



Nita M. Lowey

21st Century Community Learning Centers

Fiscal & Compliance Updates

Georgia Department of Education Federal Programs Division

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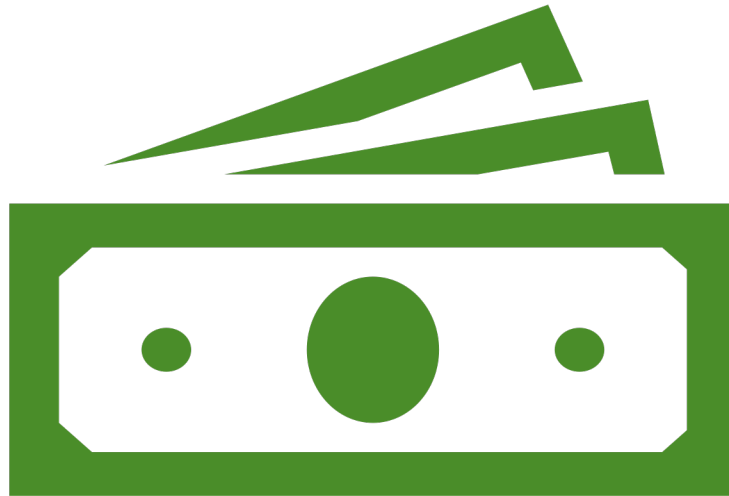
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Fiscal & Compliance Specialist Support



Fiscal & Compliance Specialist Support

Inform Grantees of:

- Dates and deadlines
- Important policy & procedure updates
- Professional development opportunities
- Fiscal updates from US ED and GaDOE
- Monitoring updates and details
- Upcoming events

Support Grantees by:

- Providing technical assistance
- Reviewing and approving Budgets and Reimbursement Requests
- Arranging pertinent professional development sessions (Open Office Hours, Webinars, etc.)
- Attending Virtual/In-Person site visits if necessary
- Attending 21st CCLC special events
- Assuring compliance with approved Request for Proposal Grant (RFP) Grant Application

General Fiscal Updates, Reminders & Deadlines



General Fiscal Updates

- Congratulations to the **FY24 21st CCLC Grant Funds Recipients**
- **FY24 Continuation Grant Awards** (Cohorts FY20, FY21 & FY23) – \$45,003,673
- **FY24 Additional Allocation** (Cohorts FY20, FY21 & FY23) – \$3,816,478 (\$29,585.00 per subgrant)

General Fiscal Reminders

- Maintain fidelity with **RFP Narrative, Funding Request Worksheet and Site Profile Form**, etc. (e.g., target number of students, number of operational days, student - teacher ratios).
- Restrict carryover to **15% of original budget amount** for the year (excluding any carryover from the previous year).
- Check the **Federal and State of Georgia's Suspended and Debarred Lists** before procuring; document the evidence.
- Ensure that contracts have **sufficient and necessary details** (e.g., deliverables, cost, signatures, etc.).

General Fiscal Reminders

- **Update Inventory List** (including all required data fields) regularly; at least yearly or when inventory is added/removed;
- Separate **subledgers/tracking of transactions** for each 21st CCLC subgrant recommended;
- Ensure internal collaboration between Subgrantee's 21st CCLC **Program Office and Accounting/Finance Department**;
- Ensure that planned field trips occur **outside of regularly occurring school time**; Out-of-state or overnight field trips, including retreats, lock-ins, etc. **are not approvable expenses.**

General Fiscal Reminders

- Staff **can only** be paid using 21st CCLC funds for work actually performed with the 21st CCLC program and students. 21st CCLC staff **cannot** perform outside duties (e.g., soliciting donations, non-21st CCLC work) during hours paid for by 21st CCLC funds.
- Equipment and supplies purchased with 21st CCLC funds **can only** be used by 21st CCLC students during 21st CCLC operating hours.
- If equipment and supplies are to be used for non-21st CCLC students, the **cost must be allocated based on the percentage use by the 21st CCLC program.**

General Fiscal Reminders Procurement

- Follow all applicable **Procurement Policies and Procedures** including the EDGAR Micro Purchase rule;
- Purchase resources (esp. technology/large purchases) early in the year;
- Keep **TransACT/Cayen attendance data up-to-date** for reimbursements;

General Fiscal Reminders Procurement

- Limit the number of participants for conferences (generally three per subgrant);
- **Use reasonable** rates for salaries, contracted professional development, enrichment contractors, and contracted speakers;
- Provide adequate review time (**at least two weeks is required**) to GaDOE for pre-approval of Field Trip, Professional Development, Technology Requests, etc. Email your request form(s) to your Program Specialist and copy your Fiscal & Compliance Specialist.

