21st CCLC Virtual Statewide Orientation & Technical Assistance Meeting

Cohort 13 & 14 Breakout Session

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

Agenda:

- Budget Section
- Grant Details Section
- Related Documents Section
- Tips for Speedy Approval
21\textsuperscript{st} CCLC Continuation of Funding Applications

Katrina Blount, Fiscal Monitor
Tammorah Mathis, Program Administrator
Megan Orleans, Program Administrator
Wendy Buck, Program Administrator
Monica Pask, Fiscal Analyst

\textit{Federal Programs & Monitoring Support}
Continuation of Funding Applications for Cohort 13 Year 4 and Cohort 14 Year 2

<table>
<thead>
<tr>
<th>Description</th>
<th>Validation</th>
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<tbody>
<tr>
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<td>Budget</td>
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<td>Related Documents</td>
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<td>Substantially Approved Dates</td>
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<td>Assurances</td>
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</tr>
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</table>

Change Status to “Draft Started”

You will need to work in each of these 3 Sections
**Budget Section**

- **Cohort 14, Year 2**: Organizations must self-insert these Budget figures totaling the **exact grant award amount not including carryover**

- **Cohort 13, Year 4**: Organizations will need to submit a budget amount totaling their carryover balances as of July 1, 2021*

  *pendingUSED waiver approval

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<thead>
<tr>
<th>Purpose Code</th>
<th>Object Code</th>
<th>Salaries 100</th>
<th>Employer Provided Benefits 200</th>
<th>Purchased Services 300</th>
<th>Supplies and Materials 400</th>
<th>Capital Outlay 500</th>
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<td>56,426.52</td>
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<td>6000 - System-Wide Support Services</td>
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<tr>
<td>8000 - Non-Programmed Charges</td>
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<td>0.00</td>
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<td>0.00</td>
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<td>291,850.00</td>
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<tr>
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</tr>
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</table>
Continuation App ~ Grant Details

Megan Orleans, Program Administrator
Federal Programs & Monitoring Support
## Grant Details Section

**Total students served from PREVIOUS year**

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

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
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</table>

   * a. Total enrolled during 2020-2021 school year

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   * b. Total enrolled during 2021 summer program (if did not run a summer program, type 0)
2. Enter the total number of students to be served per the original approved RFP for the CONTINUATION year

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>* a. Total number of students to be served per original approved RFP during school year program:</td>
</tr>
<tr>
<td></td>
<td>* b. Total number of students to be served per original approved RFP during the summer program:</td>
</tr>
</tbody>
</table>
Grant Details Continued

School Year Component for PREVIOUS year

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

COVID-19 Impacts on FY21 Programming

4. Provide a brief description of how your school year and summer components were impacted by the COVID-19 pandemic. Denote any modifications in program operations and/or services provided.
5. Provide a brief description of the summer component for the PREVIOUS ACADEMIC year (not inclusive of the 21st CCLC Summer Mini-Grant activities if your organization was awarded that competitive grant). Include days/hours of operation, attendance, staffing, and activities. If your program did not operate a summer component, please describe why you did not operate in the text box below.

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

Additional Challenges during FY21

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

Family Engagement for PREVIOUS year

8. Family Engagement and Communication: During the PREVIOUS ACADEMIC year, describe how the program a) engaged and communicated with enrolled families b) offered specific activities for family engagement around supporting students’ academic needs (i.e., literacy and related educational development); and c) provide the schedule of when family engagement activities occurred.
9. **Professional Development**: Describe the training and professional development activities that were provided in the **PREVIOUS ACADEMIC** year for staff, including volunteers. Provide a schedule of when professional development activities occurred.

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

12. Describe all sustainability activities that occurred during the PREVIOUS ACADEMIC year.
13. Provide an overall description of any programmatic changes (e.g., staff, training, student activities, addition of new grade levels or feeder schools served, etc.) being proposed for the CONTINUATION year for the school year program and summer component.

Please note, any major proposed changes from the original approved RFP will require an accompanying Programmatic Amendment template to be uploaded within CCIP Related Documents for review and approval for the 2021-2022 school year.
14. **Program Schedule for the CONTINUATION Year for the School Year and Summer Components:** Provide a sample schedule for one week/month of programming for after-school and extended learning programs. If a summer program is offered, provide a sample schedule for one week of the summer program as well. If the program schedule varies between sites, provide a sample schedule for each.

*Please note, all proposed weekly program schedules for the 2021-2022 school year and summer must adhere to a minimum of 12 student contact hours per week occurring outside of regular school day hours.*
15. **Program Outcome Goals and Data Collection Plan for the CONTINUATION Year for the School Year and Summer Components:** Provide a sample data collection plan aligned to the program goals focusing on (at minimum) student attendance, one ELA/Math student achievement outcome, and at least one GPRA measure. The data collection plan should detail the persons responsible for data collection and provide a brief description for how the data will be used for program improvement.

