

21st CCLC Virtual Statewide Orientation & Technical Assistance Meeting

Cohort 13 & 14 Breakout Session

Continuation of Funding Application and Budget Submission

Cohort 13 & 14 Continuation of Funding Application and Budget Submission Agenda:

- Budget Section
- Grant Details Section
- Related Documents Section
- Tips for Speedy Approval

21st CCLC Continuation of Funding Applications

Katrina Blount, Fiscal Monitor

Tammorah Mathis, Program Administrator

Megan Orleans, Program Administrator

Wendy Buck, Program Administrator

Monica Pask, Fiscal Analyst

Federal Programs & Monitoring Support

Continuation of Funding Applications for Cohort 13 Year 4 and Cohort 14 Year 2

Application Status: Not Started

Change Status To: Draft Started

View NCDPI History Log

View Change Log

Change Status to "Draft Started"

Description (View Sections Only View All Pages)	Validation	Print
All	Messages	Print
☐ History Log		Print
☐ History Log		Print
☐ Create Comment		Print
☐ Allotments	Messages	Print
☐ Allotments	Messages	Print
☐ 21st Century Community Learning Centers - Year 2	Messages	Print
Budget Grant Details Related Documents		Print
☐ Contacts		Print
☐ Contacts		Print
☐ Substantially Approved Dates		Print
☐ Substantially Approved Dates		Print
☐ Assurances	Activate Windows	Print
☐ Assurances	Go to Settings to activate Windows.	Print

You will need to work in each of these 3 Sections

Budget Section

- **Cohort 14, Year 2:** Organizations must self-insert these Budget figures totaling the **exact grant award amount not including carryover**
- **Cohort 13, Year 4:** organizations will need to submit a budget amount totaling their carryover balances as of July 1, 2021*

**pending USED waiver approval*

[Download Budget Data]							
Object Code Purpose Code	Salaries 100	Employer Provided Benefits 200	Purchased Services 300	Supplies and Materials 400	Capital Outlay 500	Total	
5000 - Instructional Services	256,850.00	56,426.52	20,316.00	13,349.48	0.00	346,942.00	
6000 - System-Wide Support Services	35,000.00	6,158.00	11,900.00	0.00	0.00	53,058.00	
7000 - Ancillary Services	0.00	0.00	0.00	0.00	0.00	0.00	
8000 - Non- Programmed Charges	0.00	0.00	0.00	0.00	0.00	0.00	
Total	291,850.00	62,584.52	32,216.00	13,349.48	0.00	400,000.00	
Adjusted Allocation						400,000.00	
Remaining						0.00	

Continuation App ~ Grant Details

Megan Orleans, Program Administrator
Federal Programs & Monitoring Support

Grant Details Section

Total students served from PREVIOUS year

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

* a. Total enrolled during 2020-2021 school year

* b. Total enrolled during 2021 summer program (if did not run a summer program, type 0)

Grant Details Continued

RFP Target(s) from original grant proposal

2. Enter the total number of students to be served per the original approved RFP for the **CONTINUATION** year

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

* b. Total number of students to be served per **original approved RFP** during the summer program:

Grant Details Continued

School Year Component for PREVIOUS year

3. Provide a brief description of the school year component for the **PREVIOUS ACADEMIC** year. Include days/hours of operation, attendance, staffing and activities.

A large, empty rectangular text box with a thin gray border and a vertical scrollbar on the right side, intended for the user to provide a brief description of the school year component for the previous academic year.

COVID-19 Impacts on FY21 Programming

4. Provide a brief description of how your school year and summer components were impacted by the COVID-19 pandemic. Denote any modifications in program operations and/or services provided.

A large, empty rectangular text box with a thin gray border and a vertical scrollbar on the right side, intended for the user to provide a brief description of how the school year and summer components were impacted by the COVID-19 pandemic.

Grant Details Continued

Summer Component for PREVIOUS year

5. Provide a brief description of the summer component for the **PREVIOUS ACADEMIC** year (not inclusive of the 21st CCLC Summer Mini-Grant activities if your organization was awarded that competitive grant). Include days/hours of operation, attendance, staffing, and activities. If your program did not operate a summer component, please describe why you did not operate in the text box below.



