Today’s Agenda:

• Welcome & Introductions
• 2020-2021 Cohort 14 Competition Overview
• 21st CCLC Overview
• Fiscal Roles/Responsibilities
• Federal Policy and Fiscal Responsibilities
• CCIP
• 21DC
• Private School Consultation
• 21st CCLC Allotment Process
Today’s Agenda:

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

Fiscal Monitor/Data Manager
Anita Harris

Fiscal Monitor/Investigator
Vacant Position

Administrative Assistants
Richard Trantham
Melba Strickland
Purpose of the 21st CCLC Grant

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

Authorized under Title IV, Part B, of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act of 2015
Eligibility for 21st CCLC

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

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

<table>
<thead>
<tr>
<th>Region</th>
<th>Number of Applications</th>
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<td>North Central</td>
<td>30</td>
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<td>Northeast</td>
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<tr>
<td>Northwest</td>
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<tr>
<td>Piedmont - Triad</td>
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<td>Sandhills</td>
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<tr>
<td>Southeast</td>
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<td>Southwest</td>
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<td>Western</td>
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<td><strong>Total Applicants</strong></td>
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## Regional Distribution of Recommended Applications

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<tr>
<td>Northeast</td>
<td>1</td>
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<tr>
<td>Northwest</td>
<td>2</td>
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<tr>
<td>Piedmont - Triad</td>
<td>7</td>
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<tr>
<td>Sandhills</td>
<td>6</td>
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<tr>
<td>Southeast</td>
<td>5</td>
</tr>
<tr>
<td>Southwest</td>
<td>6</td>
</tr>
<tr>
<td>Western</td>
<td>6</td>
</tr>
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<td><strong>Total Recommended Applications</strong></td>
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Number of Submitted Applications to Number Recommended by Applicant Type

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<th># Submitted</th>
<th># Recommended</th>
<th>Percent Recommended</th>
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<td>13</td>
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<td>Non-Profit</td>
<td>62</td>
<td>24</td>
<td>39%</td>
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<tr>
<td>For Profit</td>
<td>11</td>
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<td>18%</td>
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<tr>
<td>Faith-Based Org</td>
<td>12</td>
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<td>8%</td>
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<tr>
<td>Community-Based Org</td>
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<td>29%</td>
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<tr>
<td>City or County Government</td>
<td>1</td>
<td>1</td>
<td>100%</td>
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<tr>
<td>IHE</td>
<td>4</td>
<td>2</td>
<td>50%</td>
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21st CCLC
Cohort 13 Grantees (49)
LEA & Non-LEA by Region
21st CCLC
Cohort 13 (49) and Cohort 14 (45) Grantees
LEA and Non-LEA by Region

Cohort 13
Cohort 14
21\textsuperscript{st} CCLC Purpose and Program Roles

Jennifer Smith, Program Administrator

*Federal Program Monitoring & Support*
What We Know About "Beyond the School Day" Learning Time

• Benefits in high-poverty schools can be crucial in achieving greater academic success and decreasing the learning gap

• Students from low-income families who attend programs are more likely to graduate from high school

• Programs can provide financial and emotional stability for families living in poverty
  • Nutritious snacks offered
  • Childcare costs lessened
  • Stable environments provided

• Summer learning loss is diminished through extended school year and summer learning opportunities
  • “COVID-slide: When all impacts are taken into account, the average student could fall seven months behind academically, while Black and Hispanic students could experience even greater learning losses, between 9-10 months”
21st CCLC Components

Academic enrichment, including tutoring

Additional services, programs, activities

Educational services to families of students

Help students be successful in school!
State Education Agency (SEA) Responsibilities

• Ensure programs implement approved grant proposals with fidelity;
• Provide ongoing technical assistance and training;
• Disseminate information on promising practices;
• Monitor programs for compliance; and
• Conduct 21st CCLC program evaluations (in collaboration with external evaluator).
LEA or Fiscal Agent
Organization Responsibilities

