# Nita M. Lowey 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC)

**Continuation Plan Training** 

September 8, 2020



Chris Norwood 21<sup>st</sup> CCLC Coordinator Mariea B. Jackson MCAPS Administrator

Ensuring a bright future for every child

### VISION

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** -

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



#### MISSISSIPPI STATE BOARD OF EDUCATION STRATEGIC PLAN GOALS

All Students Proficient and Showing Growth in All Assessed Areas

1

Every Student Graduates from High School and is Ready for College and Career

2

Every Child Has Access to a High-Quality Early Childhood Program

3

Every School Has Effective Teachers and Leaders

4

Every Community Effectively Uses a World-Class Data System to Improve Student Outcomes

5

6

Every School and District is Rated "C" or Higher





- MCAPS Overview
- Accessing the Site
- Navigation
- User Roles
- Continuation Plan
- Questions



# MCAPS



- Mississippi Comprehensive Automated Performance-based System
- Accommodates various programs within and outside the Office of Federal Programs



# **MCAPS** Overview

- MCAPS Components
  - Planning Tool (PT)
    - Funding Application (FA)
    - Request for Funds (RFF)



# **Accessing the System**

- http://mcaps.mdek12.org
- Click Sign-In to access MCAPS functions
- Enter Email Address and Password

MISSISSIPPI DEPARTMENT OF EDUCATION Ensuring a bright future for every child	Mississippi Comprehensive A	State Superintendent of Education
MCAPS Home Mississippi Com	prehensive Automated Performance-based System Hom	e
that will greatly simplify	0/19/2014) ssippi Comprehensive Automated Performance-based System! MDE is pleased to announce t y the grant application and planning process for school districts throughout the state. Please st MCAPS Sign-In	
Public Access		
	Sign-In	
	Sign-In Email Address: victor@tpsd.org	



# **Accessing the System**

- After signing in, LEA users will see their associated organizations
- Be sure to save your work before your session expires!

MCAPS Home Search	Mississippi Comprehensive Automated Performance-based System Home
Inbox	TUPELO PUBLIC SCHOOL DIST (4120) Public District
Planning	Associated Organizations
Funding	Organization Number Organization Name
Requests for Funds	4120 TUPELO PUBLIC SCHOOL DIST
LEA Document Library	Announcements
Address Book	Welcome to MCAPS! (10/19/2014)
Contact MDE	Welcome to the Mississippi Comprehensive Automated Performance-based System! MDE is pleased to announce the creation of MCAPS, a comprehensive
MDE Document Library	automated system that will greatly simplify the grant application and planning process for school districts throughout the state. Please stay tuned for further information about this important initiative.
Help	
MCAPS Sign Out	
Devereaux, Victor	
Session Timeout 00:59:19	



## **Accessing the System**

• Be sure to save your work before your session expires!

🔄 Session Timeout Imminent 🛛 🗙	MDE Home						
x n Convert ▼ a Select							
CONTACT WIDE	+ Allocations			^			
MCAPS Sign Out	Calendar of Events						
Jackson, Mariea Production	Community Eligibility Provision (CEP)						
	Comparability						
	Consolidated Funding Application (ESEA) Reference Documents						
	District Contacts						
	▲ EDGAR						
	Equitable Services to Private Schools						
	Equitable Services Worksheet	Impending Session Timeout					
	ESEA Information & Guidance	There are less than 10 minutes left in your session, save your work or					
	ESSA and IDEA Collaborative Fiscal Conference	navigate to another page to refresh your session timer.					
	🛨 Family & Community Engagement & Outreach						
	1 FAQs	Close					
Session Timeout	E Federal Award Notices						
00:00:00	🛨 Federal Purchasing Rules						



# **Navigation Menu**

- Left menu allows for quick navigation between MCAPS components
- Hover over menu items with arrows to view sub menu

