



Public Schools of North Carolina

21st CCLC Statewide Meeting Non-LEA Breakout Session

Susan Brigman, Interim Assistant Director

Anita Harris, Fiscal Monitor/Data Manager

Tara Powe, Program Administrator

Jennifer Smith, Program Administrator

Federal Program Monitoring & Support Division

Today's Agenda

- Welcome & Introductions
- Cohort 14 21st CCLC Funding Application New Related Documents in CCIP
- Review Budget 208 Template
- Budget Approval and Allotment Allocation
- Expenditure Reporting and Cash Application (ERaCA) and Vendor Electronic Payment Form
 - Reimbursement Process/Fiscal Documentation
- Fiscal Monitoring (Fiscal On-Site/Fiscal Desk Review)
- Grant Guidance – Cash Management/Transfer of Funds





Public Schools of North Carolina

Updating Related Documents in CCIP

Jennifer Smith
Program Administrator

21st CCLC Related Documents


- Basic Program Information Form
- Organizational Chart (w/ All Names by 60 days)
- Conflict of Interest Agreement (New)
- Pay Rate Schedule
- Contracted Services (acct. codes ending in .3xx)
- Asset Inventory (Over \$500)
- Budget Form 208 and Narrative
- Budget Amendment Form 209
- Programmatic Amendment Form



Updating Related Documents Section

- In order to make any updates, click on Revision Started and Confirm the status change

Sections

 FY 2021 - 21st Century C

Application Status: NCDPI Reviewed

Change Status To: Revision Started

<input type="checkbox"/>	Allotments
	Allotments
<input type="checkbox"/>	21st Century Community Learning Centers - New
	<u>Budget</u>
	Grant Details
	Plan Relationships
	<u>Related Documents</u>
<input type="checkbox"/>	Contacts
	Contacts
<input type="checkbox"/>	Substantially Approved Dates
	Substantially Approved Dates
<input type="checkbox"/>	Assurances
	Assurances
<input type="checkbox"/>	New Applicant Summary
	New Applicant Summary
	All



21st CCLC Related Documents

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

Update!

New



Basic Program Information Form



21ST Century Community Learning Centers BASIC PROGRAM INFORMATION

School Year 2020/2021

Revised July 16, 2020



Unit Number: Cohort: Program Name:

County(ies) Served by 21st CCLC Grant: *Current-Year Grant Award: \$

Name of Fiscal Agent Organization:

Fiscal Agent Organization Dunn and Bradstreet #: Tax ID #:

Physical Address of Fiscal Agent Organization:

Mailing Address of Fiscal Agent Organization (if different than above):

Fiscal Agent Organization Chief Administrator: Email:

Fiscal Agent Organization Primary Contact Phone: Fax:

Chief Finance Officer (if appropriate): Email: Phone:

Program Director: Email: Phone:

Number of Students to Be Served (as per approved RFP):

Where are official 21st CCLC records maintained? Location Name and Address:

PROGRAM SITE/CENTER INFORMATION (complete for each site/center)

Site # 1 Location Name & Physical Address: <input type="text"/>	Days/Hours of Operation <input type="text"/>	Phone #: <input type="text"/>	Site Director Name and Email Address): <input type="text"/>
Site # 2 Location Name & Physical Address: <input type="text"/>	Days/Hours of Operation <input type="text"/>	Phone #: <input type="text"/>	Site Director Name and Email Address): <input type="text"/>
Site # 3 Location Name & Physical Address: <input type="text"/>	Days/Hours of Operation <input type="text"/>	Phone #: <input type="text"/>	Site Director Name and Email Address): <input type="text"/>

Insert additional cells as necessary.

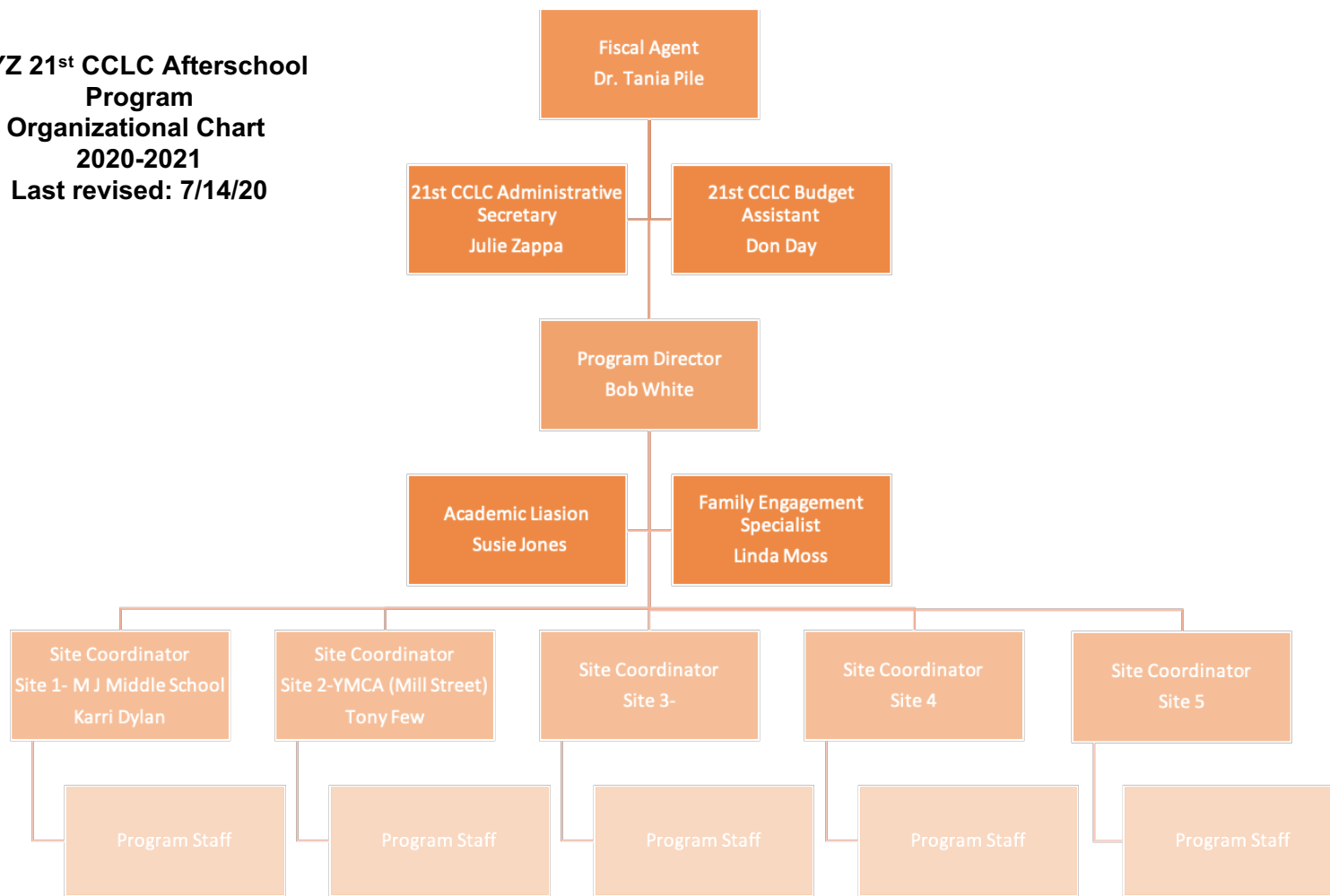
By signing below, I am attesting that I understand it is the Fiscal Agent Organization's responsibility to: maintain accurate and updated contact information for all 21st CCLC sites with NCDPI; 2) ensure adherence to assurances and certifications associated with the 21st CCLC Grant; 3) assume responsibility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

Signature of Fiscal Agent Organization Chief Administrator or Designee

Date:

Organizational Chart

**XYZ 21st CCLC Afterschool
Program
Organizational Chart
2020-2021
Last revised: 7/14/20**



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



Conflict of Interest Agreement

NC Department of Public Instruction 21st Century Community Learning Centers

Conflict of Interest Agreement

21st CCLC Organization: _____

21st CCLC Organization Code: _____

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 §200.318](#))

Within the 21st CCLC 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:

Program Director's Printed Name: _____

*Program Director's Signature (Required): _____ Date: _____

Fiscal Agent's Printed Name: _____

*Fiscal Agent's Signature (Required): _____ Date: _____

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

2020-2021



Contracted Services

- Subcontractors
 - 21st CCLC programs should exercise caution in selecting subcontractors for their program.
 - Subgrantees may not contract with any party that is debarred, suspended and/or ineligible for participation in federal programs.
 - All vendors must have professional qualifications and a taxpayer ID for the business providing the professional service.