Program Success Description for PREVIOUS year

6. Describe the activities that contributed to program success in the **PREVIOUS ACADEMIC** year.



Grant Details Continued

Additional Challenges during FY21

7. Describe any additional challenges experienced in implementing the program in the **PREVIOUS ACADEMIC** year other than those previously described in Box 4.

A large, empty rectangular text box with a light gray border and a small scroll bar on the right side, intended for the user to describe additional challenges.

Family Engagement for PREVIOUS year

8. **Family Engagement and Communication:** During the **PREVIOUS ACADEMIC** year, describe how the program a) engaged and communicated with enrolled families b) offered specific activities for family engagement around supporting students' academic needs (i.e., literacy and related educational development); and c) provide the schedule of when family engagement activities occurred.

A large, empty rectangular text box with a light gray border and a small scroll bar on the right side, intended for the user to describe family engagement activities.

Grant Details Continued

Professional Development for PREVIOUS year

9. **Professional Development:** Describe the training and professional development activities that were provided in the **PREVIOUS ACADEMIC** year for staff, including volunteers. Provide a schedule of when professional development activities occurred.



Assessment/Evaluation for PREVIOUS year

10. During the **PREVIOUS ACADEMIC** year, describe what type of self-assessment/evaluation activities occurred to strengthen the program. Include how staff improved and strengthened the individual student's out-of-school time instruction based on data gathered throughout the year. Identify methods and assessment tools used.



Grant Details Continued

Assessment/Evaluation Communication Plan from PREVIOUS year

11. Describe how self-assessment/evaluation results from the **PREVIOUS ACADEMIC** year were communicated to all stakeholders and community members.



Sustainability Plan from PREVIOUS year

12. Describe all sustainability activities that occurred during the **PREVIOUS ACADEMIC** year.



Grant Details Continued

Description of Programmatic Changes for CONTINUATION year

13. 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 approved RFP will require an accompanying Programmatic Amendment template to be uploaded within CCIP Related Documents for review and approval for the 2021-2022 school year.



Grant Details Continued

Program Schedule for CONTINUATION year

14. **Program Schedule for the CONTINUATION Year for the School Year and Summer Components:** Provide a sample schedule for one week/month of programming for after-school and extended learning programs. 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 2021-2022 school year and summer must adhere to a minimum of 12 student contact hours per week occurring outside of regular school day hours.

Grant Details Continued

Goals & Data Collection for CONTINUATION year

15. **Program Outcome Goals and Data Collection Plan for the CONTINUATION Year for the School Year and Summer Components:** Provide a sample data collection plan aligned to the program goals focusing on (at minimum) student attendance, one ELA/Math student achievement outcome, and at least one GPRA measure. The data collection plan should detail the persons responsible for data collection and provide a brief description for how the data will be used for program improvement.

Family Engagement and Communication for CONTINUATION year

16. **Family Engagement and Communication:** Describe: a) communication plan for reaching out and engaging families of the students to be served; b) specific activities (and staff member responsible) for family engagement around support for students' academic needs (i.e., literacy and related educational development); and c) a schedule of when family engagement activities will occur in the CONTINUATION year.

Related Documents Section

Tammorah Mathis, Program Administrator
Federal Programs & Monitoring Support

Updated Related Documents

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**
- **Building Maintenance and Fire Inspection Reports**



Required Documents		
Type	Document Template	Document/Link
21st CCLC Basic Organization Information [upload between 1 and 2 document(s)]	21st CCLC Basic Program Information	
Statement of Assurances [upload 1 document(s)]	21st CCLC Statement of Assurances	
Debarment Certification [upload 1 document(s)]	21st CCLC Debarment Certification	
Criminal Background Check Certification [upload 1 document(s)]	21st CCLC Criminal Background Check Certification	
21st CCLC Budget Form FPD 208 [upload between 1 and 2 document(s)]	21st CCLC Budget Form FPD 208	
Organization's Written Fiscal Procedures - TEMPLATE NOT PROVIDED [upload 1 document(s)]	N/A	
21st CCLC Organizational Chart - TEMPLATE NOT PROVIDED [upload 1 document(s)]	N/A	
21st CCLC Pay Rate Schedule - TEMPLATE NOT PROVIDED [upload 1 document(s)]	N/A	
21st CCLC Conflict of Interest Certification [upload 1 document(s)]	21st CCLC Conflict of Interest Agreement	
Private Schools Consultation [upload at least 1 document(s)]	21st CCLC Private Schools Consultation	
21st CCLC Contracted Services (3xx) - TEMPLATE NOT PROVIDED [upload at least 1 document(s)]	N/A	
System for Award Management (SAM) Active Registration Confirmation - TEMPLATE NOT PROVIDED [upload 1 document(s)]	N/A	
Building Maintenance and Fire Inspection Reports - TEMPLATE NOT PROVIDED [upload between 1 and 5 document(s)]	N/A	