• Oversee program operations and supervise all aspects of program;
• Ensure staff and activities comply with local school district, NC Department of Public Instruction, and US Department of Education rules, regulations, policies, and procedures;
• Provide ongoing staff training and development;
• Build and maintain relationships with feeder school administrators/teachers and community partners;
• Maintain meticulous program files, program attendance and oversee data management;
• Design sustainability and growth plan for program;
• Develop and maintain positive parent relationships;
• Submit required programmatic and fiscal documentation on a timely basis; and
• Develop and coordinate an evaluation process for program staff and overall program effectiveness.
Possible 21st CCLC Staff Roles

- PROGRAM DIRECTOR
- PARENT COORDINATOR
- SITE COORDINATOR(S)
- FINANCE OFFICER
Program Updates & Changes

- Update the Basic Program Information Sheet
  - New Organization Code
  - Newly Hired Staff
  - Program Site Locations

- Review Assurances

- Any major programmatic changes from grant proposal require a Programmatic Amendment Form submitted into CCIP for Program Administrator Review and Approval.
### Possible Programming Schedule

**Scenarios for Plan B**

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

<table>
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<tr>
<th>Day of Week</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>Regular School Day</td>
<td>Group A in school</td>
<td>Group A in school</td>
<td>All Virtual</td>
<td>Group B in school</td>
<td>Group B in school</td>
</tr>
<tr>
<td>21st CCLC Program Day Operations</td>
<td>Group B</td>
<td>Group B</td>
<td>Group A and B (if enough room to socially distance both groups at facility)</td>
<td>Group A</td>
<td>Group A</td>
</tr>
<tr>
<td>21st CCLC Program Afterschool Operations (Scenario 1)</td>
<td>Group A and B (if enough room to socially distance both groups at facility)</td>
<td>Group A and B (if enough room to socially distance both groups at facility)</td>
<td>Group A and B (if enough room to socially distance both groups at facility)</td>
<td>Group A and B (if enough room to socially distance both groups at facility)</td>
<td>Group A and B (if enough room to socially distance both groups at facility)</td>
</tr>
<tr>
<td>21st CCLC Program Afterschool Operations (Scenario 2)</td>
<td>Group B on site Group A virtual support</td>
<td>Group B on site Group A virtual support</td>
<td>All Virtual</td>
<td>Group A on site Group B virtual support</td>
<td>Group A on site Group B virtual support</td>
</tr>
</tbody>
</table>
YOUR efforts ensure program success!

- Offer the 21st CCLC program with fidelity.
- Treat each child with the dignity and respect as if he or she were your own.
Thank you for your participation in the new cohort orientation and welcome to the NC 21st CCLC family.

“Develop in your students a passion for learning. If you do, they will never cease to grow.”

Adapted from a quote by Anthony J. D'Angelo
21st CCLC Fiscal/Roles and Responsibilities

Katrina Blount, Fiscal Monitor

Federal Program Monitoring & Support
Fiscal Guidance and the 21st CCLC Grant

• What is the purpose of the grant?

  – Foster academic enrichment with children in our communities who identify as “at risk”
  – Provide for family involvement activities/parent engagement activities
• NC DPI and the Federal Program Monitoring and Support Division maintains responsibility and oversight for fiscal monitoring of the 21st CCLC program per 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
Fiscal Guidance and the 21st CCLC Grant

What is Fiscal Monitoring?
Fiscal Guidance and the 21st CCLC Grant

- Ensuring that expenses are incurred and expended in accordance with federal and state requirements
Federal Guidance and the 21st CCLC Grant

• EDGAR – Education Department General Administrative Regulations
  – The Administrator’s Handbook on EDGAR (3rd Edition) has all the relevant sections of EDGAR and other applicable regulations that an administrator must use on a regular basis to run a compliant federal education program (2 CFR Parts 200)

• Additional guidance can be found at: www.ecfr.gov – Subpart D
  – This list is not all inclusive
NCDPI State Guidance and the 21st CCLC Grant

• The Fiscal and Program Grant Guidance document was developed by the Federal Program Monitoring and Support Division and has been revised with updates and/or changes for the current 2020-2021 fiscal year.

