



Public Schools of North Carolina

# **21<sup>st</sup> CCLC Statewide Meeting Cohort 14 Onboarding July 28, 2020**

**Federal Program Monitoring & Support Division**

# Today's Agenda:

- Welcome & Introductions
- 2020-2021 Cohort 14 Competition Overview
- 21<sup>st</sup> CCLC Overview
- Fiscal Roles/Responsibilities
- Federal Policy and Fiscal Responsibilities
- CCIP
- 21DC
- Private School Consultation
- 21<sup>st</sup> CCLC Allotment Process



# Today's Agenda:

- LEA Breakout-Next Steps
  - Budget Form 208/Narrative
  - BAAS
  - Fiscal Procedures & Monitoring
- Non-LEA Breakout-Next Steps
  - Budget Form 208/Narrative
  - ERaCA
  - Reimbursement Process
  - Fiscal Procedures & Monitoring
  - Vendor Electronic Payment Form





Public Schools of North Carolina

# Welcome & Introductions from NCDPI

Dr. LaTricia Townsend, Director

Susan Brigman, Interim Assistant Director

Tina Letchworth, Interim Section Chief

*Federal Program Monitoring & Support*





# NCDPI 21<sup>st</sup> CCLC Staff

## Leadership Team

**Dr. LaTricia Townsend, Director**  
**Susan Brigman, Interim Asst. Director**  
**Tina Letchworth, Interim Section Chief**

## Program Administrators

**Tammorah Mathis**

**Tara Powe**

**Jennifer Smith**

**Melissa Eddy**

**\*Nakisha Floyd**

## Fiscal Monitor

**Katrina Blount**

**Vacant Position**

**Vacant Position**

## Fiscal Monitor/Data Manager

**Anita Harris**

## Fiscal Monitor/Investigator

**Vacant Position**

## Administrative Assistants

**Richard Trantham**

**Melba Strickland**





Public Schools of North Carolina

# 21<sup>st</sup> CCLC Cohort 14 Competition Overview

Tina Letchworth, Interim Section Chief

*Federal Program Monitoring & Support*

# Purpose of the 21<sup>st</sup> CCLC Grant

To provide federal funds to establish or expand community learning centers that operate during out-of-school hours with three specific purposes.



# Funding Source

Authorized under Title IV, Part B, of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act of 2015



# Eligibility for 21<sup>st</sup> CCLC

- Local Educational Agencies (LEA);
- Community-Based Organizations;
- City or County Government Agencies;
- Faith-Based Organizations;
- Institutions of Higher Education (IHE);
- and
- Non-Profit & For-Profit Corporations.



# Grant Competition Timeline

- January 2020 – Request for Proposal Announcement
- Jan. – Feb. 2020 – Four Regional Technical Assistance Mtgs
- February 10, 2020 – Technical Assistance Webinar
- February 21, 2020 – Notice of Intent to Apply Due
- February 2020 – CCIP Training(s)
- March 30, 2020 – Applications Due 11:59PM EDT
- April 24, 2020 New Deadline due to COVID-19 at 11:59PM EDT
- April- May 2020 – Level I & II Reviews
- June 4, 2020 – SBE Meeting for Review and Approval of Recommended Applications; Notification to follow in days after SBE meeting
- June – July – Applicant Consultations



# Regional Distribution of Applications

<u>Region</u>	<u>Number of Applications</u>
North Central	30
Northeast	21
Northwest	7
Piedmont - Triad	16
Sandhills	18
Southeast	20
Southwest	28
Western	8
Total Applicants	148



# Regional Distribution of Recommended Applications

<u>Region</u>	<u>Recommended Applications</u>
North Central	12
Northeast	1
Northwest	2
Piedmont - Triad	7
Sandhills	6
Southeast	5
Southwest	6
Western	6
<u>Total Recommended Applications</u>	45





# Number of Submitted Applications to Number Recommended by Applicant Type

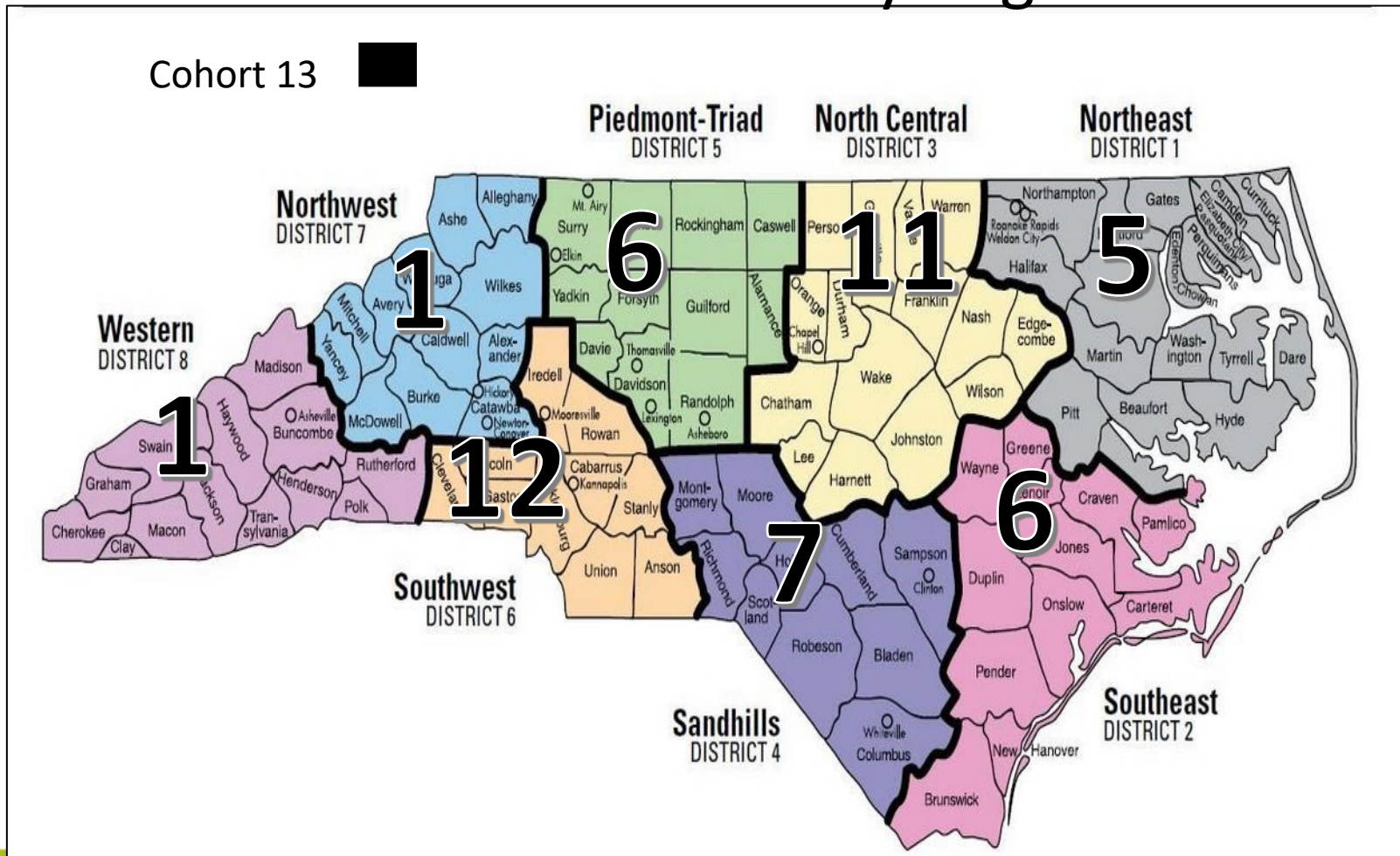
Type Organization	# Submitted	# Recommended	Percent Recommended
LEA	51	13	25%
Non-Profit	62	24	39%
For Profit	11	2	18%
Faith-Based Org	12	1	8%
Community-Based Org	7	2	29%
City or County Government	1	1	100%
IHE	4	2	50%