Optional Documents		
Type	Document Template	Document/Link
21st CCLC Evaluation Report by Internal or External Vendor (if applicable) - TEMPLATE NOT PROVIDED [upload up to 1 document(s)]	N/A	
21st CCLC Partnership Agreement(s) - TEMPLATE NOT PROVIDED	N/A	
21st CCLC Budget Amendment Request Form FPD 209 [upload up to 16 document(s)]	21st CCLC Budget Form FPD 209 Template	
21st CCLC Programmatic Amendment Form [upload up to 4 document(s)]	21st CCLC Programmatic Amendment Form	
21st CCLC Asset Inventory [upload up to 2 document(s)]	21st CCLC Asset Inventory	
21st CCLC Voluntary Reduction or Termination of Grant Award [upload up to 1 document(s)]	21st CCLC Voluntary Reduction or Termination of Grant Award	
Transit Inspection Reports - TEMPLATE NOT PROVIDED [upload up to 4 document(s)]	N/A	
Memorandum of Understanding (MOU) [upload up to 1 document(s)]	Memorandum of Understanding (MOU)	Activate Windows

Basic Program Information Form



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

Revised 11/2021

I. Basic Information of Organization Applying for Funding	
Fiscal Agent Organization Name:	
Fiscal Agent Organization Unit Number #:	
Fiscal Agent Organization Unit & Streetview #:	
Fiscal Agent Organization Tax ID #:	
Fiscal Agent Organization Physical Address:	
Requested Grant Award:	\$
Quantity(ies) Served by Proposed 21 st CCLC Grant:	
Fiscal Agent Chief Administrator Name:	
Fiscal Agent Chief Administrator Email Address:	
Fiscal Agent Chief Administrator Phone Number:	
Chief Finance Office Name (if appropriate):	
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 st CCLC Program Name:	
Program Director Name:	
Program Director Email:	
Program Director Phone Number:	
School Year Program	Number of Student Slots:
Summer Program	Number of Student Slots:
	Dates of Programming From: to
	Dates of Programming From: to
	Total Number of Weeks Students Served:
	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:	Phone #:	Site Director Name and Email Address:
Site # 2 Location Name & Physical Address:	Days/Hours of Operation:	Phone #:	Site Director Name and Email Address:
Site # 3 Location Name & Physical Address:	Days/Hours of Operation:	Phone #:	Site Director Name and Email Address:

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

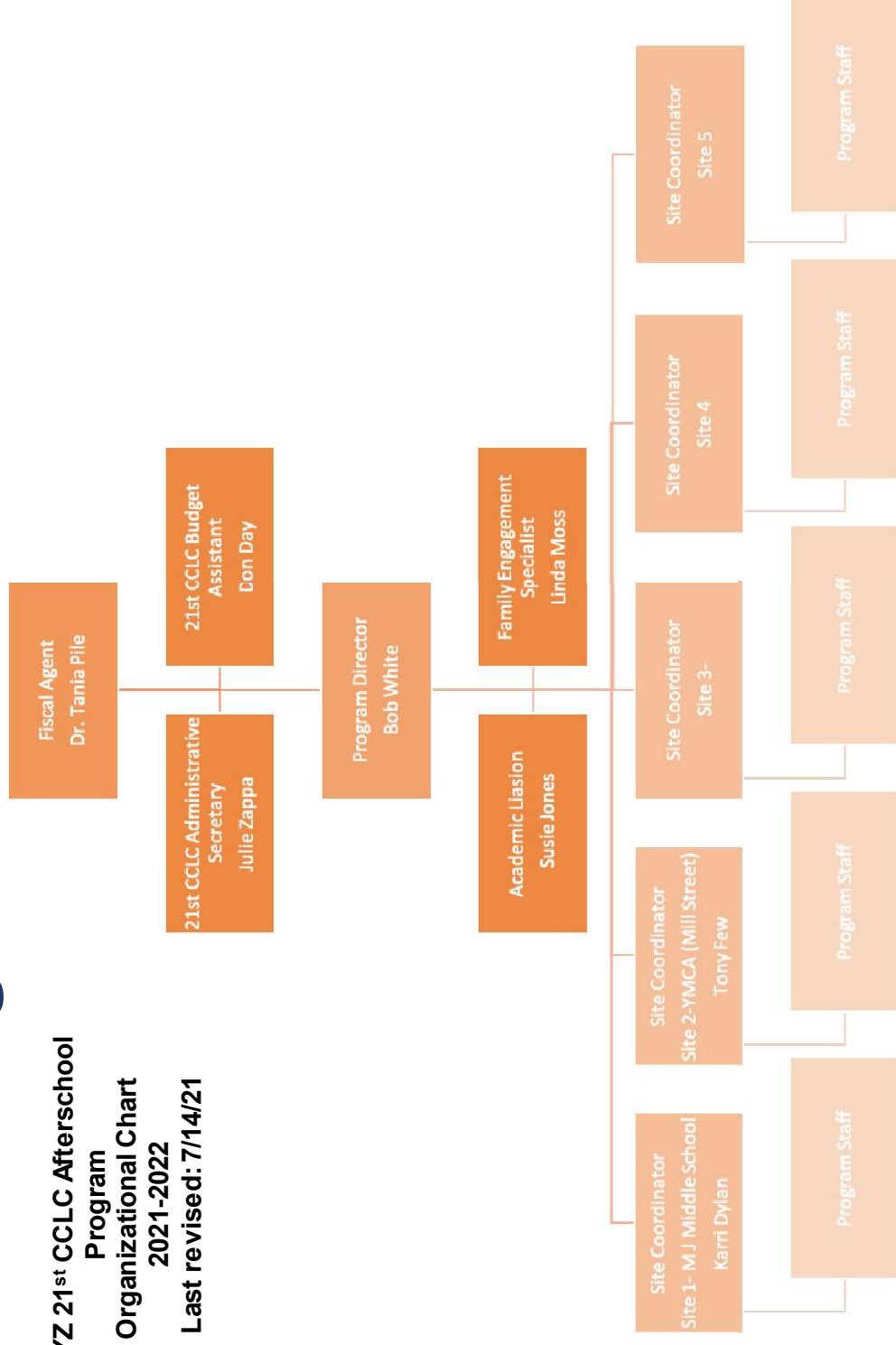
By signing below, I am attesting that I understand it is the Fiscal Agent Organization's responsibility to: 1) maintain accurate and updated contact information for all 21st CCLC Competitive 2021-2022 Grant Program sites with NCDEP; 2) ensure adherence to all assurances and certifications associated with the 21st CCLC 2021-2022 Competitive Grant Program; 3) assume responsibility for the reconciliation of any audit exception or compliance finding, including as necessary, the repayment of 21st 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 _____ Date _____

Signature of Fiscal Agent Chief Administrator or Designee _____ Date _____

Organizational Chart

XYZ 21st CCLC Afterschool
Program
Organizational Chart
2021-2022
Last revised: 7/14/21



Pay Rate Schedule

PAY RATE SCHEDULE			
Organization Name (enter in shaded cell below)	Account Code	Annual Budget	Hourly Rate
Program Director	6300.110.113	\$42,930.00	\$30.00
Bookkeeper	6300.110.115	\$16,575.00	\$13.00
Site Coordinator	5350.110.113	\$26,300.00	\$25.00
Instructional Assistant	5350.110.131	\$7,807.50	\$15.00
Lead Teacher	5350.110.135	\$101,985.00	\$25.00
Teacher Assistant	5350.110.141	\$14,064.00	\$12.00
Office Support	5350.110.151	\$8,232.00	\$12.00
Staff Development Instructor/Curriculum Specialist	5350.110.197	\$11,200.00	\$35.00
Parent Instructor	5880.110.131	\$3,000.00	\$50.00
Driver	6550.110.171	\$15,264.00	\$12.00

Fire Inspection Reports

NORTH CAROLINA SCHOOL FIRE INSPECTION FORM

The following is a report of conditions found during the fire prevention inspection required by G.S. 115C-525. Violations found during this inspection are indicated by a "No" answer and are listed on the back of form (applicable to public and non-public schools).