• An initial point of reference for anyone providing 21st CCLC programs in their respective communities.
NCDPI 21st CCLC Grant Guidance

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

Bid & Procurement/Contract Administration

- The Bid & Procurement process should be detailed within the entity’s internal procedures and should cover the following:
  - Rationale for method of procurement
  - Selection of contract type
  - Contractor selection/rejection
  - Basis for contract price

- The entity must maintain records detailing the history of procurement on file. (EDGAR 200.318)

*Federal guidance places a threshold amount of $10k or more to require quotes, however; NCDPI places the threshold at $500 or more*
Bid & Procurement/Contract Administration

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

• Reminders………
  – An employee of the grant cannot be a contractor – it’s one or the other

  – 21st CCLC recipients should only make awards to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed contract (EDGAR 200.318(h))
Certification of Time and Effort

• Appropriate time and effort documentation for all staff (employee/contractor) is a requirement of the 21st CCLC grant

• Time and effort records must be maintained for all employees whose salaries are:
  
  – \textit{Paid in whole or in part with federal funds}
  
  – \textit{Used to meet a match/cost share requirement}
Certification of Time & Effort (continued)

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

….Beginning with the 2020-2021 cycle year, all individuals compensated with 21st CCLC funds must maintain daily activity logs that coincide with the individual timesheet…..
Conflict of Interest

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

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

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

• ERaCA submissions for non-LEAs
  – NCDPI is requiring all Non-LEAs to submit for reimbursement in the ERaCA system at least once monthly.

  – This action benefits the grantee as it allows for better fiscal oversight of expenditures

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

• Each 21\textsuperscript{st} CCLC recipient must have adequate controls in place to account for equipment purchased with 21\textsuperscript{st} CCLC funds
  – Location of equipment
  – Custody of equipment
  – Security of equipment

*NCDPI requires prior approval for all technology equipment purchases

*Federal guidance places a threshold amount of $10k or more to require quotes, however; NCDPI places the threshold at $500 or more
Inventory Management (continued)

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

- Internal controls are tools to help program and financial managers achieve results and safeguard the integrity of their programs.

- Includes processes for planning, organizing, directing, controlling, and reporting on agency operations.
Internal Control – Examples

- Well written policies and procedures manuals addressing employee responsibilities, limits to authority, performance standards, control procedures and reporting relationships
- Separation of duties in entities with small fiscal staff
- Ensure all personnel comply with the Conflict of Interest policies
- Clear job descriptions
- Adequate training for staff
Supplement not Supplant

• Grant funds must be used in a manner consistent with all statutory requirements and must only supplement, *not supplant*, any federal, state or local dollars available to support activities allowable under the 21st CCLC program

• Funds may be used to expand or enhance, but not replace current activities
Supplement not Supplant

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

• All LEA and charter school sub-recipients are required to submit an audit each year of their financial statements, not later than October 1\textsuperscript{st}, to the Local Government Commission (LGC) of the Department of State Treasurer

• All non-LEA entities are required to have an independent audit conducted by an independent CPA when the annual fiscal year total of all federal funds reaches $750,000

Failure to comply with all reporting requirements will place the sub-recipient’s 21\textsuperscript{st} CCLC grant funds in suspension
Allowable Expenditures

- Personnel (salaries & wages, with proper documentation)
- Staff development and training
- Parent education
- Contracted services
- Computer or electronic equipment and software

- Transportation
- Educationally-related field trips
- Program rental space (1-year lease)
- Travel reimbursement (with restrictions)
- Classroom materials

This list is not all inclusive
Non-Allowable Expenditures

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

*This list is not all inclusive*
Allowable Expenditures: Helpful Questions to Ask

