

# 21st Century Community Learning Centers Grants Management Training

October 13, 2016



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

Ensuring a bright future for every child





## **Vision**

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To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens

## **Mission**

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To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community

# State Board of Education Goals 5-Year Strategic Plan for 2016-2021

- ✓ All Students Proficient and Showing Growth in All Assessed Areas
- ✓ Every Student Graduates High School and is Ready for College and Career
- ✓ Every Child Has Access to a High-Quality Early Childhood Program
- ✓ Every School Has Effective Teachers and Leaders
- ✓ Every Community Effectively Using a World-Class Data System to Improve Student Outcomes
- ✓ Every School and District is Rated “C” or Higher

# Session Outline

- Program Overview
- Fiscal Requirements
  - Who's Responsible?
  - Allowable costs
  - Non Allowable costs
  - Funding Period
  - Amendments
  - Requesting Funds for Reimbursement
  - New Expenditure Report Process
  - New Desk Audit Process
  - What's Appropriate Documentation?
  - Indirect Cost
  - Policy & Procedures

# Program Overview



# Background

- Evidence shows that after-school programs improve student academic performance, attendance and graduation rates, and reduce risky behaviors.
- Students who regularly participate in after-school programs show greater academic gains than non-participants.
- Students in after-school programs are more likely to stay in school and graduate.

# Background

- Students in after-school programs are less likely to engage in risky behaviors.
- Studies of other extended-day and extended-time activities have produced similar results to those of after-school programs.

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

- Establish or expand community learning centers that provide students with academic enrichment opportunities.
- Provide opportunities for academic enrichment, including providing tutorial services to help students, particularly those who attend low-performing schools.
- Offer families of students served by community learning centers opportunities for literacy and related educational development.





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# 21<sup>st</sup> CCLC Program Overview

- A 21<sup>st</sup> CCLC program offers academic, artistic, and cultural enrichment opportunities to students and their families when school is not in session (before school, after school, weekends, and/or summer recess).
- Subgrantees must use program funds to supplement and not supplant other Federal, State, and local funds.

# 21<sup>st</sup> CCLC Project Activities

Sample program activities include:

- Remedial education
- Math and science activities
- Arts and music education
- Tutoring and mentoring services
- Activities for limited English proficient students
- Recreational activities
- Technology telecommunications programs
- Entrepreneurial activities



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# Important Reminders

- Ensure programmatic implementation is aligned with your approved budget.
- Be aware of submission requirements, deadlines, etc.
- Maintain appropriate documentation and accurate records.

# Fiscal Requirements



# Who is Responsible?

- Accountability
  - Local Boards
  - Superintendents
  - Directors/Coordinators



# Allowable Costs

- Salaries: For 21st CCLC Project Director, Program Manager, and Site Coordinators (reasonable and in line with industry standard)
- Teachers, Tutors and Paraprofessionals
- Contractors
- National and local Criminal Background Checks

# Allowable Costs (Continued)

- Supplies and materials required for the 21st CCLC program
- Computer hardware and software required for the 21st CCLC program
- Travel to required 21st CCLC trainings, conferences, and workshops
- Transporting students home following 21st CCLC activities

# Allowable Costs (Continued)

- Utilities (Indirect Costs)
- Parent Involvement Activity costs
- Educational Field Trips
- Advertisement (For recruitment purposes only, not for promotion of the program)



# Non Allowable Costs

- Preparation of the Proposal: Costs to develop, prepare, and/or write the 21st CCLC proposal cannot be charged to the grant directly or indirectly by either the agency or contractor.
- Pre-Award Costs: Pre-award costs may not be charged against the grant. This includes cost incurred by the grantee before or after the grant period. Funds can be used only for activities conducted and costs incurred after the start date of the grant.

# Non Allowable Costs (Continued)

- Entertainment, Refreshments, Snacks
- Un-approved out-of-state or overnight field trips, including retreats, lock-ins, etc.
- Incentives (e.g., plaques, trophies, stickers, t-shirts, give-a-ways)
- Advertisements – Promotional or Marketing Items
- Decorative Items