Important Dates & Reminders

- Submit FY24 budget through the Consolidated Application **within 30 days of Grant Award Notification (GAN)**.
- Submit **Records Retention Letter by September 21, 2023**.
- Submit monthly reimbursements/invoice by the 15th calendar day of the following month.

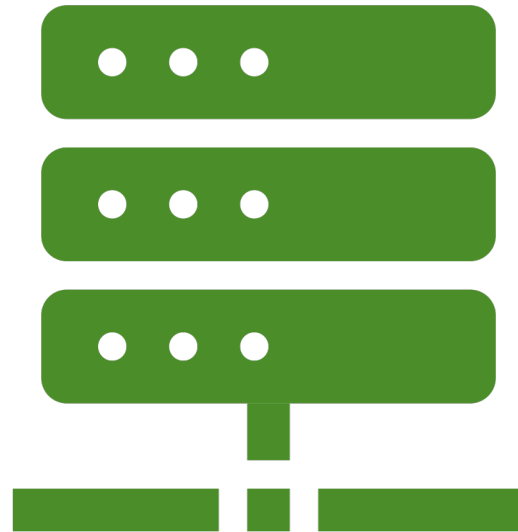
Important Dates & Reminders

- Provide evidence/documentation of **Fidelity Bond & General Liability Insurance** by **September 21, 2023** (Community Based Organizations Only):
 - **Fidelity Bond** – Must be in favor of GaDOE, indicated on the Policy Declarations Page
 - **General Liability Insurance** – GaDOE as an ‘Additional Insured’ and a ‘Certificate Holder’
 - Board Acceptance of **FY24 Grant Award by November 30, 2023.**

Important Dates & Reminders

- **FY23 Completion Report due by October 31, 2023** (FY20, FY21 & FY23 subgrantees):
 - If submitted after this deadline, **FY24 reimbursements will not be processed** until completion report is submitted.
 - **If the Completion Report is submitted after December 31, 2023, the subgrantee will not receive any applicable FY23 carryover funds.**
- **External Audit Reports are due no later than six months** after the end of the fiscal year (CBOs only).

Consolidated Application Budget Submission Overview



Consolidated Application (ConApp)


- After GaDOE Board Approval, the Grant Award Notice (GAN) is uploaded by our team into the **Consolidated Application Portal (ConApp)**.
- The Consolidated Application Portal is accessed through the **MyGaDOE Portal**.
- Please **verify in advance that the person(s) responsible for uploading and submitting the budget(s)** have access to the MyGaDOE Portal. If there are access issues, please consult with the your assigned Fiscal and Compliance Specialist and/or district portal security officer.
- The approved and final budget **spreadsheet must be uploaded into the Consolidated Application**. The **budget upload should match your approved budget spreadsheet** line by line unless otherwise approved by your assigned Fiscal and Compliance Specialist.

Grant Award Notice(GAN)