• Is the proposed cost consistent with federal cost principles?
• Is the proposed cost allowable under the 21st CCLC program?
• Is the proposed cost consistent with the 21st CCLC specific fiscal rules?
• Is the proposed cost consistent with EDGAR?
• Is the proposed cost consistent with special conditions imposed on the grant?
Reimbursement

• As a reminder, the 21st CCLC grant is a REIMBURSEMENT grant…..expenses must be incurred by the grantee prior to submitting for reimbursement of funds to NCDPI……..either through BAAS or ERaCA.
Break

**Networking:** Guiding Questions

1. What are you excited about with your program this year?

2. What are some concerns you have about your 21st CCLC program?

3. What is something you’ve learned today?
CCIP and 21DC
Grant Management and Data Collection

Anita Harris, Fiscal Monitor & Data Manager
Federal Program Monitoring & Support
### Historical Timeline of 21st CCLC in CCIP

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Cohort 10</th>
<th>Cohort 11</th>
<th>Cohort 12</th>
<th>Cohort 13</th>
<th>Cohort 14</th>
<th>Cohort 15...</th>
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<td>2014-15 (FY15)</td>
<td>21st CCLC – Year 2 (called Continuing in CCIP)</td>
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<td>2017-18 (FY18)</td>
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CCIP: Logging into the System

• To log into CCIP:
  – You must have a valid NCID user account
  – You must have an account set up in CCIP ("known")
  – You do NOT need a new NCID for this (you can use what you did for the competition)
• Once accessed, create a bookmark
  http://ccip.schools.nc.gov/
### CCIP: What Do I Do After Login?

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<td>Change Status To: Revision Started</td>
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<td>View NCDPI History Log</td>
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<td>View Change Log</td>
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CCIP: What Do I Do After Login?

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

• Do NOT make any changes to your Grant Details!!!
CCIP: Related Documents

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

<table>
<thead>
<tr>
<th>Type</th>
<th>Required Documents</th>
<th>Document Template</th>
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<td>21st CCLC Basic Program Information</td>
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<td>21st CCLC Organizational Chart - TEMPLATE NOT PROVIDED [Upload 1 document(s)]</td>
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<td>Statement of Assurances</td>
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<tr>
<td>21st CCLC Proposed Feeder School(s) with School Poverty &amp; Performance Status [Upload 1 document(s)]</td>
<td>N/A</td>
<td>Wallace Foundation Cost Calculator Outputs</td>
<td>Proposed Feeder School Low Performing Status</td>
</tr>
<tr>
<td>Wallace Foundation Cost Calculator Outputs - TEMPLATE NOT PROVIDED [Upload between 1 and 2 document(s)]</td>
<td>N/A</td>
<td>N/A</td>
<td>21st CCLC Proposed Feeder School(s) with School Poverty &amp; Performance Status</td>
</tr>
<tr>
<td>21st CCLC Data Integrity and Confidentiality Certification (template provided) [Upload at least 1 document(s)]</td>
<td>N/A</td>
<td>N/A</td>
<td>Wallace Foundation Cost Calculator Outputs</td>
</tr>
<tr>
<td>21st CCLC Data Integrity and Confidentiality Certification [Upload at least 1 document(s)]</td>
<td>N/A</td>
<td>N/A</td>
<td>21st CCLC Data Integrity and Confidentiality Certification</td>
</tr>
<tr>
<td>21st CCLC Budget Form FPD 208 [Upload between 1 and 2 document(s)]</td>
<td>N/A</td>
<td>N/A</td>
<td>21st CCLC Budget Form FPD 208</td>
</tr>
<tr>
<td>21st CCLC Pay Rate Schedule [Upload 1 document(s)]</td>
<td>N/A</td>
<td>N/A</td>
<td>21st CCLC Pay Rate Schedule</td>
</tr>
<tr>
<td>21st CCLC Contracted Services (.3xx) [Upload at least 1 document(s)]</td>
<td>N/A</td>
<td>N/A</td>
<td>21st CCLC Contracted Services (.3xx)</td>
</tr>
<tr>
<td>21st CCLC Conflict of Interest Agreement [Upload 1 document(s)]</td>
<td>N/A</td>
<td>N/A</td>
<td>21st CCLC Conflict of Interest Agreement</td>
</tr>
</tbody>
</table>