Contracted Services Reminders

- For contracted services over \$500, ensure bid and procurement procedures are followed and documented
- Verify the Individual/Business is experienced in the field of services provided, not debarred, not an employee of grant, & poses no threat of conflict of interest
- Individual/Business utilized should develop and submit the contract to the 21st CCLC Program
 - Detailed Services Provided
 - Frequency and Duration
 - Price and statement indicated the 21st CCLC program will be invoiced AFTER services have been rendered
 - Include **Printed Names** and Signatures
 - Uploaded into CCIP for review/approval prior to payment
- When submitted reimbursement requests for contracted services, ensure the Invoice aligns to the contract



Sample of Contract

Should include:

WHAT
WHERE
FREQUENCY
RATE

This will be matched
against an Invoice,
and cannot be paid in
advance of services
rendered

CUSTOMIZABLE AS YOU SEE FIT

This is a contract entered into by [YOUR COMPANY NAME] (hereinafter referred to as "the Organization") located at [YOUR ADDRESS], and [CONTRACTOR NAME] (hereinafter referred to as "the Contractor") located at [CONTRACTOR ADDRESS], on this date, [DATE].

The Organization hereby engages the Provider to provide services as described under "Scope and Manner of Services." The Provider hereby agrees to provide the Contractor with such services in exchange for consideration as described under "Payment for Services Rendered."

Scope and Manner of Services

Example: [CONTRACTOR] is hereby contracted to provide services as a [POSITION] at [COMPANY NAME], [SITE NAME]. Responsibilities include: [LIST THE SERVICES TO BE PROVIDED HERE]

Time Period: Start and End date, frequency of services

Payment for Services Rendered You can state pay rate, not to exceed x number of hours per week, etc.

The Organization shall pay the Contractor for services rendered according to the Payment Schedule attached, within [NUMBER] calendar days of the date on the Contractor's invoice(s). Should the Organization fail to pay the Contractor the full amount specified in any invoice within [NUMBER] calendar days of the invoice date, a late fee equal to [DOLLAR AMOUNT] shall be added to the amount due and interest of [PERCENTAGE] per annum shall accrue from the calendar day following the invoice date.

This contract shall be governed by the laws of the County of [COUNTY] in the State of North Carolina and any applicable Federal law.

In witness of their agreement to the terms above, the parties or their authorized agents hereby affix their signatures (electronic signatures not allowed):

(Printed Name of Contractor)

(Printed Name of Provider)

(Signature of Contractor) and (Date)

(Signature of Provider) and (Date)



Equipment Purchases

- If asset will have value over \$500 ensure bid/procurement procedures followed/documentated
- Must align to original grant application, be “reasonable and necessary” and approved prior to purchase
- Assets need to be documented on an Inventory (sample template in CCIP)
- If the purchased item will be utilized during the regular school day (outside of the 21st CCLC Program hours) the cost must be pro-rated and charged to the grant accordingly



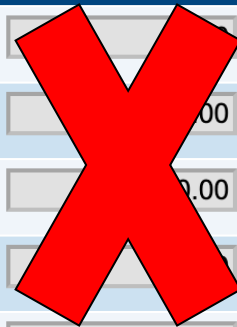
Asset Inventory

[illegible]

Budget Section

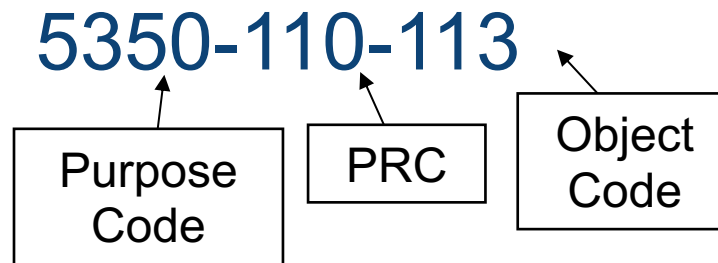
- Organizations must self-insert these Budget figures totaling the *exact grant award amount not including carryover*

[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		346,942.00
6000 - System-Wide Support Services	35,000.00	6,158.00	11,900.00	0.00		53,058.00
7000 - Ancillary Services	0.00	0.00	0.00	0.00		0.00
8000 - Non-Programmed Charges	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



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

Account Structure



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

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

113 Director and/or Supervisor (Object Code Example)

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

[NCDPI Chart of Accounts](#)





Public Schools of North Carolina

Budget 208 Template and Narrative

Tara Powe
Program Administrator

Budget Form 208-Budget Tab

NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION									
21st CENTURY COMMUNITY LEARNING CENTERS									
Budget Form FPD 208 - Proposed Budget (Revised June 2020)									
Organization Name (enter in shaded cell below)									
XYZ Afterschool Program									
Unit Number	Q23								
Cohort Number	12								
Project Period	07/01/20								
	09/30/21								
Carryover Budget Amount from FY 2020 (Cohort 12 & 13) as of 6/30/2020	\$ 35,000.00								
Expenditures spent thru 7/1/2020 to 8/14/2020	\$ 5,400.00								
Remaining Carryover Balance from FY 2020 as of 8/15/2020	\$ 29,600.00								
New Allocation for FY 2021 (Cohort 13 & 14 only)	\$ 400,000.00								
Total Yearly Budget	\$429,600.00								
Expenditure Categories	Total	Budget Narrative Summary		% ALLOCATED to this PROJECT					
Alt Progs Supprt & Dev Svcs - Salary - Director and/or Supervisor	\$45,000.00	See Positions Tab		50					
Alt Progs Supprt & Dev Svcs - Salary - Finance (e.g., Officer, bookkeeper, accountant)		See Positions Tab See Contracts Tab See Equipment and Furniture Tab							
Alt Progs Supprt & Dev Svcs - Salary - Office Support									
Alt Progs Supprt & Dev Svcs - Longevity Pay									
Alt Progs Supprt & Dev Svcs - Overtime									
Alt Progs Supprt & Dev Svcs - Employer's Soc Sec - Regular	\$5,580.00	See Positions Tab							

FY Budget

Positions (Taxable-Contracted)

Contracted Services

Equipment and Furniture Summary

+



Budget Form 208-Budget Tab

	A	C	D	E	F	G	H	I	J
118	Transportation - Pupil Transportation - Contract								
119	Transportation - Gas/Diesel Fuel								
120	Audit Services - Contracted Services								
121		\$429,600.00							
122									
123									
124									
<p>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</p>									
126	Printed Name:								
127	Signature:								
128	Title: Program Director								
129	Date:								
130									
131									
132	Printed Name:								
133	Signature:								
134	Title: Fiscal Agent								
135	Date:								
136									
137									
138	Printed Name:								
139	Signature:								
140	Title: Chief Finance Officer (if applicable)								
141	Date:								
142									

FY Budget Positions (Taxable-Contracted) Contracted Services Equipment and Furniture Summary +



Budget Form 208-Positions Tab

NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION BUDGET NARRATIVE FORM- PART 1 (Positions cannot exceed 70% of total award)						
A) ORGANIZATION NAME			XYZ Afterschool Program			
B) UNIT NUMBER			Q23			
C) COHORT NUMBER			12			
D) YEARLY BUDGET AMOUNT*(see note below)			\$ 429,600.00			
(1) Enter the appropriate PRC 110 Account Title.	(2) Enter the appropriate PRC 110 Account Code.	(2) Provide information for all taxable and contracted employee positions to include # of hours, rate of pay, # of days/weeks and FTE (if applicable) for afterschool and summer operations. Any fringe benefits and taxes should also be shown for each position as necessary.		(3) Enter total amount	(4) Enter % of time allocated to the project	(5) Select if position is taxable or contracted (no taxes)
(1)	(2)	(2)		(3)	(4)	(5)
Account Title	Account Code	DETAILED BUDGET NARRATIVE		AMOUNT	% ALLOCATED to this PROJECT	Taxable (W-2) or Contracted Employee (I-9)
Alt Progs Supprt & Dev Svcs - Salary - Director and/or Supervisor	6300.110.113	<p>Salary: Program Director Responsible of day to day oversight. Ensures the fidelity of the proposed program; together with, reviewing and assessing reports. Implementing of program and trains staff. Participates in ratio as a substitute. All staff reports to the Program Director. Attends FDOE required training and meeting while representing program at meetings.</p> <p><u>Afterschool:</u> 1 Program Director x \$32/hr x 3.5 hrs/ day x 180 days = \$20,160</p> <p><u>No School/ Holidays:</u> 1 Program Director x \$32/hr x 9 hrs/ day x 26 days = \$7,488</p> <p><u>Summer:</u> 1 Program Director x \$32/hr x 9hrs/day x 29 days = \$8,352</p> <p><u>Training:</u> 1 Program Director x \$32/hr x 4hrs/ day x 4 days= \$512</p> <p><u>Program Set Up:</u> 1 Program Director x \$32/hr x 4hrs/ day x 5 days= \$640</p>		\$ 37,152.00	100	Taxable Employee
			D) TOTAL	\$ 37,152.00		
*Total salaries, employer taxes (e.g., FICA, Social Security, Medicare) and fringe benefits for all employees (taxable (W-2) or contracted (I-9)) should not exceed seventy percent (70%) of the total yearly budget. See below calculated 70% salary cap limit.			Calculated 70% salary cap limit amount	\$ 26,006.40		
<div> FY Budget Positions (Taxable-Contracted) Contracted Services Equipment and Furniture Summary + </div>						