16. **Family Engagement and Communication for CONTINUATION year**

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

**Required Documents**

- 21st CCLC Basic Organization Information
- Statement of Assurances
- Debarment Certification
- Criminal Background Check Certification
- 21st CCLC Budget Form FPD 208
- Organization’s Written Fiscal Procedures
- 21st CCLC Organizational Chart
- 21st CCLC Pay Rate Schedule
- 21st CCLC Conflict of Interest Certification
- Private Schools Consultation
- 21st CCLC Contracted Services
- **System for Award Management (SAM) Active Registration Confirmation**
- Building Maintenance and Fire Inspection Reports
<table>
<thead>
<tr>
<th>Required Documents</th>
<th>Document Template</th>
<th>Document/Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>21st CCLC Basic Organization Information (upload between 1 and 2 documents)</td>
<td>21st CCLC Basic Organization Information</td>
<td>21st CCLC Basic Organization Information</td>
</tr>
<tr>
<td>Statement of Assurances (upload 1 document)</td>
<td>21st CCLC Statement of Assurances</td>
<td>21st CCLC Statement of Assurances</td>
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<tr>
<td>Deviation Certification (upload 1 document)</td>
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<tr>
<td>Criminal Background Check Certification (upload 1 document)</td>
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<td>21st CCLC Criminal Background Check Certification</td>
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<tr>
<td>21st CCLC Budget Form FPD 2018 (upload between 1 and 2 documents)</td>
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<td>Organization's Written Fiscal Procedures - TEMPLATE NOT PROVIDED (upload 1 document)</td>
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</tr>
<tr>
<td>21st CCLC Organizational Chart - TEMPLATE NOT PROVIDED (upload 1 document)</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>21st CCLC Pay Rate Schedule - TEMPLATE NOT PROVIDED (upload 1 document)</td>
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<tr>
<td>21st CCLC Conflict of Interest Certification (upload 1 document)</td>
<td>21st CCLC Conflict of Interest Agreement</td>
<td>21st CCLC Conflict of Interest Agreement</td>
</tr>
<tr>
<td>Private Schools Certification (upload at least 1 document)</td>
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<td>21st CCLC Contracted Services (300) - TEMPLATE NOT PROVIDED (upload at least 1 document)</td>
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<td>Building Maintenance and Fire Inspection Reports - TEMPLATE NOT PROVIDED (upload between 1 and 3 documents)</td>
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<table>
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<tr>
<th>Optional Documents</th>
<th>Document Template</th>
<th>Document/Link</th>
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<tbody>
<tr>
<td>21st CCLC Evaluation Report by Internal or External Vendor (if applicable) - TEMPLATE NOT PROVIDED (upload up to 1 document)</td>
<td>N/A</td>
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<tr>
<td>21st CCLC Partnership Agreement(s) - TEMPLATE NOT PROVIDED</td>
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<td>21st CCLC Budget Amendment Request Form FPD 235 (upload up to 16 documents)</td>
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<td>21st CCLC Programmatic Amendment Form (upload up to 4 documents)</td>
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<tr>
<td>21st CCLC Asset Inventory (upload up to 2 documents)</td>
<td>21st CCLC Asset Inventory</td>
<td>21st CCLC Asset Inventory</td>
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<tr>
<td>21st CCLC Voluntary Reduction or Termination of Grant Award (upload up to 1 documents)</td>
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<td>21st CCLC Voluntary Reduction or Termination of Grant Award</td>
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<td>Transit Inspection Reports - TEMPLATE NOT PROVIDED (upload up to 4 documents)</td>
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<td>N/A</td>
</tr>
<tr>
<td>Memorandum of Understanding (MOU) (upload up to 1 document)</td>
<td>Memorandum of Understanding (MOU)</td>
<td>Memorandum of Understanding (MOU)</td>
</tr>
</tbody>
</table>
# Basic Program Information Form

## I. Basic Information of Organization Applying for Funding

- **Fiscal Agent Organization Name:**
- **Fiscal Agent Organization Unit Number #:**
- **Fiscal Agent Organization Dunn & Bradstreet #:**
- **Fiscal Agent Organization Tax ID #:**
- **Fiscal Agent Organization Physical Address:**
- **Requested Grant Award:** $
- **County(ies) Served by Proposed 21st CCLC Grant:**
- **Fiscal Agent Chief Administrator Name:**
- **Fiscal Agent Chief Administrator Email Address:**
- **Fiscal Agent Chief Administrator Phone Number:**
- **Chief Finance Office Name (if appropriate):**
- **Chief Finance Office Email (if appropriate):**
- **Chief Finance Office Phone (if appropriate):**
- **If submitting a Joint Application, provide name of Partnering Agency:**