# 21<sup>st</sup> CCLC

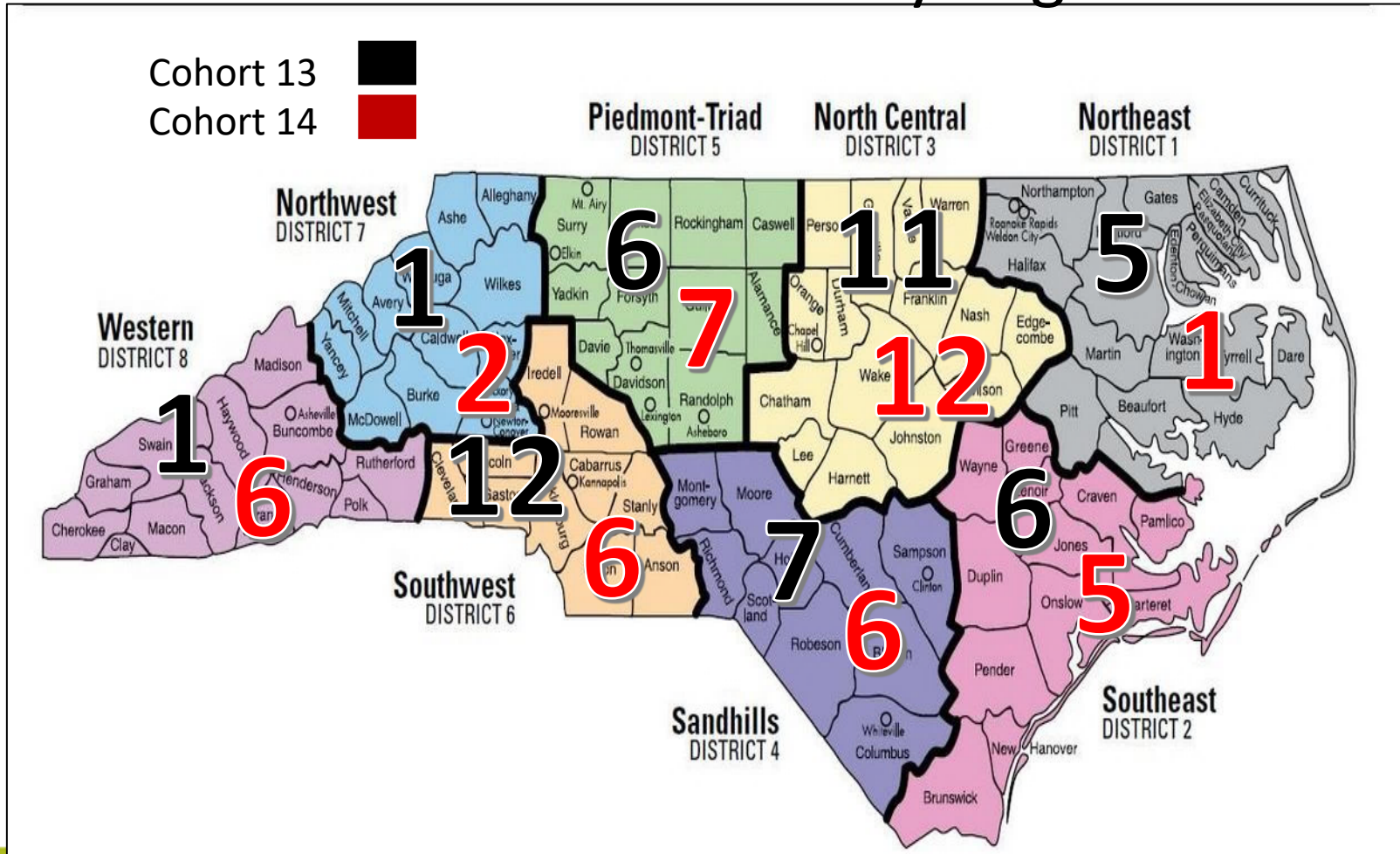
## Cohort 13 Grantees (49)

### LEA & Non-LEA by Region



# 21<sup>st</sup> CCLC

## Cohort 13 (49) and Cohort 14 (45) Grantees LEA and Non-LEA by Region





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# 21<sup>st</sup> CCLC Purpose and Program Roles

Jennifer Smith, Program Administrator

*Federal Program Monitoring & Support*

# What We Know About "Beyond the School Day" Learning Time

- Benefits in high-poverty schools can be crucial in achieving *greater academic success and decreasing the learning gap*
- Students from low-income families who attend programs are *more likely to graduate from high school*
- Programs can provide *financial and emotional stability for families living in poverty*
  - Nutritious snacks offered
  - Childcare costs lessened
  - Stable environments provided
- *Summer learning loss is diminished* through extended school year and summer learning opportunities
  - “COVID-slide: When all impacts are taken into account, the average student could fall seven months behind academically, while Black and Hispanic students could experience even greater learning losses, between 9-10 months”





# 21st CCLC Components



Academic  
enrichment,  
including  
tutoring



Additional  
services,  
programs,  
activities



Educational  
services to  
families of  
students

**Help students be successful in school!**



# State Education Agency (SEA) Responsibilities

- Ensure programs implement approved grant proposals with fidelity;
- Provide ongoing technical assistance and training;
- Disseminate information on promising practices;
- Monitor programs for compliance; and
- Conduct 21<sup>st</sup> CCLC program evaluations (in collaboration with external evaluator).



