



**North Carolina Department of Public Instruction**

**21st Century Community Learning Centers 2020-2021 Statewide Meeting and Fall Reopening  
Frequently Asked Questions - FAQs**

<b>Grant Regulation and Requirements</b>	
<b>Questions</b>	<b>Answers</b>
<b>What federal legislation regulates the 21<sup>st</sup> Century Community Learning Centers (CCLC) Grant?</b>	<ul style="list-style-type: none"> <li>• The 21<sup>st</sup> CCLC Grant is authorized under Title IV, Part B of the Elementary and Secondary Education Act (as amended by the Every Student Succeeds Act of 2015)</li> <li>• For more information regarding the federal legislation for 21<sup>st</sup> CCLC, see <a href="#">NCDPI's 21st CCLC Webpage</a> and the <a href="#">US Department of Education 21<sup>st</sup> CCLC Webpage</a></li> </ul>
<b>What is the purpose of the 21<sup>st</sup> Century Community Learning Centers (CCLC) Grant?</b>	<ul style="list-style-type: none"> <li>• This program supports the creation of community learning centers that provide academic enrichment opportunities during non-school hours for children, particularly students who attend high-poverty and low-performing schools. The program helps students meet state and local standards in core academic subjects, such as reading and math; offers students a broad array of enrichment activities that can complement their regular academic programs; and offers literacy and other educational services to the families of participating children.</li> </ul>
<b>What types of activities are the 21<sup>st</sup> CCLC Programs required to provide?</b>	<ul style="list-style-type: none"> <li>• Must provide academic enrichment focused on reading and mathematics</li> <li>• Must emphasize <a href="#">NC Standard Course of Study</a></li> <li>• Must provide a broad array of quality enrichment services (see examples below)</li> </ul>

	<ul style="list-style-type: none"> <li>• <i>Must provide family educational opportunities, including family literacy and related educational development</i></li> <li>• <i>Must support the overall goal of increased academic student achievement</i></li> </ul>
<b>What are some examples of quality enrichment activities the 21<sup>st</sup> CCLC Programs must provide?</b>	<ul style="list-style-type: none"> <li>• <i>STEAM activities (Science, Technology, Engineering, Arts, &amp; Mathematics)</i></li> <li>• <i>Youth development</i></li> <li>• <i>Drug/violence prevention</i></li> <li>• <i>Nutrition, health and fitness education</i></li> <li>• <i>Character and Social/Emotional education</i></li> <li>• <i>Service Learning</i></li> <li>• <i>Arts and Music Education</i></li> <li>• <i>Technology Education</i></li> <li>• <i>Financial and Environmental Literacy</i></li> <li>• <i>Counseling Programs</i></li> </ul>
<b>Can the proposed 21<sup>st</sup> CCLC program serve pre-K students?</b>	<ul style="list-style-type: none"> <li>• <i>No, the state of NC only allows for students enrolled in Kindergarten through 12<sup>th</sup> grade to be enrolled in 21<sup>st</sup> CCLC programs</i></li> </ul>
<b>Can the proposed 21<sup>st</sup> CCLC program charge enrolled families a minimum fee for enrollment?</b>	<ul style="list-style-type: none"> <li>• <i>No, the proposed 21<sup>st</sup> CCLC program may NOT charge or collect ANY program fees</i></li> </ul>
<b>Do we have to perform another criminal background check on current school day employees who wish to work with the 21st century program if the one we have is up to date?</b>	<ul style="list-style-type: none"> <li>• <i>No, as long as all employees and volunteers with the 21<sup>st</sup> CCLC program have an up to date (within 3 years) background check on file another check does not have to be run at this time; however, during a Monitoring visit, these files must be accessible for review</i></li> </ul>
<b>What Reporting Requirements should be submitted to <a href="mailto:NCGrants@dpi.nc.gov">NCGrants@dpi.nc.gov</a>?</b>	<ul style="list-style-type: none"> <li>• <i>NC State Law requires every nongovernmental entity that receives State or Federal pass-through grant funds directly from a State agency to file annual reports on how those grant funds were used</i></li> <li>• <i>A subgrantee's reporting date is determined by its fiscal year end and the <u>total</u> funding received <u>directly</u> from all State agencies. <a href="#">Grantee Forms for Reporting on State or Federal Pass-through Grants</a> may be downloaded from the website for completion.</i></li> </ul>