Budget Form 208-Contracts Tab

A	B	C	D	E	F	G	H	I
NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION BUDGET NARRATIVE FORM								
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 Program Staff. Contractors must provide an invoice for payment. This section is not for contracted employees.								
Account Title	Account Code	Vendor Name	Description of Contracted Service	HOUR/MONTH RATE	Number of Hours/Months	Total Amount of Contract	% ALLOCATED to this PROJECT	Contract uploaded into CCIP
Extended Day/Year Instr - rentals/Leases	5350.110.327	OZ Rental Agency	The program site will be rented for 11 months from September 1, 2019 to July 31, 2020 for \$2,500 per month, which also includes utilities, internet service, the use of smartboard and furniture. The program will have access to the site from Monday to Friday from 3:15pm to 6:40pm and some Saturdays during program activities.	\$ 2,500.00	\$ 11.00	\$ 27,500.00	100	YES
						\$ -		
Total Contracted Services						\$ 27,500.00		

◀ ▶
FY Budget
Positions (Taxable-Contracted)
Contracted Services
Equipment and Furniture Summary
+



Budget Form 208-Equip./Furn. Tab

NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION BUDGET NARRATIVE FORM						
Equipment Summary - Provide a description of any equipment, furniture, and computers (i.e.laptops, iPads, etc.) that will be purchased to support the 21st CCLC program. Must be added to asset inventory list.						
Account Title	Account Code	Name of Item to Purchase	Quantity	Unit Cost	Total Cost	Planned Use in Project
Extended Day/Year Instr - Furniture and Equipment - Inventoried	5350.110.461	Student Desks	20	\$ 30.00	\$ 600.00	Use in classrooms for students
				\$ -	\$ -	
				\$ -	\$ -	
				\$ -	\$ -	
				\$ -	\$ -	
				\$ -	\$ -	
		Total Budgeted Amount:			\$ 600.00	

FY Budget

Positions (Taxable-Contracted)

Contracted Services

Equipment and Furniture Summary

+

Ready

Budget Form 208 Information

- Template located in the “Required” *Related Documents* Section of the 21st CCLC Funding Application in the CCIP system
- Should include full annual grant award amount with a portion of funds proposed for regular school year and another portion for summer program operations (plan for funds from July 1, 2020 through September 30, 2021)
- Is submitted for review in conjunction with the funding application in CCIP; cannot be approved separately
- Budget should align with your approved grant proposal
- Indirect Cost Rate is 3.098%



Sample Budget Narrative Examples

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

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

The 21st CCLC Program Director will

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

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

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

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

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

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



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

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

4	6300.110.233	Employer's Unemployment Insurance	\$590.00
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Computation

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



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

Site 1: Program Site Sallie B Howard School (1004 Herring Avenue East, Wilson, NC 27893)

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

Site 2: Office/Professional Development/Parent Classes (900 Hines St W, Wilson, NC 27893)

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

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



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

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

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

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

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



25	5300.110.461	Furniture and Equipment (Inventoried)	\$3,270.00
-----------	---------------------	----------------------------------------------	-------------------

This budget is allocated for storage cabinets, \$650.00, and musical instruments for \$2,120.00.

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

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

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



31	6550.110.331	Pupil Transportation (Contract)	\$42,600.00
----	--------------	---------------------------------	-------------

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

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

12 of 13

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

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

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

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










Budget Considerations

- Personnel Restrictions
 - Cannot exceed 70% of total annual budget award amount (includes wages, fringe benefits, contracted personnel wages)
 - Waiver request required if Personnel costs exceed 70% with Program Administrator approval
 - Waiver approval considerations staff/student ratio, previous Average Daily Attendance (if appropriate)
- **If Organization does not pay a Facility site lease and utilities, then exempt from requesting a Waiver**



Waiver to Exceed 70% Cap

Optional Documents		
Type	Document Template	Document/Link
21st CCLC Evaluation by Internal or External Vendor (If applicable) - TEMPLATE NOT PROVIDED [Upload up to 1 document(s)]	N/A	
21st CCLC Partnership Agreement(s) - SAMPLE; TEMPLATE NOT PROVIDED [Upload up to 4 document(s)]	 21st CCLC Partnership Agreement (PDF - SAMPLE ONLY)	
21st CCLC Budget Amendment Request Form FPD 209 [Upload up to 10 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 1 document(s)]	 21st CCLC Asset Inventory	
21st CCLC Waiver Request (to exceed 70% cap) [Upload up to 1 document(s)]	 21st CCLC Waiver Request (to exceed 70% cap)	
21st CCLC Voluntary Reduction or Termination of Grant Award [Upload up to 1 document(s)]	 21st CCLC Voluntary Reduction or Termination of Grant Award	





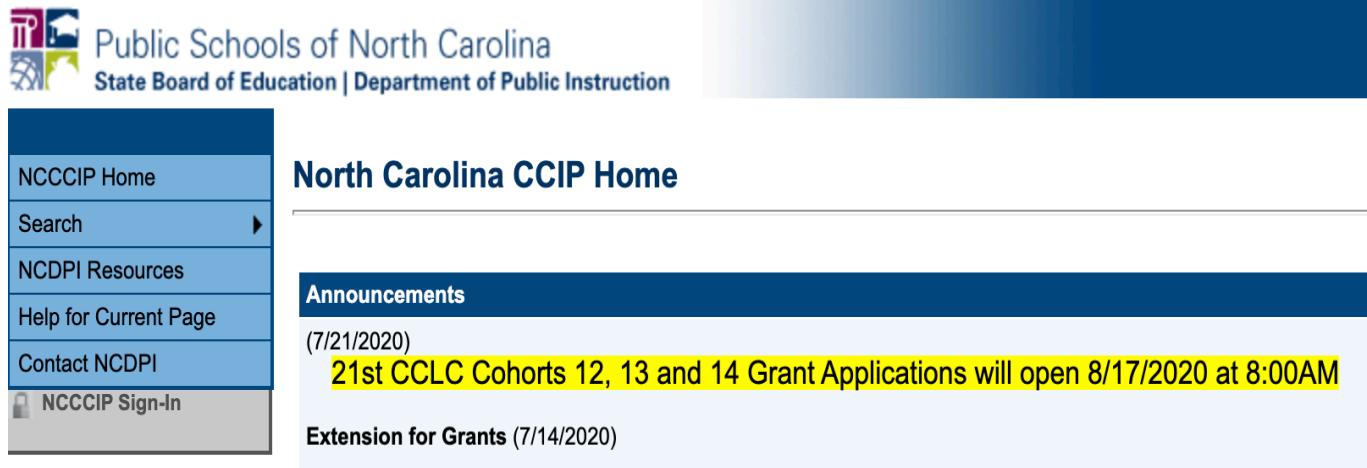
Public Schools of North Carolina

How to Submit Updated Related Documents & Overview of Allotment Process

Susan Brigman
Interim Assistant Director

CCIP Budget Submission

- CCIP Opens – **Monday, August 17, 2020**
- Completed Applications must be submitted by **Wednesday, September 30, 2020**



The screenshot shows the North Carolina CCIP Home page. At the top, the logo for Public Schools of North Carolina (State Board of Education | Department of Public Instruction) is displayed. Below the logo is a navigation menu with the following items: NCCCIP Home, Search, NCDPI Resources, Help for Current Page, Contact NCDPI, and NCCCIP Sign-In. The main content area is titled "North Carolina CCIP Home" and features an "Announcements" section. The first announcement, dated (7/21/2020), states: "21st CCLC Cohorts 12, 13 and 14 Grant Applications will open 8/17/2020 at 8:00AM". Below this, there is a section for "Extension for Grants (7/14/2020)".