# LEA or Fiscal Agent Organization Responsibilities

- Oversee program operations and supervise all aspects of program;
- Ensure staff and activities comply with local school district, NC Department of Public Instruction, and US Department of Education rules, regulations, policies, and procedures;
- Provide ongoing staff training and development;
- Build and maintain relationships with feeder school administrators/teachers and community partners;
- Maintain meticulous program files, program attendance and oversee data management;
- Design sustainability and growth plan for program;
- Develop and maintain positive parent relationships;
- Submit required programmatic and fiscal documentation on a timely basis; and
- Develop and coordinate an evaluation process for program staff and overall program effectiveness.





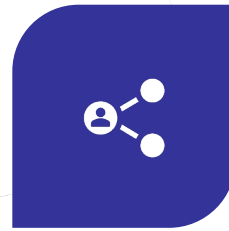
# Possible 21<sup>st</sup> CCLC Staff Roles



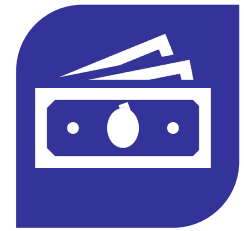
PROGRAM  
DIRECTOR



PARENT  
COORDINATOR



SITE  
COORDINATOR(S)



FINANCE  
OFFICER

# Program Updates & Changes

- Update the Basic Program Information Sheet
  - New Organization Code
  - Newly Hired Staff
  - Program Site Locations
- Review Assurances
- Any major programmatic changes from grant proposal require a Programmatic Amendment Form submitted into CCIP for Program Administrator Review and Approval

21<sup>st</sup> Century Community Learning Centers  
BASIC PROGRAM INFORMATION

Number:  Cohort:  Program Name:

County Served by 21<sup>st</sup> 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 21<sup>st</sup> CCLC records maintained? Insert by site number as listed below or insert "FAO"  
Kept in Fiscal Agent Organization office:

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

Physical Address:	Days/Hrs Operation	Phone #:	Site Contact (if different than Program Director):
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

21<sup>st</sup> 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 21<sup>st</sup> 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 2009).

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

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



# Possible Programming Schedule Scenarios for Plan B

- 21st CCLC Programs should work closely with district and feeder school staff to discuss how the program can support the reopening of schools
- If the District is opening on Plan C (100% Virtual) the 21<sup>st</sup> CCLC program can also operate virtually but is not prohibited from opening face to face operations to support the district's virtual learning efforts

Day of Week	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Regular School Day</b>	Group A in school	Group A in school	All Virtual	Group B in school	Group B in school
<b>21<sup>st</sup> CCLC Program Day Operations</b>	Group B	Group B	Group A and B (if enough room to socially distance both groups at facility)	Group A	Group A
<b>21<sup>st</sup> CCLC Program Afterschool Operations (Scenario 1)</b>	Group A and B (if enough room to socially distance both groups at facility)	Group A and B (if enough room to socially distance both groups at facility)	Group A and B (if enough room to socially distance both groups at facility)	Group A and B (if enough room to socially distance both groups at facility)	Group A and B (if enough room to socially distance both groups at facility)
<b>21<sup>st</sup> CCLC Program Afterschool Operations (Scenario 2)</b>	Group B on site Group A virtual support	Group B on site Group A virtual support	All Virtual	Group A on site Group B virtual support	Group A on site Group B virtual support

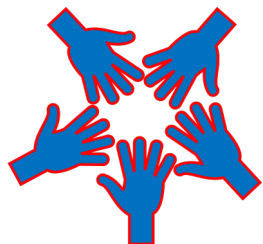


# YOUR efforts ensure program success!



- Offer the 21<sup>st</sup> CCLC program with fidelity.
- Treat each child with the dignity and respect as if he or she were your own.





**Thank you for your participation in the new cohort orientation and welcome to the NC 21<sup>st</sup> CCLC family.**

**“Develop in your students a passion for learning.**

**If you do, they will never cease to grow.”**

Adapted from a quote by Anthony J. D'Angelo







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# 21<sup>st</sup> CCLC Fiscal/Roles and Responsibilities

Katrina Blount, Fiscal Monitor

*Federal Program Monitoring & Support*

# Fiscal Guidance and the 21<sup>st</sup> CCLC Grant

- What is the purpose of the grant?
  - Foster academic enrichment with children in our communities who identify as “at risk”
  - Provide for family involvement activities/parent engagement activities



# 21<sup>st</sup> CCLC Fiscal Monitoring

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



# Fiscal Guidance and the 21<sup>st</sup> CCLC Grant

## What is Fiscal Monitoring?



# Fiscal Guidance and the 21<sup>st</sup> CCLC Grant

- Ensuring that expenses are incurred and expended in accordance with federal and state requirements



# Federal Guidance and the 21<sup>st</sup> CCLC Grant

- EDGAR – Education Department General Administrative Regulations
  - The Administrator’s Handbook on EDGAR (3<sup>rd</sup> Edition) has all the relevant sections of EDGAR and other applicable regulations that an administrator must use on a regular basis to run a compliant federal education program (2 CFR Parts 200)
    - Additional guidance can be found at:  
[www.ecfr.gov](http://www.ecfr.gov) – Subpart D
      - *This list is not all inclusive*



# NCDPI State Guidance and the 21<sup>st</sup> CCLC Grant

- The Fiscal and Program Grant Guidance document was developed by the Federal Program Monitoring and Support Division and has been revised with updates and/or changes for the current 2020-2021 fiscal year.
- An initial point of reference for anyone providing 21<sup>st</sup> CCLC programs in their respective communities.

# NCDPI 21<sup>st</sup> CCLC Grant Guidance

- The Grant Guidance (fiscal and program) document can be found at the following link:

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



# Bid & Procurement/Contract Administration

- The Bid & Procurement process should be detailed within the entity's internal procedures and should cover the following:
  - Rationale for method of procurement
  - Selection of contract type
  - Contractor selection/rejection
  - Basis for contract price
- The entity must maintain records detailing the history of procurement on file. (EDGAR 200.318)

*\*Federal guidance places a threshold amount of \$10k or more to require quotes, however; NCDPI places the threshold at \$500 or more*



# Bid & Procurement/Contract Administration

- Contract should include clearly defined deliverables
  - Services to be performed or goods to be delivered
  - Dates when services will be performed, or goods delivered
  - Locations where services will be performed, or goods delivered
  - Number of students/teachers/etc. to be served (if applicable)
  - Not to exceed a year in length

# Bid & Procurement/Contract Administration

- Reminders.....
  - An employee of the grant cannot be a contractor – it's one or the other
  - 21<sup>st</sup> CCLC recipients should only make awards to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed contract (EDGAR 200.318(h))



# Certification of Time and Effort

- Appropriate time and effort documentation for all staff (employee/contractor) is a requirement of the 21<sup>st</sup> CCLC grant
- Time and effort records must be maintained for all employees whose salaries are:
  - *Paid in whole or in part with federal funds*
  - *Used to meet a match/cost share requirement*

## Certification of Time & Effort (*continued*)

- Necessary documentation :
  - Payroll records
  - Personnel activity report
  - Semi-annual certifications
  - Documentation of daily activities/timesheet

*....Beginning with the 2020-2021 cycle year, all individuals compensated with 21<sup>st</sup> CCLC funds must maintain daily activity logs that coincide with the individual timesheet.....*



# Conflict of Interest

- 2 CFR Part 200.318(c )(1)
  - No employee, officer, or agent must participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family\* his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered a contract.