<p><i>The Annual Program Evaluation Report is due on August 15<sup>th</sup>, 2020 but due to COVID-19 programs were granted an extension to collect teacher survey data until August 30<sup>th</sup>. Since teacher survey data is reported in the Annual Program Evaluation Report can a deadline exception be granted?</i></p>	<ul style="list-style-type: none"> <li>• Yes, if your organization is continuing to collect teacher survey responses, then the deadline for the Annual Program Evaluation Report can also be extended to August 28<sup>th</sup>, 2020.</li> </ul>
<p><i>How will 21<sup>st</sup> CCLC Programmatic and Fiscal Monitoring be conducted in the 2020-2021 School Year?</i></p>	<ul style="list-style-type: none"> <li>• Each month Division Leadership will determine if Programmatic and Fiscal Monitoring events will be occurring on-site in person or through a virtual platform; at this time, we anticipate all monitoring events conducted in September (these were rescheduled from the Spring of 2020 due to COVID-19 will occur in a virtual capacity)</li> </ul>
<p><i>When will my 21<sup>st</sup> CCLC program receive notification of what type and when any monitoring events will be conducted?</i></p>	<ul style="list-style-type: none"> <li>• For each organization's three-year grant cycle, monitoring is conducted as follows:</li> <li>• Year 1 – Program Quality Reviews (PQR) and Fiscal Desk Reviews (FDR)</li> <li>• Year 2 – Comprehensive Program Monitoring Reviews (CPMR) and Fiscal Monitoring Reviews (FMS)</li> <li>• Year 3 – CPMRs, FMRs, PQRs, and/or FDRs based on a risk assessment</li> <li>• All monitoring Notification Letters are sent to 21<sup>st</sup> CCLC programs 30 days prior to the date of the schedule monitoring event</li> </ul>
<p><i>Where can I find the Programmatic and Fiscal Monitoring Instruments that will be used for compliance monitoring events?</i></p>	<ul style="list-style-type: none"> <li>• The 21<sup>st</sup> CCLC Subgrantee Monitoring Standard Operating Procedures (SOP) files can be found on the <a href="#">NCDPI 21<sup>st</sup> CCLC Website</a></li> </ul>
<p><i>What steps can a 21<sup>st</sup> Grantee follow if they believe NCDPI has violated State or Federal law, rules, regulations, or guidelines in ordering the repayment of misspent or misapplied Federal funds?</i></p>	<ul style="list-style-type: none"> <li>• 21<sup>st</sup> CCLC Grantees can learn more about the Appeals Process in NCDPI's Grant Guidance document on page 58: <a href="https://files.nc.gov/dpi/documents/21cclc/21st-cclc-grant-guidance-revised-july-28-2020.pdf">https://files.nc.gov/dpi/documents/21cclc/21st-cclc-grant-guidance-revised-july-28-2020.pdf</a></li> </ul>
<p><b>Reopening 21<sup>st</sup> CCLC Programs in regard to COVID-19</b></p>	
<p><b>Questions</b></p>	<p><b>Answers</b></p>
<p><i>Can a 21<sup>st</sup> CCLC program provide services remotely (utilizing technology equipment to provide tutorial services?)</i></p>	<ul style="list-style-type: none"> <li>• Yes, if the district your program serves <u>reopens schools on Plan C</u> (100% Virtual Learning) your organization can provide services to enrolled students in a virtual capacity</li> </ul>