Mike Causey
Commissioner of Insurance

Name of School: Central Middle School
Building: All
Location: 3541 South Ave Hwy 16 Date: 5-24-2020

	Yes	No	N/A
1. All corridors, storage areas, stairways, basement, attic and closets are clear of trash and debris	☒	☐	☐
2. There is no accumulation of trash, rubbish or weeds adjacent to the building	☒	☐	☐
3. All exit doors are in proper working condition (unlocked and unobstructed), are properly identified and swing in the direction of exit travel	☒	☐	☐
4. Fire doors and smoke doors are not blocked open and swing in the direction of exit travel	☒	☐	☐
5. All emergency exit signs are properly illuminated	☒	☐	☐
6. Exit corridors and stairways have Class A flash	☒	☐	☐
7. Fire alarm detection equipment is in proper working order so that all occupants can hear the signal	☒	☐	☐
8. Emergency numbers are posted by telephones	☒	☐	☐
9. Evacuation Plan is posted in all occupied areas	☒	☐	☐
10. Combustible school supplies (books, paper, art supplies, etc.) are stored in a safe and orderly manner, area or in an approved container with a self-closing lid	☒	☐	☐
11. Maintenance and cleaning supplies and equipment are stored in a well ventilated area or in an approved container with a self-closing lid	☒	☐	☐
12. Portable fire extinguishers are charged, in proper working condition, tagged, mounted and are of the proper type in accordance with NFPA 10	☒	☐	☐
13. All cooking areas, including the Home Economics Department, are equipped with proper portable BC rated fire extinguishers	☒	☐	☐
14. Kitchen equipment with grills and/or deep fat fryers are protected with a fixed fire extinguishing system and have annual certification	☒	☐	☐
15. Hood and vent systems, including filters, in kitchen areas are free of grease	☒	☐	☐
16. Combustible or flammable liquids used for instructional purposes are stored in approved containers with vapor-tight covers in a proper location	☒	☐	☐
17. Chemicals used for instructional purposes are labeled and stored in approved containers in proper locations	☒	☐	☐
18. Heat producing laboratory equipment such as Bunsen burners are in good condition (e.g., tubing and connections are properly fitted and not worn)	☒	☐	☐
19. No portable electric heaters with exposed elements are present	☒	☐	☐
20. No open flame type oil, gas or solid fuel fired heating equipment located in general classrooms (boilers not apply to vocational shop areas)	☒	☐	☐
21. Boiler, furnace and mechanical rooms are clean and free of stored combustible materials	☒	☐	☐
22. Upper and lower combustion air openings in rooms containing gas or oil fired equipment are open and unobstructed	☒	☐	☐
23. Heating and air conditioning equipment is equipped with clean filters	☒	☐	☐
24. Vent pipes for oil and gas fired equipment are without leaks from loose joints or deterioration	☒	☐	☐
25. There is no evidence of leaks in oil lines and oil tank	☒	☐	☐
26. Boilers have inspection certification seal. Date of certification: <u>20</u>	☒	☐	☐
27. All areas 600's on heating and air conditioning equipment are in place	☒	☐	☐
28. If smoking is permitted in the building, "No Smoking" signs are posted in areas subject to hazardous chemicals, flammable vapors and dust	☒	☐	☐
29. Emergency lighting is in operable condition	☒	☐	☐
30. Principal's monthly report indicates that fire drill and inspection have been conducted	☒	☐	☐

Please list the violations indicated by a "No" answer:

- Room 716 needs to be cleaned out some
- Need 6" 911 address numbers posted ext Road sign
- Still have several sprinkler plates missing
- Exit door close to 601 is hard to open
- Room 611 has multi-Plus actuator under Smart board
- Need smoke detector on 2nd floor in Hear Rooms
- wired to fire alarm system
- sprinkler plate cover missing in cafeteria cooler
- Room 216 sprinkler head ext door is leaking + cover is missing
- ALL unused chemicals in 8th grade Science Room HAS TO BE REMOVED