\*G.S. 115C-12.2: “The term “immediate family member” means a spouse, parent, child, brother, sister, grandparent, or grandchild. The term includes the step, half, and in-law relationships.”



# Examples of a Conflict of Interest

- Hiring an unqualified relative to provide services your company needs
- Owning part of a business that sells goods or services to your employer
- Making arrangements to work for a vendor or client at a future date while continuing to do business with them



# ERaCA Submissions

- ERaCA submissions for non-LEAs
  - NCDPI is **requiring all Non-LEAs to submit for reimbursement in the ERaCA system at least once monthly.**
  - This action benefits the grantee as it allows for better fiscal oversight of expenditures
  - This action further lessens the risk of on-site fiscal monitoring reviews and ultimately an audit.



# Inventory Management

- Each 21<sup>st</sup> CCLC recipient must have adequate controls in place to account for equipment purchased with 21<sup>st</sup> CCLC funds
  - Location of equipment
  - Custody of equipment
  - Security of equipment

*\*NCDPI requires prior approval for all technology equipment purchases*

*\*Federal guidance places a threshold amount of \$10k or more to require quotes, however; NCDPI places the threshold at \$500 or more*



# Inventory Management (*continued*)

- Each entity must have an inventory management system
  - Property records
    - Description, serial number or other ID, title information, acquisition date, cost, percent of federal participation, location, use and condition, and ultimate disposition
  - Physical inventory
    - Should be conducted every two years
  - Control system to prevent loss, damage, theft
    - All incidents must be investigated and documented

# Internal Controls

- Internal controls are tools to help program and financial managers achieve results and safeguard the integrity of their programs
- Includes processes for planning, organizing, directing, controlling, and reporting on agency operations



# Internal Control – Examples

- Well written policies and procedures manuals addressing employee responsibilities, limits to authority, performance standards, control procedures and reporting relationships
- Separation of duties in entities with small fiscal staff
- Ensure all personnel comply with the Conflict of Interest policies
- Clear job descriptions
- Adequate training for staff

# Supplement not Supplant

- Grant funds must be used in a manner consistent with all statutory requirements and must only supplement, *not supplant*, any federal, state or local dollars available to support activities allowable under the 21<sup>st</sup> CCLC program
- Funds may be used to expand or enhance, but not replace current activities

# Supplement not Supplant

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



# Audit Requirements

- All LEA and charter school sub-recipients are required to submit an audit each year of their financial statements, not later than October 1<sup>st</sup>, to the Local Government Commission (LGC) of the Department of State Treasurer
- All non-LEA entities are required to have an independent audit conducted by an independent CPA when the annual fiscal year total of all federal funds reaches \$750,000

*Failure to comply with all reporting requirements will place the sub-recipient's 21<sup>st</sup> CCLC grant funds in suspension*



# Allowable Expenditures

- Personnel (salaries & wages, with proper documentation)
- Staff development and training
- Parent education
- Contracted services
- Computer or electronic equipment and software
- Transportation
- Educationally-related field trips
- Program rental space (1-year lease)
- Travel reimbursement (with restrictions)
- Classroom materials

*This list is not all inclusive*



# Non-Allowable Expenditures

- Entertainment
- Alcohol
- Programs that operate or personnel who teach/work during the regular school day
- Activities held during the traditional school day
- Employees who are also contractors
- Building or renovation costs
- Purchase, repair, and maintenance of vehicles
- Other items outlined in EDGAR (old 34 CFR Part 80, now 2 CFR 200)
- Land Acquisition
- Costs for developing proposals

*This list is not all inclusive*



# Allowable Expenditures: Helpful Questions to Ask

- Is the proposed cost consistent with federal cost principles?
- Is the proposed cost allowable under the 21<sup>st</sup> CCLC program?
- Is the proposed cost consistent with the 21<sup>st</sup> CCLC specific fiscal rules?
- Is the proposed cost consistent with EDGAR?
- Is the proposed cost consistent with special conditions imposed on the grant?

# Reimbursement

- *As a reminder, the 21<sup>st</sup> CCLC grant is a REIMBURSEMENT grant.....expenses must be incurred by the grantee prior to submitting for reimbursement of funds to NCDPI.....either through BAAS or ERaCA.*





# Break

## Networking: Guiding Questions

1. What are you excited about with your program this year?
2. What are some concerns you have about your 21<sup>st</sup> CCLC program?
3. What is something you've learned today?





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# CCIP and 21DC

Grant Management and Data Collection

Anita Harris, Fiscal Monitor & Data Manager

*Federal Program Monitoring & Support*

# Historical Timeline of 21<sup>st</sup> CCLC in CCIP

FISCAL YEAR	COHORT 10	COHORT 11	COHORT 12	COHORT 13	COHORT 14	COHORT 15...
2014-15 (FY15)	21 <sup>st</sup> CCLC – Year 2 (called Continuing in CCIP)	21 <sup>st</sup> CCLC – New				
2015-16 (FY16)	21 <sup>st</sup> CCLC – Year 3	21 <sup>st</sup> CCLC – Year 2				
2016-17 (FY17)	21 <sup>st</sup> CCLC – Year 4	21 <sup>st</sup> CCLC – Year 3				
2017-18 (FY18)		21 <sup>st</sup> CCLC – Year 4	21 <sup>st</sup> CCLC – New			
2018-19 (FY19)			21 <sup>st</sup> CCLC – Year 2	21 <sup>st</sup> CCLC – New		
2019-20 (FY20)			21 <sup>st</sup> CCLC – Year 3	21 <sup>st</sup> CCLC – Year 2		
2020-21 (FY21)			21 <sup>st</sup> CCLC – Year 4	21 <sup>st</sup> CCLC – Year 3	21 <sup>st</sup> CCLC – New	