	<ul style="list-style-type: none"> <li>• However, if the district your program serves <u>reopens schools on Plan B (Hybrid Plan)</u> your organization can provide services to enrolled students in a virtual capacity but must also have a face to face program component that compliments the district's Hybrid Plan</li> </ul>
<b><i>If our district is reopening schools on Plan B (Hybrid Plan of Virtual and Face to Face Learning) can a 21<sup>st</sup> CCLC program provide services 100% virtually?</i></b>	<ul style="list-style-type: none"> <li>• No, if the district your program serves <u>reopens schools on Plan B (Hybrid plan)</u> then your 21<sup>st</sup> CCLC Program must also offer hybrid services that complement the feeder schools served</li> <li>• However, your program is not required to offer virtual services and can open 100% face to face programming in alignment to DHHS Guidance on social distancing requirements</li> </ul>
<b><i>If our district is reopening schools on Plan B (Hybrid) or Plan C (Virtual) can a 21<sup>st</sup> CCLC program serve students during the regular school day hours?</i></b>	<ul style="list-style-type: none"> <li>• Yes, your 21<sup>st</sup> CCLC program can offer services during the regular school day hours to students who are not being served in a face to face capacity by their regular school</li> <li>• If a student attends your 21<sup>st</sup> CCLC program during regular school day hours, the program must assist and support enrolled students in completing their assigned Remote Learning activities</li> </ul>
<b><i>If our program intended to offer 100% virtual or a hybrid program schedule, do we still have to adhere to the 12-hour weekly requirement?</i></b>	<ul style="list-style-type: none"> <li>• Yes, all programs must maintain, at minimum, 12 hours of contact with enrolled students each week</li> </ul>
<b><i>If you have funds left over from 2019-2020 (cohort 12) and you also have a new grant (cohort 14) will the students' attendance be used for both Cohort 12 and Cohort 14 reporting?</i></b>	<ul style="list-style-type: none"> <li>• If your organization was refunded as a Cohort 14 program you will only be required to enroll and serve the RFP target from the new Cohort 14 program.</li> </ul>
<b><i>Do we need to get three quotes to purchase Personal Protective Equipment? Are PPE purchases allowable grant expenditures?</i></b>	<ul style="list-style-type: none"> <li>• If the purchase will exceed \$500, then bid and procurement procedures should be documented.</li> <li>• Yes, PPE is an allowable 21<sup>st</sup> CCLC grant expenditure due to the COVID-19 pandemic</li> </ul>
<b><i>We know that the grant only typically covers snacks for students. If our District does remote days when we would be serving the children full days, will 21CCLC cover costs for lunch?</i></b>	<ul style="list-style-type: none"> <li>• No, if your 21<sup>st</sup> CCLC program intends to serve students during their regular school day hours (when remote learning is occurring), you will need to coordinate with the feeder schools to have lunches provided by the school district</li> </ul>

<p><b>Where can we find resources and support for moving 21<sup>st</sup> CCLC programming to Remote Learning?</b></p>	<ul style="list-style-type: none"> <li>Please frequently visit the NCDPI's website on Remote Learning Resources sorted by grade span and content: <a href="https://sites.google.com/dpi.nc.gov/remote-learning-resources/home">https://sites.google.com/dpi.nc.gov/remote-learning-resources/home</a></li> </ul>
<p><b>Are Field Trips allowed for the 2020-2021 School Year?</b></p>	<ul style="list-style-type: none"> <li>No, at this time field trips are not allowed due to COVID-19. However, your organization can use the field trip line-item to budget for expenses related to virtual field trips or enrichment activities</li> <li>If the State moves into full reopening and field trips are allowed in the Spring or Summer of 2021, programs will be allowed to submit a Budget Amendment and Field trip approval forms at that time</li> </ul>
<p><b>FISCAL Requirements</b></p>	
<p><b>Questions</b></p>	<p><b>Answers</b></p>
<p><b>How does the reimbursement process work for non-school district programs?</b></p>	<ul style="list-style-type: none"> <li>Non-school district programs submit reimbursement requests through an online Expenditure Reporting and Cash Application for Education Centers (ERaCA) before funds are transferred directly to program's bank account</li> <li>Additional detailed information regarding the reimbursement process can be found on the Statewide Slide decks for the Non-LEA Breakout Session</li> </ul>
<p><b>How frequently can an organization submit an ERaCA reimbursement request? Is there a minimum requirement?</b></p>	<ul style="list-style-type: none"> <li>Non-LEA 21<sup>st</sup> CCLC programs can submit weekly ERaCA Reimbursement Requests</li> <li>All Non-LEA 21<sup>st</sup> CCLC programs MUST submit at minimum one Reimbursement Request MONTHLY after the program begins operating</li> </ul>
<p><b>Where can I find specific resources related to the general use of federal funds?</b></p>	<ul style="list-style-type: none"> <li>Budgets must reflect State and Federal EDGAR Part 80 public funding requirements</li> <li>Budgets must align with the <a href="#">Uniform Chart of Accounts (COA)</a> provided by NCDPI; 21<sup>st</sup> CCLC is designated by <b>Program Report Code (PRC) 110</b></li> <li>RFP Guidance Document, pp18-19 or 21<sup>st</sup> CCLC Grant Guidance Handbook, located at this link: <a href="#">21st CCLC Grant Guidance</a></li> </ul>
<p><b>Are there any specific limitations on how proposed budgets should be developed?</b></p>	<ul style="list-style-type: none"> <li>Yes, in general total salaries and employees' taxes (e.g., FICA, Social Security, Medicare) for all employees (including contracted personnel) for each 21<sup>st</sup> CCLC program should not exceed 70% of the total yearly budget.</li> </ul>