## Optional Documents

<table>
<thead>
<tr>
<th>Type</th>
<th>Document Template</th>
<th>Document/Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>21st CCLC Letter of Commitment – TEMPLATE NOT PROVIDED</td>
<td>N/A</td>
<td>21st CCLC Letters of Commitment</td>
</tr>
<tr>
<td>Memorandum of Understanding (MOU) [Upload up to 1 document(s)]</td>
<td>Sample MOU Template</td>
<td>N/A</td>
</tr>
<tr>
<td>21st CCLC Budget Amendment Request Form FPD 209 [Upload up to 10 document(s)]</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>21st CCLC Programmatic Amendment Form [Upload up to 4 document(s)]</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>21st CCLC Asset Inventory [Upload up to 2 document(s)]</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>21st CCLC Waiver Request (to exceed 70% cap) [Upload up to 1 document(s)]</td>
<td>N/A</td>
<td>21st CCLC Waiver Request (to exceed 70% cap)</td>
</tr>
<tr>
<td>21st CCLC Voluntary Reduction or Termination of Grant Award [Upload up to 1 document(s)]</td>
<td>N/A</td>
<td>21st CCLC Voluntary, Reduction or Termination of Grant Award</td>
</tr>
</tbody>
</table>
CCIP: Changing Status on Sections Page

• When you have completed your updates, return to the Sections page

• At the top of the Sections page, you will, successively, click on (and confirm each)*
  – Revision Completed
  – LEA Fiscal Representative Approved
  – LEA Chief Administrator Approved

• If you need to make corrections, you can click on … Return Not Approved, make the edits, and go back through the approval workflow

* If you have been assigned that role
### CCIP: Roles

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

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

- Entry added to History Log
- Next person/role in Approval chain notified
  - LEA 21st CCLC Data Entry → LEA Fiscal Representative → LEA Chief Administrator
- Application may be locked down or unlocked
- Application Statuses for Cohort 14
  - Revision Started > Revision Completed* > LEA Fiscal Representative Approved (or Returned Not Approved) > LEA Chief Administrator Approved (or Returned Not Approved) > to NCDPI
  * Error-free
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
- Contains data regarding the Grantee
  - Primary Contact
  - Center(s) descriptions
    - Feeder Schools
    - Grades served
    - Partners
    - Activities
    - Staff
- Feeder School rosters are used to choose attendees for recording daily attendance
21DC: How To Gain Access

• Gaining access to 21DC is a two-step process

1. Providing a Confidentiality Agreement for the Data Entry Designee, to ensure compliance with FERPA* and Personally Identifiable Information (PII) regulations

2. Registering on 21DC with a valid NCID

* The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records.
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 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: _________________________
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*
NCID User Name: demo_21dc
User Role: Grantee User
Grantee: A47 - Above and Beyond Students (Cohort 2018-2019 School Year)
Your First Name: Anita
Today's Date: 10/11/2018 11:52:50
Your E.Mail Address: anita.harris@dpi.nc.gov
Your Phone Number: 9198073234
Note to Application Administrator: Account needed for screen shots