# CCIP: Logging into the System

- To log into CCIP:
  - You must have a valid NCID user account
  - You must have an account set up in CCIP (“known”)
  - You do NOT need a new NCID for this (you can use what you did for the competition)
- Once accessed, create a bookmark  
<http://ccip.schools.nc.gov/>



# CCIP: What Do I Do After Login?


Sections		
FY 2021 - 21st Century Community Learning Centers - New - Rev 0		
Application Status: NCDPI Reviewed		
Change Status To: <a href="#">Revision Started</a>		
<a href="#">View NCDPI History Log</a> <a href="#">View Change Log</a>		
Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	Validation	Print <input type="checkbox"/> Select Items
All		<a href="#">Print</a>
<input type="checkbox"/> History Log		<a href="#">Print</a>
<a href="#">History Log</a>		<a href="#">Print</a>
<a href="#">Create Comment</a>		
<input type="checkbox"/> Allotments		<a href="#">Print</a>
<a href="#">Allotments</a>		<a href="#">Print</a>
<input type="checkbox"/> 21st Century Community Learning Centers - New		<a href="#">Print</a>
<a href="#">Budget</a>		<a href="#">Print</a>
<a href="#">Grant Details</a>		<a href="#">Print</a>
<a href="#">Plan Relationships</a>		<a href="#">Print</a>
<a href="#">Related Documents</a>		
<input type="checkbox"/> Contacts		<a href="#">Print</a>
<a href="#">Contacts</a>		<a href="#">Print</a>
<input type="checkbox"/> Substantially Approved Dates		<a href="#">Print</a>
<a href="#">Substantially Approved Dates</a>		<a href="#">Print</a>
<input type="checkbox"/> Assurances		<a href="#">Print</a>
<a href="#">Assurances</a>		<a href="#">Print</a>
<input type="checkbox"/> New Applicant Summary		<a href="#">Print</a>
<a href="#">New Applicant Summary</a>		<a href="#">Print</a>
All		<a href="#">Print</a>



# CCIP: What Do I Do After Login?

- In order to make any updates, click on Revision Started and Confirm the status change
- Do NOT make any changes to your Grant Details!!!

**Sections**

 FY 2021 - 21st Century Community Learning Centers - New - Rev 0

Application Status: NCDPI Reviewed

Change Status To: Revision Started






























# CCIP: Related Documents

- On the Sections page, click on [Related Documents](#)
- You will need to update:
  - Basic Program Information
  - Budget Form 208 (LEAs and non-LEAs) if not previously provided
  - Organizational Chart
- You will need to upload:
  - Pay Rate Schedule
  - Contracted Services (.3xx)
  - Conflict of Interest Agreement
  - Waiver
- Optional (at this time):
  - Asset Inventory

Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	
All	
<input type="checkbox"/> History Log	
	<a href="#">History Log</a>
	<a href="#">Create Comment</a>
<input type="checkbox"/> Allotments	
	<a href="#">Allotments</a>
<input type="checkbox"/> 21st Century Community Learning Centers - New	
	<a href="#">Budget</a>
	<a href="#">Grant Details</a>
	<a href="#">Plan Relationships</a>
	<a href="#">Related Documents</a>
<input type="checkbox"/> Contacts	
	<a href="#">Contacts</a>
<input type="checkbox"/> Substantially Approved Dates	
	<a href="#">Substantially Approved Dates</a>
<input type="checkbox"/> Assurances	
	<a href="#">Assurances</a>
<input type="checkbox"/> New Applicant Summary	
	<a href="#">New Applicant Summary</a>
All	



# CCIP: Related Documents Page

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





# CCIP: Changing Status on Sections Page

- When you have completed your updates, 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
  - If you need to make corrections, you can click on ... Return Not Approved, make the edits, and go back through the approval workflow
- \* If you have been assigned that role



# CCIP: Roles

Role Name	Description
LEA 21 <sup>st</sup> CCLC Data Entry	Allows the user to edit the Funding Application for an organization.
LEA Fiscal Representative	Allows the user to mark an application 'Fiscal Representative Approved'. This role inherits all permissions from the LEA 21 <sup>st</sup> CCLC Data Entry role.
LEA Chief Administrator	Allows the user to mark an application 'Chief Administrator Approved'. This role inherits all permissions from the LEA 21 <sup>st</sup> CCLC Data Entry role.
User Access Administrator	This role is available for LEAs and Charters and is assigned at the discretion of the organization.

- A person can have more than one role
- A role can have more than one person assigned to it
- If additional users need to be added, the Director must send an email to [anita.harris@dpi.nc.gov](mailto:anita.harris@dpi.nc.gov), with NCIDs, contact information and roles



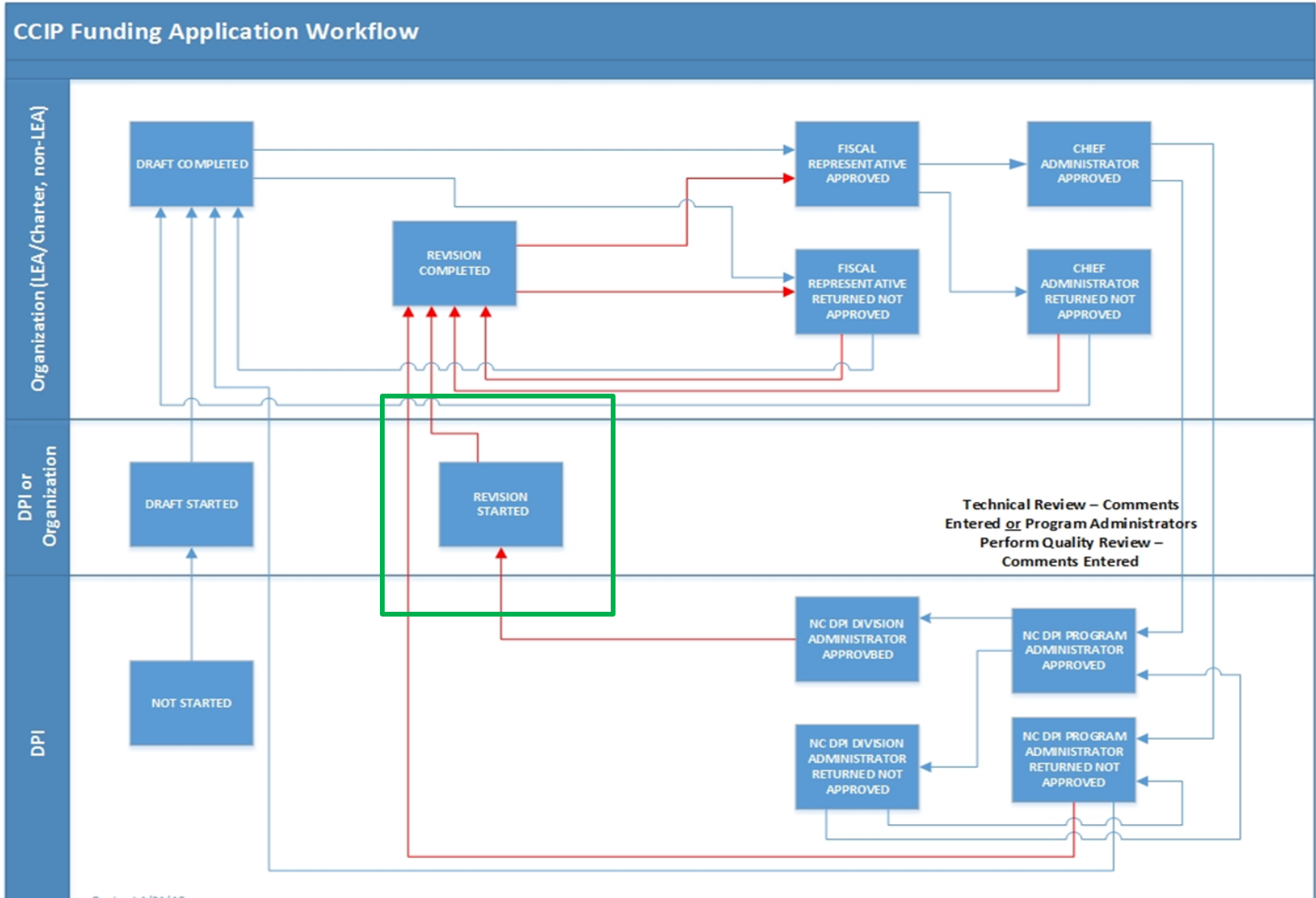
# CCIP: What Happens When Status Changes?