<p><b>Which budget line-item codes on the Budget FPD 208 should be included in the 70% salary cap?</b></p>	<ul style="list-style-type: none"> <li>• All budget line-item codes on the Budget FPD 208 template that should be included in the 70% cap are now highlighted in a BLUE color on the template for easier viewing.</li> <li>• If you have any questions regarding line-items not highlighted in blue the fiscal agent should consult with their Program Administrator for guidance.</li> </ul>
<p><b>If my organization has carryover funds from FY20, does the 70% salary cap apply to those funds as well or just our new grant award allocation?</b></p>	<ul style="list-style-type: none"> <li>• On the submitted Budget 208 Form, the 70% cap on salaries/benefits would be on your total budget submitted including carryover funds</li> <li>• Example: \$121,000 carryover funds plus new allocation of \$400,000 totals \$521,000 of which 70% \$364,700 can be spent on salaries</li> </ul>
<p><b>Due to COVID-19 and required Social Distancing my organization needs to hire additional staff and we are now over the 70% salary cap. What do we do?</b></p>	<ul style="list-style-type: none"> <li>• Any organization believes the 70% salary cap should be waived for the FY21 needs to submit the 21<sup>st</sup> CCLC Waiver Request template found in the Optional Documents in CCIP</li> </ul>
<p><b>My organization does not have to pay a rental lease or utilities for our program as these are donated in-kind. Do we need to submit a 70% Waiver Request since the majority of our grant funds are expended on salaries?</b></p>	<ul style="list-style-type: none"> <li>• No, any 21<sup>st</sup> CCLC program that does not expend funds for leasing a building and incurring expenses related to utilities and/or insurance for space, the 70% cap does not apply, and no waiver is needed.</li> </ul>
<p><b>Are there set limits to indirect costs?</b></p>	<ul style="list-style-type: none"> <li>• Yes, school districts should follow their allowable cost rate for each district</li> <li>• The non-LEA allowable indirect cost rate for FY21 is 3.098%</li> </ul>
<p><b>Is it possible to split fund the Program Director salary with other codes as appropriate (as supported by time and effort documentation)?</b></p>	<ul style="list-style-type: none"> <li>• Yes, depending on the multiple functions the Program Director may serve</li> <li>• Ex: If Program Director spends 50% of time as instructional staff, could be split-funded with Extended Day/Year Instructor - Salary – Instructional Support I (5350 budget purpose code) accordingly</li> </ul>
<p><b>What are some additional guiding principles regarding the budget and use of funds?</b></p>	<ul style="list-style-type: none"> <li>• Always based on what is deemed “reasonable and necessary”</li> <li>• May supplement; may not supplant</li> <li>• Transportation must be available for participating students if needed</li> <li>• Sustainability plan should provide strategies for fiscal solvency after funding ends</li> <li>• All contracted services will require contract review and approval by NCDPI program staff (uploaded into CCIP Required Documents slot)</li> </ul>
<p><b>What are some <u>non- allowable</u> uses of federal funds?</b></p>	<ul style="list-style-type: none"> <li>• Costs for developing the proposal;</li> </ul>

	<ul style="list-style-type: none"> <li>• Entertainment or any costs associated with entertainment including diversions and social activities;</li> <li>• Food purchases for <u>staff</u>;</li> <li>• Fundraising costs;</li> <li>• Leases of more than 12 months in duration;</li> <li>• Land acquisition;</li> <li>• Building or renovation costs;</li> <li>• Purchase of vehicles;</li> <li>• Direct cash or gift cards in any amount for students and their parents;</li> <li>• Field trip tickets purchased in advance for those who do not attend;</li> <li>• Cost of conducting an audit if total of all federal grants received is less than \$750,000; or</li> <li>• Other items outlined in the <a href="#">Education Department General Administrative Regulations (EDGAR)</a>, the guidelines on federal spending</li> </ul>
<b>Are unspent 21<sup>st</sup> CCLC grant funds from Fiscal Year 2020 allowed to carry forward into the 2020-2021 School Year?</b>	<ul style="list-style-type: none"> <li>• Yes, due to the COVID-19 pandemic, 21<sup>st</sup> CCLC grantees are allowed to carry forward any unspent balances from the 2020 Fiscal Year until September 30<sup>th</sup> 2021.</li> </ul>
<b>How do I locate budget codes and DPI Budget Form FPD 208?</b>	<ul style="list-style-type: none"> <li>• Applicants should only utilize the NC DPI Chart of Accounts for PRC 110 which may be found at: <a href="#">NCDPI Chart of Accounts</a>; DPI Form FPD 208 can be found in the <a href="#">CCIP NCDPI Resources Page</a></li> <li>• Once CCIP opens on August 17<sup>th</sup>, 2020 for Fiscal Year 2021, the newly updated Budget FPD 208 template can be found in the Required Documents Section within CCIP</li> </ul>
<b>Roles and Responsibilities</b>	
<b>Questions</b>	<b>Answers</b>
<b>What is the role of the Fiscal Agent?</b>	<ul style="list-style-type: none"> <li>• Eligible organization or individual authorized to receive funds from NCDPI and is responsible party for fidelity and ultimate oversight of the grant</li> <li>• <u>Fiscal Agent Representative</u> – Chief Administrator; Signs assurances (in Related Documents of Funding Application in CCIP); <u>Might</u> have final submission approval in CCIP</li> </ul>

