21st CCLC Statewide Meeting Cohorts 12, 13 & 14
July 29, 2020

Federal Program Monitoring & Support Division

Today's Agenda:

- Welcome & Introductions of NCDPI 21st CCLC Staff

- Regional Program Administrator Assignments

- Cohort 14 Competition Information

- Updated Grant Guidance and Data Collection

- Statewide Evaluation Results and Program Evaluation Activities

Today's Agenda:

- 21st CCLC Continuation Funding Application
- Program Monitoring and Support Process
- Program Resources Aligned by Strand
- First Installment of Funds Protocol
- Wrap-Up/Questions

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 21st 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
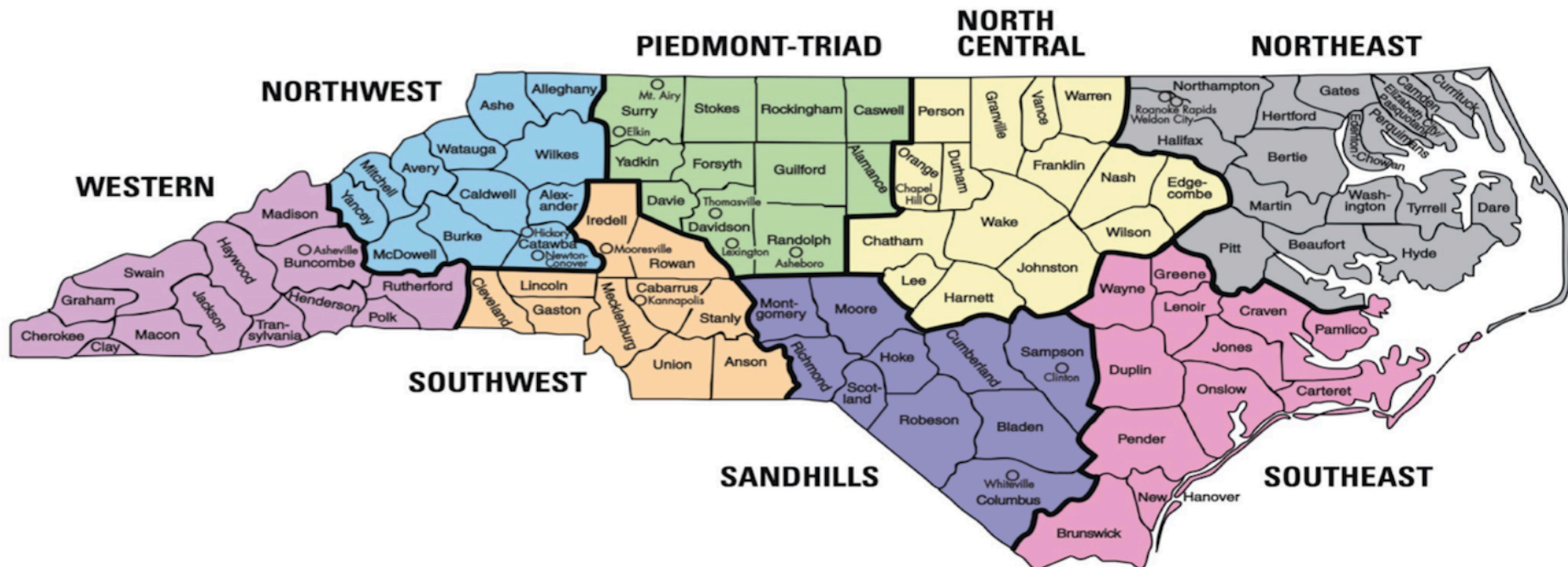Anita Harris
Fiscal Monitor/Investigator
Vacant Position
Administrative Assistants
Richard Trantham
Melba Strickland

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NCDPI 21st CCLC Program Administrator Support

- North Central Region- Melissa Eddy & Nakisha Floyd
- Northeast Region/ELISS- Jennifer Smith
- Northwest/Western Region- Vacant
- Piedmont Triad/Southwest- Tammorah Mathis
- Sandhills/Southeast- Tara Powe

Public Schools of North Carolina

21st CCLC 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 21st CCLC

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

Cohort 14 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

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

Public Schools of North Carolina

Regional Distribution of Recommended Applications

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

Public Schools of North Carolina

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 Covernment	1	1	100%
IHE	4	2	50%

Public Schools of North Carolina

21ˢᵗ CCLC
Cohort 13 Grantees (49)
LEA & Non-LEA by Region

Cohort 13

Public Schools of North Carolina
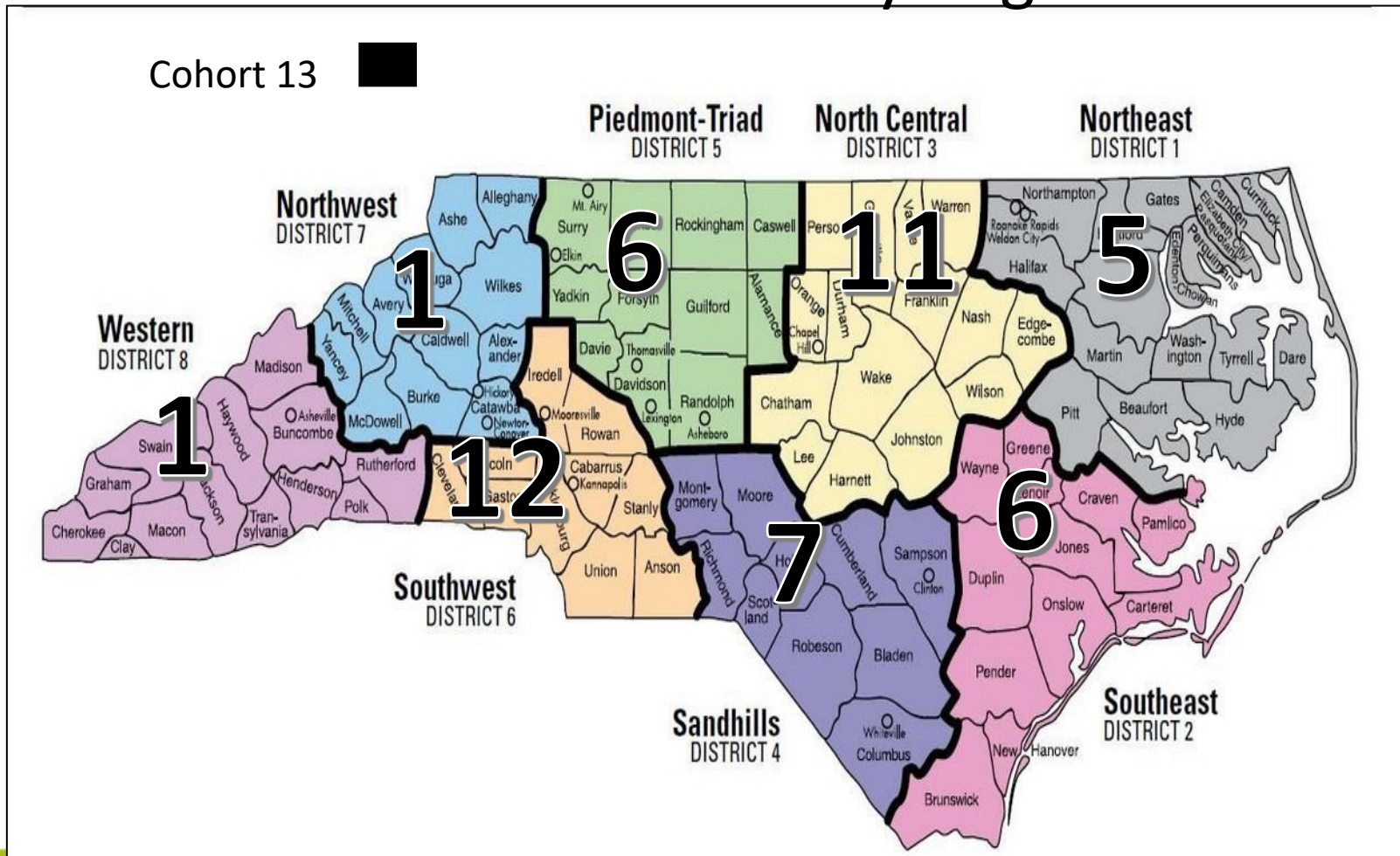
21ˢᵗ CCLC
Cohort 13 (49) and Cohort 14 (45) Grantees
LEA and Non-LEA by Region
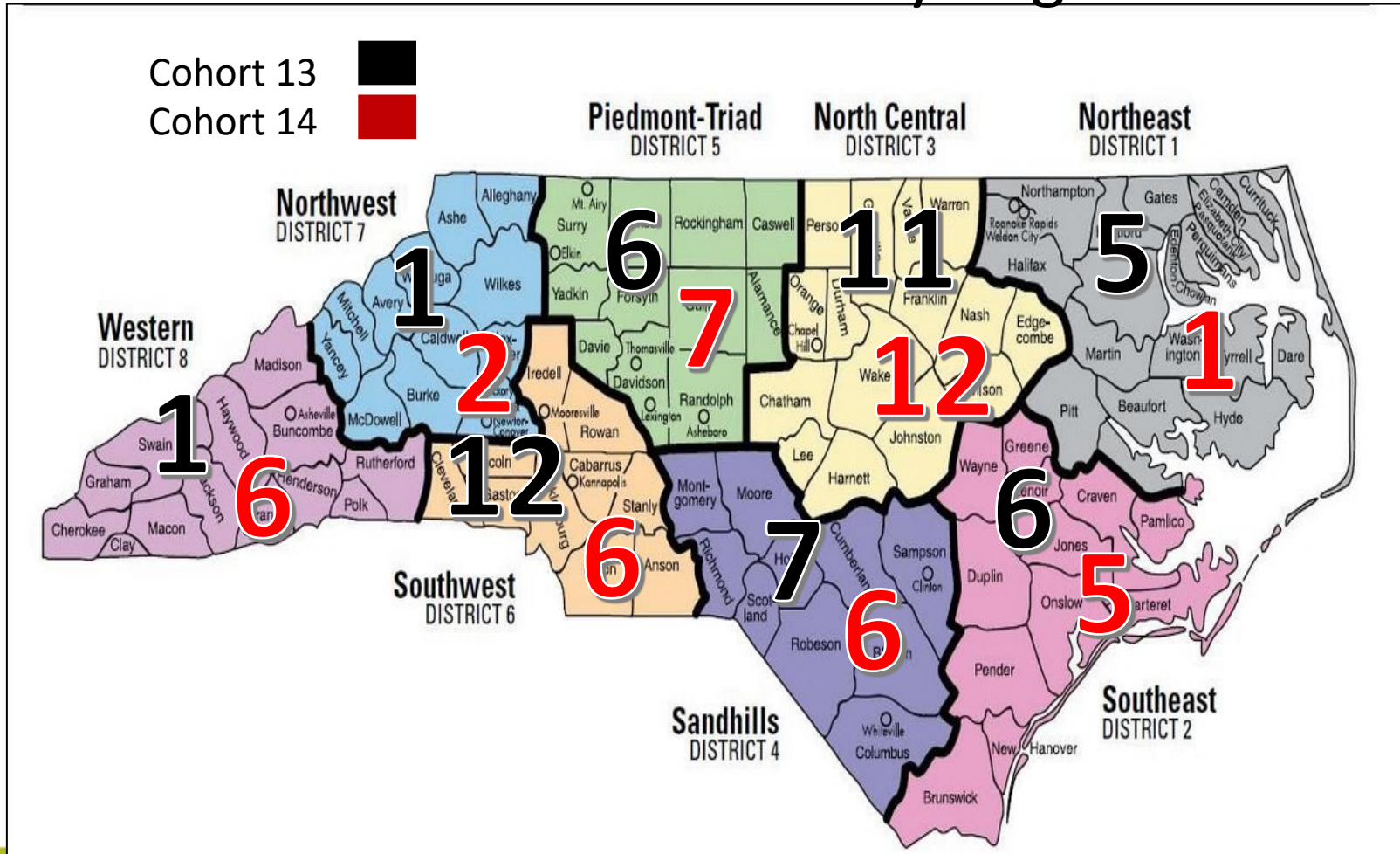
Grant Guidance Updates for the 2020-2021 Fiscal Year

- Budget Approval/Access to Funds

  - *Please note, if an entity accesses funds prior to the approval of a budget or an amendment for the fiscal year in question, this can result in a repayment of funds to NCDPI .*

Grant Guidance Updates for the 2020-2021 Fiscal Year

- Transportation/Mileage Logs

  – *Detailed mileage logs must be maintained and provided as requested.*

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Grant Guidance Updates for the 2020-2021 Fiscal Year

- Travel/Baggage Fees
  - *Additional baggage fees are not allowable*

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Grant Guidance Updates for the 2020-2021 Fiscal Year

- Time & Effort Documentation
  - *Electronic signatures for Time and Effort Reporting are allowable with appropriate documentation*

Grant Guidance Updates for the 2020-2021 Fiscal Year

- Close-out Processes
  - Records Retention
  - Property/Equipment and Supplies
    - LEAs
    - Non-LEAs
  - Data and Reports
  - Later Disallowance and Adjustments

Grant Guidance Updates for the 2020-2021 Fiscal Year

- ERaCA submissions for non-LEAs
  - NCDPI is **<mark>requiring all Non-LEAs to submit for reimbursement in the ERaCA system at least once monthly.</mark>**

  - 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.

Grant Guidance Updates for the 2020-2021 Fiscal Year

- BAAS submission for LEAs
  - NCDPI will require in 2020-2021 grantees to submit within the Local Budgeting Systems at least quarterly, after the initial 30 days of programming.

  - This action benefits the grantee in allowing for better fiscal oversight of expenditures.

  - This action further lessens the risk of on-site fiscal monitoring reviews and ultimately an audit.

Grant Guidance Updates for the 2020-2021 Fiscal Year

- Emergency Drills/Policies
  - *Policies and procedures related to emergency drills (not related to weather) must be in place for each grantee and be site specific to address the following; lockdowns, lockouts and reuniting students with parents in a designated and safe location*

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Grant Guidance Updates for the 2020-2021 Fiscal Year

- Fiscal Reviews/Questioned Cost

    – *Beginning with the 2020-2021 grant year, if questioned cost are identified within the "sample" drawdowns during a fiscal site visit and/or desk review, DPI staff must review all BAAS and/or ERaCA submissions for the grant year in question to determine if there are additional questioned cost to be returned to DPI.*

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Grant Guidance Updates for the 2020-2021 Fiscal Year

- 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.