## II. Basic Information of Program Components

- **21st CCLC Program Name:**
- **Program Director Name:**
- **Program Director Email:**
- **Program Director Phone Number:**

<table>
<thead>
<tr>
<th>School Year Program</th>
<th>Number of Student Slots:</th>
<th>Dates of Programming From:</th>
<th>to</th>
<th>Total Number of Weeks Students Served:</th>
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</thead>
<tbody>
<tr>
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<table>
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<tr>
<th>Summer Program</th>
<th>Number of Student Slots:</th>
<th>Dates of Programming From:</th>
<th>to</th>
<th>Total Number of Weeks Students Served:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Site # 1 Location Name &amp; Physical Address:</th>
<th>Days/Hours of Operation:</th>
<th>Phone #:</th>
<th>Site Director Name and Email Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Site # 2 Location Name &amp; Physical Address:</th>
<th>Days/Hours of Operation:</th>
<th>Phone #:</th>
<th>Site Director Name and Email Address:</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Site # 3 Location Name &amp; Physical Address:</th>
<th>Days/Hours of Operation:</th>
<th>Phone #:</th>
<th>Site Director Name and Email Address:</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

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

By signing below, I am attesting that I understand it is the Fiscal Agent Organization’s responsibility to: 1) maintain accurate and updated contact information for all 21st CCLC Competitive 2021-2022 Grant Program sites with NCDPI; 2) ensure adherence to all assurances and certifications associated with the 21st CCLC 2021-2022 Competitive Grant Program; 3) assume responsibility for the reconciliation of any audit exception or compliance finding, including as necessary, the repayment of 21st CCLC funds from a non-federal funding source. (Note, an original, hand-written signature or official electronic signature is required.)

**Printed Name of Fiscal Agent Chief Administrator or Designee:**

**Date:**

**Signature of Fiscal Agent Chief Administrator or Designee:**

**Date:**
Organizational Chart

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

<table>
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<tr>
<th>Organization Name (enter in shaded cell below)</th>
<th>Account Code</th>
<th>Annual Budget</th>
<th>Hourly Rate</th>
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</thead>
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<td>Program Director</td>
<td>6300.110.113</td>
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<td>$30.00</td>
</tr>
<tr>
<td>Bookkeeper</td>
<td>6300.110.115</td>
<td>$16,575.00</td>
<td>$13.00</td>
</tr>
<tr>
<td>Site Coordinator</td>
<td>5350.110.113</td>
<td>$26,300.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Instructional Assistant</td>
<td>5350.110.131</td>
<td>$7,807.50</td>
<td>$15.00</td>
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<tr>
<td>Lead Teacher</td>
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<tr>
<td>Teacher Assistant</td>
<td>5350.110.141</td>
<td>$14,064.00</td>
<td>$12.00</td>
</tr>
<tr>
<td>Office Support</td>
<td>5350.110.151</td>
<td>$8,232.00</td>
<td>$12.00</td>
</tr>
<tr>
<td>Staff Development Instructor/Curriculum Specialist</td>
<td>5350.110.197</td>
<td>$11,200.00</td>
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<tr>
<td>Parent Instructor</td>
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<tr>
<td>Driver</td>
<td>6550.110.171</td>
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</tr>
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</table>
Fire Inspection Reports

NORTH CAROLINA SCHOOL FIRE INSPECTION FORM

The following is a report of conditions found during the fire prevention inspection required by G.S. 115C-232.

Villa C. Clausen
Commissioner of Insurance

Name of School: Central Middle School
Building: 327 South & Mock Ave
Location: 327 South Mock Ave