Public Schools of North Carolina
State Board of Education | Department of Public Instruction

NCCCIP Home
Search
NCDPI Resources
Help for Current Page
Contact NCDPI
NCCCIP Sign-In

North Carolina CCIP Home

Announcements

(7/21/2020)
21st CCLC Cohorts 12, 13 and 14 Grant Applications will open 8/17/2020 at 8:00AM

Extension for Grants (7/14/2020)



CCIP: Changing Status on Sections Page

- When you have completed your Related Document updates (including your Budget 208) return to the Sections page
- At the top of the Sections page, you will, successively, click on (and confirm each)*
 - Revision Completed
 - LEA Fiscal Representative Approved
 - LEA Chief Administrator Approved
- Once at Chief Administrator Approved, your Program Administrator and NCDPI Division Leadership will then review and denote approval in the history log



Budget/Project Approval ➡ Allotment Allocation

- NCDPI Program Staff will document budget approval (in CCIP; NCDPI Program Administrator Approved/Division Administrator Approved)
- Organization is added to Allotment File for 1st installment of funds
- Official Grant Award Notification (GAN) letter is sent approving project and budget
- Although proposed budget on Form 208 is for full year, allotment installments distributed from NCDPI in thirds (34%, 34%, and 32%)
- Please note the period of availability is still “officially” July 1st, 2020 through September 30th 2021; should be reflected on Budget Form 208



Tentative 2020-21 Allotment Installments

- 1st installment drop (34% of funds)-Sept/October 2020
 - After Budget Form 208 approval in CCIP
- 2nd installment drop (34% of funds)-January 2021
 - After 50% Attendance Goal Met (Students must attend program 10 days before they can be counted towards attendance goal)
- 3rd installment drop (32% of funds)-April 2021
 - After 75% Attendance Goal Met (Students must attend program 10 days before they can be counted towards attendance goal)



Budget Amendment Form 209

21st CENTURY COMMUNITY LEARNING CENTER Form 209 - AMENDMENT REQUEST (Revised July 2020)						
Organization Name (enter in shaded cell below):	Unit Number	Cohort #	Project Period	Beginning		
				Ending		
				Yearly Budget		
Account Classification	Codes	Previously Approved Amount	Increases	Decreases	Revised Budget	Justification for Increase/Decrease
Alt Progs Supprt & Dev Svcs - Salary - Director and/or Supervisor	6300.110.113				\$0.00	
Alt Progs Supprt & Dev Svcs - Salary - Finance (e.g., Officer, bookkeeper, accountant)	6300.110.115				\$0.00	
Alt Progs Supprt & Dev Svcs - Salary - Office Support	6300.110.151				\$0.00	
Alt Progs Supprt & Dev Svcs - Longevity Pay	6300.110.184				\$0.00	
Transportation - Employer's Retirement - Regular	6550.110.221				\$0.00	
Transportation - Employer's Hospitalization Ins	6550.110.231				\$0.00	
Transportation - Employer's Workers' Compensation	6550.110.232				\$0.00	
Transportation - Employer's Unemployment Ins.	6550.110.233				\$0.00	
Transportation - Pupil Transportation - Contract	6550.110.331				\$0.00	
Transportation - Gas/Diesel Fuel	6550.110.423				\$0.00	
Audit Services - Contracted Services	6930.110.311				\$0.00	
	Total Budget	\$0.00	\$ -	\$ -	\$0.00	
Signature of Program Director:						
		Date				
Signature of Fiscal Agent						
		Date				
Chief Finance Officer (if applicable)						
		Date				



Programmatic Amendment Form



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

This form should be used to request a notable change in the program service delivery currently implemented to support the goals of the awarded 21st CCLC Grant proposal. This document should not be used to document minor program adjustments nor to request a budget amendment (budget amendment requests should be submitted via the Budget Form 209).

21 st CCLC Program Name:	Unit No:	Cohort:
Program Director:	Phone:	Requested change is for School Year <input type="checkbox"/>
E-mail address:	Fax:	Requested change is for Summer <input type="checkbox"/>

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

RATIONALE: Provide the rationale for the proposed changes to the implementation plan to support the goals or objectives of the approved 21st CCLC Grant application. Provide background information that will explain why the proposed change(s) are necessary.

IMPLICATIONS FOR OTHER PROGRAM ELEMENTS: Discuss the implications and challenges that might be associated with the proposed amendment as it relates to personnel, training, budget (may require separate Budget Amendment Form 209), or any other operational logistics as appropriate.

NOTE: To be processed, the *Programmatic Amendment Form* must include a handwritten signature by Fiscal Agent's Chief Administrator or Authorized Designee.

My signature below indicates that I have read and approved the proposed amendments to the awarded 21st CCLC Grant application for my organization.

(Fiscal Agent Organization Chief Administrator or Authorized Designee)

(Date)

(21st CCLC Program Director)

(Date)

This section to be completed by Federal Program Monitoring and Support Division personnel only.

Proposed program amendment is: ☐ APPROVED ☐ NOT APPROVED (See attached for more info)

(21st CCLC Program Administrator)

(Date)





Public Schools of North Carolina

Expenditure Reporting and Cash Application for Education Centers (ERaCA)

Anita Harris

Data Manager & Fiscal Monitor

Vendor Electronic Payment & Substitute W-9 Forms

- **Electronic Vendor Payment form and Substitute W-9 form** should be completed or revised for your Non-LEA organization to allow financial transactions within the ERaCA system.
- Please email both of these forms back to Tina.Letchworth@dpi.nc.gov and copy Ed.Stone@dpi.nc.gov for processing, identifying Electronic Vendor Form and your Cohort 14 Organization's name in the subject line.



Vendor Electronic Payment Form

Office of the State Controller Return to: OSC Support Services Center Address: 1410 Mail Service Center Raleigh, NC 27699-1410 Email: osc.support.services@osc.nc.gov Telephone: 919-707-0795		Vendor Electronic Payment Form <input type="checkbox"/> New Add Request <input type="checkbox"/> Change/Update Existing Account <input type="checkbox"/> Inactivate Existing Account *Denotes a required field
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

The State of North Carolina offers payees the opportunity to receive payments electronically through U.S. based banks. In addition to having the funds deposited electronically, you will also receive remittance information by e-mail.

We require you to submit a copy of a voided check, bank statement, or a bank authorization letter on bank letterhead signed by a bank representative for account verification.

*TAX ID # or SSN	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>		
*PAYEE NAME	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>		
*REMITTANCE ADDRESS (AS PRINTED ON YOUR INVOICE)	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>
	STREET	SUITE/ROOM #	
	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>
	CITY	STATE	ZIP CODE
*CONTACT	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>		
	NAME & TITLE		PHONE NUMBER

NEW FINANCIAL INFORMATION


*FINANCIAL INSTITUTION NAME:	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>		
*NAME ON ACCOUNT:	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>		
*NEW ROUTING NUMBER:	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>		
*NEW ACCOUNT NUMBER:	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>		
*ACCT TYPE:	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>
*REMIT E-MAIL ADDRESS	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>		

New add requests MUST include contact information for the state agency with which you are doing business.