MCAPS Home	Mississippi Comprehensive Automated Performance-based System Home
Inbox	TUPELO PUBLIC SCHOOL DIST (4120) Public District
Planning	Associated Organizations
Funding	Funding Applications Organization Name
Requests for Funds	Budget Summary TUPELO PUBLIC SCHOOL DIST
LEA Document Library	
Address Book	Announcements
Contact MDE	Welcome to MCAPS! (10/19/2014) Welcome to the Mississippi Comprehensive Automated Performance-based System! MDE is pleased to announce the creation of MCAPS, a comprehensive,
MDE Document Library	automated system that will greatly simplify the grant application and planning process for school districts throughout the state. Please stay tuned for further
Help	information about this important initiative.
MCAPS Sign Out	
Devereaux, Victor	
Session Timeout	
00:59:32	



### LEA User Roles for the 21<sup>st</sup> CCLC Funding Application

Each funding application has roles associated with it. In order to work in the 21<sup>st</sup> CCLC Funding Application, a user will need to have one of the roles below:

- LEA 21<sup>st</sup> CCLC Update
- LEA 21<sup>st</sup> CCLC Director
- LEA Business Manager
- LEA Superintendent (Executive Director)



Each district/organization has a User Access Administrator who is responsible for managing the users in their district/organization:

- Creating New User
- Modifying Existing Users



# **Creating a New User**

- Click Create User link
- Enter new user's information
  Phone Extension optional

Fax Number optional

Click Create

Use	er Acces	s	
TUP		SCHOOL DIST (4120) Public Di	strict
Creat	te User		
Sea	rcn Users		
		Create User	
		Email Address:	thomas@tpsd.org
		First Name:	Thomas
		Last Name:	Carlucci
		Phone Number:	662-555-5433
		Phone Extension:	
		Fax Number:	662-555-3456
			Create Cancel



# **Assign Roles**

- User has now been created but has no roles in the system
- Click "Create Role"
- Select Organization and Role you wish to assign to user
- Same user login can tie to more than one LEA

Charter School users, for example

Click "Create"





### **Administer Roles**

- Lists all roles assigned to this user and the organizations those assignments apply to
- Can add new or delete existing roles for this user
- To deactivate a user, delete all of their roles





• Search for existing user by Last Name or Email address.

MCAPS Home		User Access	
Administer	Þ		
Search	Þ		
Reports		This is the MCAPS ESSER TEST site. Please be sure	to complete your work on the LIVE site at http://mcaps.mdek12.org/
Inbox	Þ	Create User	
MDE Document Library		Search Users	
Help		Last Name:	
Contact MDE		Email Address:	
MCAPS Sign Out		Role:	$\checkmark$
Jackson, Mariea		Organization Name: Begins	With V
ESSER Test Site	_	Organization Number:	
Session Timeout 00:59:03		Search	Reset



### Click Administer Roles icon for the desired record

#### **User Access**

#### This is the MCAPS ESSER TEST site. Please be sure to complete your work on the LIVE site at http://mcaps.mdek12.org/

Create User	
Search Users	
Last Name:	
Email Address:	rclay@jackson.k12.ms.us
Role:	
Organization Name:	Begins With V
Organization Number:	
	Search Reset

There are <b>1</b> matching record(s). Displaying	through 1.					
Email Address	First Name	Last Name	Reset Password	Administer Roles	Delete All Roles	User History
rclay@jackson.k12.ms.us	Rajeeni	Scott	Reset Password	6	Û	View



### **Modifying an Existing User**

- List all roles assigned to this user and the organizations those assignments apply to
- Add new or delete existing roles for this user