1. Fire extinguishers, smoke alarms, sprinkler system, etc., if provided, are properly located and marked
Yes No
2. There is no accumulation of trash, rubbish, or waste adjacent to the building
Yes No
3. All exit doors are in proper working condition (latched and unlocked), are properly identified and
   having the directional sign
4. Fire doors and smoke doors are not obstructed or clogged in the direction of egress.
Yes No
5. All emergency signs and exit signs are adequately illuminated.
Yes No
6. Exit signs and emergency exit signs have lights. A sign.
7. Fire alarm system and smoke system is in proper working order so that all occupants can hear the alarm.
Yes No
8. Emergency numbers are posted by telephones.
Yes No
9. Fire extinguishers are placed in all occupied areas.
Yes No
10. Smoke depositing sprinkler heads are shown. All heads are installed in a safe and orderly manner.
Yes No
11. Fire protection and fire fighting supplies and equipment are stored in an orderly manner in a well ventilated
   area in an approved container with a self-closing lid.
Yes No
12. Portable fire extinguishers are charged, in proper working condition, tagged, mounted and are of the
    proper class in accordance with NFPA 10.
Yes No
13. All storage areas, including the Home Economics Department, are equipped with proper portable BC
    rated fire extinguishers.
Yes No
14. All equipment with valves and/or deep fat fryers are protected with a fixed fire extinguishing system
    and has been tested and certified.
Yes No
15. Heat and vent systems, including chimneys, in all areas are free of obstructions.
Yes No
16. Combustible or flammable liquids used for instructional purposes are stored in approved containers
    with self-closing covers in a proper location.
Yes No
17. Chemicals used for instructional purposes are labeled and stored in approved containers in proper
    locations.
Yes No
18. Heat resistant laboratory equipment such as Bunsen burners are in good condition and new, and
    connections are properly fitted and not faulty.
Yes No
19. No portable electrical heating equipment with exposed elements are present.
Yes No
20. No open flame stove top, grill, or oven fired appliance located in general classrooms, does not appear in
    administrative areas.
Yes No
21. Smoke, fume and hazardous fumes exist, use of local exhaust systems.
Yes No
22. Upper and lower cabinets, all openings in rooms containing gas or oil fired equipment are open and
    unobstructed.
Yes No
23. Heating and air conditioning equipment is equipped with clean filters.
Yes No
24. All alarm systems for heating and air conditioning equipment are in place.
Yes No
25. If smoking is permitted in the building, "No Smoking" signs are posted in areas subject to hazardous
    environment, fire hazard, flammable, vapors, etc., and by the signs.
Yes No
26. If smoking is permitted in the building, "No Smoking" signs are posted in areas subject to hazardous
    environment, fire hazard, flammable, vapors, etc., and by the signs.
Yes No
27. Adequate emergency lighting is in operation condition.
Yes No
28. A complete report indicates that fire and inspection have been conducted.
Yes No

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

- Room 246 needs to be cleaned out Some
- Need to 911 address numbers posted at Road 1 st on
- Still have several sprinkler plates missing
- Exit door close to 241 is hard to open
- Room 611 has multi - Point shutter under Smart panel
- Need smoke detector on 3rd floor in Hall Rooms local to fire alarm system
- Sprinkler Plate cover missing in cafeteria cooler
- Room 916 sprinkler head at door is broken - Cover is missing
- ALL unused chemicals in 8th grade Science Room

HAS TO BE REMOVED

Inspector signature: Jake Patrick
Date: 5/24/2020
Register with the System for Award Management (SAM)

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

Subjects: Registration Activated for [Redacted]

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

Dear [Redacted],

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

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

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

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

All invitees will receive an email message from SAM with instructions on how to complete the process.
21st CCLC Contracted Services Slot

- Please utilized this Required Documents slot to upload all executed Contracts
  - Budget 208’s cannot be approved until contracts have been uploaded and reviewed

- If your Organization does not have any funds budgeted for Contracted Services, you may upload a signed attestation stating this fact
Budget 208 Upload

• Please print and sign the Budget 208 template and all corresponding Budget tabs (in applicable) and upload into this slot

• Only wet signatures or official electronic signatures will be accepted

• If you do not have a scanner, please utilize a free PDF application such as Genius Scan and Cam Scan to make PDFs of signed uploads
Upcoming September 2021 Important Dates

• **Budget and Related Documents Virtual Technical Assistance Office Hours**
  • **September 1, 2021** from 10am-11am
  • **September 8, 2021** from 1pm-2pm

• **Statewide Lunch & Learn Meeting**
  • **September 20, 2021** from 12:00pm-1:30pm

• **Program & Fiscal Monitoring Procedures Webinar**
  • **September 14, 2021** from 1pm-3pm

• **Due Date for all documents to be approved in CCIP for 1st Installment eligibility in October**
  • **September 30, 2021** by COB
CCIP Continuation Application
Timeline for Submission

- CCIP Opens – Monday, August 23, 2021
- Completed Applications must be submitted by Thursday, September 30, 2021
Budget Approval ➝ Allotment Allocation

- For LEAs, NCDPI Program Administrators will document budget 208 approval (in CCIP and budget with official GAN letter) to prompt LEAs to upload into LBAAS/LINQ/Budget Builder LEA financial system.

- Although proposed budget on Budget Form 208 is for full year, allotment installments distributed from NCDPI in thirds (34%, 34%, and 32%) and Subgrantees (LEAs and Non-LEAs) should submit in budget builder accordingly.
Tentative 2021-22 Allotment Installments

• 1\textsuperscript{st} installment drop (34% of funds)- October 2021
  • After Budget Form 208 approval in CCIP

• 2\textsuperscript{nd} installment drop (34% of funds)- February 2022
  • After 50\% Attendance Goal Met (Students must attend program 15 or more hours before they can be counted towards attendance goal)

• 3\textsuperscript{rd} installment drop (32\% of funds)- April 2022
  • After 75\% Attendance Goal Met (Students must attend program 15 or more hours before they can be counted towards attendance goal)
Tips for a Quick CCIP Approval

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

Click to add text