*North Carolina Agency Name:	*North Carolina Agency Contact Name:
-------------------------------------	---------------------------------------------



Substitute W-9

REV 01/2019		NC Office of the State Controller (IRS Form W-9 will not be accepted in lieu of this form) *Denotes a Required Field		STATE OF NORTH CAROLINA SUBSTITUTE W-9 FORM Request for Taxpayer Identification Number			
Section 1 – Taxpayer Identification	*1. <input type="checkbox"/> Social Security Number (SSN), OR <input type="checkbox"/> Employer Identification Number (EIN), OR <input type="checkbox"/> Individual Taxpayer Identification Number (ITIN) *2.			Please select the appropriate Taxpayer Identification Number (EIN, SSN, or ITIN) type and enter your 9-digit ID number. The U.S. Taxpayer Identification Number is being requested per U.S. Tax Law. Failure to provide this information in a timely manner could prevent or delay payment to you or require The State of NC to withhold 24% for backup withholding tax.			
	(PRESS THE TAB KEY TO ENTER EACH NUMBER)						
	*4. Legal Name (as shown on your income tax return):			3. Dunn & Bradstreet Universal Numbering System (DUNS) (see instructions)			
	5. Business Name/DBA/Disregarded Entity Name , if different from Legal Name:			(PRESS THE TAB KEY TO ENTER EACH NUMBER)			
	Contact Information						
	*6. Legal Address (DO NOT TYPE OR WRITE IN THIS FIELD)			7. Remittance Address (Location specifically used for payment that is different from Legal Address, if applicable)			
	*Address Line 1:			Address Line 1:			
	Address Line 2:			Address Line 2:			
	*City *State *Zip (9 digit)			City State Zip (9 digit)			
	*County			County			
*8. Contact Name:							
*9. Phone Number:							
10. Fax Number:							
11. Email Address:							
*12. Entity Type <input type="checkbox"/> Individual/Sole Proprietor/Single-member LLC <input type="checkbox"/> C-Corporation <input type="checkbox"/> S-Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/Estate <input type="checkbox"/> Other _____ <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.			*13. Entity Classification <input type="checkbox"/> Medical Services <input type="checkbox"/> Legal/Attorney Services <input type="checkbox"/> NC Local Govt <input type="checkbox"/> Federal Govt <input type="checkbox"/> NC State Agency <input type="checkbox"/> Other Govt <input type="checkbox"/> Other (specify) _____		14. Exemptions (see instructions) Exempt payee code (if any): Exemption from FATCA reporting code (if any):		
Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service							



Logging Into ERaCA

ERaCA - Expenditure Reporting and Cash Application for Education Centers



1. Enter NCID username
2. Enter NCID Password
3. Click Login button

User Name

Password

If you have forgotten your username or password,
Please go to the NCID website, <https://ncid.nc.gov>, to retrieve/reset your login information.

This is a closed site. Access is restricted to authorized school and LEA personnel. If you have been assigned a username and password, enter them appropriately to proceed to the site.



All information entered into this system may be viewed by authorized personnel in your local school system and by the North Carolina Department of Public Instruction.



ERaCA Welcome Screen



ERaCA - Expenditure Reporting and
Cash Application for Education Centers

michael_ray Logout

Welcome

Expenditure Data Entry

Inquiry Submitted Data

Reports

Manage Permissions

Admin

PRC Unit Enable/Disable

Help

Home

Welcome
(DPI)

ERaCA System Welcome Screen

****The ERaCA system is a web-based application designed to automatically process expenditures and cash requests, for all Non-LEA units. The system will allow the non-units to view financial reports, previously submitted requests and see available balances online. The system eliminates the need for the manually entry process, which increases data integrity and ensures the timely processing of all submitted requests.

For additional system support, visit the NCDPI Financial and Business Services website by clicking this link:

<https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/education-centers-eraca>.

If you have any problems while using the ERaCA system, please contact the support center by submitting a ticket through the ServiceNow Portal at:

https://ncgov.service-now.com/sp_dpi or by calling 919.716.1840 M-F 7am-4pm

For additional support, regarding budget and financial information (i.e. program start date, budget amendments, budget approvals, available balance discrepancies, dollars per child, purchase requirements, etc...) contact your designated program consultant by clicking the following link:

<https://www.dpi.nc.gov/districts-schools/federal-program-monitoring/21st-century-community-learning-centers#21st-cclc-directory/>

If you have any questions regarding your request, please check the help screen first. If the answer to your question is not on the help screen, please send an email with ERaCA as the subject to systems_accounting@dpi.nc.gov and your question will be routed to the appropriate section, please include your Non-Unit number in the email.

Please make sure you review the following reports on a monthly basis:

JHA305 - Budget Balance Reconciliation Report

JHA314EG - Cash Balance Report (both Month-to-date and Year-to-date sections)

NOTE:

DPI processes expenditures each weekday at 3:00 PM except for holidays. All request submitted after 3:00 PM will be processed the following day.

You cannot submit another request for the same PRC until your first request has been processed.

PLEASE NOTE:

- All information entered / viewed using this system may be viewed by NCDPI and authorized personnel in your local school system.
- DO NOT share your user id or password with anyone.
- Make sure you log out of the application completely when your computer is unattended or when you have finished using the system.



Public Schools of North Carolina

Entering Expenditures

Click on the Expenditure Tab



Home > Expenditure/Cash Request Data Entry

Welcome Expenditure Data Entry Inquiry Submitted Data Reports Manage Permissions Admin PRC Unit Enable/Disable Help

Federal Programs
Expenditure/Cash Request Data Entry Screen
Date : 10/26/2017

Fiscal Year : 2018
Unit Number : 996-NC Dept of Corrections
Program Report Code : 047 - Delinquent Youth in State Agency Facilities Fund : Federal
List All Accounts : ☐ Yes ☒ No (Only Submitted Accounts)

Account Description	Account Code	Expenditure
Remedial & Suppl K-12 - Contracted Services	5330-047-311	
Remedial & Suppl K-12 - Employer's Hospitalization Ins	5330-047-231	
Remedial & Suppl K-12 - Employer's Retirement - Regular	5330-047-221	
Remedial & Suppl K-12 - Employer's Soc Sec - Regular	5330-047-211	
Remedial & Suppl K-12 - Salary - Teacher	5330-047-121	

row(s) 1 - 5 of 5
Cancel Save

Expenditure Total for Program : 047 Total : \$0.00
ATS Amount : \$364,375.14

Request Cash ☒ Yes ☐ No Cash Request Amount : \$0.00
ATD Amount : \$364,375.14

Note: DPI processes expenditures each weekday at 3:00 PM except for holidays. All requests submitted after 3:00 PM will be processed the following day. You cannot submit another request for the same PRC until your first request has been processed.

PRC 110

1. Click on the drop down box and select the appropriate Program Report Code associated with expenditure.
2. Enter the dollar amount of the expenditure.
3. After entering the expenditures, click the save button.
4. You may not enter an amount greater than your ATS or ATD amount.



Submitting Expenditures

Click on the Expenditure Tab

Home > Expenditure/Cash Request Data Entry

Welcome | **Expenditure Data Entry** | Inquiry Submitted Data | Reports | Help

Data Updated/Saved Successfully! X

Federal Programs
Expenditure/Cash Request Data Entry Screen
Date : 05/14/2010

Unit Number : 201-Office of Juvenile Justice
Fiscal Year : 2010
Program Report Code : 044 - IDEA VI-B Capacity Building and Improvement

Submit

Account Description	Account Code	Expenditure
EC - Salary - Tutor	5210-044-143	\$500.65
EC - Employer's Life Insurance Cost	5210-044-235	\$25.98
EC - Workshop Exp/Allowable Travel	5210-044-312	\$100.00
EC - Travel Reimbursement	5210-044-332	\$46.57
EC - Supplies and Materials	5210-044-411	\$98.65

row(s) 1 - 5 of 5

Add COA Accounts Cancel Save

Expenditure Total for Program : 044 Total : \$771.85
ATS Amount : \$4,456.42

Request Cash ☒ Yes ☐ No Cash Request Amount : \$771.85
ATD Amount : \$4,456.42

Note: DPI processes expenditures each weekday at 3:00 PM except for holidays. All requests submitted after 3:00 PM will be processed the following day. You cannot submit another request for the same PRC until your first request has been processed.

1
After "saving" the data, you should see the following message.

2
The "submit" tab will become active, only after you have "saved" the expenditure data.

4
You must click the "submit" button to send the Expenditure and Cash Request to DPI.

3
Please verify all expenditure and cash request information is correct before clicking "submit"

1. After saving the data you will get the following message: **Data Update Saved Successfully**
2. The **submit** tab will only become active after the data have been saved.
3. Verify all expenditures and cash request is correct before clicking submit.
4. Click the submit button to send the expenditure and cash request to DPI.



Confirming Expenditures

Home > Expenditure/Cash Request Data Entry > Submit Expenditure Confirmation

Welcome Expenditure Data Entry Inquiry Submitted Data Reports Help

STOP! You will not be able to make any changes to this request if you click "YES".

Are you sure you want to submit the following expenditures and cash request?