# Non Allowable Costs (Continued)

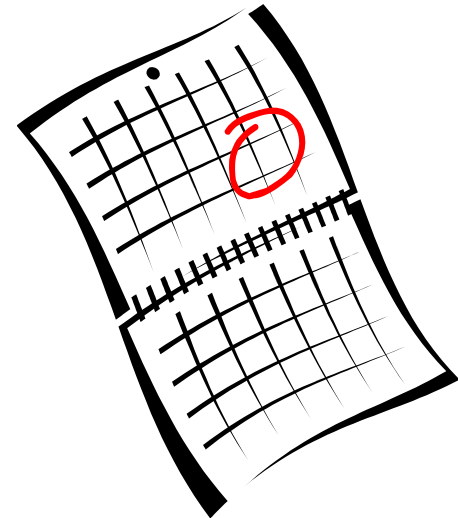
- Purchase of Facilities or vehicles (e.g., Buses, Vans, or Cars)
- Land acquisition
- Capital Improvements, Permanent Renovations
- Direct charges for items/services that the indirect cost rate covers;

# Non Allowable Costs (Continued)

- Dues to organizations, federations or societies for personal benefits
- Non 21st CCLC programmatic expenditures

# Project Funding Period

- 12 months plus a 30 day liquidation period.
  - Current Grants
    - August 1, 2016 – July 31, 2017
      - Funds must be liquidated by August 31, 2017
        - » **NO Exceptions**



# Carryover

- MDE does not permit its grantees to carryover unobligated funds at the end of the funding period.
- These funds revert back to the SEA and are re-distributed.

# Amendments

- Link to site:
  - <http://www.mdek12.org/OFP/amendments>
  - You will need to submit an amendment for the following:
    - Cumulative transfers among direct cost categories which exceed or are expected to exceed ten percent (10%) of the total approved cost/budget; (Total Objects)
    - Transfer of funds allotted for training allowances (i.e., from direct payments to trainees to other expense categories);
    - Any changes of the scope or objectives of the project (regardless of whether there is an associated budget revision requiring prior approval); and
    - Changes in key persons in cases where specified in an application or a grant.

**Deadline for submitting Amendments is  
April 2017. The exact date will be  
determined by the 21<sup>st</sup> CCLC  
Coordinators.**



# Reimbursements

- All LEAs must submit the request for funds form along with an Expenditure Budget Report between the 1<sup>st</sup> and 10<sup>th</sup> of each month.
- All CBOs/FBOs must submit the request for funds form along with the CBO/FBO Monthly Expenditure Report (located in the Fiscal Toolkit) between the 1<sup>st</sup> and 10<sup>th</sup> of each month.
  - A request for funds form can be located in the Fiscal Toolkit.
  - All requests must be submitted to the Office of Federal programs.
    - Please DO NOT send to the Office of Accounting

# NEW: Monthly Expenditure Report Requirement

- With every request for funds, the Office of Federal Programs is requiring a copy of your expenditure report
  - LEAs
    - Expenditure Budget Report
      - We want to see the Budget, Expenditure MTD, Expenditure YTD, Encumbrances.
  - CBO/FBO
    - NEW CBO/FBO Monthly Expenditure Report
      - Complete the full report in order to receive a reimbursement
- **NO reimbursements will be approved without an expenditure report attached.**

# NEW: Desk Audit Process

- The Federal Programs staff will conduct a desk audit of subgrantees.
  - This will be done randomly
- The Desk Audit will consist of requesting documentation to support the request made for reimbursement for a particular month.

# What is Appropriate Documentation?

- Personnel
  - Time Sheets
- Equipment
  - Equipment Log
- Travel
  - Travel Log
  - Travel Reimbursement

# What is Appropriate Documentation? (Continued)

- Field Trips
  - Agenda
  - Field Trip Log
  - Summer Field Trip Log



# Indirect Cost

Grant Amount:	\$ 1,002,024.00
Capital Outlay:	\$ 10,000.00
I/C Rate:	8.00%

## Calculation of Maximum Amount to be Charged for Indirect Costs:

Fixed Grant Amount	\$ 1,002,024.00	
Less: Project Capital Outlay	\$ 10,000.00	
Amt. Available for Direct and Indirect Costs		\$ 992,024.00

## Calculation of the amount of direct costs:

Amt. Available for Direct and Indirect Costs	\$ 992,024.00	
Divide by: 100% of direct plus indirect cost	1.08	
The amount of direct cost		\$ 918,540.74

**Maximum amount to be charged to indirect costs: \$ 73,483.26**

[http://www.mde.k12.ms.us/federal\\_financial/index.htm](http://www.mde.k12.ms.us/federal_financial/index.htm)

# Policy & Procedures

- All grantees must have written policies and procedures.
  - All purchases
  - Accounting procedures
  - Policies should be current and have board approval.

# Questions?





# Contact Information

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