DEPAR	SISSIPPI RTMENT OF CATION for every child		ଁ Mississippi Comprehensive Automated Perf	Dr. Carey M. Wrigi tate Superintendent of Educatic formance-based System
MCAPS Home	Administer Roles			
Administer 🔶				
Search			na provincija provincija pr	
teports	This is the MCAPS TEST site. Please be	sure to complete your work on the LIVE s	ite at http://mcaps.mdek12.org/	
nbox 🕨	Return to User Access			
IDE Document Library	Create Role			
lelp		125	Roles	
Contact MDE	Email Address	Organization	Role	Delete
MCAPS Sign Out	crnorwood@mde.k12.ms.us	No Name Test (1111)	LEA 21st Century Community Learning Centers Director	Û
	crnorwood@mde.k12.ms.us	No Name Test (1111)	LEA Business Manager	Û
Jackson, Mariea				
Test Site	Return to User Access			
Session Timeout				
00:59:54	1			



### **Assigning Role**

- Click on "Create Role"
- Select the role you wish to assign
- Click "Create"





- Strengthen internal controls
- Application cannot be escalated for approval by one individual in the school district even if you have the 3 different roles assigned to you.





### Mariea B. Jackson

MCAPS Administrator mbanks@mdek12.org



# **Continuation Plan**



### **Home Page**

MCAPS Home		MCAPS Home	
Search	→		
Inbox	►	No Name Test (1111) Public District	
Planning	►	This is the MCARS TEST site. Please he sure to complete your work on the LIVE of	ite et http://weene wedekt2.eve/
Funding	►	This is the MCAPS TEST site. Please be sure to complete your work on the LIVE s	ne at http://mcaps.mdek12.org/
Requests for Funds		Associated Organizations Organization Number	Organization Name
Project Summary		1111	
EA Document Library			No Name Test
Address Book		Announcements	Reminders
MDE Document Library		No Announcements Available	No Reminders Available
Help			
Contact MDE			
MCAPS Sign Out			

Norwood, Chris

Test Site Session Timeout 00:59:08



# **Funding Application**

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#### **Funding Applications**

No Name Test (1111) Public District - FY 2021

This is the MCAPS TEST site. Please be sure to complete your work on the LIVE site at http://mcaps.mdek12.org/

2021 ∨ All Active Applications

Entitlement Funding Application	Revision	Status	Status Date
There are no matching Entitlement applications for this fiscal year.			

Competitive Funding Application	Revision	Status	Status Date
Nita M. Lowey 21st CCLC Continuation Cohort 1	0	Draft Started	8/28/2020



### **Sections**

#### Sections

No Name Test (1111) Public District - FY 2021 - Nita M. Lowey 21st CCLC Continuation Cohort 1 - Rev 0

This is the MCAPS TEST site. Please be sure to complete your work on the LIVE site at http://mcaps.mdek12.org/



#### View Change Log

Des	Description ( <u>View Sections Only</u> <u>View All Pages</u> )					
	All					
	History Log					
	History Log					
	Create Comment					
-	Allocations					
	Allocations					
	Nita M. Lowey 21st CCLC Continuation Cohort 1					
	District Level ~					
	Budget					
	Budget Overview					
	Child Allocations					
-	Nita M. Lowey 21st CCLC Continuation Cohort 1 Checklist					
	Nita M. Lowey 21st CCLC Continuation Cohort 1 Checklist					
	All					



### **Sections**



	All
-	History Log
	History Log
	Create Comment
-	Allocations
	Allocations
•	Nita M. Lowey 21st CCLC Continuation Cohort 1
	Cover Page
	Continuation Plan Required Elements
	Private School Consultation
	Budget
	Budget Overview
	Child Allocations
	Project Overview
	Project Narrative
	Related Documents
	Conflict of Interest Disclosure
	Program Specific Assurances
	Mississippi Department of Education Standard Grant Terms and Conditions
-	Nita M. Lowey 21st CCLC Continuation Cohort 1 Checklist
	Nita M. Lowey 21st CCLC Continuation Cohort 1 Checklist



#### Save And Go To

#### **Proposed Sites**

Site Name	Address	School Status	Free/Reduced Lunch Rate	# Students Served	Grade Levels Served	
* Farmington Elementary School	* 567 East Street	* Schoolwide ~	* 20.00	* 50	* K-3	
Tarmington Community Center	* 400 Bedford Road	* Schoolwide ~	* 0.00	* 75	* 3-5	
Add Row						