1

Federal Programs

Expenditure/Cash Request Data Entry Screen

Date : 05/14/2010

Unit Number : 201
Fiscal Year : 2010
Program Request Code : 044

Account Description	Account Code	Expenditure
EC - Salary - Tutor	5210-044-143	\$500.65
EC - Employer's Life Insurance Cost	5210-044-235	\$25.98
EC - Workshop Exp/Allowable Travel	5210-044-312	\$100.00
EC - Travel Reimbursement	5210-044-332	\$46.57
EC - Supplies and Materials	5210-044-411	\$98.65

row(s) 1 - 5 of 5

Expenditure Total for Program : 044 Total : \$771.85
ATS Amount : \$4,456.42

Request Cash : Y Cash Request Amount : \$771.85
ATD Amount \$4,456.42

2

Transmissions will only be processed once a month for each program report code (PRC)!

This is the screen you will see after clicking the "submit" button. Please read it carefully!

1. Please read carefully
2. Verify all information is correct. If changes need to be made, select **"No, Don't Submit."** You will be given the opportunity to make corrections. If everything is correct, click **"Yes, Submit..."** and the request will be sent to DPI.

You must verify that all the information is correct. If changes need to be made, select "No, Don't Submit"...you will then be given the opportunity to make corrections. If everything is correct, click "Yes, Submit..." and the request will be sent to DPI.



Correcting Expenditures

Home > Expenditure/Cash Request Data Entry

Welcome Expenditure Data Entry Inquiry Submitted Data Reports Help

Federal Programs

Expenditure/Cash Request Data Entry Screen

Date : 05/14/2010

Unit Number : 201-Office of Juvenile Justice

Fiscal Year : 2010

Program Report Code : 044 - IDEA VI-B Capacity Building and Improvement

Submit

Account Description	Account Code	Expenditure
EC - Salary - Tutor	5210-044-143	\$500.65
EC - Employer's Life Insurance Cost	5210-044-235	\$25.98
EC - Workshop Exp/Allowable Travel	5210-044-312	\$100.00
EC - Travel Reimbursement	5210-044-332	\$46.57
EC - Supplies and Materials	5210-044-411	\$98.65

row(s) 1 - 5 of 5

Add COA Accounts Cancel Save

Expenditure Total for Program : 044 Total : \$771.85

ATS Amount : \$4,456.42

Request Cash ☒ Yes ☐ No Cash Request Amount : \$771.85

ATD Amount : \$4,456.42

Note: DPI processes expenditures each weekday at 3:00 PM except for holidays. All requests submitted after 3:00 PM will be processed the following day. You cannot submit another request for the same PRC until your first request has been processed.

1. If you select, **“No, Don’t Submit”**, you will be brought back to this screen to make changes.
2. You must select **“save”** after making changes before you can **“submit”** updated data



Confirming Data Successfully Submitted

Home > Expenditure/Cash Request Data Entry

Welcome Expenditure Data Entry Inquiry Submitted Data Reports Help

Submitted data successfully!

Federal Programs

Expenditure/Cash Request Data Entry Screen

Date : 05/14/2010

Unit Number : 201-Office of Juvenile Justice

Fiscal Year : 2010

Program Report Code : 044 - IDEA VI-B Capacity Building and Improvement

Account Description	Account Code	Expenditure
EC - Salary - Tutor	5210-044-143	\$500.65
EC - Employer's Life Insurance Cost	5210-044-235	\$25.98
EC - Workshop Exp/Allowable Travel	5210-044-312	\$100.00
EC - Travel Reimbursement	5210-044-332	\$46.57
EC - Supplies and Materials	5210-044-411	\$98.65

row(s) 1 - 5 of 5

Cancel

Expenditure Total for Program : 044 Total : \$771.85

ATS Amount : \$4,456.42

Request Cash ☒ Yes ☐ No Cash Request Amount : \$771.85

ATD Amount : \$4,456.42

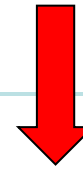
Note: DPI processes expenditures each weekday at 3:00 PM except for holidays. All requests submitted after 3:00 PM will be processed the following day. You cannot submit another request for the same PRC until your first request has been processed.

1. After selecting “Yes, Submit...”, you will see this message

2. **Reminder:** DPI processes expenditures each weekday at 3:00 PM except for holidays. All requests submitted after 3:00 PM will be processed the following day. You cannot submit another request for the same PRC until your first request has been processed.



Inquiry Submitted Tab



Click on the Inquiry Submitted Tab

Home > Inquiry Submitted Data

Welcome Expenditure Data Entry **Inquiry Submitted Data** Reports Manage Permissions Admin PRC Unit Enable/Disable Help

Federal Programs

Expenditure/Cash Request Data Inquiry Screen

Fiscal Year: 2010
 Calendar Month: June
 Submitted Date: 06/08/2010
 Unit Number: 217 - N C Dept of Corrections
 Program Report Code: 050 - ESEA Title 1 - LEA Basic Program (Transferability In Only) Fund: Federal
 Submitted Time: 11:55 am
 Submitted Status: P

Account Description	Account Code	Expenditure
Remedial & Suppl K-12 - Salary - Teacher	5330-050-121	\$23,915.84
Remedial & Suppl K-12 - Employer's Soc Sec - Regular	5330-050-211	\$1,755.49
Remedial & Suppl K-12 - Employer's Retirement - Regular	5330-050-221	\$2,083.90
Remedial & Suppl K-12 - Employer's Hospitalization Ins	5330-050-231	\$1,886.10
Remedial & Suppl K-12 - Workshop Exp/Allowable Travel	5330-050-312	\$380.58
Remedial & Suppl K-12 - Supplies and Materials	5330-050-411	\$3,341.39
Remedial & Suppl K-12 - Computer Software and Supplies	5330-050-418	\$769.45
Remedial & Suppl K-12 - Equipment Purchase - Capitalized	5330-050-541	\$2,310.76

row(s) 1 - 8 of 8

Expenditure Total for Program : 050 Total : \$36,443.51
 ATS_Amount : \$69,031.02

Request Cash ☐ Yes ☒ No Cash Request Amount : \$0.00
 ATD Amount : \$69,031.02 Fund Requirement Date :

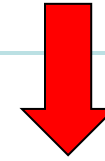
Cash Request is **Approved**
 Amount : \$36,443.51

1. Change the calendar month to the month you would like to view
2. If you have submitted multiple PRC's, use the drop-down box to see what was submitted in each PRC
3. Note your ATS and ATD amounts will NOT change until after your cash request has been processed.
4. The Fund Requirement Date will not be populated until DPI process your request. Once DPI processes the request, the Fund Requirement Date will show.

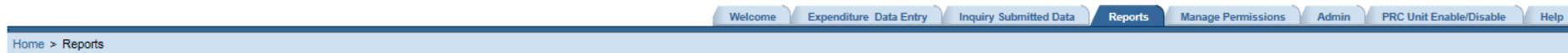
Funds are deposited *typically* 7-10 business days after Submission



Accessing Reports



Click on the
Reports Tab



List of Reports

- Cash Request Report By FRD Date
- Cash Request Report By Unit Number
- Federal Expenditures Report - JHA305EG
- Federal Cash Balance Report - JHA314EG
- State Funds Available Report - JHA372EG

Click on a link to see a detailed report for your unit



Accessing Reports

Home > Reports > Cash Request Report By Unit Number

Fiscal Year: 2020
Cash Requests by Unit Number: B57 The Dream Center

Go Rows 50 Actions

PRC #

PRC # : 110

LEA #	Fund Code	Frd Date	Cash Request Amount	Submitted Date
	Federal	24-JUL-19	\$12,034.31	07/18/2019
	Federal	09-AUG-19	\$29,630.04	08/04/2019
	Federal	28-AUG-19	\$16,801.47	08/21/2019
	Federal	27-SEP-19	\$20,643.37	09/23/2019
	Federal	14-NOV-19	\$20,390.57	11/07/2019
	Federal	09-DEC-19	\$19,209.91	12/03/2019
	Federal	31-DEC-19	\$9,095.41	12/19/2019
	Federal	16-JAN-20	\$12,139.69	01/09/2020
	Federal	11-FEB-20	\$11,235.19	02/04/2020
	Federal	26-FEB-20	\$17,139.35	02/20/2020
	Federal	24-MAR-20	\$19,517.60	03/18/2020
	Federal	09-APR-20	\$5,123.54	04/02/2020
	Federal	27-APR-20	\$9,406.52	04/20/2020
	Federal	07-MAY-20	\$9,133.83	04/29/2020
	Federal	20-MAY-20	\$10,649.48	05/14/2020
	Federal	08-JUN-20	\$12,857.44	06/02/2020
	Federal	17-JUN-20	\$11,238.60	06/11/2020
			\$246,246.32	