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Public Schools of North Carolina

21DC Overview

Anita Harris, Fiscal Monitor & Data Manager

Federal Program Monitoring & Support

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

- Stands for 21st CCLC Data Collection

- School Year and Summer data is entered into 21DC, then entered into USED's 21APR (21st CCLC Annual Performance Report) system after closing 21DC for that term

- Feeder School rosters are used to choose attendees for recording daily attendance – for Summer 2020 attendance, you will still use 2019-20 rosters

Public Schools of North Carolina

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.*

Public Schools of North Carolina

21DC: Confidentiality Agreement

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: _____

21st CCLC Program Name and Unit No.: _____

CONFIDENTIALITY AGREEMENT

My organization is a 21st 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 21st 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

Public Schools of North Carolina

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

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.

Public Schools of North Carolina

21DC: Center Types

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

PUBLIC SCHOOL
Choose this option if the center is located in a public school. This includes tribal schools.

CHARTER SCHOOL
Choose this option if the center is located in a recognized charter

COLLEGE/ UNIVERSITY
Choose this option if the center is located in an accredited institution of post-secondary education (e.g. community college, tribal college, college, university).

COMMUNITY BASED
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,

FAITH BASED
Choose this option if center location 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.

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

Public Schools of North Carolina

21DC: Feeder School(s)

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. <u>Feeder schools are the school or schools in which participants of the program are regularly enrolled</u>. 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 (not yet available)
- This is **Required** data

Public Schools of North Carolina

21DC: Partner(s)

| Grantee | Center | Feeder School | **Partner** | 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)

Public Schools of North Carolina

21DC: Activities

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

Public Schools of North Carolina

21DC: Due Dates for Data Submission

2019-20 School Year and 2020 Summer collections are now open					
System	Open Date	Closing Date	Year	Status	Cohort
21DC	8/28/2019	August 28, 2020 *	2019-20 School Year	Open	12 & 13
21DC	5/25/2020	September 4, 2020	2020 Summer (6/1-8/31)	Open	12 & 13

* Extended due to COVID-19

- If you haven't already, please let your Program Administrator know if you will NOT be running a Summer program.

- For 2020 Summer, you will still use 2019-20 Feeder School rosters for attendance

Public Schools of North Carolina

Public Schools of North Carolina

Break

NC 21ˢᵗ Century Community Learning Centers (CCLC) Statewide Meeting

Synergy Conference

July 29, 2020

Kathleen Mooney, Program Specialist

Bryan Hutchins, Ph.D., Senior Research Specialist

SERVE Center

Agenda

- Subgrantee Evaluation Activities
  - NC 21st CCLC 2020 End-of-Year Grantee Survey
  - NC 21st CCLC Subgrantee Annual Program Evaluation Report
  - NC 21st CCLC Out-of-School-Time Program Quality Self-Assessment
  - NC 21st CCLC Subgrantee Annual Outcomes Progress Monitoring Report

- Statewide Reporting
  - Purpose
  - Data Sources
  - Overview of findings from most recent report

NC 21ˢᵗ CCLC Subgrantee Evaluation Activities

August (due August 15, 2020 using prior year's data—Cohort 12 and 13)

Beginning of program year (and throughout as self check)

July/August (due August 12, 2020—Cohort 12 and 13)

May (prior year's data)

NC 21ˢᵗ CCLC Subgrantee Annual Program Evaluation Report

NC 21ˢᵗ CCLC Out-of-School-Time Program Quality Self-Assessment

NC 21ˢᵗ CCLC End-of-Year Grantee Survey

NC 21ˢᵗ CCLC Subgrantee Annual Outcomes Progress Monitoring Report

NC 21st CCLC End-of-Year Grantee Survey

NC 21st CCLC End-of-Year Grantee Survey

- Purpose: To collect subgrantee-level data to assist NCDPI with planning their training and technical assistance for the coming year.

- Benefit to subgrantee: To help ensure that state-level resources align with local programming needs.

- All responses reported in the aggregate.

- Not required but highly encouraged.

NC 21ˢᵗ CCLC End-of-Year Grantee Survey

NC 21ˢᵗ CCLC End-of-Year Grantee Survey

Frequently Asked Questions (FAQs):

- How do I access the survey link?

- How long will it take to complete the survey?

- What is the due date?

- Who is responsible for completing the survey?

- What should I do if my organization had both a Cohort 12 and Cohort 13 grant in 2019-20?

NC 21ˢᵗ CCLC End-of-Year Grantee Survey

NC 21ˢᵗ CCLC End-of-Year Grantee Survey

Next Steps:
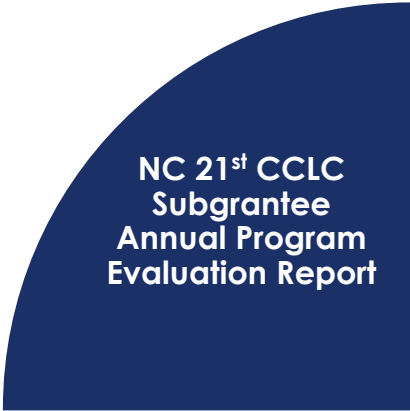
- Cohorts 12 & 13 subgrantees will access the End-of-Year Survey link via the listserv distribution from NCDPI.

- Survey responses due on or before **August 12, 2020**

NC 21st CCLC Subgrantee Evaluation Activities

August (due August 15, 2020 using prior year's data—Cohort 12 and 13)

Beginning of program year (and throughout as self check)

NC 21st CCLC Subgrantee Annual Program Evaluation Report

NC 21st CCLC Out-of-School-Time Program Quality Self-Assessment

NC 21st CCLC End-of-Year Grantee Survey

NC 21st CCLC Subgrantee Annual Outcomes Progress Monitoring Report

July/August (due August 12, 2020—Cohort 12 and 13)

May (prior year's data)
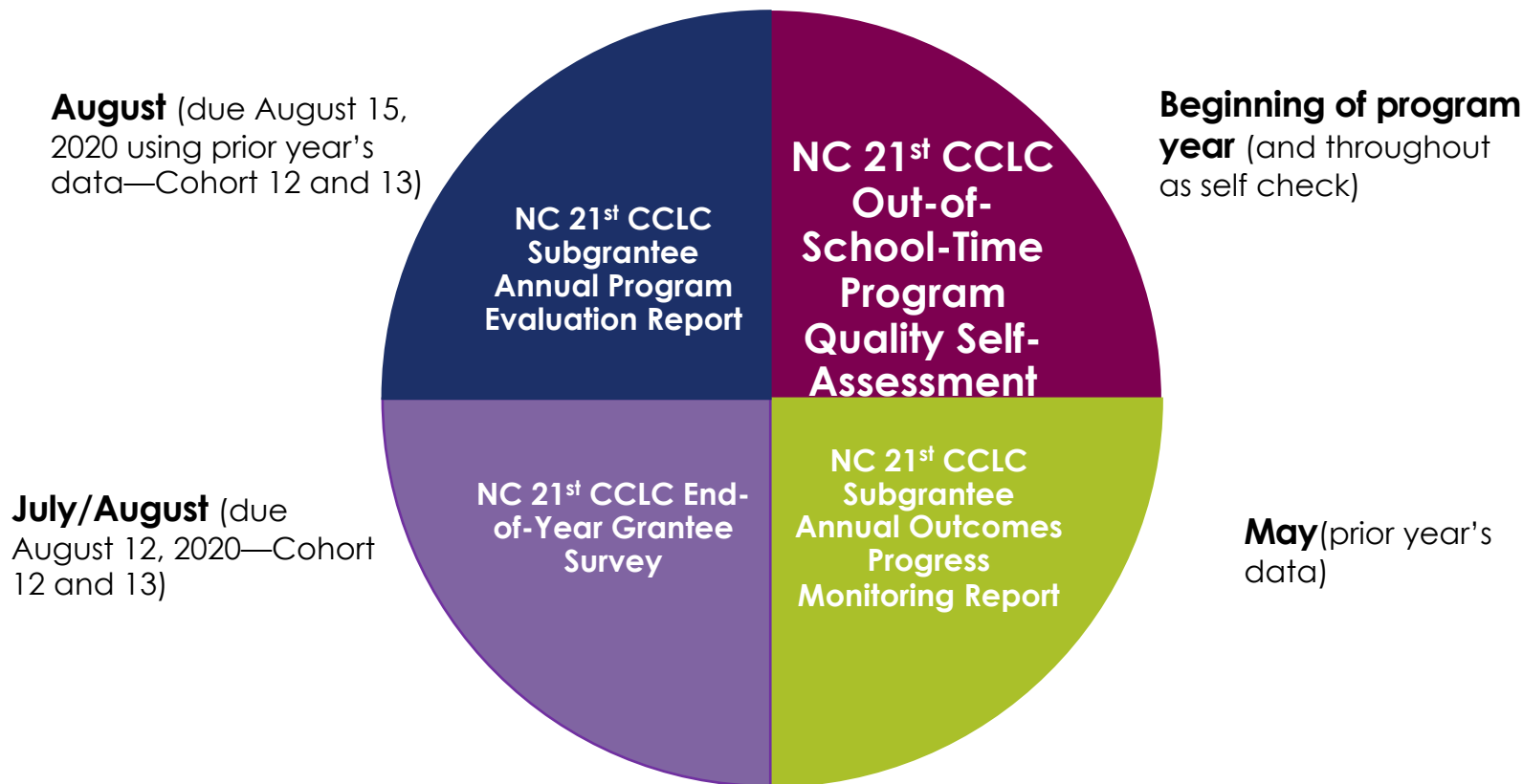
NC 21st CCLC Subgrantee Annual Program Evaluation Report

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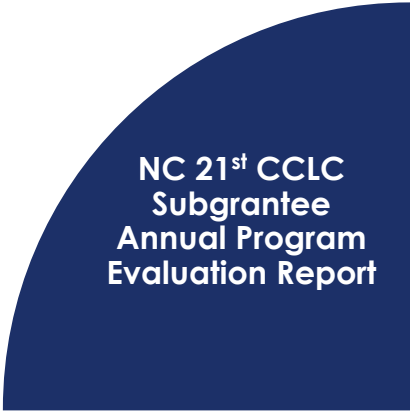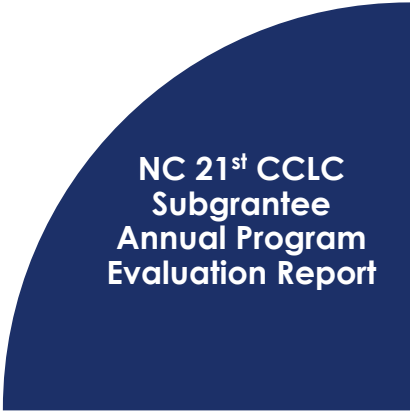- To ensure that subgrantees reflect on the extent to which they are:
  – Meeting proposed:
    - Students served
    - Costs/Expenditures
    - Attendance targets
  – Continuously improving:
    - Program design
    - Family engagement
    - Collaboration
    - Data collection

NC 21ˢᵗ CCLC Subgrantee Annual Program Evaluation Report

NC 21ˢᵗ CCLC Subgrantee Annual Program Evaluation Report

Location in CCIP:

Optional Documents		
Type	**Document Template**	**Document/Link**
Private Schools Consultation	21st CCLC Private Schools Consultation	A47 ABS 13 Private School Consultation Brisbane Academy
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	ABS A47 Cohort 13 Form 209 Budget Admend and Narrative AY1920
21st CCLC Programmatic Amendment Form [Upload up to 4 document(s)]	21st CCLC Programmatic Amendment Form	A47 ABS Cohort 13 FY1920 Program Amendment Form
21st CCLC Annual Program Evaluation Report [Upload up to 1 document(s)]	21st CCLC Grantee Evaluation Report Template for 2018-19	A47 Cohort 12 Annual Grantee Evaluation Report
21st CCLC Annual Program Evaluation Report for 2019-20 [Upload up to 1 document(s)]	21st CCLC Grantee Evaluation Report Template for 2019-20	
21st CCLC Asset Inventory [Upload up to 2 document(s)]	21st CCLC Asset Inventory	A47 ABS Cohort 13 FY1920 Asset Inventory
21st CCLC Contracted Services (.3xx)	N/A	
21st CCLC Field Trip Template	21st CCLC Field Trip Form	Field Trip Forms Ranson Middle A47/13 FY1920
		Field Trip Forms Allenbrook Ele A47/13 FY1920
		A47 Cohort 13 Allenbrook Feb - March FTR Forms
		ABS A47 Cohort 13 Ranson Feb - March FY1920 FTR forms

NC 21st CCLC Subgrantee
Annual Program Evaluation Report

**NC 21st CCLC
Subgrantee
Annual Program
Evaluation Report**
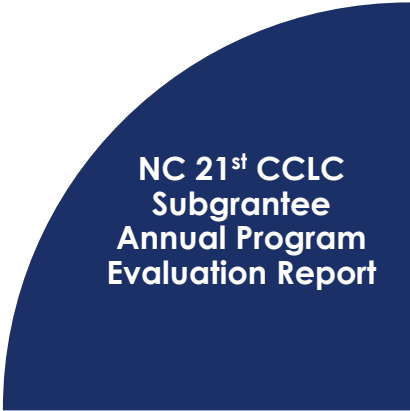
21st CCLC Subgrantee Annual Program Evaluation Report

Program Name:	
Unit Number:	
Cohort Number[1]:	\<Select Cohort Number\>
Program Year:	\<Select Program Year\>

Report Sections

A. Number of Students Proposed and Served

B. Budget Summary

C. Providing High Quality Core Educational Services and Other Enrichment Activities that Complement the Academic Program

D. Providing Literacy and Other Educational Development Opportunities to Families

E. Program Administration and Collaboration/Partnerships

F. Student Attendance in the Afterschool Program

G. Collecting Classroom Teacher Surveys to Monitor Student Improvement

NC 21st CCLC Subgrantee Annual Program Evaluation Report

NC 21st CCLC Subgrantee Annual Program Evaluation Report

A. Number of Students Proposed and Served

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H. Lessons Learned

NC 21ˢᵗ CCLC Subgrantee Annual Program Evaluation Report

NC 21ˢᵗ CCLC Subgrantee Annual Program Evaluation Report

2019-20 reporting changes:

- COVID-19 Disruption to Operation and Services (qualitative)

- Data targeting programming only through March 13ᵗʰ (quantitative)

- Some data fields in template not required (shaded out)

NC 21st CCLC Subgrantee
Annual Program Evaluation Report

**NC 21st CCLC
Subgrantee
Annual Program
Evaluation Report**

Next Steps:

- Report to be uploaded to CCIP by **August 15, 2020**

NC 21ˢᵗ CCLC Subgrantee Evaluation Activities

August (due August 15, 2020 using prior year's data—Cohort 12 and 13)

Beginning of program year (and throughout as self check)

July/August (due August 12, 2020—Cohort 12 and 13)

May (prior year's data)

NC 21ˢᵗ CCLC Subgrantee Annual Program Evaluation Report

NC 21ˢᵗ CCLC Out-of-School-Time Program Quality Self-Assessment

NC 21ˢᵗ CCLC End-of-Year Grantee Survey

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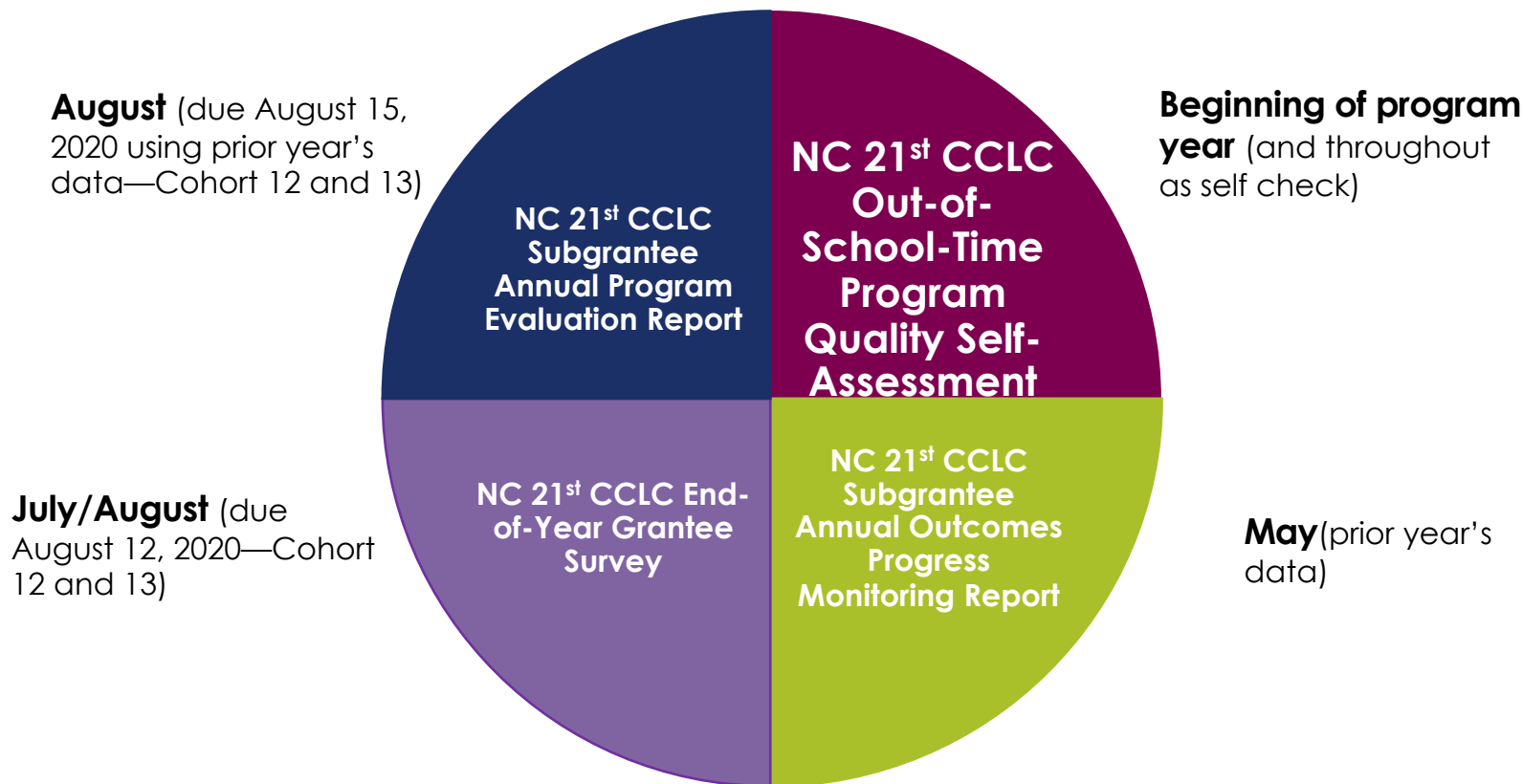
NC 21st CCLC Out-of-School-Time Program Quality Self-Assessment

Standard #	Quality Program Standard Indicators
Standard #1	Provide students with a safe environment
Standard #2	Recruit, hire, train, and retain a qualified staff
Standard #3	Help students learn in different environments
Standard #4	Develop and maintain student attendance processes that are clear and effective
Standard #5	Develop and maintain positive relationships between students and staff
Standard #6	Establish and maintain effective partnerships with families, businesses, and communities
Standard #7	Provide students with activities and opportunities that support their academic development
Standard #8	Provide students with enrichment activities and opportunities that support academic and personal growth

NC 21ˢᵗ CCLC Out-of-School-Time Program Quality Self-Assessment

https://serve.uncg.edu/21st-cclc/program-quality/

NC 21st CCLC Out-of-School-Time Program Quality Self-Assessment

NC 21st CCLC Out-of-School-Time Program Quality Self-Assessment

*The **NC 21st CCLC Out-of-School-Time Program Quality Self-Assessment** format is designed to engage program leaders in thoughtful discussions about strengths and areas needing improvement. Although designed for use by 21st CCLC programs in North Carolina, it can be used by any after-school program.*

NC 21st CCLC Subgrantee Evaluation Activities

August (due August 15, 2020 using prior year's data—Cohort 12 and 13)

NC 21st CCLC Subgrantee Annual Program Evaluation Report

NC 21st CCLC Out-of-School-Time Program Quality Self-Assessment

Beginning of program year (and throughout as self check)

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NC 21st CCLC End-of-Year Grantee Survey

NC 21st CCLC Subgrantee Annual Outcomes Progress Monitoring Report

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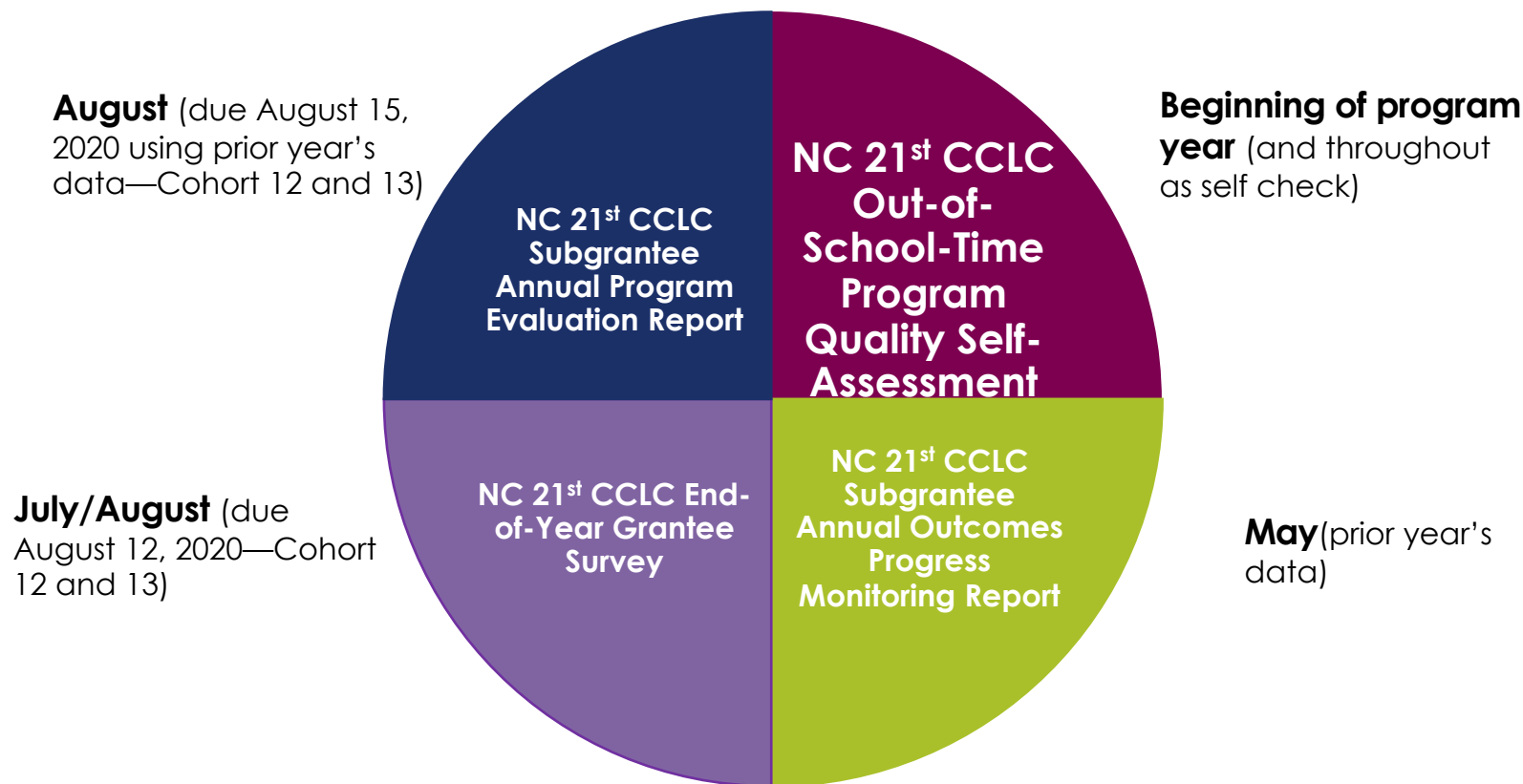
NC 21st CCLC Subgrantee Annual Outcomes Progress Monitoring Report

- The reports allow subgrantees to easily review their performance on state progress monitoring goals compared to other subgrantees.

- No subgrantee submission required of this activity.
  - Reports based on data received from NCDPI.

- Comprised of data from the previous program year.

- SERVE will provide NCDPI grantee-level reports in May.
  - NCDPI will share reports with grantees.

- Intended for subgrantee use for program improvement.

NC 21st CCLC Subgrantee Annual Outcomes Progress Monitoring Report

NC 21ˢᵗ CCLC Subgrantee Annual Outcomes Progress Monitoring Report

Objective	Target	Observed	Goal Met?	Cohort Mean
Goal 1: Targeted Students Are Enrolled				
1.1: Enroll At Least 75% of Proposed Number of Students (with the desired goal of 90%)	75%	26%	✘	95%
1.2: The Majority (Over 50%) of Students are from Low-Income Schools (Title I)	50%	100%	✔	82%
1.3: The Majority (Over 50%) of Students (Grades 4-8) Need Academic Support Based on Reading and/or Math EOGs	Reading: 50% Math: 50%	Reading: 73% Math: 80%	✔ ✔	Reading: 77% Math: 75%
Goal 2: Enrolled Students Meet Definition of "Regular" Attendance				
2.1: Percentage of Students Attending 30 Days or More ("Regular" Attendees) Meets Minimum Threshold/Target for Grade Level	Elem: 80% Middle: 60% High: 40%	Elem: 100% Middle: 93% High: 100%	✔ ✔ ✔	Elem.: 89% Middle: 76% High: 72%
2.2: Percentage of Centers with an Average Attendance of 30 Days or More	100%	100%	✔	88%
Goal 4: "Regular" Attendees Will Demonstrate Educational and Social Benefits and Exhibit Positive Behavioral Changes				
4.1: Percentage of "Regular" Attendees (Grades 4-8), With Two Years of State Test Data, Who Improve from "Non-Proficient" (Levels I, II or III) to "Proficient" (Levels IV or V) Will Be At Least 11%.	Reading: 11% Math: 11%	Reading: 5% Math: 4%	✘ ✘	Reading: 11% Math: 11%
4.2: "Regular" Attendees (Grades 4-8) With Two Years of State Test Data Will Demonstrate Year-to-Year Change on State Tests in Reading and Math at Least As Great or Greater Than the State Population Year-to-Year Change.	Same or Greater Than	Reading: Same Math: Same	✔ ✔	Reading: Same Math: Same
4.3: Classroom Teachers Will Indicate Improvement in the Majority (Over 50%) of "Regular" Attendees at the End of the Year on: **Homework Completion and Class Participation**	50%	NA	✘	80%
4.4: Classroom Teachers Will Indicate Improvement in the Majority (Over 50%) of "Regular" Attendees at the End of the Year: **Student Behavior**	50%	NA	✘	80%

Subgrantee Evaluation Activities Summary

Evaluation Activities	Required/ Recommended	Due Date	Purpose
End-of-Year Grantee Survey	☐ Required ☒ Recommended	8/12/20	☐ Accountability ☒ Continuous Improvement
Subgrantee Annual Program Evaluation Report	☒ Required ☐ Recommended	8/15/20	☒ Accountability ☒ Continuous Improvement
Out-of-School-Time Program Quality Self-Assessment	☐ Required ☒ Recommended	As determined by grantee	☐ Accountability ☒ Continuous Improvement
Subgrantee Annual Outcomes Progress Monitoring Report	No subgrantee action required	Available in May 2021	☒ Accountability ☒ Continuous Improvement

NC 21ˢᵗ CCLC Program State-Level Progress Monitoring Report

2018-19 North Carolina 21st CCLC Program
State-Level Progress Monitoring Report

Cohort 12 and 13 Grantees

Submitted by:

Bryan C. Hutchins, Ph.D.
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SERVE Center at UNCG
Dixon Building
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Submitted to:

Susan Brigman
Interim Assistant Director, Federal Program
Monitoring and Support
NCDPI

March 2020

NC 21st CCLC Program State-Level Progress Monitoring Report

- **Purpose:** To inform NCDPI's performance monitoring of grantees and participating students, statewide

- **Data Sources:** Attendance and other fields that subgrantees enter into 21DC (DPI provides to SERVE); EOG data provided by DPI Accountability Services

- **Current Report:** Includes Cohort 12 and 13 progress monitoring data from **previous program year** (2018-2019).
  - Is posted on the NCDPI 21st CCLC website at: https://www.dpi.nc.gov/districts-schools/federal-program-monitoring/21st-century-community-learning-centers#evaluation

NC 21st CCLC Program State-Level Progress Monitoring Report Sections

Reporting Sections:

I. **Goal 1:** Projected number of students enrolled

II. **Goal 2:** Enrolled students meet the definition of "regular" attendance

III. **Goal 3:** Programs will offer services in core academic areas and in enrichment

IV. **Goal 4:** "Regular" attendees will demonstrate educational and social benefits and exhibit positive behavioral changes

NC 21st CCLC Program State-Level Progress Monitoring Report Sections

	Cohort 12	Cohort 13	Both Cohorts
Grantees			
Number of grantees	45	49	**94**
Number of participating students	8,578	6,355	**14,912**
Average number of students served by grantees	191	130	**159**
Centers			
Number of centers	119	87	**206**
Average # of students served per center	72	73	73
Average number of centers per grantee (range)	3 (1-8)	2 (1-6)	**2 (1-8)**
Student Characteristics			
% Elementary School	66%	74%	**69%**
% Middle School	26%	21%	**24%**
% High School	9%	5%	**7%**
% African American	46%	58%	**51%**
% White	27%	16%	**23%**
% Hispanic	16%	18%	**17%**
% Other	10%	7%	**9%**

NC 21ˢᵗ CCLC Program State-Level Progress Monitoring Report <u>Goal 1</u>

Goal 1: Projected number of students enrolled

Objective	Current Findings	Met
Objective 1.1: The majority (**over 50%**) of grantees enroll at least 75% of their projected number of students.	**95%** of grantees enrolled at least 75% of their projected number of students.	☑
Objective 1.2: The majority (**over 50%**) of students served statewide are from low-income schools.	**86%** of students per center came from Title I qualifying schools.	☑
Objective 1.3: The majority (**over 50%**) of students served statewide are in need of academic support.	**76%** non-proficient in Reading EOG; **70%** non-proficient in Math EOG.	☑

NC 21st CCLC Program State-Level Progress Monitoring Report Goal 2

Goal 2: Enrolled students meet the definition of "regular" attendance

Objective	Current Findings	Met
Objective 2.1: Statewide percentage of students attending 30 days or more is at least **70%** (**80%** in elementary, **60%** in middle school, and **40%** in high school).	**71%** of participants attended 30 days or more (**77%** in elementary, **63%** in middle school, and **38%** in high school).	✅ ❌
Objective 2.2: Statewide percentage of centers with an average attendance of 30 days or more will not fall below **87%**.	Cohort 12 = **87%** Cohort 13 = **87%**	✅

NC 21st CCLC Program State-Level Progress Monitoring Report Goal 2

Goal 2: Enrolled students meet the definition of "regular" attendance

	Cohort 12	Cohort 13	Both Cohorts
School-Level			
% of ES "regular" attendees	83%	71%	**77%**
% of MS "regular" attendees	59%	69%	**63%**
% of HS "regular" attendees	36%	43%	**38%**
Total	**72%**	**69%**	71%
Center-Level			
% of centers with average attendance ≥ 30 days	87%	87%	**87%**

NC 21ˢᵗ CCLC Program State-Level Progress Monitoring Report <u>Goal 3</u>

Goal 3: Programs will offer services in core academic areas and in enrichment

Objective	Current Findings	Met
Objective 3.1: More than **85%** of centers offer services in at least one core academic area.	**Over 85%** of centers reported frequently providing activities in *literacy, homework help, or tutoring*.	☑
Objective 3.2: More than **85%** of centers offer enrichment support activities.	**89%** of centers reported high frequency of at least one character education or enrichment activity.	☑

NC 21st CCLC Program State-Level Progress Monitoring Report <u>Goal 4</u>

Goal 4: "Regular" attendees will demonstrate educational and social benefits and exhibit positive behavioral changes

Objective	Current Findings	Met
Objective 4.1: The statewide percentage of "regular" attendees who improve from "non-proficient" to "proficient" will be **at least 11%.**	Reading EOG = **10%** improvement; Math EOG = **7%** improvement	***Not Reported**
Objective 4.2: "Regular" attendees will demonstrate year-to-year change on state tests in reading and math **at least as great or greater** than the state population year-to-year change.	Reading EOG = **Same** Math EOG = **Slightly Above**	☑
Objective 4.3: The **majority (over 50%)** of classroom teachers responding to a Teacher Survey will rate "regular" attendees' classroom performance and behavior as improved.	**87%** improved on homework completion and class participation; **75%** improved on student behavior.	☑

NC 21st CCLC Program State-Level Progress Monitoring Report Goal 4

Goal 4: "Regular" attendees will demonstrate educational and social benefits and exhibit positive behavioral changes

Grade in 2018	All Students (Statewide)			21st CCLC "Regular" Attendees		
	Level I, II, or III in 2018	Level IV or V in 2019	% Moving Up to CCR Prof.	Level I, II, or III in 2018	Level IV or V In 2019	% Moving Up to CCR Prof.
Reading						
3 to 4	62,662	9,385	15%	1,251	106	9%
4 to 5	63,149	8,174	13%	1,199	91	8%
5 to 6	67,824	15,180	22%	772	127	17%
6 to 7	55,514	7,877	14%	475	51	11%
7 to 8	53,890	5,801	11%	324	35	11%
All	303,039	46,417	**15%**	4,021	410	**10%**
Math						
3 to 4	53,752	3,770	7%	1,069	52	5%
4 to 5	57,132	4,844	8%	1,124	75	7%
5 to 6	53,699	3,853	7%	644	51	8%
6 to 7	61,654	7,348	12%	470	47	10%
7 to 8	60,302	4,359	7%	312	21	7%
All	286,539	24,174	**8%**	3,619	246	**7%**

Questions/Comments
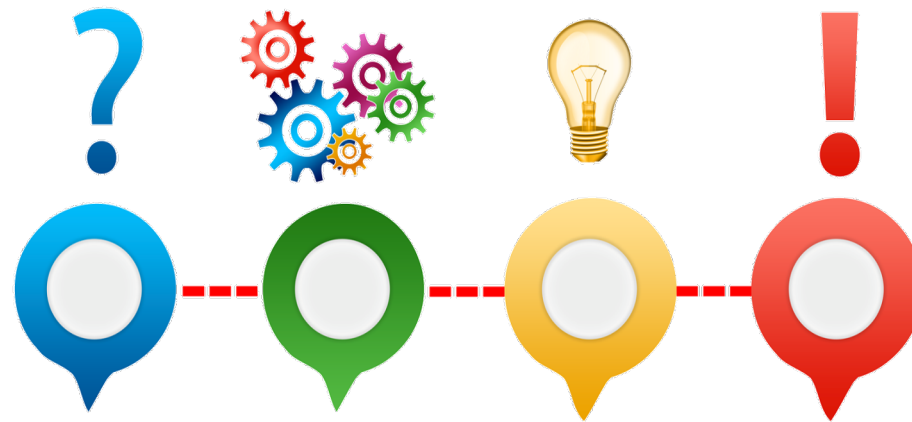
Public Schools of North Carolina

Lunch Break

21st CCLC Continuation of Funding Applications

Jennifer Smith, Program Administrator

Tara Powe, Program Administrator

Melissa Eddy, Program Administrator

Tammorah Mathis, Program Administrator

Federal Program Monitoring & Support

Continuation of Funding Applications for Cohort 13 Year 3 and Cohort 14 Year 4

Budget Section

- Organizations must self-insert these Budget figures totaling the ***exact grant award amount not including carryover*** (Cohort 13, Year 3)
- Cohort 12, Year 4 organizations will need to submit a budget amount totaling their carryover balances as of July 1, 2020

[Download Budget Data]

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

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

Account Structure

5350-110-113

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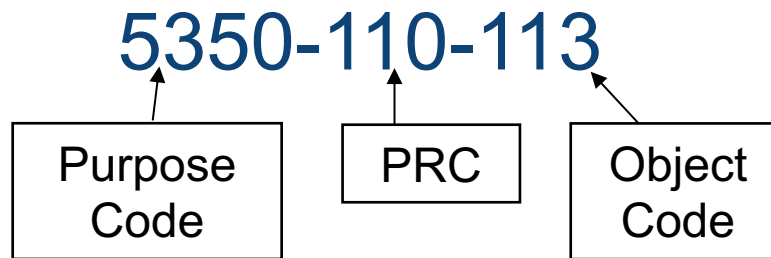
5350 Extended Day/Year Instructional Services (Purpose Code Example)

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

Grant Details Section

1. Enter the total number of children served in **PREVIOUS ACADEMIC** year *(for your afterschool program until public schools closed on March 13, 2020 or the end of the school year if you maintained virtual programming)*.

	a. Total served 30 days or more
	b. Total enrolled
	c. Total number to be served per the approved RFP

2. Enter the total number of children to be served in the CONTINUATION year.
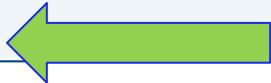
RFP Target from original grant proposal

Grant Details Continued

3. Provide a brief description of the <u>school year component</u> for the PREVIOUS ACADEMIC year **PRIOR** to the extended public-school closure after March 13, 2020 due to the COVID-19 pandemic. Include days/hours of operation, attendance, staffing and activities.

School Year Component Details PRIOR to school closures in March

4. Provide a brief description of how your <u>school year component</u> was impacted by the COVID-19 pandemic **AFTER** public schools closed on March 13, 2020. Denote any modifications in program operations and/or services provided.

School Year Component Details AFTER March

5. Provide a brief description of the <u>summer component</u> for the PREVIOUS ACADEMIC year. Include days/hours of operation, attendance, staffing, and activities. If your program did not operate a summer component, please describe why you did not operate in the text box below.

Summer Component Details

Public Schools of North Carolina

Grant Details Continued

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

Program Successes from 2019-2020 Academic Year

7. Describe any challenges experienced in implementing the program in the PREVIOUS ACADEMIC year.

Program Challenges from 2019-2020 Academic Year

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

Self Evaluation Assessment Tools

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

Self Evaluation Results Stakeholder Communication

Public Schools of North Carolina

Grant Details Continued

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

Sustainability Activities

11. Provide an overall description of any programmatic changes (e.g., staff, training, student activities, etc.) being proposed for the CONTINUATION year for the school year program and summer component as related to the COVID-19 pandemic.

Programmatic Changes for the UPCOMING 2020-2021 School Year as related to COVID-19 Pandemic

Public Schools of North Carolina

Grant Details Continued

12. **Program Schedule for the CONTINUATION Year for the School Year and Summer Components:** Provide your program schedule for one week/month of programming for the after-school program. If a summer program is offered, provide your schedule for one week of the summer program as well. If the program schedule varies between sites, provide schedules for each.

Program Schedule for the 2020-2021 SY

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

Public Schools of North Carolina

Grant Details Continued

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

Family Engagement Communication

14. **Professional Development:** Describe the training and professional development activities that will be provided in the CONTINUATION year for staff, including volunteers. Provide a schedule of when professional development activities will occur.

Professional Development Calendar in 2020-2021 SY

Public Schools of North Carolina

Related Documents Section

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)] ℹ️	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	

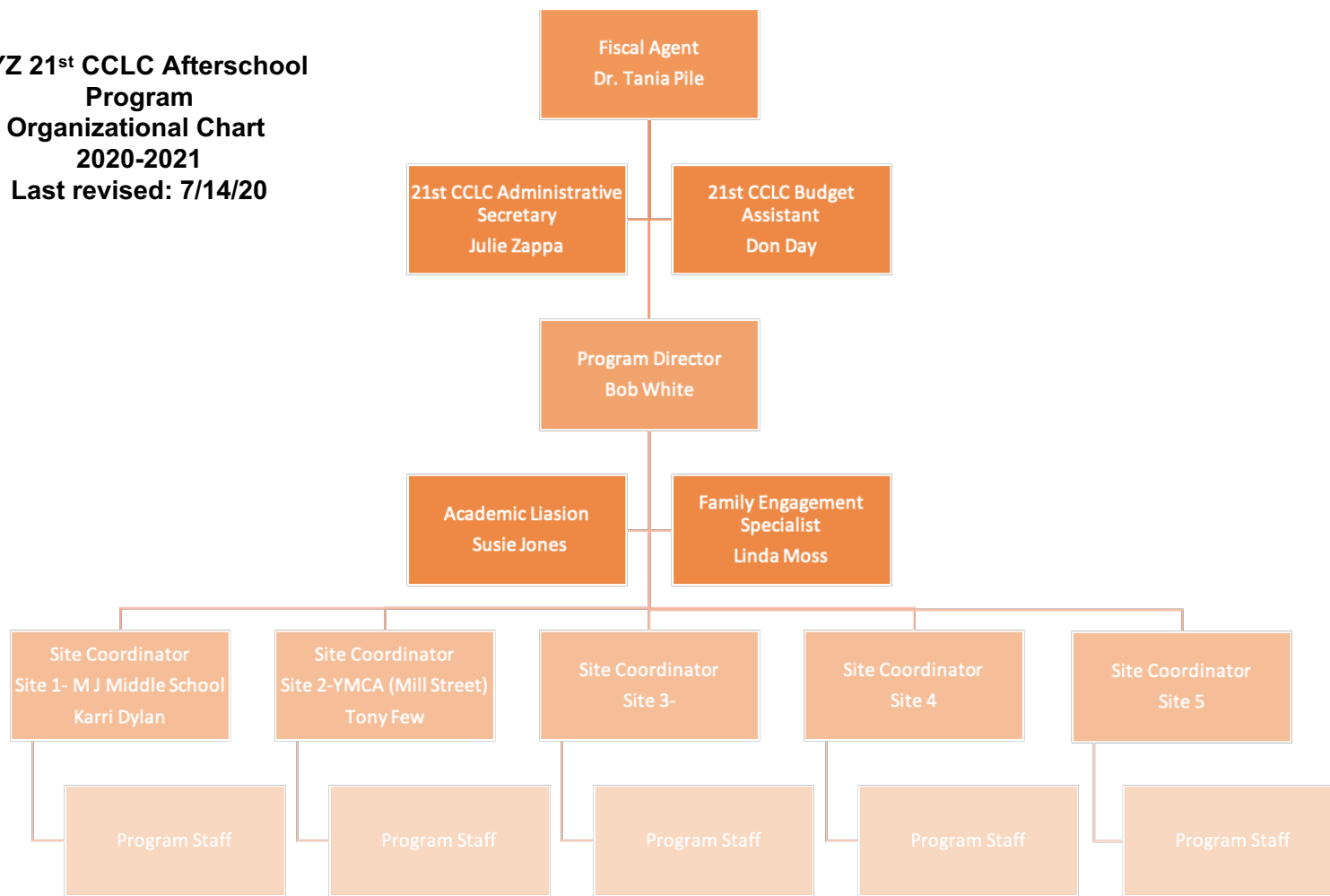| Optional Documents		
Type	**Document Template**	**Document/Link**
21st CCLC Letter of Commitment – TEMPLATE NOT PROVIDED	N/A	📄 21st CCLC Letters of Commitment
Memorandum of Understanding (MOU) [Upload up to 1 document(s)]	📄 Sample MOU Template	
21st CCLC Budget Amendment Request Form FPD 209 [Upload 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	