- Entry added to History Log
- Next person/role in Approval chain notified
  - LEA 21<sup>st</sup> CCLC Data Entry → LEA Fiscal Representative → LEA Chief Administrator
- Application may be locked down or unlocked
- Application Statuses for Cohort 14
  - Revision Started > Revision Completed\* > LEA Fiscal Representative Approved (or Returned Not Approved) > LEA Chief Administrator Approved (or Returned Not Approved) > to NCDPI

\* Error-free



# CCIP: Workflow



# 21DC: What is it and How is it Used?

- Stands for 21<sup>st</sup> CCLC Data Collection
- School Year and Summer data is entered into 21DC, then entered into USED's 21APR (21<sup>st</sup> CCLC Annual Performance Report) system after closing 21DC for that term
- Contains data regarding the Grantee
  - Primary Contact
  - Center(s) descriptions
    - Feeder Schools
    - Grades served
    - Partners
    - Activities
    - Staff
- Feeder School rosters are used to choose attendees for recording daily attendance



# 21DC: How To Gain Access

- Gaining access to 21DC is a two-step process
  1. Providing a Confidentiality Agreement for the Data Entry Designee, to ensure compliance with FERPA\* and Personally Identifiable Information (PII) regulations
  2. Registering on 21DC with a valid NCID

*\* The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records.*



# 21DC: Confidentiality Agreement



## PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | Mark Johnson, *Superintendent of Public Instruction*

WWW.NCPUBLICSCHOOLS.ORG

LEA or Fiscal Agent Organization: \_\_\_\_\_

21<sup>st</sup> CCLC Program Name and Unit No.: \_\_\_\_\_

### **CONFIDENTIALITY AGREEMENT**

My organization is a 21<sup>st</sup> Century Community Learning Centers (CCLC) grantee for the state of North Carolina on a project involving North Carolina schools, students, teachers, and/or administrators. I understand this project involves the use of Department of Public Instruction (DPI) or Local Education Agency (LEA) data which is confidential under state law, federal law, or both state and federal law.

All personally identifiable information is to be protected in adherence with the Family Educational Rights and Privacy Act (FERPA) guidelines. I will refrain from including personally identifiable information in any form of communication with anyone outside of the project. This includes emails, instant messaging, faxes, other written correspondence, advertising, and any type of verbal conversation. When conversing with any LEA or school employees about any students, staff, schools, or LEAs in the execution of my assigned duties, I will take all precautions to protect the confidentiality of all personally identifiable information.

I understand personnel can be removed from this project if it is determined s/he either intentionally violated or was willfully negligent on any aspect of this Confidentiality Agreement. Further, any violation of or negligence regarding this Confidentiality Agreement may jeopardize the funding for this project through DPI. Moreover, I also understand any violation of this Confidentiality Agreement could result in my being held liable for damages in a civil lawsuit.

Title of Fiscal Agent Organization Chief Administrator: \_\_\_\_\_

Name of Fiscal Agent Organization Chief Administrator (print): \_\_\_\_\_

Signature of Chief Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Furthermore, as the designated Chief Administrator of the Fiscal Agent Organization, I am authorizing \_\_\_\_\_ to perform data entry duties required for the 21<sup>st</sup> CCLC program.

.....  
As the DATA ENTRY DESIGNEE, I agree to comply with the responsibilities contained within this Confidentiality Agreement.

Name (print): \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

FEDERAL PROGRAM MONITORING AND SUPPORT SERVICES DIVISION  
6351 Mail Service Center, Raleigh, North Carolina 27699-6351 | (919) 807-3957 | Fax (919) 807-3968  
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER



Public Schools of North Carolina

# 21DC: Registering on 21DC

(If you already have access you do not need to repeat these steps)

1. The data designee must have a valid NCID to register
  - You do not need to get a new NCID if you're already entering data into an NCDPI system including CCIP; you will use the same NCID
2. The data designee goes to site <https://schools.nc.gov/21dc> and enters the information requested (NCID and NCID password) and click on 'Subscribe to Application'
3. Once approved, you should receive a confirmation email

***Remember, BOTH pieces are needed – a completed Confidentiality Agreement AND registration in 21DC***





# 21DC: Registering on 21DC (Cont'd)



demo\_21dc Logout

Welcome

Welcome

If you were asked to subscribe, then fill out all required information in the form below  
and submit it to the 21DC System Administrator for approval.  
Once approved, you will receive an e-mail confirming your approval in the system.

