
<th>2 - I struggle to understand</th>
<th>3 - Reasonably well, but inconsistent</th>
<th>4 - Extremely well and consistent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparing a Budget 208</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Managing a Budget</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Preparing a Budget 209</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Required Written Procedures</td>
<td></td>
<td></td>
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<tr>
<td>Allowability of Costs</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Procurement - contracts</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>EPaCA (and BAAD)</td>
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<tr>
<td>Adequate Documentation</td>
<td></td>
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<tr>
<td>Compensation, Hiring, &amp; Staffing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time &amp; Effort Documentation</td>
<td></td>
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<tr>
<td>Conflict of Interest</td>
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<tr>
<td>Indirect Costs</td>
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<td></td>
</tr>
<tr>
<td>Equipment Management</td>
<td></td>
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<tr>
<td>Supplement vs. Surplus</td>
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</tbody>
</table>

I affirm that the responses above are complete and accurately reflect the position of the entity.

<table>
<thead>
<tr>
<th>Fiscal Agent</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Director</td>
<td>Date:</td>
</tr>
<tr>
<td>Chief Finance Officer</td>
<td>Date:</td>
</tr>
<tr>
<td>Unit Number-Cohort</td>
<td>Date:</td>
</tr>
<tr>
<td>Organization Name</td>
<td>Date:</td>
</tr>
</tbody>
</table>
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)*
  1. Draft Completed
  2. LEA Fiscal Representative Approved
  3. LEA Chief Administrator Approved
- Once at Chief Administrator Approved, your application with be reviewed and NCDPI Division Leadership will then denote approval in the history log.
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
  • 21st 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 21st CCLC Program Foundations Conference

• July 11-13, 2023
• Dates: Tuesday, July 11th - Thursday, July 13th
• 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