1 - 17 of 17

Sample Cash Request Report By Unit Number



Accessing Reports

Sample Federal Expenditures Report

Home > Reports > Report Selection > Report Display

N.C. DEPT OF PUBLIC INSTRUCTION			FEDERAL PROGRAMS			PROG: JHA305EG	
DATE RUN: 12/13/19			BUDGET BALANCE RECONCILIATION REPORT			REPORT: R01	
TIME RUN: 16:04:11			FOR NOVEMBER , 2019			PAGE: 162	
UNIT NUMBER	011 JIMMY ROBERTS CO-OP DEV CORP				PROGRAM REPORT CODE	110 21ST CENTURY COMMUNITY	
	Y-T-D	TRANS	TRANS VOUCHER	SOURCE	Y-T-D	BUDGET	
ACCOUNT CODE	BUDGET	AMOUNT	TYPE NUMBER	CODE	EXPENDITURES	BALANCE	
5350-113	\$.00	\$5,605.25		FN02000001	\$20,628.75	(\$20,628.75)	
5350-196	\$.00	\$.00			\$771.87	(\$771.87)	
5350-198	\$.00	\$13,436.63		FN02000002	\$59,783.37	(\$59,783.37)	
5350-211	\$.00	\$1,309.28		FN02000003	\$5,736.82	(\$5,736.82)	
5350-232	\$.00	\$4,207.56		FN02000004	\$4,207.56	(\$4,207.56)	
5350-311	\$.00	\$386.00		FN02000005	\$2,095.00	(\$2,095.00)	
5350-327	\$.00	\$2,000.00		FN02000006	\$4,000.00	(\$4,000.00)	
5350-333	\$.00	\$.00			\$6,240.53	(\$6,240.53)	
5350-411	\$.00	\$1,175.90		FN02000007	\$3,093.86	(\$3,093.86)	
5880-131	\$.00	\$3,240.50		FN02000008	\$12,971.50	(\$12,971.50)	
5880-211	\$.00	\$247.90		FN02000009	\$992.33	(\$992.33)	
6300-113	\$.00	\$4,048.00		FN02000010	\$13,305.50	(\$13,305.50)	
6300-211	\$.00	\$309.67		FN02000011	\$1,017.87	(\$1,017.87)	
6300-311	\$.00	\$200.00		FN02000012	\$800.00	(\$800.00)	
6550-311	\$.00	\$24.60		FN02000013	\$2,840.76	(\$2,840.76)	
6550-331	\$.00	\$.00			\$1,476.59	(\$1,476.59)	
8100-392	\$.00	\$1,036.47		FN02000014	\$1,036.47	(\$1,036.47)	
8200-399	\$239,771.02	\$.00		BA03000888	\$.00	\$239,771.02	
	=====	=====			=====	=====	
PRC TOTALS:	\$239,771.02	\$37,227.76			\$140,998.78	\$98,772.24	
UNIT TOTALS:	\$239,771.02	\$37,227.76			\$140,998.78	\$98,772.24	

Accessing Reports

Sample Federal Cash Balance Report

Home > Reports > Report Selection > Report Display

N.C. DEPT OF PUBLIC INSTRUCTION

DATE RUN: 07/15/20

TIME RUN: 16:04:34

UNIT NUMBER

FEDERAL PROGRAMS

CASH BALANCE REPORT -- MTD BY LEA

AS OF 06292020

PROG: JHA314EG

REPORT: R03

PAGE: 158

PRC	PROGRAM DESCRIPTION	UNIT BEGINNING CASH BALANCE	MTD*** CERTIFICATIONS	NET MTD** EXPENDITURES	UNIT ENDING CASH BALANCE	ERROR FLAG*
110	21ST CENTURY COMMUNITY LEARNIN	.00	47,869.90	47,869.90	.00	
=====						
UNIT TOTALS:		.00	47,869.90	47,869.90	.00	
=====						

REMAINING
CASH AVAILABLE
TO REQUEST

122,014.05

* - IN ERROR FLAG COLUMN INDICATES THAT CALCULATED CASH BALANCE IS NOT EQUAL TO THE CASH ADVANCE BALANCE.

**NOTE: MTD EXPENDITURES ON THIS REPORT REFLECT ACTUAL CASH ACTIVITY. THE ACCRUAL REVERSAL ENTRIES ARE IGNORED.
ACCRUAL FIGURES, IN AN EFFORT TO REFLECT CASH ACTIVITY.

*** CERTIFICATIONS INCLUDE REFUNDS FOR PRIOR YEAR OVERSPENT PROJECTS.





ERaCA - Expenditure Reporting and Cash Application for Education Centers

Help

Common Issues in ERaCA. Click the "+" sign to expand for solution.

- ▶ 1. I cannot access ERaCA
- ▶ 2. How to request NCID
- ▶ 3. I forgot my username and password
- ▶ 4. I have not received my funds
- ▶ 5. I cannot request my funds
- ▶ 6. I do not see my funds
- ▶ 7. I submitted my request and realized I made a mistake
- ▶ Contacts

Display/Print/Download the ERaCA's help document. It will take a while!

Documentation Required for Reimbursement

- NCDPI is requiring all Non-LEAs to submit for reimbursement in the ERaCA system at least once monthly after program starts
- ERaCA Reconciliation Cover Sheet
 - Dated, Signed by Chief Admin/Fiscal Agent
 - Do not combine Cohorts
- Expenditures/Cash Request Data Inquiry Screen
 - Documentation should follow order of the printout



ERaCA Reconciliation Cover Sheet

ERaCA Reconciliation Cover Sheet (Rev. July 8, 2020)

ORGANIZATION NAME	
UNIT NUMBER	
COHORT NUMBER	<input type="checkbox"/> Cohort 12 (Year 4-Carryover Only) <input type="checkbox"/> Cohort 13 (Year 3) <input type="checkbox"/> Cohort 14 (New) <i>Please keep submissions separate (one at a time)</i>
AMOUNT REQUESTED	
ERaCA SUBMISSION DATE	


I attest that the organization is submitting accurate and complete information for this reimbursement request.	
Signature of Fiscal Agent Organization Chief Administrator for the Non-LEA as Listed in the Basic Program Information Form	Date

Send Documentation to RICHARD.TRANTHAM@DPI.NC.GOV

*Documentation must be received within 10 business days of the ERaCA submission to avoid disablement of 21st CCLC funds.



Expenditure/Cash Request Data Inquiry


ERaCA - Expenditure Reporting and Cash Application for Education Centers
anita_jh@ncps.org Logout

[Welcome](#)
[Inquiry Submitted Data](#)
[Reports](#)
[PRG Unit Enable/Disable](#)
[Help](#)

Home > Inquiry Submitted Data

Federal Programs

Expenditure/Cash Request Data Inquiry Screen

Fiscal Year: 2020
Calendar Month: March
Submitted Date: 03/02/2020
Unit Number:
Program Report Code: 110 - Title IV - 21st Century Community Learning Ctr Fund: Federal
Submitted Time: 07:17 pm
Submitted Status: P

Account Description	Account Code	Expenditure
Extended Day/Year Instr - Tutorial Pay	5350-110-198	\$4,996.50
Extended Day/Year Instr - Employee's Soc Sec - Regular	5350-110-211	\$415.56
Extended Day/Year Instr - Advertising Cost	5350-110-313	\$203.88
Extended Day/Year Instr - Travel Reimbursement	5350-110-332	\$3,259.77
Alternative Progs Support & Dev - Salary - Director and/or Super	6300-110-113	\$875.00
Alternative Progs Support & Dev - Employer's Soc Sec - Regular	6300-110-211	\$33.80
Alternative Progs Support & De - Contracted Services	6300-110-311	\$81.45

row(s) 1 - 7 of 7

Expenditure Total for Program: 110 Total: \$9,869.96
ATS_Amount: \$63,714.56

Request Cash ☒ Yes ☐ No Cash Request Amount: \$9,869.96
ATD Amount: \$70,712.21 Fund Requirement Date: 03/09/2020

Cash Request is Approved
Amount: \$9,869.96



Documentation Required for Reimbursement

- Payroll
- Timesheets (signed, dated, showing work activities, attestation, account codes)
- Receipts (dates, account codes, management approval)
- Invoices (should match approved uploaded contracts)
- Account ledgers (reconciliation worksheet corresponding to submitted request)