	<ul style="list-style-type: none"> <li>• <i>During the application process, the Fiscal Agent Representative is main point of contact</i></li> </ul>
<b>What is the role of the Program Director?</b>	<ul style="list-style-type: none"> <li>• <i>Responsible for day-to-day operations, staff supervision, recruitment, and retention</i></li> <li>• <i>May also serve in instructional or professional development role</i></li> <li>• <i>Likely main point of contact for grant partners</i></li> <li>• <i>Likely main point of contact for parents</i></li> <li>• <i>Not required to be full time; Size of program/number of sites may deem whether full-time is “reasonable and necessary”</i></li> </ul>
<b>What are some other possible roles for the implementation of the 21<sup>st</sup> CCLC grant?</b>	<ul style="list-style-type: none"> <li>• <i>Finance Officer (if necessary) - manages payroll, receipts, and tracks program expenditures; If Finance Officer is utilized</i></li> <li>• <i>Site Coordinator (if necessary) – if multiple sites or large number of site staff, may need to help manage daily operations; if singular site, this role may not be necessary. Similar to Program Director, function drives which budget code might support this position</i></li> </ul>
<b>Comprehensive Continuous Improvement Plan (CCIP)</b>	
<b>Questions</b>	<b>Answers</b>
<b>What is the NC Comprehensive Continuous Improvement Plan (CCIP)?</b>	<ul style="list-style-type: none"> <li>• <i>Web-based tool for electronic submission, review and approval of Entitlement and Competitive funding applications</i></li> </ul>