Others:

Activate Windows

Inspector signature Dale Patrick Go to Settings date 5-24-2020 Window

But Walter

2

Register with the System for Award Management (SAM)

- Registering with the System for Award Management (SAM) is a required step for your organization.
- Confirmation of successful registration with the US Government's SAM system must be uploaded to the Related Documents page of the Funding Application.
- To register with SAM, organization's must first have a D-U-N-S number, as well as a Taxpayer Identification Number (TIN) or Employment Identification Number (EIN).
- It can take up to two-weeks to register with SAM. SAM registration must be renewed annually.
- If you have a current SAM registration, you do not need to re-register, however, you will still need to upload your most recent SAM registration confirmation to CCIP. To check your registration status, search the records located on the SAM webpage linked above.

Subject: Registration Activated for [REDACTED]

This email was sent by an automated administrator. Please do not reply to this message.

Dear [REDACTED]

The registration for [REDACTED] is now active in the U.S. Federal government's System for Award Management (SAM). If you did not provide a Commercial and Government Entity (CAGE) Code during the registration process, one has been assigned to you by the Defense Logistics Agency (DLA) CAGE Program.

In order to remain eligible to do business with the Federal government, you must renew your entity's registration in SAM every year. The annual renewal date for the registration is [REDACTED].

You may invite additional users to manage or review your entity registration by following these steps:

1. Go to www.sam.gov and log in.
2. Select Entity Users from the sub-navigation menu on the My SAM page.
3. Select Invite User from the Entity Users menu.
4. Select the desired entity from the Level List.
5. Provide invitee's email address.
6. Assign role(s) to be associated with the user account.
7. Select Submit.

All invitees will receive an email message from SAM with instructions on how to complete the process.

21st CCLC Contracted Services Slot

- Please utilized this Required Documents slot to upload all executed Contracts
 - Budget 208's cannot be approved until contracts have been uploaded and reviewed
- If your Organization does not have any funds budgeted for Contracted Services, you may upload a signed attestation stating this fact

Budget 208 Upload

- Please print and sign the Budget 208 template and all corresponding Budget tabs (in applicable) and upload into this slot
- Only wet signatures or official electronic signatures will be accepted
- If you do not have a scanner, please utilize a free PDF application such as Genius Scan and Cam Scanner to make PDFs of signed uploads

Upcoming September 2021 Important Dates

- Budget and Related Documents Virtual Technical Assistance Office Hours
 - **September 1, 2021** from 10am-11am
 - **September 8, 2021** from 1pm-2pm
- Statewide Lunch & Learn Meeting
 - **September 20, 2021** from 12:00pm-1:30pm
- Program & Fiscal Monitoring Procedures Webinar
 - **September 14, 2021** from 1pm-3pm
- Due Date for all documents to be approved in CCIP for 1st Installment eligibility in October
 - **September 30, 2021** by COB

CCIP Continuation Application Timeline for Submission

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

Budget Approval ➡ Allotment Allocation

- For LEAs, NCDPI Program Administrators will document budget 208 approval (in CCIP and budget with official GAN letter) to prompt LEAs to upload into LBAAS/LINQ/Budget Builder LEA financial system.
- Although proposed budget on Budget Form 208 is for full year, allotment installments distributed from NCDPI in thirds (34%, 34%, and 32%) and Subgrantees (LEAs and Non-LEAs) should submit in budget builder accordingly.

Tentative 2021-22 Allotment

Installments

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

Tips for a Quick CCIP Approval

- Complete all grant detail narrative boxes with details
- Complete and upload all related documents (if signatures are required ensure those documents are signed)
- Ensure budgets include a reflective narrative for each line itemized in the budget
- Organizations can make edits/adjustments at any status except once finalized at “Chief Administrator Approved”
- Click the Funding Application Status through “*Chief Administrator Approved*”
- Once LEAS/Charters receive “NCDPI Program Administrator Approved” and “Division Administrator Approved” they should upload budgets into BAAS/LBAAS/LINQ accordingly



Questions?

Click to add text