### **Continuation Plan Required Elements**

#### **Continuation Plan Required Elements**

No Name Test (1111) Public District - FY 2021 - Nita M. Lowey 21st CCLC Continuation Cohort 1 - Rev 0 - Nita M. Lowey 21st CCLC Continuation Cohort 1 - Elementary 1 (1111-SG00001) - Partnership - Continuation

This is the MCAPS TEST site. Please be sure to complete your work on the LIVE site at http://mcaps.mdek12.org/

Save And Go To

#### Good Standing

To be in good standing, grantees must have an active DUNS number, submitted all final evaluation reports and data as required, certified annual performance reporting (21APR) data, finalized all monitoring review corrective actions, submitted all requests for reimbursement of allowable expenditures following MDE's reimbursement process, and submitted budget Completion Report. If a grantee is not in good standing from the previous year, then its continuation plan will not be approved until all such requirements are met.

#### Audit

The financial audit shall be conducted by a certified public accountant or by an accountant certified as qualified to audit local government accounts. The audits must be performed in accordance with generally accepted auditing standards (GAAS) and the financial statements must be prepared in conformity with general accepted accounting principles (GAAP).

Please note that the subgrantee will, if applicable, have the required financial and compliance audits conducted in accordance with the Single Audit Act Amendments of 1966 and 2 C.F.R. Part 200 Subpart F - Audit Requirements. Any non-federal entity that expends \$750,000 or more in a year in federal awards shall have a single or program specific audit conducted for that year in accordance with the provisions of 2 C.F.R. Part 200 Subpart F. If the non-federal entity did not expend \$750,000 or more in a year in federal awards, a letter MUST be provided stating that this requirement does not apply.

#### Sustainability Plan

Matching funds, which include state, federal, private, and other alternative funding, are not required for a 21st CCLC program subgrant; however, a formal sustainability plan is a requirement of the 21st CCLC program. A sustainability plan is the subgrantee's plan for continuation of the 21st CCLC program after federal funding ends. In addition, subgrantees will be required to submit an updated sustainability plan to include mission/goal, and how you will use your advisory committee to build support in their annual evaluation reports.

Community partners and organizations can be critical links to sustaining 21st CCLC programs beyond the grant period. Applicants should bring together community organizations with LEAs to determine how best to leverage resources within the community for long term continuation of the program.

#### Save And Go To



### **Private School Consultation**

#### **Private School Consultation**

No Name Test (1111) Public District - FY 2021 - Nita M. Lowey 21st CCLC Continuation Cohort 1 - Rev 0 - Nita M. Lowey 21st CCLC Continuation Cohort 1 - Elementary 1 (1111-SG00001) - Partnership - Continuation

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Save And Go To

An SEA, LEA, or any other education service agency (or consortium of such agencies) receiving financial assistance under an applicable program must provide eligible private school children and their teachers or other educational personnel with equitable services or other benefits under these programs. Before an agency or consortium makes any decision that affects the opportunity of eligible private school children, teachers, and other educational personnel to participate, the agency or consortium must engage in timely and meaningful consultation with private school officials.

Please complete the form below related to the involvement of eligible private schools in Title IV, Part B, 21st CCLC grant activities.

Private schools that have been contacted and were consulted by the applicant and are electing to RECEIVE services									
Private School Name		School Official Contacted Name School Official Contacted Title		Date(s) and Method(s) of Consultation	E٩				
					s				
Session Timeout 00:54:36									
Add Row				· · · · ·					
Private schools that have	ve been contacted and were consulted a	nd are electing to DECLINE services or have failed to reply b	y the deadline						
Private School Name	9	School Official Contacted Name	School Official Contacted Title	Date(s) and Method(s) of Consultation	Re				
â Anderson Academy		Danny Woodpile	Head Master	8/31/2020, Letter & Phone Call					
Add Row									