1 FEDERAL AWARDING AGENCY, PASS THROUGH ENTITY		2 FEDERAL AWARDING AGENCY, PASS THROUGH ENTITY AWARDING OFFICIAL	
Georgia Department of Education 205 Jesse Hill Jr. Drive SE Atlanta, Ga 30334			
3 SUB-AWARD RECIPIENT INFORMATION		4 AWARD INFORMATION	
SUPERINTENDENT		PR/AWARD NUMBER (FAIN)	
LEA (must match name associated with UEI)		ACTION TYPE Choose either New or Updated	
ADDRESS		AWARD TYPE Choose either Formula or Competitive	
UNIQUE ENTITY ID		FEDERAL AWARD DATE	
5 PROJECT STAFF		6 FEDERAL AWARD PROJECT DESCRIPTION	
RECIPIENT Insert LEA staff title Insert Name			
GaDOE program contact title			
Insert program contact name Insert phone # Insert program contact email			
GaDOE GRANTS ACCOUNTING CONTACT			
Insert name Insert phone # Insert email			
7 AWARD PERIOD			
SUBAWARD PERIOD OF PERFORMANCE		START DATE 7/1/2023	END DATE 9/30/2024
SUBAWARD BUDGET PERIOD		START DATE 7/1/2023	END DATE 9/30/2024
8 AUTHORIZED FUNDING			
FEDERAL GRANT		Insert grant name	
ORIGINAL AWARD AMOUNT OBLIGATED		Insert \$XXX	
CHANGE IN ALLOCATION OBLIGATED		Insert \$XXX	
CHANGE IN ALLOCATION OBLIGATED		Insert \$XXX	
RESTRICTED INDIRECT COST RATE		Insert %	
ASSISTANCE LISTING NUMBER AND TITLE		Insert Listing Number and Title	
RESEARCH AND DEVELOPMENT AWARD		Insert Yes or No	
LIST OF FUNDS MADE AVAILABLE FOR EACH FEDERAL AWARD		Insert website of public listing	
9 ADMINISTRATIVE INFORMATION			
UNIQUE ENTITY IDENTIFIER		Insert #	
REGULATIONS		Insert regulations	
10 LEGISLATIVE AND FISCAL DATA			
AUTHORITY		PL 107-110 ELEMENTARY & SECONDARY EDUCATION ACT OF 1995, AS AMENDED	
PROGRAM TITLE		Insert program title	
CFDA/SUBPROGRAM #		Insert program number	
LUA PROGRAM CODE	FUNDING YEAR	AWARD YEAR	CFDA OBJECT CLASS AMOUNT
XXXXX	XXXXX	XXXXX	XXXXX XXXXX XXXXX

Planning Prayer Certification Attachments

General
All
General
Consolidated Funding
Grant Award Notices



FEDERAL PROGRAMS HANDBOOK
Information Applicable to All Federal Programs



Page 23 of the
Federal Programs Handbook

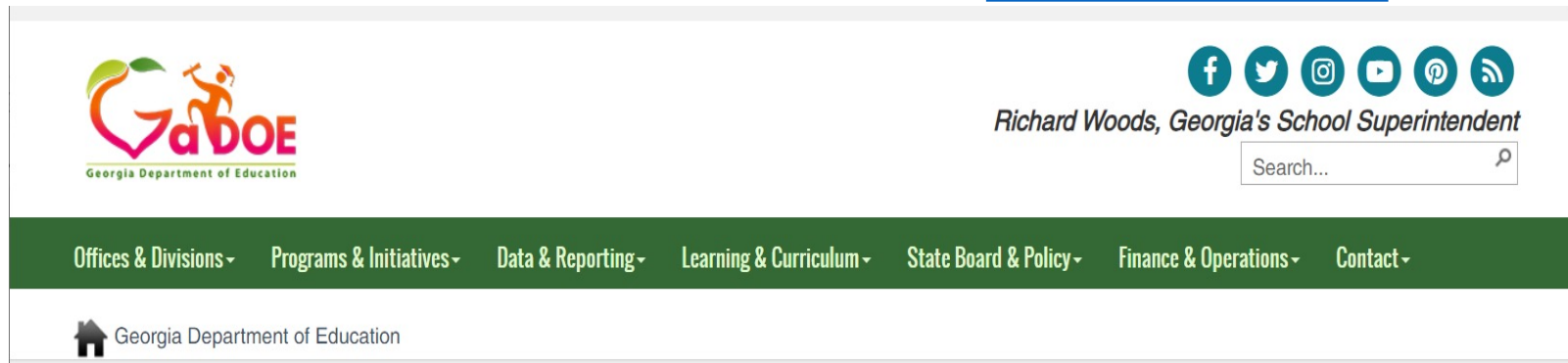
After Board approval, **GANs are loaded to the attachments tab in the Consolidated Application (ConApp)** for each federal award or competitive grant.

Useful information includes:

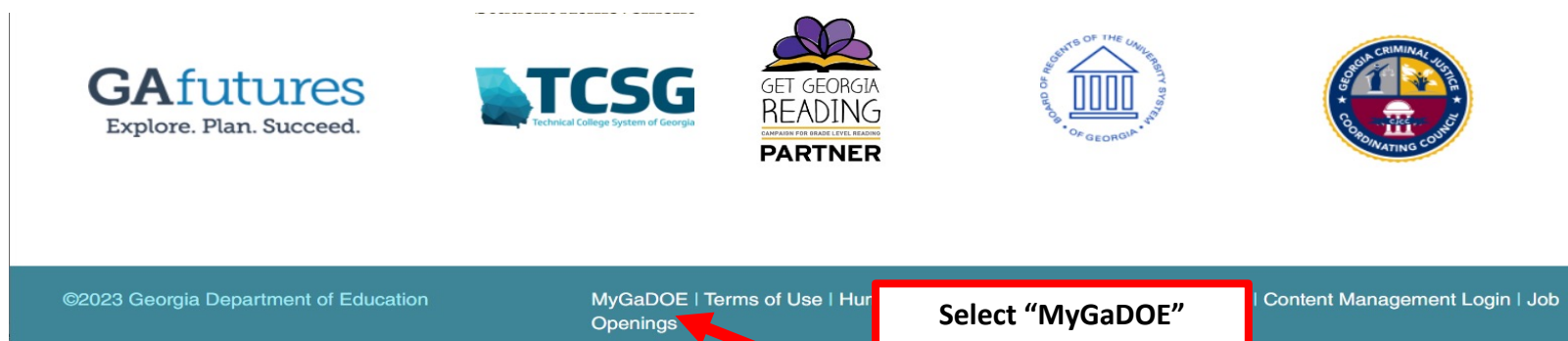
- Award Amount
- Award Period
- Federal Award Identification Number (FAIN)
- Restricted Indirect Cost Rate
- Unique Entity ID (UEI)
- LUA Program Code
- Catalog of Federal Domestic Assistance (CFDA)
- Contact Information
- Important attachments

Logging on to the MyGaDOE Portal

Step 1: Log on to the GaDOE website: www.gadoe.org




Step 2: Go to the bottom of the webpage and select **MyGaDOE**



Logging on to the MyGaDOE Portal

MyGaDOE



Georgia Department of Education
Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

Please Log In

Username:

Password:

[I forgot my passphrase!](#)

[Or sign up for an account](#)

Helpful links

- [MyGaDOE Online Guide](#)
- [GaDOE Public Website](#)
- [Information Systems](#)
- [AYP & NCLB](#)
- [Georgia Standards](#)
- [Data Collections](#)
- [Financial Reports](#)
- [Report Card](#)

This website requires Cookies be enabled in your browser.

Accessing the ConApp Portal

The screenshot displays the ConApp Portal interface. At the top left is the GaDOE logo (Georgia Department of Education). To its right is a search bar labeled "Search Districts" with tabs for "0-9", "A", "B", "C", "D", "E", "F", "G", and "H". Below the search bar is a blue notification bar that reads "You have (0) new messages." On the left side, there is a "Site Navigation" menu with "Home" and "Logout" options, and a "Title I" menu with various application and report options. The main content area is titled "Surveys" and contains a table with columns for "New (0)", "Saved (0)", "Submitted (4)", and "Approved (6)". Below the table, it states "No new surveys available". A blue arrow points to the "Title Programs" option in the "Title I" menu.

Site Navigation

- Home
- Logout

Title I

- Consolidated Application
- View Documents
- Invoice Application
- Monitoring
- Message Center
- Grants Application
- EOPA Reports
- Professional Learning Opportunities (PLO)
- Administration
- Title Programs
- Special Education Programs
- CTAE Programs
- Reports
- Manage Public Schools
- Online Help

Surveys

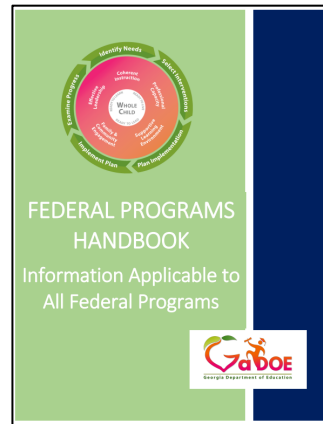
New (0)	Saved (0)	Submitted (4)	Approved (6)
No new surveys available			