Public Schools of North Carolina

Updated Related Documents

- Updated Budget 208 including Narrative
- Updated 209 Budget Amendment
- Conflict of Interest Agreement Form
- Pay Rate Schedule
- Organizational Chart
- Field Trips Cancelled for 2020-2021SY
- Private Schools *(now a Required Document; if you do not have schools in your service area please upload a file attesting to this with a signature/date and upload!)*
- External Contracted Services (virtual) *(now a Required Document; if you do not have any contracted services please upload a file attesting to this with a signature/date and upload!)*

Public Schools of North Carolina

Organizational Chart

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

Fiscal Agent
Dr. Tania Pile

21st CCLC Administrative Secretary
Julie Zappa

21st CCLC Budget Assistant
Don Day

Program Director
Bob White

Academic Liasion
Susie Jones

Family Engagement Specialist
Linda Moss

Site Coordinator Site 1- M J Middle School
Karri Dylan

Site Coordinator Site 2-YMCA (Mill Street)
Tony Few

Site Coordinator Site 3-

Site Coordinator Site 4

Site Coordinator Site 5

Program Staff

Program Staff

Program Staff

Program Staff

Program Staff

Contracted Services Reminders

- For contracted services over $500, ensure bid and procurement procedures are followed

- 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

Public Schools of North Carolina

Equipment Purchases

- If asset will have value over $500 ensure bid/procurement procedures followed/documented

- 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

Budget Form 208-Budget Tab

1	**NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION**
2	**21st CENTURY COMMUNITY LEARNING CENTERS**
3	**Budget Form FPD 208 - Proposed Budget** *(Revised June 2020)*
4	**Organization Name** (enter in shaded cell below)
5	**XYZ Afterschool Program**

6	**Unit Number**	**Q23**
7	**Cohort Number**	**12**
8	**Project Period Beginning**	**07/01/20**
9	**Project Period Ending**	**09/30/21**
10	**Carryover Budget Amount from FY 2020 (Cohort 12 & 13) as of 6/30/2020**	**$ 35,000.00**
11	**Expenditures spent thru 7/1/2020 to 8/14/2020**	**$ 5,400.00**
12	**Remaining Carryover Balance from FY 2020 as of 8/15/2020**	**$ 29,600.00**
13	**New Allocation for FY 2021 (Cohort 13 & 14 only)**	**$ 400,000.00**
14	**Total Yearly Budget**	**$429,600.00**
15		

	Account Title	**Account Budget Code**	**Total**	**Budget Narrative Summary**	**% ALLOCATED to this PROJECT**
16					
17	Alt Progs Supprt & Dev Srvcs - Salary - Director and/or Supervisor	6300.110.113	$45,000.00	See Positions Tab	50
18	Alt Progs Supprt & Dev Srvcs - Salary - Finance (e.g., Officer, bookkeeper, accountant)	6300.110.115			
19	Alt Progs Supprt & Dev Srvcs - Salary - Office Support	6300.110.151			

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

Public Schools of North Carolina

Budget Form 208-Budget Tab

Transportation - Gas/Diesel Fuel	6550.110.423				
Audit Services - Contracted Services	6930.110.311				
		$429,600.00			

I certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable and necessary as required by Section 2 CFR § 200.410 Code of Federal Regulations. Documentation is on file as evidence for all expenditures

Printed Name:

Signature:

Title: Program Director

Date:

Printed Name:

Signature:

Title: Fiscal Agent

Date:

Printed Name:

Signature:

Title: Chief Finance Officer (if applicable)

Date:

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

Public Schools of North Carolina

Budget Form 208-Positions Tab

NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION						
POSITIONS TAB BUDGET NARRATIVE SECTION						
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.**	**(3) 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.**		**(4) Enter total amount**	**(5) Enter % of time allocated to the project**	**(6) Select if position is taxable or contracted (no taxes)**
Account Title	**Account Code**	**DETAILED BUDGET NARRATIVE**		**AMOUNT**	**% ALLOCATED to this PROJECT**	**Taxable (W-2) or Contracted Employee (1099)**
Alt Progs Supprt & Dev Srvcs - Salary - Director and/or Supervisor	6300.110.113	**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 substitue. All staff reports to the Program Director. Attends FDOE required training and meeting while representing program at meetings. <u>Afterschool:</u> 1 Program Director x $32/hr x 3.5 hrs/ day x 180 days = $20,160 <u>No School/ Holidays:</u> 1 Program Director x $32/hr x 9 hrs/ day x 26 days = $7,488 <u>Summer:</u> 1 Program Director x $32/hr x 9hrs/day x 29 days = $8,352 <u>Training:</u> 1 Program Director x $32/hr x 4hrs/ day x 4 days= $512 <u>Program Set Up:</u> 1 Program Director x $32/hr x 4hrs/ day x 5 days= $640		$ 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		

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

Public Schools of North Carolina

Budget Form 208-Contracts Tab

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	$ 12.00	$ 30,000.00	100	YES
						$ -		
Total Contracted Services						$ 30,000.00		

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

Budget Form 208-Equip./Furn. Tab

	A	B	C	D	E	F	G
	**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 if total cost over $500

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** | + |

Sample Budget Narrative Examples

1	6300.110.113	**Program Director**	$42,930.00

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.

				School Year					
$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
				Summer Program					
$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**

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

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

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

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.

Computations									
$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 |

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.

Computations						
$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.

Computations	
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.

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.

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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%

Public Schools of North Carolina

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 will also consider staff/student ratios and previous average daily attendance (ADA) (if appropriate)
- **If Organization does not pay a Facility site lease and utilities, then exempt from requesting a Waiver**

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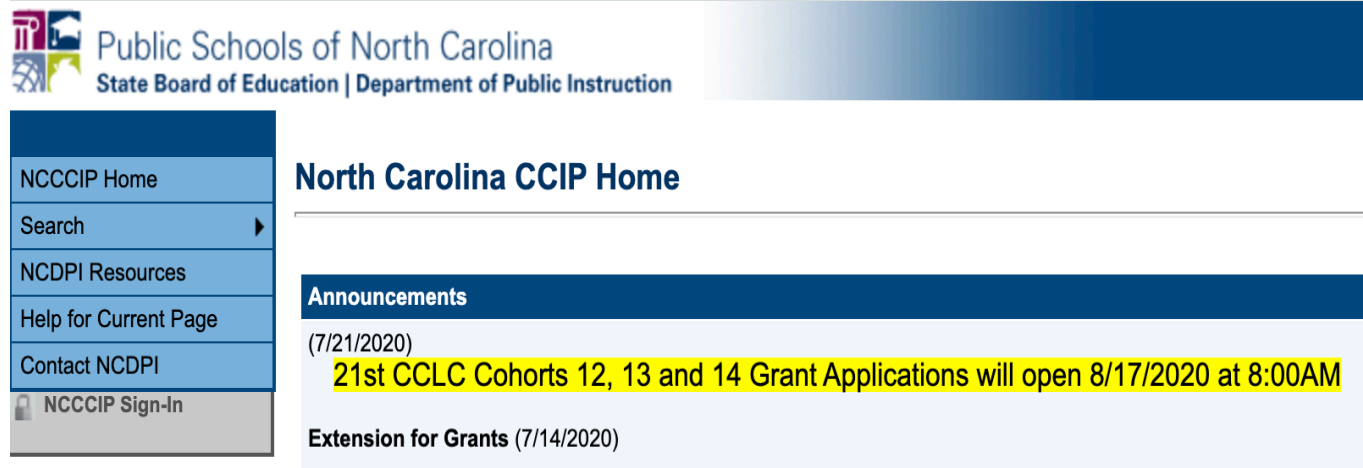
Waiver to Exceed 70% Cap

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

CCIP Continuation Application Timeline for Submission

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

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

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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)

<u>Tentative</u> 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/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%)

Public Schools of North Carolina

Tips for a Quick CCIP Approval

- Complete all grant detail narrative boxes with details

- Complete and upload all related documents (if signatures are required ensure those documents are signed)

- Ensure budgets include a reflective narrative for each line itemized in the budget

- Organizations can make edits/adjustments at any status except once finalized at "Chief Administrator Approved"

- Click the Funding Application Status through "*Chief Administrator Approved*"

- Once LEAS/Charters receive "NCDPI Program Administrator Approved" and "Division Administrator Approved" they should upload budgets into BAAS/LBAAS/LINQ accordingly

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Break

(Cohort 14 returns)

21ˢᵗ CCLC Monitoring & Support Process

Tina Letchworth, Interim Section Chief
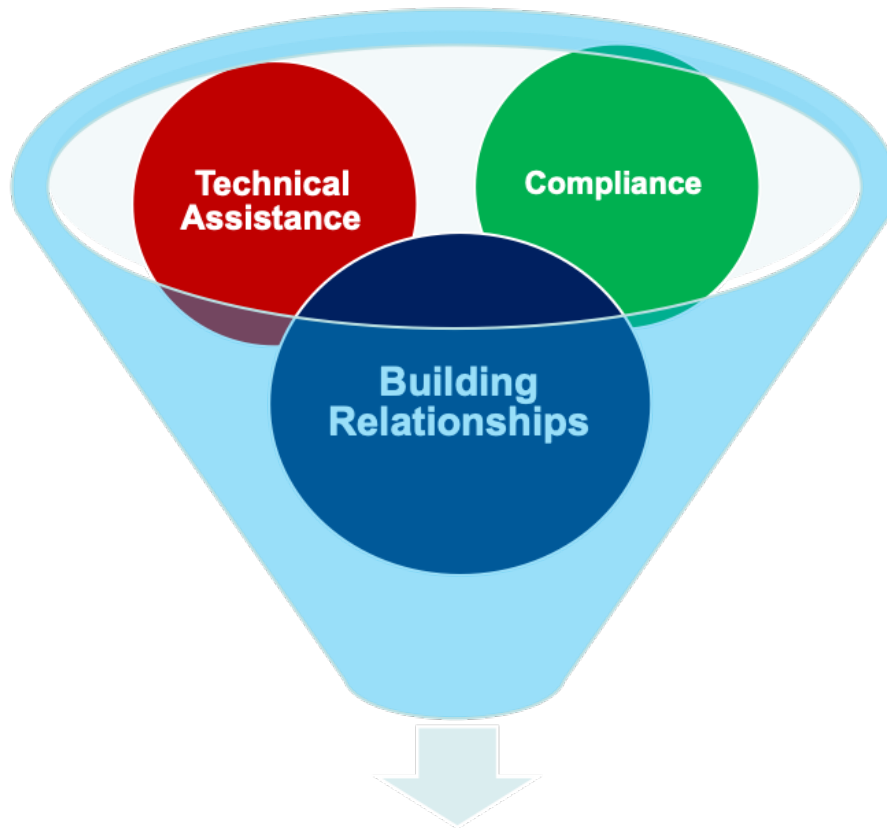
Federal Program Monitoring & Support

Federal Program Monitoring & Support Process

Types of Program & Fiscal Monitoring

Program Quality Review (PQR)

Comprehensive Program Monitoring Review (CPMR)

Fiscal Monitoring Review (FMR)

Fiscal Desk Review (FDR)

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 Reviews and Fiscal Monitoring Reviews
- Year 3 – CPMRs, FMRs, PQRs, and/or FDRs based on a risk assessment

Program Monitoring Procedure Overview

- Notification Letter (30 days before on-site visit or desk review)

- Email notification of procedure, agenda template and monitoring guidelines (CPMRs only)

- Contact Primary Contact to answer questions as needed

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Program Monitoring Procedure Overview

- Documentation submission organized by the Strands and Indicators of the Monitoring Instrument
  (due the Friday before the on-site visit)

- Review data/documents and record notes for applicable indicators on Monitoring Instrument

- Interview staff, parents, students and others as available

- Conduct exit meetings

Monitoring Strands
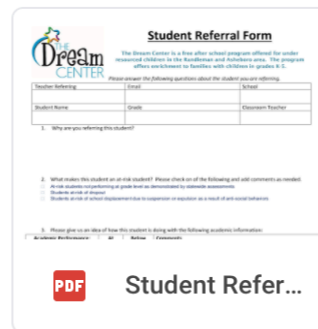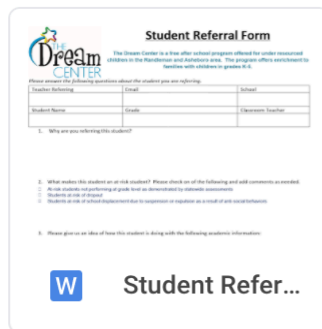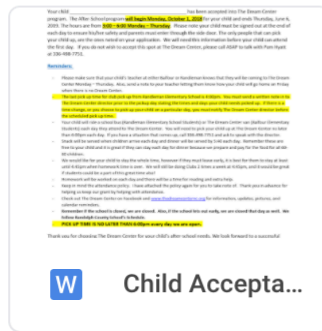
21st Century Community Learning Centers
Comprehensive Program Monitoring Review Instrument

Program Name: _____ **Unit/Cohort Number:** _____ **Year of Funding:** _____

Date of Review: _____ **Total Number Students:** _____ **Total Number Sites:** _____

Program Administrator Completing Review: _____

The State Educational Agency (SEA) is required to monitor the quality and effectiveness of the programs operating with funds provided through 21st Century Community Learning Centers (21st CCLC) grant program (EDGAR, 2 CFR § 200.331). Monitoring of the 21st CCLC subgrantees focuses on indicators across five (5) compliance strands: Program Management; Program Implementation; Family Engagement; Federal, State and Local Statutes; and Fiscal Management.