#### Budget

No Name Test (1111) Public District - FY 2021 - Nita M. Lowey 21st CC Continuation

This is the MCAPS TEST site. Please be sure to complete your work c



#### Budget By Object Codes

Function Code
1105 - Pre-Kindergarten Programs
1110 - Kindergarten Programs
1120 - Elementary Programs
1130 - Middle-Junior High Programs
1140 - High School Programs
1190-1199 - Other Regular Programs
1230 - Alternative School Programs
1250 - Title I Programs
1260 - After School Programs
1270 - Remediation Extended School Year
1280 - Supplemental Educ. Services (SES)
1290 - Other Special Programs
1295 - Private School Participation
1310-1390 - Adult/Continuing Education
1410-1420 - Summer School Programs
1930-1990 - Other Instructional Programs
2110-2119 - Attendance & Social Work Svs.
2120-2129 - Guidance Services
2130-2139 - Health Services
2140-2149 - Psychological Services
2150-2159 - Speech Pathology
2160 - School Resource Officer



#### Budget Detail

No Name Test (1111) Public District - FY 2021 - Nita M. Lowey 21st CCLC Continuation Cohort 1 - Rev 0 - Nita M. Lowey 21st CCLC Continuation Cohort 1 - Elementary 1 (1111-SG00001) - Partnership - Continuation

This is the MCAPS TEST site. Please be sure to complete your work on the LIVE site at http://mcaps.mdek12.org/

Save Save and Return

1260 - After School Programs ~		
	Total for 1260 - After School Programs	\$0.00
	Total for all other Function Codes	\$0.00
	Total for all Function Codes	\$0.00
	Adjusted Allocation	\$1,000.00
	Remaining	\$1,000.00

Save and Return

Save



1260 - After School Progra	ams - \$200.00 🗸					
Add Item	Function Code	Object Code	Location Code	Quantity	Cost	Line Item Total
<u>Remove</u>	1260 - After School Programs	600-699 - Supplies V	1111-SG00001 V		\$200.00	\$200.00
		Narrative Descripti	on			
Charact	🕤 🔹 🔍 🖌 🖻 🖺 🕼 🖬 🛛 ter Education Activity Kits	7 및 📜 ☵ 🕵 Α ▾ 🏷 ▾ "Times New ▾ S	ize			
		Total for 1260 - After Sch	ool Programs			\$200.00
		Total for all other Fu	Inction Codes			\$0.00
		Total for all Fu	Inction Codes			\$200.00
		Adjus	ted Allocation			\$1,000.00
			Remaining			\$800.00

Save Save and Return



# **Budget Detail**

dd Item										
	Function Code	Object Code	Location Code	Quantity	Cost	Line Item Total				
emove	1260 - After School Programs	100-199 - Employee Salaries v	1111-SG00001 ~	1	\$800.00	\$800.00				
	Narrative Description									
	School Resource Officer to oversee and lead charac		bize							
	Function Code	Object Code	Location Code	Quantity	Cost	Line Item Total				
emove	1260 - After School Programs	600-699 - Supplies ~	1111-SG00001 ~	1	\$200.00	\$200.00				
		Narrative Descript								
	💞 🤊 ▾ 🔃 🐇 🖳 🛱 🛱 🖪 I U 🗄 🗄 💰 A ▾ आ ▾ "Times New ▾ Size									
	Character Education Activity Kits									
		Total for 1260 - After Sci	nool Programs		[	\$1,000.00				
		Total for all other F	unction Codes		۲	\$0.00				
		Total for all F	unction Codes		L.					
					l	\$1,000.00				
		Adjus	sted Allocation			\$1,000.00				
			Remaining			\$0.00				
		Save Save and Return								



### **Project Overview**

#### **Project Overview**

No Name Test (1111) Public District - FY 2021 - Nita M. Lowey 21st CCLC Continuation Cohort 1 - Rev 0 - Nita M. Lowey 21st CCLC Continuation Cohort 1 - Elementary 1 (1111-SG00001) - Partnership - Continuation

This is the MCAPS TEST site. Please be sure to complete your work on the LIVE site at http://mcaps.mdek12.org/



\* Prepare a one-page summary that provides a concise and clear overview of the previous years of 21st CCLC program operation (e.g., scope of services, student outcomes, community partnerships).