## Subscribe to Application

NCID User Name: demo\_21dc

\* User Role: ☐ DPI Data User ☒ Grantee User ☐ Grantee Viewer

\* Grantee: A47 - Above and Beyond Students (Cohort 13 2018-2019 School Year)

\* Your First Name: Anita

\* Your Last Name: Harris

Today's Date: 10/11/2018 11:52:50

\* Your E-Mail Address: anita.harris@dpi.nc.gov

\* Verify E-Mail Address: anita.harris@dpi.nc.gov

\* Your Phone Number: 9198073234

Note to Application  
Administrator: Account needed for screen shots

31 of 2000

Subscribe to Application

Cancel



Public Schools of North Carolina

# 21DC: Organization Types

## SCHOOL DISTRICT

Choose if grantee is a public school district. This includes tribal schools.

## CHARTER SCHOOL

Choose if grantee is a recognized charter school.

## COLLEGE/ UNIVERSITY

Choose if grantee is an accredited institution of post-secondary education (e.g, community college, tribal college, college, university).

## COMMUNITY BASED

Choose if grantee is a community based organization not part of the local school district or a part of a religious organization (e.g. nonprofits, Boys and Girls Club).

## FAITH BASED

Choose if grantee is affiliated with an organized religion. This includes schools sponsored by a religious organization.

## OTHER

Choose this option only if all of the other options are not appropriate.

The Organization Type should match what was entered on your Application.



# 21DC: Center Types

Grantee	<u>Center</u>	Feeder School	Partner	Activity	Staff	Student	Attendance	Private Participation
	<b>PUBLIC SCHOOL</b>	Choose this option if the center is located in a public school. This includes tribal schools.						
	<b>CHARTER SCHOOL</b>	Choose this option if the center is located in a recognized charter						
	<b>COLLEGE/ UNIVERSITY</b>	Choose this option if the center is located in an accredited institution of post-secondary education (e.g. community college, tribal college, college, university).						
				<b>COMMUNITY BASED</b>	Choose this if the center is located in a community based organization not part of the local school district or a part of a religious organization. (e.g. nonprofits,			
				<b>FAITH BASED</b>	Choose this option if center location is affiliated with an organized religion. This includes schools sponsored by a religious organization.			
				<b>OTHER</b>	Choose this option only if all of the other options are not appropriate.			

- **You must continue data entry across the top tabs for EACH Center**
- This is **REQUIRED** data

# 21DC: Feeder School(s)

Grantee	Center	Feeder School	Partner	Activity	Staff	Student	Attendance	Private Participation
---------	--------	---------------	---------	----------	-------	---------	------------	-----------------------

Definition: Afterschool program participants are enrolled in a school other than the center location. This is required if the center is a community-based or faith-based organization but may be applicable in other situations. Feeder schools are the school or schools in which participants of the program are regularly enrolled. The Feeder School could, in fact, be the center location.

- If adding a Private School as a Feeder School, you can select the County and then the private school from the 2020-21 list, which is updated each year
- This is **Required** data



# 21DC: Partner(s)

Grantee	Center	Feeder School	<b>Partner</b>	Activity	Staff	Student	Attendance	Private Participation
---------	--------	---------------	----------------	----------	-------	---------	------------	-----------------------

Definition: Entities other than the grantee or school(s) served which provide an in-kind or cash contribution that supports the objectives of the awarded program. If there are multiple partners, enter them one at a time.

- This is **OPTIONAL** data, and is manually-entered (no pulldown)



# 21DC: Activities

Grantee | Center | Feeder School | Partner | **Activity** | Staff | Student | Attendance | Private Participation

Category	Type
Academics	English Language Learners Support, Homework Help, Literacy, STEM, Tutoring
Character Education	Counseling Programs, Drug Prevention, Truancy Prevention, Violence Prevention, Youth Leadership
Enrichment	Arts & Music, Community/Service Learning, Entrepreneurship, Mentoring, Physical Activity

## What is College & Career Readiness?

Activity that prepares students to enroll and succeed in a credit bearing course at a postsecondary institution or a high-quality certificate program with a career pathway to future advancement.

- This is **REQUIRED** data



# 21DC

In September, a detailed webinar on how to use 21DC will be made available to you





Public Schools of North Carolina

# Federal and State Reporting Requirements 21<sup>st</sup> CCLC

Tina Letchworth, Interim Section Chief

*Federal Program Monitoring & Support*



# 21<sup>st</sup> CCLC Non-LEA Programs

## DUN and SAM Compliance

*What is the mandating authority for the DUNS number and SAM registration requirement?*

Code of Federal Regulations (2CFR Subtitle A, Chapter 1, and Part 25)

*What is the actual requirement regarding DUNS number and SAM registration?*

In order to receive Federal Funds as a grantee or sub grantee, an organization must have a DUNS number and maintain current registration in the SAM database. A valid DUNS number is needed to register/revalidate with SAM.



# 21<sup>st</sup> CCLC Non-LEA Programs

## DUN and SAM Compliance (continued)

*How do I register with the System Award Management (SAM) system once I have my organization's DUNS number?*

1. Go to [www.sam.gov](http://www.sam.gov)
2. Create an Individual User Account and Login
3. Click "Register New Entity" under "Register/Update Entity" on your "My SAM" page
4. Select your type of Entity
5. Select "No" to "Do you wish to bid on contracts?"
6. Select "Yes" to "Do you want to be eligible for grants and other Federal assistance?"
7. Complete "Core Data" (TIN, business type, executive compensation, etc.)
8. Complete "Points of Contact"
9. Your entity registration will become active after 3-5 days when the IRS validates your EIN information.

***If you have any difficulty the telephone number of the Federal Service Desk is 866-606-8220 or access the Federal Service Desk website: [www.fsd.gov](http://www.fsd.gov) .***



# 21<sup>st</sup> CCLC Non-LEA Programs

## DUN and SAM Compliance (continued)

CREATE USER ACCOUNT	REGISTER/UPDATE ENTITY	SEARCH RECORDS
<p>Your CCR username will not work in SAM. You will need a new SAM User Account to register or update your entity records. You will also need to create a SAM User Account if you are a government official and need to create Exclusions or search for FOUO information.</p>	<p>You can register your Entity (business, individual, or government agency) to do business with the Federal Government. If you are interested in registering or updating your Entity, you must first create a user account.</p>	<p>All entity records from CCR/FedReg and ORCA and exclusion records from EPLS, active or expired, were moved to SAM. You can search these records and new ones created in SAM. If you are a government user logged in with your SAM user account, you will automatically have access to FOUO information.</p>
<p>Create User Account</p>	<p>Register/Update Entity</p>	<p>Search Records</p>
<p>Use the SAM Status Tracker to: <p>Check Status</p></p>		

### WHAT IS SAM?

The **System for Award Management (SAM)** is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is NO fee to register for this site. Entities may register at no cost directly from this page. User guides and webinars are available under the Help tab.

Need Help?