Program Administrators use the instrument to review documentation and conduct interviews compared to the data and narrative descriptions submitted in the approved project. Each indicator within a compliance strand is rated as follows:

Meets Requirements	Meets Requirements with Recommendations	Findings	NA – Not Applicable
Compliance indicator is 100% met and supported by all required evidence(s). All required documents are provided and support compliance. Interviews support documentation, processes, and implementation. Compliance is consistent at program level and sites sampled.	Basic compliance requirements are met; recommendations are provided for improvement.	Evidence or lack of evidence show compliance indicator has not been met. Incomplete or lack of required documentation. Interviews lack understanding or support of documentation, processes, and implementation. Compliance is inconsistent at program level and sites sampled.	Accountability standard is not applicable.

Following the review, a report with all ratings will be provided to the primary contact for the 21st CCLC program subgrantee. The subgrantee must respond in writing to each item marked as Finding within thirty (30) business days of receipt of the report. The subgrantee's response must demonstrate the required action has been sufficiently addressed by including supporting documentation with the written response.
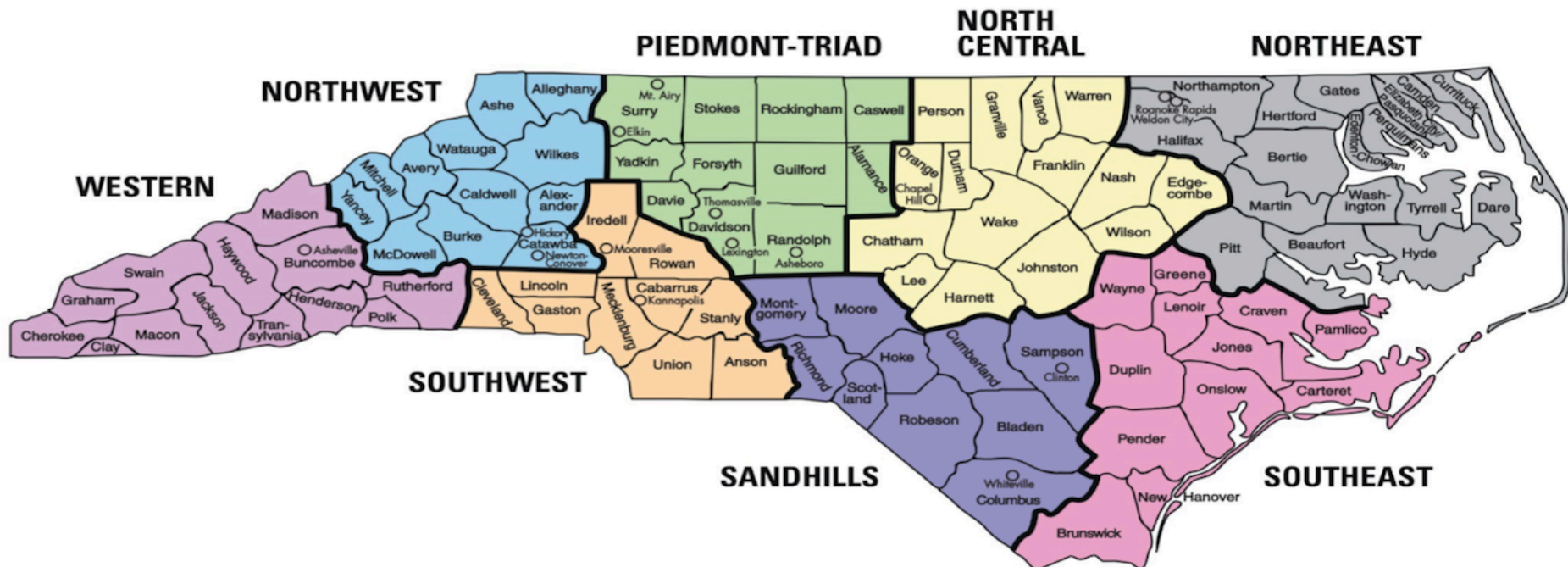
Public Schools of North Carolina

NCDPI 21st CCLC Program Administrator Support

- North Central Region- Melissa Eddy & Nakisha Floyd
- Northeast Region/ELISS- Jennifer Smith
- Northwest/Western Region- Vacant
- Piedmont Triad/Southwest- Tammorah Mathis
- Sandhills/Southeast- Tara Powe

Strand I:
PROGRAM MANAGEMENT

21st CCLC programs must be managed as described in the approved project during non-school hours or periods when school is not in session (such as before and after school or during summer recess). (*Section 4201(b)(1)(A); Section 4204(b)(2)*)
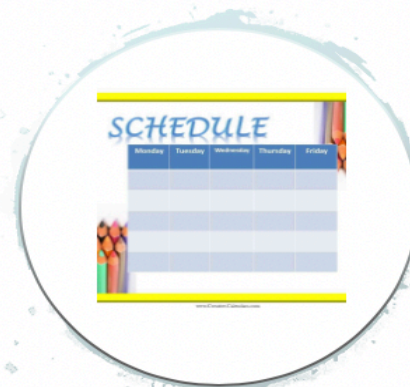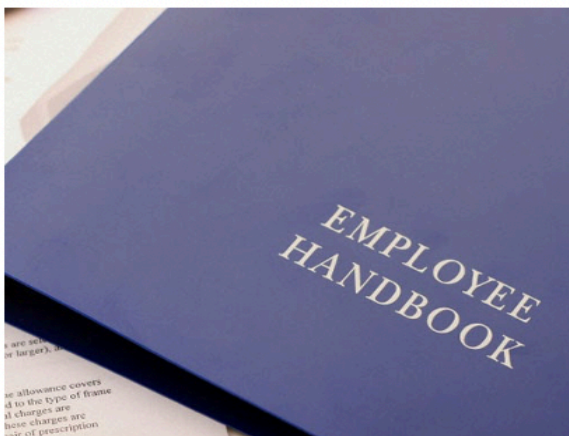
Program Management

- **Begin using 21DC for attendance**
  - Webinar link: http://www.ncpublicschools.org/21cclc/reporting/

- **Make sure the program meets a minimum of 12 hours each week**

- **Create and post daily schedule(s)**

- **Construct Staff Handbook and Parent/Student Handbook, provide training, document training dates**

- **Plan sustainability efforts and marketing strategies**

SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday
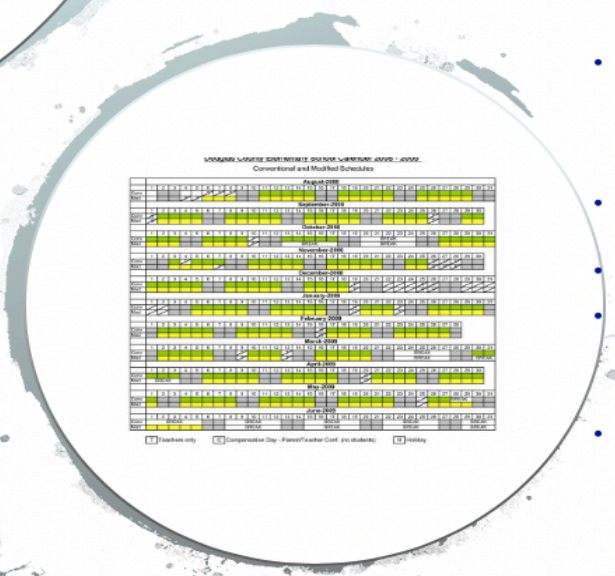
21st Century Community Learning Centers

Sustainability Objective	Sustainability Actions
	•
	•
	•

Program Management

https://y4y.ed.gov/tools/sample-staff-handbook

Program Management

- https://y4y.ed.gov/tools/sample-program-schedule

Sample Program Schedule

You for Youth | **Managing Your 21st CCLC Program**

Sample Program Schedule

Part 2: Plan your program schedule. Use the framework below for reference as you to plan your program's schedule.

Consider:
- Program Goals
- Intentional Enrichment & Recreation
- Activity Delivery
- Time Allotted for Each Academic Area
- Field Trips
- Group Gathering
- Transition Times
- Meals

Time	Monday	Tuesday	Wednesday	Thursday	Friday
4:00 p.m.	Weekly Goal Setting	Snack/ Daily Check-In	Snack/ Daily Check-In	Snack/ Daily Check-In	Weekly Goal Review
4:30 p.m.	Tutoring/ Homework Help	Project Brainstorming	Tutoring/ Homework Help	Project Brainstorming	Tutoring/ Homework Help
5:00 p.m.	Project Work Time	Group Challenge Activity	Project Work Time	Group Challenge Activity	Project Work Time
5:45 p.m.	Session Reflection/ Feedback	Session Reflection/ Feedback	Session Reflection/ Feedback	Session Reflection/ Feedback	Weekly Goal Review/Week Celebration
6:00 p.m.	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal

Public Schools of North Carolina

Program Management

- **Keep records:**
  - **All in-kind donations**
  - **Volunteer services**
  - **Other items that document sustainability efforts**
- **Communicate with feeder school(s) and document contact dates with notes**
- **Contemplate program evaluations to implement (formative, summative)**

STRAND I. PROGRAM MANAGEMENT

21st CCLC programs must be managed as described in the approved project during non-school hours or periods when school is not in session (such as before and after school or during summer recess). (*Section 4201(b)(1)(A); Section 4204(b)(2)*)

Indicator	Description	Sample Evidences	Notes	Rating
1.1	Program targets students who primarily attend schools eligible for schoolwide programs under Section 1114.	☐ Program amendments (if feeder school changes have occurred) ☐ Roster of enrolled students indicating feeder school ☐ Sample of daily attendance records for each site		
1.2	Program consistently serves projected number of students and/or can demonstrate recruitment efforts to maintain or increase the number of students served according to the description in the approved project.	☐ Enrollment and daily attendance records for each site ☐ Program Attendance Update form ☐ Recruitment plan/marketing materials ☐ Verification of total average daily attendance (ADA) at time of visit		
1.3	Program operates outside of the regular school day for a minimum of 12 hours per week at each site.	☐ Feeder school(s) calendar(s)/hours of school day ☐ Programmatic schedule with student contact days/hours of operation		
1.4	Program is adequately staffed as described in the project application.	☐ Documented hiring procedures ☐ Job descriptions of key personnel ☐ Organization chart		
1.5	Program conducts staff training on written policies and procedures.	☐ Samples of written communication with staff members ☐ Schedule of staff training with example materials, sign-in-sheets, minutes of meetings ☐ Staff handbook		
1.6	Program maintains ongoing communication and collaboration with feeder schools.	☐ Samples of communications (e.g., memos, letters, emails, etc.) with feeder schools ☐ Schedule of communication with feeder schools for each site		
1.7	Program disseminates information about the community learning center (including	☐ Evidence of sustainability plan implementation as described in the		

Public Schools of North Carolina

Strand 1

	its location) to the community in a manner that is understandable and accessible.	approved project (e.g., records of matching contributions, letters of support, etc.) ☐ Samples of communication with stakeholders (e.g., brochures, flyers, social media examples, etc.)		
1.8	Program implements a data collection plan and timeline that focuses on student attendance, at least one GPRA measure, and use of data for improvement and annual reporting.	☐ Data collection schedule and persons identified responsible to ensure data is available for timely improvement and annual reporting ☐ Program Assessment Summary ☐ Samples of data collections (e.g., school attendance, disciplinary referrals, surveys, NC CAP Self-Assessment, etc.)		
1.9	Program attendance records are maintained daily at each program site.	☐ Samples of daily attendance records at each site		
1.10	Program adheres to written policies and procedures for attendance data entry into the Attendance Module of 21DC.	☐ Evidence of staff implementation of written policies/procedures ☐ Evidence of timely completion of required reporting ☐ Written policies/procedures		

Comments:

Public Schools of North Carolina

Strand 1

Strand II: PROGRAM IMPLEMENTATION

21st CCLC programs must use award funds to offer students a broad array of services and activities that are designed to reinforce and complement the regular academics of participating students described in the grant. (*Section 4201(a)(2); Section 4204(b)(2)*)

Program Schedules

Goals for Afterschool Learning (https://y4y.ed.gov/tools)
How can you ensure that you are making the most of the afterschool hours and increasing students' desire to learn?
Research indicates that students get the most out of afterschool programs that:

- Develop thoughtful, fun, accessible, activities in a safe environment; build in transition time
- Survey and build on students' interests
- Motivate and engage all students to participate
- Connect to grade-level benchmarks, standards, and the school-day curriculum to increase achievement
- Provide real-world activities that connect to the broader community
- Provide effective tutoring and differentiated instruction for all skill levels
- Integrate technology
- Provide homework help
- Plan activities that engage students and enhance skills across the curriculum
- Alignment with approved project

Time	Monday	Tuesday	Wednesday	Thursday	Friday
3:00pm-3:30pm	Weekly Goal Setting/Snack	Snack/ Daily Check-In	Snack/ Daily Check-In	Snack/ Daily Check-In	Weekly Goal Review/Snack
3:30pm-4:30pm	Tutoring/ Homework Help	Project Based Learning	Tutoring/ Homework Help	Project Based Learning	Virtual Field Trip
4:30pm-5:30pm	STEM or Group Fitness	The ARTS or Learning Spanish	SEL	Clubs	Themed Activity
5:30pm-6:00pm	Session Reflection/ Feedback	Session Reflection/ Feedback	Session Reflection/ Feedback	Session Reflection/ Feedback	Weekly Celebration
6:00 p.m.	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal

Public Schools of North Carolina

Lesson Plans

- Construct lesson plans that align with the <u>NC Standard Course of Study</u> considering age appropriateness, time constraints, and resources

- Review the NCDPI website: http://www.ncpublicschools.org/curriculum/

- Choose and apply various instructional strategies and methods to meet the needs of the students

- Make lessons relevant and relatable to students

- Staff are qualified and capable to provide instruction and carry out plans

- Ensure lesson plan format and information is current and complete
  - See sample lesson plans

Sample Lesson Plans

GUIDED LESSON PLAN

Step 1: Identify the activity goal(s) (circle all that apply):

- #1- Improve math performance
- #2- Improve ELA performance
- #3- Develop life skills & character education
- #4- STEM
- #5- Expose to diverse opportunities to inspire personal growth and become involved in the local community
- #6- Other (Please explain): _____

Step 2: Identify Learning Objectives:

_____
_____
_____

Step 3: Design Activity

Activity Name: _____
Date: _____
Projected Cost: _____
Location: _____

Materials needed: _____
_____
_____
_____

Preparations: _____
_____
_____
_____

Procedures: _____
_____
_____
_____

Step 4: Identify Evaluation Tools

_____
_____
_____

Step 5: Identify the NCSCOS (North Carolina Standard Course of Study) Standards

_____
_____
_____
_____

Submitted by: _____   Date: _____

BDA Lesson Planner: Before, During, and After

SAMPLE LESSON PLAN

Description/theme of lesson: Reading lesson on the book, Otis	Grade Level: K-2	Time Period: 45 minutes	Date: 6/27/2014

Learning Objective(s):
- Make predictions, learn new vocabulary, and demonstrate comprehension of the story
- Participate in discussion and respond to text in meaningful ways through writing or drawing
- Develop group work skills by working together and listening to others

Materials Needed: A copy of the book Otis, chart paper, writing or drawing paper and crayons/ colored pencils, resources about farms and/or farm animals

Preparation:
- Read the book Otis, and develop questions for discussion.
- Begin a word wall or chart of the new vocabulary words that the story introduces.
- Create a KWL Chart for recording students' prior knowledge, questions, and what they learned

BEFORE READING	DURING READING	AFTER READING
Purpose: Activate prior knowledge, make predictions, discuss vocabulary	**Purpose:** Engage with the text, self-monitor comprehension	**Purpose:** examine questions that guided reading; respond to text through writing/drawing
Strategy: Preview, KWL Chart, Using a Vocabulary word wall or chart	**Strategy:** Read Aloud, Asking during-reading questions	**Strategy:** Discussion, Using a graphic organizer to summarize
Procedure: 1. Preview the cover of the book by pointing out the title, author and picture. Ask students about background knowledge about farms, cows, and tractors to record students' answers on a KWL chart. 2. Ask students to make predictions about what will happen in the story. 3. Introduce new vocabulary words and add new words to a word wall or chart while reading the book, e.g. bales, bawl, calf.	**Procedure:** 1. Read aloud the book. 2. Ask questions to promote comprehension, e.g. Why did the farmer buy the new tractor? 3. How did Otis feel when the new tractor came to the farm? 4. Ask students for additional questions or responses to the text.	**Procedure:** 1. Discuss the themes of the story, e.g. friendship, and ask students what they learned to complete the KWL chart. Ask students for questions or initial responses to the ending. 2. Have students complete an illustrated response to reading (e.g. Story Map). Ask students to draw out the story map or favorite parts of the story. 3. Extend learning if time permits. Continue to read books about farms and/or farm animals and students work in groups to write a sequel to Otis.

Evaluate (Outcomes to Look For)/ Additional Notes:
- Students show an understanding of the characters, setting, plot and themes of the story.
- Students increase in background knowledge and vocabulary related to the reading content.
- Students grow in understanding of the before, during and after reading process.
- Students work together to create a response to reading.

Public Schools of North Carolina

Instructional Strategies

- Small groups
- Activity Centers
- Group Discussion
- Individualized Instruction
- Portfolios
- Journals
- Role-Playing
- Project Based Learning (PBLs)
- KWL Chart
- Virtual Field Trips
- Interactive Whiteboard
- Use of Technology
- Games
- Think-Pair-Share

Quality-Plus Teaching Strategies

http://publish.gwinnett.k12.ga.us/qpts/strategy/technology
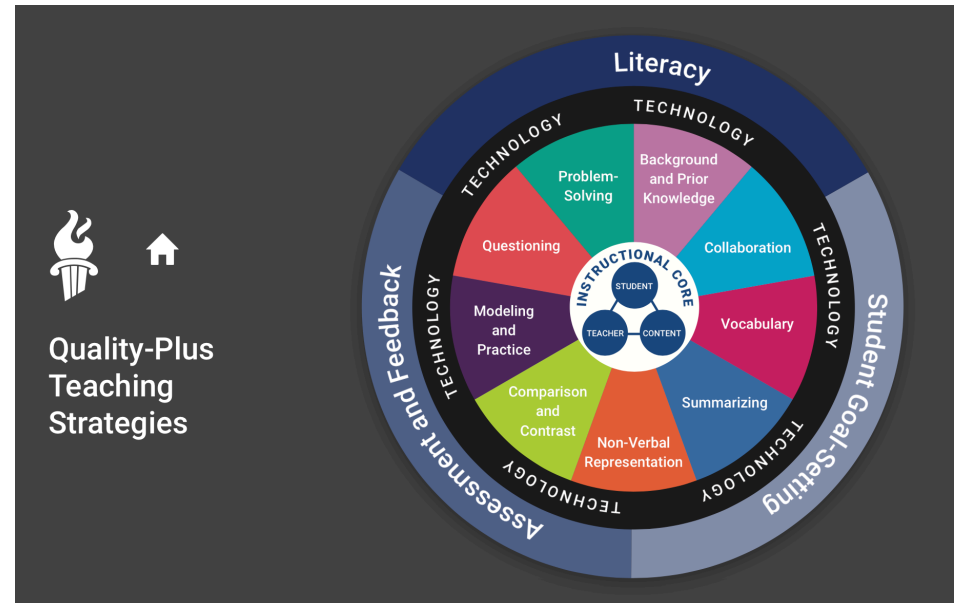
Data Collection, Monitoring, and Reporting of Student Progress

- Formative/Summative Assessments

- Entrance/Exit Tickets (Pre-Post Tests)

- Learning Contracts

- Progress Reports

- Report Cards

- Attendance Records

- Student Work Samples

- Tracking Program Goals

- School Improvement Plans/Benchmarks

- Report progress to all stakeholders- students, parents, program staff, school staff, funders, community partners, NCDPI

- Utilize website, social media, printed materials, annual reports, assessment reports, tracking charts, etc.

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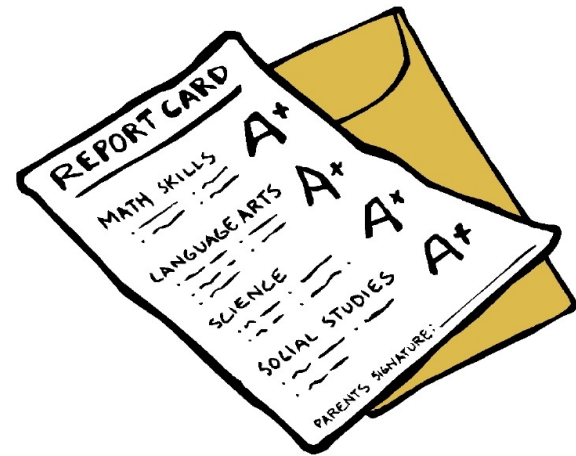
Staff Training

- Plan, implement and attend (agendas, sign-in sheets, training calendar)
  - Program Staff Training
    - Staff Orientation, Staff Meetings, Staff Planning
    - Software/Equipment Training
    - Volunteer Orientation and Training
    - Area-Specific (Classroom, Drivers, Janitorial, etc.)
  - Professional Development Opportunities
    - Conferences, Webinars, Online Classes

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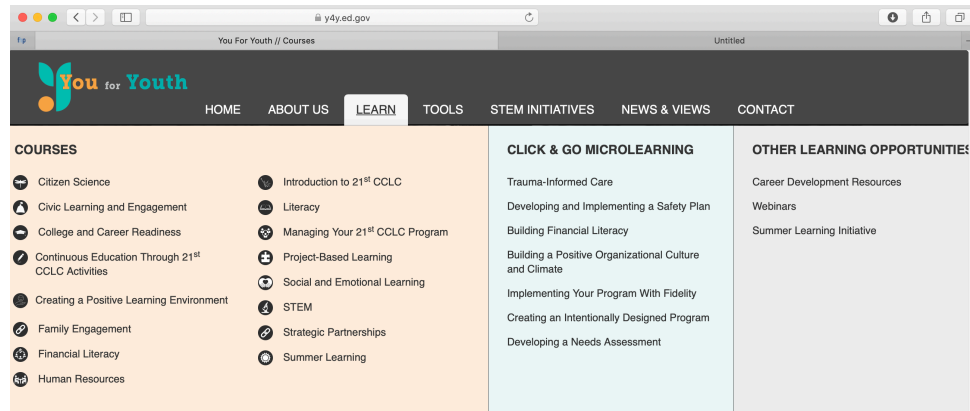
Staff Evaluation and Retention

- Staff Evaluation Efforts

  - Staff Observations and Constructive Feedback

    – Public Praise and Private Correction

    – Employee Review Process (documented)

    – Corrective Action Process

How to Build a Positive Environment

- Staff Retention Efforts

  - Team Building

  - Staff Input (share ideas)

  - Include in Program Quality Evaluation Process

  - Employee Recognition System

STRAND II. PROGRAM IMPLEMENTATION

21st CCLC programs must use award funds to offer students a broad array of services and activities that are designed to reinforce and complement the regular academics of participating students described in the grant. (*Section 4201(a)(2); Section 4204(b)(2)*)

Indicator	Description	Sample Evidences	Notes	Rating
2.1	Program offers student activities that are 1) focused on reading/language arts and mathematics; and 2) are aligned to the NC Standard Course of Study (NCSOS).	☐ Evidence of alignment to NCSOS (e.g., listed goals, objectives, etc. within lesson planning) ☐ Samples of daily program schedules for each site ☐ Samples of lesson plans ☐ Samples of student materials		
2.2	Program offers students a broad array of additional services, programs, and activities.	☐ Documented activities as described in the approved project (e.g., sample lesson plans, materials, field trip follow- up activities, etc.) ☐ Samples of daily program schedules for each site		
2.3	Program uses a variety of strategies and/or activities to address various learning interests, grade levels, and abilities.	☐ Samples of lesson plans and/or staff training materials reflecting instructional strategies		
2.4	Program uses effective strategies for student safety and engagement during transition times.	☐ Samples of transition times within daily schedules		
2.5	Program monitors student progress to ensure that activities are expected to improve student academic achievement as well as overall student success.	☐ Samples of data collections on student progress (e.g., assessments, work samples, teacher feedback, etc.) ☐ Sample progress reports provided to parents and/or feeder schools		
2.5	Program offers professional development for staff, including volunteers, that is aligned to specific program goals and priorities.	☐ Agendas, sign-in sheets, materials from learning opportunities for staff ☐ Sample evaluations of professional learning activities ☐ Written professional learning plans ☐ Yearly schedule of professional learning opportunities		
2.6	Program supports staff to ensure that appropriately qualified staff, including volunteers are more likely to continue serving the program effectively.	☐ Samples of staff evaluation/feedback communication regarding performance ☐ Written evaluation plans		

Strand 2

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Strand III: FAMILY ENGAGEMENT

21st CCLC programs must offer families of students served by community learning centers opportunities for active and meaningful engagement in their children's education, including opportunities for literacy and related educational development. (*Section 4201(a)(3)*)

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Indicator	Description	Sample Evidences	Notes	Rating
3.1	Program maintains a communication plan for reaching out to and engaging families of the students to be served.	☐ Evidence of communications with families (e.g., flyers, handbooks, newsletters, progress reports, etc.) aligned to description in approved project for each site ☐ Written family communication plan		
3.2	Program involves parents in the planning of program activities, as appropriate.	☐ Samples of parent surveys ☐ Samples of parent meetings for parent input (e.g., agendas, sign-in sheets, etc.)		
3.3	Program offers activities for family engagement around support for students' academic needs.	☐ Agendas, sign-in sheets, materials for activities ☐ Evaluations of family engagement activities ☐ Schedule of family engagement activities for each site		
3.4	Program offers activities for families including opportunities for literacy and related educational development.	☐ Agendas, sign-in sheets, materials for activities ☐ Evaluations of family engagement activities ☐ Schedule of family engagement activities for each site		
3.5	Program establishes procedures for communication with non-English speaking and/or illiterate parents, if applicable.	☐ Samples of communications targeting non-English speaking and/or illiterate parents ☐ Written communication procedures		

Public Schools of North Carolina

Strand 3

Program maintains
a communication plan
for reaching out to and
engaging families of the
students to be served.

ABOVE AND BEYOND STUDENTS
Family Engagement 2020-2021

August 2020 – Orientation: Parents receive a full overview of the ABLC – ABLC program and Parent Handbook. Time is allotted for questions, meet/greet staff and tour of the program.

Presenters: ABS Site Director and Teachers
September 2020- Creating a Year of Success: Through a partnership with the day school staff, Parents will learn strategies to help their child have a successful year: including how to create positive parent-teacher relationships, effective parent-teacher conferences; assist with homework, creating home libraries and more. Special sessions will be held to address needs and concerns for ELL and students with learning disabilities.

Presenters: CMS Facilitators, Charlotte Mecklenburg Library, ESL, CMS Literacy Department, ABS Staff
October 2020 – Literacy, Math, ESL 101: Literacy and Math Facilitators will be present activities to teach families how to support their child's development in both reading and math. Parents will be introduced to online resources, board games, and inexpensive items from Dollar Tree to promote Reading and Math. ESL 101: The ESL department will provide workshops for ESL parents to build language and reading skills, and resources to support learning at home.