Subscribe to Application

* Your Last Name: Harris
* Verify E.Mail Address: anita.harris@dpi.nc.gov

31 of 2000
Cancel
### 21DC: Organization Types

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCHOOL DISTRICT</td>
<td>Choose if grantee is a public school district. This includes tribal schools.</td>
</tr>
<tr>
<td>CHARTER SCHOOL</td>
<td>Choose if grantee is a recognized charter school.</td>
</tr>
<tr>
<td>COLLEGE/UNIVERSITY</td>
<td>Choose if grantee is an accredited institution of post-secondary education (e.g., community college, tribal college, college, university).</td>
</tr>
<tr>
<td>COMMUNITY BASED</td>
<td>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).</td>
</tr>
<tr>
<td>FAITH BASED</td>
<td>Choose if grantee is affiliated with an organized religion. This includes schools sponsored by a religious organization.</td>
</tr>
<tr>
<td>OTHER</td>
<td>Choose this option only if all of the other options are not appropriate.</td>
</tr>
</tbody>
</table>

The Organization Type should match what was entered on your Application.
### 21DC: Center Types

<table>
<thead>
<tr>
<th>Center</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUBLIC SCHOOL</td>
<td>Choose this option if the center is located in a public school. This includes tribal schools.</td>
</tr>
<tr>
<td>CHARTER SCHOOL</td>
<td>Choose this option if the center is located in a recognized charter</td>
</tr>
<tr>
<td>COLLEGE/UNIVERSITY</td>
<td>Choose this option if the center is located in an accredited institution of post-secondary education (e.g. community college, tribal college, college, university).</td>
</tr>
<tr>
<td>COMMUNITY BASED</td>
<td>Choose this option 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,</td>
</tr>
<tr>
<td>FAITH BASED</td>
<td>Choose this option if center location is affiliated with an organized religion. This includes schools sponsored by a religious organization.</td>
</tr>
<tr>
<td>OTHER</td>
<td>Choose this option only if all of the other options are not appropriate.</td>
</tr>
</tbody>
</table>

- You must continue data entry across the top tabs for EACH Center
- This is REQUIRED data
**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. **Feeder schools are the school or schools in which participants of the program are regularly enrolled.** The Feeder School could, in fact, be the center location.

- If adding a Private School as a Feeder School, you can select the County and then the private school from the 2020-21 list, which is updated each year
- This is **Required** data
Definition: Entities other than the grantee or school(s) served which provide an in-kind or cash contribution that supports the objectives of the awarded program. If there are multiple partners, enter them one at a time.

• This is **OPTIONAL** data, and is manually-entered (no pulldown)
## 21DC: Activities

<table>
<thead>
<tr>
<th>Category</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academics</td>
<td>English Language Learners Support, Homework Help, Literacy, STEM, Tutoring</td>
</tr>
<tr>
<td>Character Education</td>
<td>Counseling Programs, Drug Prevention, Truancy Prevention, Violence Prevention, Youth Leadership</td>
</tr>
<tr>
<td>Enrichment</td>
<td>Arts &amp; Music, Community/Service Learning, Entrepreneurship, Mentoring, Physical Activity</td>
</tr>
</tbody>
</table>

**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
In September, a detailed webinar on how to use 21DC will be made available to you.
Federal and State Reporting Requirements

21st CCLC

Tina Letchworth, Interim Section Chief

Federal Program Monitoring & Support
What is the mandating authority for the DUNS number and SAM registration requirement?

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

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

In order to receive Federal Funds as a grantee or sub grantee, an organization must have a DUNS number and maintain current registration in the SAM database. A valid DUNS number is needed to register/revalidate with SAM.
How do I register with the System Award Management (SAM) system once I have my organization’s DUNS number?

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

*If you have any difficulty the telephone number of the Federal Service Desk is 866-606-8220 or access the Federal Service Desk website: [www.fsd.gov](http://www.fsd.gov).*
21st CCLC Non-LEA Programs
DUN and SAM Compliance (continued)

CREATE USER ACCOUNT
Your CCR username will not work in SAM. You will need a new SAM User Account to register or update your entity records. You will also need to create a SAM User Account if you are a government official and need to create Exclusions or search for DUO/FOUO information.

REGISTER/UPDATE ENTITY
You can register your Entity (business, individual, or government agency) to do business with the Federal Government. If you are interested in registering or updating your Entity, you must first create a user account.