Prayer Certifications in ConApp

The screenshot displays the GaDOE ConApp interface. At the top left is the GaDOE logo. Below it is a 'Site Navigation' menu with options: Home, Logout, Title I, Administration, Application, Reports, and Online Help. A user profile for Nathan Schult is visible at the bottom left. The main content area is titled 'Consolidated Application' and features a 'Prayer Certification' section. This section includes fields for 'District Name' and 'Fiscal Year', both of which are redacted with black boxes. Below these fields are tabs for 'Programs', 'Planning', 'Prayer Certification' (which is highlighted with a red border), 'Attachments', and 'Audit Trail'. The 'Prayer Certification' tab is active, showing a blue header and a text area with instructions: 'LEAs must submit the constitutionally-protected prayer certification and submit to the GaDOE on or before October 01, 2016. Please remember to press "Save" in order to...'. Below the text area are three checkboxes with corresponding text: 1) A checked checkbox followed by 'I, [redacted], having knowledge of the policies of the aforementioned local educational agency (LEA) regarding... LEA does not have a policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as required by the "Guidance on...'. 2) A checked checkbox followed by 'I, [redacted], certify that the LEA has not received any complaints alleging noncompliance with the Guidance since the most recent certification.'. 3) An unchecked checkbox followed by 'I, [redacted], certify that the LEA has received a complaint (or complaints) alleging noncompliance with the Guidance since the most recent certification. All comp...

The Superintendent role must sign off on the Prayer Certification in Consolidated Application Portal by **October 2, 2023.**

General Education Provisions Act (GEPA)



Page 22 of the Federal Programs Handbook

[Section 427 of the United States Department of Education's General Education Provisions Act \(GEPA\)](#) requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take in order to ensure equitable access to, and participation in, its federally-assisted programs for students, teachers, and other program beneficiaries with special needs. [GaDOE will check to ensure a GEPA statement is provided by the LEA each fiscal year.](#)

GEPA 427

LEAs Must Complete the GEPA Tab on the ConApp Portal by October 2.

Title Programs - GEPA

District Name : [REDACTED]
Fiscal Year : [REDACTED]

Programs | Planning | Prayer Certification | Attachments | Audit Trail | **GEPA**

GEPA

Requirement
Section 427 of the United States Department of Education's General Education Provisions Act (GEPA) requires each federally-assisted programs for students, teachers, and other program beneficiaries with special needs. Local education Georgia Department of Education (GaDOE) is responsible for ensuring that the LEA or other local entity has submitted

Developing a Response
GEPA allows applicants discretion in developing and describing the activities that are occurring to meet this requirement determine whether these or other barriers may prevent your students, teachers, etc. from such access or participation

Response:

[Empty text area for response]

Superintendent Acknowledgement:

I, Superintendent of [REDACTED] County, having knowledge of our LEA policies regarding the procedures to ensure the district.

LEA Coordinator or Superintendent has the ability to enter the response. However, only the Superintendent will be able to submit to GaDOE.

Program Assurances & Conflict of Interest

The screenshot shows the GADOE logo and navigation menu on the left. The main content area is titled "Consolidated Application" and "Assurances". It displays fields for "District Name" and "Fiscal Year", both redacted with black boxes. The "Status" field is circled in red and shows "Approved (Date: [redacted] 09:34:15)". Below the status are tabs for "Program Information", "Budget", "Audit Trail", "Assurances", and "Programs". A blue bar at the bottom of the section says "Assurances" and a message below it states "Superintendent signed off Assurances on September [redacted]".

- Accept the FY24 Program Assurances during the Budget Submission Process in the ConApp portal.
- Attach the signed **Conflict of Interest Policy** in the ConApp portal.
- Remember, the documents listed above do not get emailed to GADOE. This process must be completed in the ConApp portal.

The screenshot shows the GADOE logo and navigation menu on the left. The main content area is titled "Consolidated Application" and "Attachments". It displays fields for "District Name" and "Fiscal Year", both redacted with black boxes. Below these are tabs for "Programs", "Planning", "Prayer Certification", "Attachments", and "Audit Trail". The "Attachments" tab is highlighted with a red box. Below the tabs is a table with two columns: "Item#" and "Uploaded File". The first row shows "1" in the "Item#" column and a file name in the "Uploaded File" column.

Consolidated Application (Approval)

- After the budget has been entered into Consolidated Application Portal, please **notify your assigned Fiscal and Compliance Specialist that the entry process has been completed. Do not sign off** on the budget at this time.
- Once the GaDOE review is complete, **your Fiscal and Compliance Specialist will notify you when to sign off on the budget.**

Consolidated Application (Approval)

- The Consolidated Application budget approval process changed in FY23. **The process begins with the District Coordinator role sign off followed by GaDOE Fiscal & Compliance Specialist sign off and finally the District Superintendent role sign off. Then, GaDOE Grants Accounting completes the final sign off.**
- Congratulations, the **budget preparation and submission process is complete!**

Reimbursement Process



General Reimbursement Request Information

- It is important to remember that 21st CCLC is a **Reimbursement Only** grant. All subgrantees must initially expend their own funds prior to requesting reimbursement from the state.
- There is no initial drawdown available for 21st CCLC funds.
- GADOE **will not reimburse a funded applicant for expenditures that are not allowable** under the 21st CCLC program or for expenditures that were not included in the approved budget.