Sample Documentation

21st CENTURY COMMUNITY LEARNING CENTERS Actual Expenditures February 15 - 29, 2020						
Organization Name (enter in shaded cell below)		Unit Number				Cohort Number
						12
Project Period		Beginning	07/01/19			
		End	09/30/20			
Expenditure Categories	Codes	Date Act Exp	Date Paid	Date Eraca Sub	Actuals	Comments
Alt Progs Support & Dev Svcs - Salary - Director and/or Supervisor	6300.110.113	2/16 - 2/29	2/29/2019	3/2/2020	\$875.00	
Alt Progs Support & Dev Svcs - Employer's Soc Sec - Regular	6300.110.211	2/16 - 2/29	2/29/2019	3/2/2020	\$33.80	
Alternative Progs Support & Dev Services- Contracted Services (if working in administrative capacity)	6300.110.311	2/16 - 2/29	2/29/2019	3/2/2020	\$83.45	Payroll Processing Fee
Note Administrative costs are limited to 12% of the yearly budget; all codes above this line are considered administrative in function.						
	Total				\$992.25	
Extended Day/Year Instr - Tutorial Pay	5350.110.198	2/16 - 2/29	2/29/2019	3/2/2020	\$4,998.50	
Extended Day/Year Instr - Overtime Pay	5350.110.199	2/16 - 2/29	2/29/2019	3/2/2020	\$0.00	
Extended Day/Year Instr - Employer's Soc Sec - Regular	5350.110.211	2/16 - 2/29	2/29/2019	3/2/2020	\$415.56	
Extended Day/Year Instr - Advertising Cost	5350.110.313			3/2/2020	\$203.88	Website Hosting
Extended Day/Year Instr - Travel Reimbursement	5350.110.332	2/16 - 2/29	2/29/2019	3/2/2020	\$3,259.77	Beyond Conference, ATL
					\$9,869.96	

Extended Day/Year Instr - Tutorial Pay	5350-110-198	\$5,630.77	5350-110-198	5350-110-211	5350-110-311	5350-110-312
Extended Day/Year Instr - Employer's Soc Sec - Regular	5350-110-211	\$ 430.46	payroll1	payment1	invoice1	receipt1
Extended Day/Year Instr - Contracted Services	5350-110-311	\$ 380.00	payroll2	payment2	invoice2	receipt2
Extended Day/Year Instr - Workshop Exp/Allowable Travel	5350-110-312	\$ 467.59	payroll3	payment3	invoice3	receipt3
			payroll4	payment4	invoice4	receipt4
			etc	etc	etc	etc

Must provide Proof of Payment (POP) - cancelled checks (front/back), bank statements, credit card statements. All documentation should be reviewed and initialed by the Program Director/Management-level personnel.

224/2920 My Account | Manage your Billing

GoDaddy
CONTACT US 24/7 480-505-8677

Receipt

DATE:
Dec 31, 2019, 10:52 AM

CUSTOMER #:

BILL TO:

PAYMENT:

Previous Balance \$224.87

Received Payment (\$224.87)

Balance Due (USD) \$0.00

Term	Product	Amount
1 mo	Ultimate Hosting Secure Linux Renewal	\$20.87
1 yr	* Ultimate Linux Hosting with cPanel Renewal	\$203.88
1 mo	Premium Cash Parking Renewal	\$0.11
	Total (USD)	\$224.87


REFERENCE

pd check 1224



►

Staff Name: _____ Site: _____ Month: _____ Year: _____



Sample Timesheet Continued

Community Kids Staff Timesheet

GRAND TOTAL (MONTHLY): _____

I, _____, certify that I spent 100% of my time on the 21st CCLC attendance percentage for the month of _____, 2020, on 21st Century Activities.

Staff Signature

Date

I have reviewed all entries on this timesheet and approve that this staff member has spend 100% of their 21st CCLC attendance time for the month of _____, 2020, on 21st Century Activities.

Director Signature

Date



Documentation: Invoice Example

Company Name

[Street Address]
[City, ST ZIP]
Phone: [000-000-0000]
Fax: [000-000-0000]
Website: somedomain.com

INVOICE

DATE	12/9/2019
INVOICE #	[123456]
CUSTOMER ID	[123]
DUE DATE	1/8/2020

BILL TO

[Name]
[Company Name]
[Street Address]
[City, ST ZIP]
[Phone]

DESCRIPTION	TAXED	AMOUNT
[Service Fee]		230.00
[Labor: 5 hours at \$75/hr]		375.00
[Parts]	X	345.00

OTHER COMMENTS

1. Total payment due in 30 days
2. Please include the invoice number on your check

Subtotal	950.00
Taxable	345.00
Tax rate	6.250%
Tax due	21.56
Other	-
TOTAL	\$ 971.56

Make all checks payable to
[Your Company Name]

If you have any questions about this invoice, please contact
[Name, Phone #, E-mail]

Thank You For Your Business!





Public Schools of North Carolina

Fiscal Monitoring

Anita Harris

Data Manager & Fiscal Monitor

21st CCLC Fiscal Monitoring 2020-21 Cycle

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

21st CCLC Fiscal Monitoring 2020-21 Cycle

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

What entities are to be reviewed in the 2020-21 cycle year?

- School Districts
- Charter Schools
- Community - Based Organizations
- Faith - Based Organizations
- Colleges and/or Universities
- Any organization that received 21st CCLC funding in 2020-21

Monitoring Schedule for 21st CCLC Programs

- For each organization's three-year grant cycle, monitoring is conducted as follows:
 - Year 1 – Program Quality Reviews and Fiscal Desk Reviews
 - Year 2 – Comprehensive Program Monitoring Reviews and Fiscal Monitoring Reviews
 - Year 3 – CPMRs, FMRs, PQRs, and/or FDRs based on a risk assessment



Fiscal Desk Review Process

- During the 2020-2021 grant year, all Cohort 14 grantees will receive a fiscal desk review
- Each program will be notified via email and will be required to provide documentation to support at least one of their submissions in the ERaCA system
- If there are questions regarding expenses, the grantee will have the opportunity to provide further documentation prior to any request for funds to be returned to NCDPI



Fiscal Review Process

- All communication related to the desk review will take place through email until the ERaCA submission has been reconciled by the NCDPI Fiscal Monitor
- Below, are some of the required documents that will be reviewed to reconcile the grantee's ERaCA submission
 - Payroll
 - Timesheets (signed, dated, showing work activities, attestation, account codes)
 - Receipts (dates, account codes, management approval)
 - Invoices (should match approved uploaded contracts)
 - Account ledgers (reconciliation worksheet corresponding to submitted request)



21st CCLC Written Fiscal Procedures

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



21st CCLC Written Fiscal Procedures

- Written Procedures/Internal Controls should address the following:
 - Effective control and accountability of funds
 - Transactions must be properly recorded & supported with proper documentation
 - Subgrantees must maintain certified time & effort documentation



21st CCLC Written Fiscal Procedures

- Cash management processes
 - Written procedures for ERaCA submissions
- Allowability of Funds
- Conflict of Interest
- Bid & Procurement Process
- Travel
- Segregation of Duties





Public Schools of North Carolina

Grant Guidance Document



Public Schools of North Carolina

Questions?

Thank you for all of your efforts for 21st CCLC in North Carolina!

Please contact us if we can assist you in anyway!

- Melissa Eddy/North Central Melissa.Eddy@dpi.nc.gov
- Tammorah Mathis/Piedmont-Triad/Southwest (Western) Tammorah.Mathis@dpi.nc.gov
- Tara Powe/Sandhills/Southeast Tara.Powe@dpi.nc.gov
- Jennifer Smith/Northeast (Northwest) Jennifer.Smith@dpi.nc.gov
- *New Program Administrator/Northwest/Western
- Anita Harris/Data Manager & Fiscal Monitor Anita.Harris@dpi.nc.gov
- Katrina Blount/Fiscal Monitor Katrina.Blount@dpi.nc.gov
- Dr. LaTricia Townsend/Director of FPM&S LaTricia.Townsend@dpi.nc.gov
- Susan Brigman/Interim Asst. Director of FPM&S Susan.Brigman@dpi.nc.gov
- Tina Letchworth/Interim Section Chief Tina.Letchworth@dpi.nc.gov
- Richard Trantham/Administrative Assistant Richard.Trantham@dpi.nc.gov
- Melba Strickland/Administrative Assistant Melba.Strickland@dpi.nc.gov