### **Project Narrative**

- Staffing
- Center Operations
- Needs Assessment
- Project Design
- Partnerships



# **Quality Contact Time**

Please provide a detailed daily/weekly activity schedule.									
Elementary									
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours Per Week		
Before									
After									
Summer									
			1						
Middle									
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours Per Week		
Before									
After									
Summer									
High			1	1			1		
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours Per Week		
Before									
After									
Summer									



### **Conflict of Interest**

#### **Conflict of Interest Disclosure**

No Name Test (1111) Public District - FY 2021 - Nita M. Lowey 21st CCLC Continuation Cohort 1 - Rev 0 - Nita M. Lowey 21st CCLC Continuation Cohort 1 - Elementary 1 (1111-SG00001) - Partnership - Continuation

This is the MCAPS TEST site. Please be sure to complete your work on the LIVE site at http://mcaps.mdek12.org/

Save And Go To

Each subgrantee must disclose any personal, business, or volunteer affiliations that may give rise to a real or apparent conflict of interest. The purpose of this form is to help MDE identify the actual or potential conflict and ensure the avoidance where necessary. Please complete and sign the form below as it relates to a conflict of interest within Title IV, Part B, 21st CCLC grant activities.

I have no conflict of interest to report.

I have the following conflict of interest(s) to report. Please describe any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

I certify that the information set forth above is true and complete to the best of my knowledge. I agree that if I become aware of any information that might indicate that this disclosure is inaccurate, I will notify MDE immediately.



### **Program Assurances**

#### **Program Specific Assurances**

No Name Test (1111) Public District - FY 2021 - Nita M. Lowey 21st CCLC Continuation Cohort 1 - Rev 0 - Nita M. Lowey 21st CCLC Continuation Cohort 1 - Elementary 1 (1111-SG00001) - Partnership - Continuation

This is the MCAPS TEST site. Please be sure to complete your work on the LIVE site at http://mcaps.mdek12.org/

Save And Go To

I, THE UNDERSIGNED, CERTIFY that the information contained in this application is complete and accurate to the best of my knowledge; that the necessary assurances of compliance with applicable state and federal statutes, rules, and regulations will be met; and, that the indicated agency designated in this application is authorized to administer this grant. - Check box to agree.

I FURTHER CERTIFY that the assurances listed below have been satisfied and that all facts, figures, and representation in this application are correct to the best of my knowledge. - Check box to agree.

\* Name of Applicant Agency Administrator (Superintendent, Executive Director, Agency Head, or Fiscal Agent):

\* Certify Date:

Clear

The grantee hereby assures that, in accordance with the statute, the agency or consortium of agencies submitting this proposal shall comply with the following:

Assurances from Title IV, Part B, Section 4204 of the Every Student Succeeds Act

1. The program will take place in a safe and easily accessible facility;

2. The proposed program was developed, and will be carried out, in active collaboration with the schools the students attend;

3. The proposed program is aligned with the challenging State academic standards and any local academic standards;

4. The program will primarily target students who attend schools eligible for schoolwide programs under Section 1114 and the families of such students;

5. Funds under this part will be used to increase the level of State, local, and other non-Federal funds that would, in the absence of funds under this part, be made available for programs and activities authorized under this part, and in no case supplant Federal, State, local, or non-Federal funds;

6. The community was given notice of an intent to submit a proposal; and

7. After the submission, the applicant will provide for public availability and review of the proposal and any waiver request.





### **Chris Norwood**

21<sup>st</sup> CCLC State Coordinator <u>crnorwood@mdek12.org</u> 601-359-3499