<p><b>What are the different applicant roles in CCIP?</b></p>	<table border="1"> <tr> <td data-bbox="982 199 1150 256">Data Entry</td> <td data-bbox="1150 199 1801 256">Allows the user to edit the Funding Application for an organization.</td> </tr> <tr> <td data-bbox="982 264 1150 329">Planning Tool Data Entry</td> <td data-bbox="1150 264 1801 329">Allows the user to edit the Active Plan for an organization. Required to enter data in the Planning Tool (Goals, Strategies, etc.)</td> </tr> <tr> <td data-bbox="982 337 1150 427">Fiscal Representative</td> <td data-bbox="1150 337 1801 427">Allows the user to mark an application 'Fiscal Representative Approved'. This role inherits all permissions from the Data Entry role.</td> </tr> <tr> <td data-bbox="982 435 1150 516">Chief Administrator</td> <td data-bbox="1150 435 1801 516">Allows the user to mark an application 'Chief Administrator Approved'. This role inherits all permissions from the Data Entry role.</td> </tr> </table>	Data Entry	Allows the user to edit the Funding Application for an organization.	Planning Tool Data Entry	Allows the user to edit the Active Plan for an organization. Required to enter data in the Planning Tool (Goals, Strategies, etc.)	Fiscal Representative	Allows the user to mark an application 'Fiscal Representative Approved'. This role inherits all permissions from the Data Entry role.	Chief Administrator	Allows the user to mark an application 'Chief Administrator Approved'. This role inherits all permissions from the Data Entry role.
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<p><b>Are there any page or font restrictions with the application on CCIP?</b></p>	<ul style="list-style-type: none"> <li>• <i>There are character limitations in narrative text boxes, but there are no specific page or font restrictions; however, a consistent approach may be helpful for reviewers</i></li> <li>• <i>Many of required (or "Related") documents are now individual uploads instead of continued narrative</i></li> </ul>								
<p><b>Which Sections should my organization be editing for the FY21 21<sup>st</sup> CCLC funding applications?</b></p>	<ul style="list-style-type: none"> <li>• <i>Cohort 14- 21<sup>st</sup> CCLC 'New' Organizations need to edit the Budget and Related Documents Sections (do NOT make changes to Grant Details)</i></li> <li>• <i>Cohort 13- 21<sup>st</sup> CCLC Year 3 and Cohort 12- 21<sup>st</sup> CCLC Year 4 Organizations need to edit the Budget, Grant Details, and Related Documents Sections</i></li> </ul>								
<p><b>If my organization has carryover funds from FY20 do I add those funds to my new award amount to enter into the FY21 Budget Section of the funding application?</b></p>	<ul style="list-style-type: none"> <li>• <i>No, Organizations must self-insert these Budget figures totaling the <b>exact grant award amount not including carryover</b> (Cohort 13, Year 3 and Cohort 14's who were previously Cohort 12 programs)</i></li> <li>• <i>Cohort 12, Year 4 Organizations will self-insert these Budget figures totaling their exact Carryover Amount total from July 1, 2020</i></li> </ul>								
<p><b>I am trying to upload new Related Documents, but I do not see a slot in order to upload a file, what I am doing wrong?</b></p>	<ul style="list-style-type: none"> <li>• <i>For Cohort 14 Organizations, in order to make any changes to your FY21 Funding Applications please ensure you first change the Status of the application to "Revision Started"; one uploads are finished change the state to "Revision Completed" then to "Fiscal Administrator Approved" and "Chief Administrator Approved" to alert the 21<sup>st</sup> CCLC team it is ready for review and approval</i></li> <li>• <i>For Cohort 13 and 12 Organizations please change the statue of the application to "Draft Started"; then "Draft Completed" and then to "Fiscal</i></li> </ul>								

	<p><i>Administrator Approved” and “Chief Administrator Approved” to alert the 21<sup>st</sup> CCLC team it is ready for review and approval</i></p>
<p><b>Does CCIP allow you to “save-as-you-go,” or must you submit full application at one time?</b></p>	<ul style="list-style-type: none"> <li>• <i>The system does allow drafts to be saved throughout the draft process, but once submitted through “Chief Administrator Approved,” applicants will not be able to make any additional changes.</i></li> </ul>
<p><b>Budget Review Process</b></p>	
<p><b>Questions</b></p>	<p><b>Answers</b></p>
<p><b>What is the projected timeline for the review, approval, and ultimately, funding of the programs?</b></p>	<p><i>Tentative timeline:</i></p> <ul style="list-style-type: none"> <li>○ <b>August 17, 2020:</b> <i>CCIP opens for FY21 Budget Submission</i></li> <li>○ <b>September 30, 2020:</b> <i>deadline for all Budgets and Continuation of Funding Applications</i></li> <li>○ <b>1<sup>st</sup> Installment of Funds (34% of funds): September/October 2020</b> <i>after Budget Form 208 approval in CCIP</i></li> <li>○ <b>2<sup>nd</sup> Installment of Funds (34% of funds): January 2021</b> <i>(after 50% enrollment Attendance Goal met; Students must attend program 10 days before counted toward enrollment goal)</i></li> <li>○ <b>3<sup>rd</sup> Installment of Funds (32% of funds): April 2021</b> <i>(after 75% enrollment Attendance Goal met; Students must attend program 10 days before counted toward enrollment goal)</i></li> </ul>
<p><b>How can my 21<sup>st</sup> CCLC program ensure a quick CCIP Approval?</b></p>	<ul style="list-style-type: none"> <li>• <i>Cohort 13, Year 3 and Cohort 12, Year 4 programs need to ensure all Grant Details boxes are completed with details</i></li> <li>• <i>All Required Related Documents needs to be signed and uploaded</i></li> <li>• <i>Budgets should include a reflective narrative for each line-item and correspond to the Organizational Chart, Pay Rate Schedule, and Contracted Services</i></li> <li>• <i>Ensure all the Budget 208 Tabs are completed</i></li> <li>• <i>Make sure all funding applications are submitted through “Chief Administrator Approved”</i></li> <li>• <i>LEAs need to ensure their Budget 208 Forms are submitted for approval into CCIP BEFORE uploading a budget into BAAS</i></li> </ul>