Presenters: Grade Level CMS Teachers (parents will be broken out into grade level groups), ABS Teaching Staff and Teachers
November 2020 – Eating to Live – Health and Nutrition 101: Representative from the medical profession will be invited to facilitate our Health and Nutrition workshop. Families will learn healthier ways to cook, proper serving sizes, healthier food choices and more. Families will also learn health risks associated with certain foods, and how to create gardens using plastic containers from Dollar Tree.

https://www.afterschoolalliance.org/afterschoolSnack/Promoting-family-engagement-in-afterschool_04-07-2015.cfma

Gaston County Schools' A. S. P. I. R. E. Program

PARENT ENGAGEMENT SESSION

Join us for our first parent engagement session as representatives from the YMCA presents information about Healthy Living!

FEBRUARY 17, 2020
TABERNACLE BAPTIST CHURCH
FAMILY LIFE CENTER

THREE PRESENTATIONS TIMES:

9:00AM-10:00AM
12:00PM-1:00PM
5:00PM-6:00PM

For questions, call Mrs. LeAnne Conyers, Program Administrator at 704-214-9781

21st Century Community Learning Centers
Soaring Beyond Expectations

the **Y**

Program involves parents in the planning of the program activities.

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Program offers activities
for family engagement
around support
for students' academic
needs.

https://y4y.ed.gov/tools/supporting-and-engaging-families

Program offers activities for families including opportunities for literacy and related educational development.

https://y4y.ed.gov/uploads/media/FamilyEngagementSeries_11.1.17_Webinar2.pdf

Program establishes procedures for communication with non-English speaking and/or illiterate parents, if applicable.

https://y4y.ed.gov/uploads/media/math_ell.pdf

Strand IV: FEDERAL, STATE, AND LOCAL STATUTES

21st CCLC programs must adhere to all applicable federal, state, and local health, safety, and civil rights laws. *(Section 4204(b)(2)(N); Section 4204(c); Section 8501(a)-(d))*

Federal, State, and Local Statutes

- Program conducts criminal background checks for all staff, direct service contractors, and volunteers, PRIOR to working with students
  - Run against national and state criminal databases including North Carolina Sex Offender Database and National Sex Offender Database
  - Statewide criminal background checks must include all states in which the employee or volunteer lives or has lived for the previous five (5) years.
  - All criminal background checks must be obtained directly and kept on file by the Subgrantee; background checks obtained/submitted by employees are not acceptable. The Subgrantee maintains responsibility to ensure that the background check data is accurate and current.
  - Allowable expense

Private Schools Consultation

- Private School List
- Evidence of communication with private school officials within the attendance zone of your program after grant is awarded and ongoing during program implementation

Student and Staff Safety

- Clear Policies and Procedures for expectations for student conduct and disciplinary practices
  - Communicated to staff, families, and students
  - Professional Development Support
- Policies and Procedures to ensure safe usage of the Internet
  - Internet Usage consent forms (for students)
  - Acceptable Use Policies for Staff
  - Clear Handbook procedures for monitoring internet usage while at program sites

Internet Safety Resources and Sample Pledges
Lesson Plans on Internet Safety

Staff and Student Safety

- Written Emergency Preparedness Plans
  - Fire, Adverse Weather, Intruder; Lockdown; Clear Staff Training
  - If an LEA, must be 21st CCLC specific
- Schedule of Safety Drills
  - Must occur during Out of School Time
- Program Site must be Accessible to Persons with Disabilities
- Transportation Safety
  - 21st CCLC program specific transportation procedures
  - Vehicle Maintenance, inspection reports, Pick-Up procedures
- Evidence of Site Facility Maintenance
  - Fire Inspection Reports, Building Inspections, Kitchen Safety, Fenced Play areas (if applicable)

Readiness and Emergency Management for Schools Website

Public Schools of North Carolina

Staff and Student Safety

- [You for Youth's Developing and Implementing a Safety Plan Resource Page](#)

TOOLS

Here are several tools to help leaders implement program strategies. **Note**: Each of the resources are customizable to fit the needs of your program.

- Afterschool Go-Bag Suggestions – Frontline Staff
- Communication With Families About Safety
- Evacuation Steps
- Incident Report Form
- Lockdown Drill Modification Example
- Safety Plan Meeting Request Letter/Email
- Safety Through the Lens of Social and Emotional Learning
- Site Coordinator Safety Checklist
- Training and Practice Plan

21ˢᵗ CCLC Program Safety During COVID-19 Pandemic

- Governor Cooper has announced NC Public Schools will open under modified social distancing Plan B
- Requirements:
  - Face coverings will be required for every teacher, staff member and student from kindergarten through high school.
  - Limit the total number of people in buildings so that 6 feet of distancing is possible, for example, when students are seated or in line.
  - Symptom screenings, including temperature checks, will take place daily before children and staff enter your program (even if they were screened in the morning)
  - Create a way to isolate students or staff who have symptoms and ensure that they can get home safely.
  - Schedules must allow time for frequent hand washing and programs will regularly clean classrooms, bathrooms, buses and equipment.
  - Teachers will work to limit sharing of personal items and classroom materials.
  - Nonessential visitors and activities involving outside organizations will be limited.
  - Programs will discontinue the use of self-service food or beverage distribution.

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21st CCLC Program Safety During COVID-19 Pandemic

- [Guidance for Program Settings Serving Children and Teens](#)
- [Strong Schools NC Public Health Toolkit](#)
- [Reference Guide for Suspected, Presumptive, or Confirmed Cases of COVID-19 (K-12)](#)
- [Infection Control and PPE Guidance](#)
- [NCDPI Lighting Our Way Forward](#)

This guidance covers the following topics:

- Communication to Parents, Campers and Staff Prior to Camp Start
- Drop-off/Arrival Procedure
- Monitoring for Symptoms
- Returning to Camp
- Preventing Spread in the Day Camp/Program Facility
- Cloth Face Coverings
- Cleaning and Hygiene
- Protecting Vulnerable Populations
- For Facilities Planning to Reopen After Extended Closure
- Communication and Combatting Misinformation
- Additional Considerations
- Additional Resources
- Daily Health Screening for COVID-19 for Anyone Entering the Building

Positive Screening Protocols
Upon Arrival at School or Transportation Entry

WHO	Staff Member OR Student: A designated individual (e.g., parent or guardian) is PRESENT to immediately support child to get home or to medical care safely
CATEGORY	SYMPTOMS: Staff or Student presents with at least one of the following COVID-19 symptoms (*Fever • Chills • Shortness of breath or difficulty breathing • New cough • New loss of taste or smell*)

Infection Control Checklist
for K-12 Schools

In anticipation of K-12 school facilities reopening for instruction, this checklist reflects predicted items of need for infection control materials and PPE. These documents are intended to inform policy decisions.

*Note: This checklist does not address the routine use of PPE as normally indicated for completion of typical, daily medical procedures for students

School Building
- ☐ **Hand Sanitizer (with at least 60% alcohol)**
- ☐ **Hand Soap**
- ☐ **Paper Towels**

Teachers
- ☐ **Cloth Face Coverings**
- ☐ **Hand Sanitizer (with at least 60% alcohol)**
- ☐ **Cleaning Products (EPA registered disinfectants effective against coronavirus) –** See EPA's List N: Disinfectants for Use Against SARS-CoV-2
- ☐ **Tissues**

Students
- ☐ **Cloth Face Coverings**

STRAND IV: FEDERAL, STATE, AND LOCAL STATUTES

21st CCLC programs must adhere to all applicable federal, state, and local health, safety, and civil rights laws. *(Section 4204(b)(2)(N); Section 4204(c); Section 8501(a)-(d))*

Indicator	Description	Sample Evidences	Notes	Rating
4.1	Program conducts criminal background checks for all staff, including volunteers, prior to working with students.	☐ Samples of dated background check results for staff and/or volunteers, as applicable (10% of all staff or 5 whichever is greater) ☐ Statement of assurance, if LEA, for ongoing background checks from human resources office		
4.2	Program adheres to consultation requirements with private school officials prior to and during program implementation.	☐ Agendas, sign-in sheets, minutes of all consultation meetings (i.e., pre-award, post-award, and during program implementation for participating private schools) ☐ Evidence of communication with private school officials after grant is awarded ☐ Evidence of ongoing communication with private school officials during the implementation of the program ☐ Evidence of communication with private school officials prior to grant being awarded (e.g., Private Schools Consultation form, certified mail receipts, emails, etc.) ☐ List of private schools operating in the feeder school areas of the program		
4.3	Program implements policies/procedures for expectations for student conduct and disciplinary practices.	☐ Samples of written policies/procedures communicated to staff, students, and parents		
4.4	Program implements procedures to ensure student and staff safety.	☐ Schedule of safety drills conducted (e.g., fire, adverse weather, etc.) ☐ Written emergency preparedness policy/plan (if LEA, plan must specifically address the 21st CCLC program)		

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Strand 4

		☐ Written adverse weather policy/plan		
4.5	Program implements policies/procedures to ensure safe usage of the Internet, as applicable.	☐ Samples of Internet usage consent forms for students under the age of 13, if applicable ☐ Written Internet Usage policies/procedures		
4.6	Program takes place in a safe and easily accessible facility.	☐ Evidence of accessibility to persons with disabilities ☐ Evidence of regular facility maintenance (e.g., fire inspection reports, building inspections, etc.)		

4.7	Program ensures that students travel safely to and from the center and home, if applicable.	☐ 21st CCLC program-specific transportation policy/procedures
		☐ Daily drop-off/pick-up schedules for each site
		☐ Evidence of student emergency list availability on buses/vans
		☐ Specific transportation/vehicle information:
		    ☐ Copies of bus routes
		    ☐ Copy of charter bus license and safety inspection
		    ☐ Copies of vehicle maintenance and inspection reports
		    ☐ List of approved buses with bus numbers and location
		    ☐ Transportation Activity logs		

Strand 4

Strand V: Fiscal Management

21st CCLC programs use funds consistent with descriptions in the approved project, State guidelines and provisions of the Education Department General Administrative Regulations (EDGAR). *(2 CFR §200; Section 4204(b)(2)(N))*

Strand V

Fiscal Management

Use one of the financial systems for reimbursement of PRC 110-21st CCLC

LEAs use BAAS

- https://schools.nc.gov/baas

Non-LEAs use ERaCA

- https://schools.nc.gov/eraca

Maintain a list and the location of all inventory purchased with 21st CCLC grant funds

- inventory form in CCIP, related documents/optional

Fiscal Management

Send reimbursement documentation
to Richard Trantham

◦ Due 10 business days after ERaCA drawdown

  ◦ Non-LEAs only

◦ *CC program administrator*

◦ Funds can be frozen if documentation not sent on time

◦ Use ERaCA reconciliation cover sheet (online)

http://www.ncpublicschools.org/docs/21cclc/resources/state-guidance/eraca-reconciliation-coversheet.pdf

Fiscal Management

Maintain time and effort documentation of all employees

Consider program purchases and acquire prior approval for large purchases

- Possible 209 budget amendment

Evaluate:

- Staffing

- Leasing

- Transportation costs

STRAND V. FISCAL MANAGEMENT

21st CCLC programs use funds consistent with descriptions in the approved project, State guidelines and provisions of the Education Department general Administrative Regulations (EDGAR). *(2 CFR §200; Section 4204(b)(2)(N))*

Indicator	Description	Sample Evidences	Notes	Rating
5.1	Program has written procedures for financial management in accordance with applicable provisions of 2 CFR §200.	☐ Written procedures include: ☐ Allowability ☐ Cash management ☐ Compensation ☐ Conflict of interest ☐ Equipment management ☐ Procurement ☐ Segregation of duties ☐ Travel		
5.2	Program provides staff training on written procedures for financial management.	☐ Evidence of training (e.g., agendas, sign-in sheets, minutes, materials, etc.)		
5.3	Program maintains an inventory of equipment purchased with grant funds.	☐ Equipment inventory compared to approved budget ☐ Evidence that disposition procedures are documented and maintained ☐ Review of equipment matched to inventory (10% of all equipment or 5 whichever is greater; if fewer than 5 equipment purchases, all purchases reviewed)		

5.4	Program maintains procurement procedures for services and goods purchased with grant funds to avoid potential conflicts of interest.	☐ Evidence that procurement methods are appropriate for purchase amount thresholds
		☐ Evidence that no potential or actual conflict of interest exists for purchases with grant funds
		☐ Review of one drawdown compared to:
		  ☐ Approved budget and/or budget amendments
		  ☐ Samples of proof of purchase demonstrating costs are reasonable		

		and necessary (e.g., paid receipts, cancelled checks, etc.)		

5.5	Program maintains contracts with eligible vendors that have relevant professional qualifications and a taxpayer ID for the business.	☐ Evidence that all contracts have been uploaded into CCIP
		☐ Evidence that vendors are not debarred or suspended
		☐ Evidence that vendors are not program employees
		☐ Evidence that contracts contain clear specific language regarding vendor services or goods
		☐ Samples of contracts compared to invoices
		☐ If applicable, all contracts for student transportation compared to invoices:
		  ☐ Dates of transportation
		  ☐ From/to destination for each day
		  ☐ Rate per mile as reflected in the contract
		  ☐ Number of students transported
		  ☐ Vehicle license plate number
		  ☐ Total number of miles for the billing period		

5.6	Program maintains compensation procedures for employees paid with grant funds to ensure that salary paid is commensurate with effort worked on the grant.	☐ Evidence of 21st CCLC staff employment schedules outside of the 21st CCLC program
		☐ Evidence of other federal or state grants received by the subgrantee
		☐ Evidence that total salaries and employer taxes for all employees for the 21st CCLC program does not exceed 70% of the total yearly budget compared to salary schedule in CCIP
		☐ Samples of time and effort documentation
		  ☐ Personnel Activity Reports (PARs) prepared monthly and dated/signed by employee and supervisor
		  ☐ Semi-annual certifications dated/signed by employee and supervisor		

5.7	Program uses grant funds to supplement, and not supplant, other Federal, State, and local public funds expended to provide 21st CCLC programs and other similar programs.	☐ Evidence of other federal or state grant funds used for the same purpose as 21st CCLC grants (e.g., Extended Learning and Integrated Student Support Competitive Grant Program)		

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
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Questions?