#### NEWS AND ANNOUNCEMENTS

Try out SAM's new RESTful API for public registration data! [Learn more](#).

**UPDATE:** On July 14, 2014, SBA increased the monetary-based industry size standards to account for inflation. You will see an exclamation point "!" next to the 'Small Business' value for those NAICS codes impacted in your registration's Reps & Certs. Log into SAM, review, and resubmit your registration to apply the new size standard.

#### USER GUIDES/HELPFUL HINTS

Additional information, such as a full User Guide, Quick Start Guides, Helpful Hints, and Webinars are available on the HELP tab.

**Service Desk**  
URL: <http://www.FSD.gov>  
[Learn](#) how to check your SAM entity registration status.

#### FORMER CCR REGISTRANTS

If you had an active record in CCR, you have an active record in SAM. You do not need to do anything in SAM at this time, unless a change in your business circumstances requires updates to your Entity record(s) in order for you to be paid or to receive an award or you need to renew your Entity(s) prior to its expiration. SAM will send notifications to the registered user via email 60, 30, and 15 days prior to expiration of the Entity. To update or renew your Entity records(s) in SAM you will need to create a SAM User Account and link it to your migrated Entity records. You do not need a user account to search for registered entities in SAM by typing the DUNS number or business name into the search box.



## 21<sup>st</sup> CCLC Non-LEA Programs DUN and SAM Compliance (continued)

*What happens if my organization fails to receive a DUNS number and register in the SAM system?*

The organization will not be eligible to receive any Federal allotment/s or Child Nutrition reimbursement funds.

*What happens if my organization does not maintain a current SAM registration?*

If the organization fails to renew their registration in a timely manner, all Federal Funds will be frozen. Funds will be released once the registration is renewed.



# 21<sup>st</sup> CCLC Non-LEA

## Required NCGrants Reporting

- North Carolina General Statute (G.S. 143C-6-23) requires every nongovernmental entity that receives State or Federal pass-through grant funds directly from a State agency to file annual reports on how those grant funds were used. There are three (3) reporting levels which are determined by the total direct grant receipts from all State agencies in your fiscal year.

# 21<sup>st</sup> CCLC Non-LEA

## Required NCGrants Reporting

- A subgrantee's reporting threshold may change from year to year. A subgrantee's reporting date is determined by its fiscal year end and the total funding received directly from all State agencies. Grantee Forms for Reporting on State or Federal Pass-through Grants may be downloaded from the website for completion. Submit all reports to [NCGrants@dpi.nc.gov](mailto:NCGrants@dpi.nc.gov).

# 21<sup>st</sup> CCLC Non-LEA

## Required NCGrants Reporting

Total Funds from All State Agencies	Reports Due Submit all reports to <a href="mailto:NCGrants@dpi.nc.gov">NCGrants@dpi.nc.gov</a> .	Reports Due Date
Level 1 \$1 - \$24,999	<ul style="list-style-type: none"> <li>• Certification</li> <li>• State Grants Compliance Reporting Receipt of &lt; \$25,000.</li> </ul>	Within 3 months of entity's fiscal year end
Level 2 \$25,000 - \$749,999	<ul style="list-style-type: none"> <li>• Certification</li> <li>• State Grants Compliance Reporting Receipt of &gt;= \$25,000</li> <li>• Schedule of Receipts and Expenditures</li> <li>• Program Activities and Accomplishments</li> </ul>	Within 3 months of entity's fiscal year end
Level 3 \$750,000 or more	<ul style="list-style-type: none"> <li>• Certification</li> <li>• State Grants Compliance Reporting Receipt of &gt;= \$25,000</li> <li>• Audit [Single Audit if &gt;= \$750,000 in federal funds or Yellow Book Audit]</li> <li>• Schedule of Federal and State Awards (May be included in the audit)</li> <li>• Program Activities and Accomplishments</li> </ul>	Within 9 months of entity's fiscal year end

- *\*Reporting thresholds pursuant to [G.S. 143C-6-23](#). Information in the table is based on the NC Office of State Budget and Management's manual, Reporting Policies and Guidelines, section 8.6.2.*
- ***NOTE: Failure to comply with reporting requirements will place the subgrantee's 21<sup>st</sup> CCLC grant funds in suspension.***



# 21<sup>st</sup> CCLC Non-LEA Required NCGrants Reporting

- Includes non-profit and for-profit nongovernmental entities
- Requires:
  - Conflict of Interest policy
  - Funds must be spent for appropriated purpose
  - Funds cannot be disbursed to entities owing state or federal back taxes



# 21<sup>st</sup> CCLC Non-LEA Required NCGrants Reporting

- Key Elements
  - State agency disbursing grant funds to nongovernmental organization initiates reporting requirement
  - Reporting and due dates based on funding levels
  - Reports submitted by organizations are reviewed for accuracy and completeness
  - Submit reports to [NCGrants@dpi.nc.gov](mailto:NCGrants@dpi.nc.gov)



# Thank you for all of your efforts for 21<sup>st</sup> CCLC in North Carolina!

**Please contact us if we can assist you in anyway!**

- Melissa Eddy/North Central [Melissa.Eddy@dpi.nc.gov](mailto:Melissa.Eddy@dpi.nc.gov)
- Tammorah Mathis/Piedmont-Triad/Southwest (Western) [Tammorah.Mathis@dpi.nc.gov](mailto:Tammorah.Mathis@dpi.nc.gov)
- Tara Powe/Sandhills/Southeast [Tara.Powe@dpi.nc.gov](mailto:Tara.Powe@dpi.nc.gov)
- Jennifer Smith/Northeast (Northwest) [Jennifer.Smith@dpi.nc.gov](mailto:Jennifer.Smith@dpi.nc.gov)
- \*New Program Administrator/Northwest/Western
- Anita Harris/Data Manager & Fiscal Monitor [Anita.Harris@dpi.nc.gov](mailto:Anita.Harris@dpi.nc.gov)
- Katrina Blount/Fiscal Monitor [Katrina.Blount@dpi.nc.gov](mailto:Katrina.Blount@dpi.nc.gov)
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- Tina Letchworth/Interim Section Chief [Tina.Letchworth@dpi.nc.gov](mailto:Tina.Letchworth@dpi.nc.gov)
- Richard Trantham/Administrative Assistant [Richard.Trantham@dpi.nc.gov](mailto:Richard.Trantham@dpi.nc.gov)
- Melba Strickland/Administrative Assistant [Melba.Strickland@dpi.nc.gov](mailto:Melba.Strickland@dpi.nc.gov)





Public Schools of North Carolina

**Questions?**



Public Schools of North Carolina

**Lunch Break**



Public Schools of North Carolina

# **LEA and Non-LEA Breakout Sessions**