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21st Century Community Learning Centers

Continuation Application Webinar
July 2020

Equity ● Quality ● Collaboration ● Community
Overview Page

- Gives basic information about grant along with supporting documents including project beginning and ending date.

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Applicant Information Page

- Contact information as well as some grant information (activity period and summer programming dates). If your organization has multiple grants you will not be able to list different program contacts on each grant. Please use the applicant comments at the bottom of the page.

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## Partners and Co-Applicants Page

- List co-applicants and any changes from previous year

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Amendments Page

- This page is to be completed every time an amendment is submitted. If application is conditionally approved, instructions will be provided.

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FFATA Page

- Federal Funding Accountability and Transparency Act requires information about your program and revenue.

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Sites Served Page

- Here you must provide information about the sites served in your grant. A common mistake is not providing the correct grades to be served by 21st CCLC.

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### Sites to be Served Page

- List sites to be served for this application year.

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Program Specific Pages

Goals

Briefly describe how your program will attempt to meet each of the state goals. Goals must be in the SMART format.

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Program Specific Pages
• Graduation Courses
  • If your site provides graduation credit, you must identify the information here.
Program Specific Pages

• Program Income

  • If your site generates income, you must identify the information here. Income generated can only be used on allowable 21st CCLC purchases.
Program Specific Pages

- Additional Requirements

This page allows you to identify and upload principal letters, MOUs, equitable participation of private schools, etc. A principal letter and equitable participation of private school form is needed each year. A new MOU will be needed if the previous MOU has expired. Uploading documents is preferred to speed application approval.
Program Specific Pages

• Program Summary
  • Number of students projected to be served in 2019-2020 as entered on the FY20 application.
  • This page is used for submitting information about your program such as: Innovative Programming, Additional Funding, and Professional Development.

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### Technology Acquisition

- If you're requesting to purchase technology, this page needs to be completed.

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• ELT Pages
  • This page identifies if funds are eligible for Expanded Learning Time services.

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Allotment

This page shows you information on your current allotment.

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Indirect Cost Calculation

- This page explains information on indirect costs.

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**Budget Detail**

- This is a budget breakdown where each expenditure can be itemized and explained. Please refer to the function and object code link at the top of the page. Check your math for each function and object.

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Reminders

• Check your math on the budget page.
• Refer to the non-allowable/allowable expenses in the RFP.
• If you will be using indirect costs, the indirect cost percent may not be loaded to your application yet. You will need to use a function/object as a placeholder. Once indirect costs have been loaded you will need to submit an amendment.
• Carryover (FY 21 application only) will not be added to the budget until the final expenditure report is received.

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### Budget Pages

- **Budget**
  - This is a budget overview of how much of your budget is allocated into each function and object code.

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Programmatic Risk Assessment

- This page is to be completed each year to analyze risk.

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<table>
<thead>
<tr>
<th>Notice of State Awards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equity ● Quality ● Collaboration ● Community</td>
</tr>
</tbody>
</table>

**GATA Pages**

- Notice of State Awards
  - NOSA Grant Information
    - This page is a GATA requirement to be completed and the box checked.
GATA Pages

• Notice of State Awards
  • ICQ Conditions
    • This page is a GATA requirement to be completed and checked.

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GATA Pages

- Notice of State Awards
  - Program Risk Conditions
    - This page is a GATA requirement to be reviewed and the box checked.

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GATA Pages

• Notice of State Awards
  • Prequalification Status
    • This page is a GATA requirement. Boxes should state "yes", "good", "approved", or "not required". If any boxes state "no", the application will not be approved.

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GATA Pages

- UGA/IGA
  - UGA/IGA Overview
    - This page is a GATA requirement to be completed and checked.

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GATA Pages

- UGA/IGA
  - UGA/IGA Part One, Two, and Three
    - This page is a GATA requirement to be completed and checked.

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GATA Pages
• UGA/IGA
  • Exhibits
    • This page is a GATA requirement to be completed and checked.

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GATA Pages

- UGA/IGA
  - UGA/IGA Summary
    - This page is a GATA requirement to be completed and the box checked.

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Assurance Pages

- By checking the box at the top of the page, the applicant certifies that he or she has read, understood and will comply with the assurances for this program.
Assurance Pages

• Debarment
  • This page should be reviewed and the box checked.

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Assurance Pages

- Lobbying
  - This page should be reviewed and box checked.

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Assurance Pages

- State Assurances
  - This page should be reviewed and box checked.

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Assurance Pages

- **GEPA 442**
  - This page is an assurances requirement to be reviewed and box checked.

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Assurance Pages

- GATA Assurances
  - This page is an assurances requirement to be reviewed and box checked.
Assurance Pages

- Assurances
  - This page is an assurances requirement to be completed and box checked.

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Submit

- This page will allow you to submit the application. A consistency check will be performed to show if errors exist, where it is, the user is required to correct any errors and save before the application can be submitted.

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Application History
• This page shows the username and date/time an application was submitted.

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Page Lock Control

- Whenever an application needs to be edited, the user must unlock the pages which they intend to edit.

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Application Print

- This page allows the user to submit a request for a PDF version of the grant. It may take up to 24 hours for one to be generated, and once it is, can be downloaded from this page.
Reminders

• Work left to right.
• Remember to save each page.
• Check your math on the budget page.
• Refer to the non-allowable/allowable expenses in the RFP.
• Upload all necessary documents. Mailing documents will delay approval of your application.

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Questions?

Please contact your principal consultant.

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