SEARCH RECORDS
All entity records from CCR/FedReg and ORCA and exclusion records from EPLS, active or expired, were moved to SAM. You can search these records and new ones created in SAM. If you are a government user logged in with your SAM user account, you will automatically have access to DUO/FOUO information.

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

NEWS AND ANNOUNCEMENTS
Try out SAM’s new RESTful API for public registration data! Learn more.

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

USER GUIDES/HELPFUL HINTS
Additional information, such as a full User Guide, Quick Start Guides, Helpful Hints, and Webinars are available on the Help tab.

Service Desk URL: http://www.fsic.gov
Learn how to check your SAM entity registration status.

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

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

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

If the organization fails to renew their registration in a timely manner, all Federal Funds will be frozen. Funds will be released once the registration is renewed.
North Carolina General Statute (G.S. 143C-6-23) requires every nongovernmental entity that receives State or Federal pass-through grant funds directly from a State agency to file annual reports on how those grant funds were used. There are three (3) reporting levels which are determined by the total direct grant receipts from all State agencies in your fiscal year.
21st CCLC Non-LEA Required NCGrants Reporting

- A subgrantee’s reporting threshold may change from year to year. A subgrantee’s reporting date is determined by its fiscal year end and the total funding received directly from all State agencies. Grantee Forms for Reporting on State or Federal Pass-through Grants may be downloaded from the website for completion. Submit all reports to NCGrants@dpi.nc.gov.
# 21\textsuperscript{st} CCLC Non-LEA Required NCGrants Reporting

<table>
<thead>
<tr>
<th>Total Funds from All State Agencies</th>
<th>Reports Due</th>
<th>Reports Due Date</th>
</tr>
</thead>
</table>
| Submit all reports to [NCGrants@dpi.nc.gov](mailto:NCGrants@dpi.nc.gov) | • Certification  
• State Grants Compliance Reporting Receipt of < $25,000. | Within 3 months of entity’s fiscal year end |

| Level 1  
$1 - $24,999 | • Certification  
• State Grants Compliance Reporting Receipt of >= $25,000  
• Schedule of Receipts and Expenditures  
• Program Activities and Accomplishments | Within 3 months of entity’s fiscal year end |

| Level 2  
$25,000 - $749,999 | • Certification  
• State Grants Compliance Reporting Receipt of >= $25,000  
• Schedule of Receipts and Expenditures  
• Program Activities and Accomplishments | Within 3 months of entity’s fiscal year end |

| Level 3 $750,000 or more | • Certification  
• State Grants Compliance Reporting Receipt of >= $25,000  
• Audit [Single Audit if >= $750,000 in federal funds or Yellow Book Audit]  
• Schedule of Federal and State Awards (May be included in the audit)  
• Program Activities and Accomplishments | Within 9 months of entity’s fiscal year end |
• *Reporting thresholds pursuant to **G.S. 143C-6-23**. Information in the table is based on the NC Office of State Budget and Management’s manual, Reporting Policies and Guidelines, section 8.6.2.

• **NOTE: Failure to comply with reporting requirements will place the subgrantee’s 21st CCLC grant funds in suspension.**
21st CCLC Non-LEA Required NCGGrants Reporting

- Includes non-profit and for-profit nongovernmental entities
- Requires:
  - Conflict of Interest policy
  - Funds must be spent for appropriated purpose
  - Funds cannot be disbursed to entities owing state or federal back taxes
21st CCLC Non-LEA Required NCGGrants Reporting

- Key Elements
  - State agency disbursing grant funds to nongovernmental organization initiates reporting requirement
  - Reporting and due dates based on funding levels
  - Reports submitted by organizations are reviewed for accuracy and completeness
  - Submit reports to NCGGrants@dpi.nc.gov
Thank you for all of your efforts for 21st CCLC in North Carolina!

Please contact us if we can assist you in anyway!

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