General Reimbursement Request Information

- There are **15 available reimbursement slots** in Invoice Application for each fiscal year (e.g., July 2023 – September 2024).
- Reimbursement requests are submitted to GaDOE via Grants Application on a monthly basis and are **due by the 15th of each month.**
- **Reimbursement requests are entered line by line** based on the applicable function/object code for each expense (reference the 21st CCLC Chart of Accounts).

General Reimbursement Request Information

- Ensure **attendance data in TransACT/Cayen/AS21 is up-to-date** and accurate prior to submitting reimbursement requests.
- The **21st CCLC Reimbursement Request Documentation Requirements & Process** document details the required supporting documentation for each type of expense. These documents must be uploaded to each applicable line item in Invoice Application.

Reimbursement Request Tips

- **Spend, spend, spend** your grant funds on allowable purposes. Target 100% fund utilization.
- Ensure you are **familiar** with your current fiscal year budget.
- **Promote collaboration** between the program and finance teams.
- **Plan for expected future equipment needs** and purchase early in the year.
- **Assess your program's needs throughout the year** so you can adjust and adapt as needed.
- Determine the **root causes of any fund under-utilization** so adjustments can be made accordingly.

Reimbursement Request Tips

Accessing Invoice Application

MyGaDOE Portal Grants Application Manage Invoices



Creating The Reimbursement Request Slot (monthly)

“Fiscal Year” Field: Select Current Fiscal Year

“System Name” Field: Select Your System/Program Name

”Grant” Field: Select Your 21st CCLC Grant

“Select Status” Field: Select New Payment Request

“Request Funds For Period” Field: Select Applicable Month

Click “Add”

Click the “Paper Icon” To Create Request



Entering Expenses For Reimbursement & Submitting

“Select a Sub-Grant” Field: Select the Applicable Sub-Grant

Enter All Applicable Information for Each Line Item

Click “Submit” to send request to Submitter role

Submitter will click “Submit” to send to GADOE

Funds Utilization



Funds Utilization

Effective **funds utilization** is driven primarily by **program needs** and is carried out through:

- Collecting up-to-date information.
- Collaborating with your Finance/Accounting Dept.
- Monitoring of expenses on a regular basis.
- Comparing of actual year-to-date (YTD) expenses vs. budget.
- Plan program activities in a timely manner and implement early intervention if adjustments are necessary.
- Submitting program and/or budget amendments, if needed.
- Timing of your purchases.
- Consulting with your Program Specialist and/or Fiscal & Compliance Specialist.

Funds Utilization

Example Year-to-Date (YTD) Actual vs. Budget Report

Function	Descrp	Object	Obj-Des.	Budget	Actual	Balance	% Utilized
1000	Instructor	110	Teacher salaries (certified)	64,000	33,487	30,513	52%
		140	Para Professionals & Aides	37,440	14,712	22,728	39%
		200	Employee Benefits	3,949	1,613	2,336	41%
		300	Contracted Services (Cour	6,525	3,061	3,464	47%
		610	Supplies	20,715	1,461	19,254	7%
1000 Total				132,629	54,333	78,296	41%
2100	Pupil Serv	177	Family Services/Parent Coordinator		975	-975	#DIV/0!
		191	Site Coordinators/ Transp	31,320	11,998	19,322	38%
		200	Employee Benefits	2,903	1,958	945	67%
		300	Contracted Services (Cour	5,000	500	4,500	10%
		530	Telephone		104	-104	#DIV/0!
		610	Supplies		1,041	-1,041	#DIV/0!
		810	Field Trip Admission Fees /	10,400	400	10,000	4%
2100 Total				49,623	16,976	32,647	34%
2210	Improvem	300	Contracted Services (Counselor, Fami		255	-255	#DIV/0!
		580	Travel to and from training	2,664	664	2,000	25%
		810	Field Trip Admission Fees / Dues and		311	-311	#DIV/0!
2210 Total				2,664	1,230	1,434	46%
2230	General Ac	190	Program Director	19,427	12,953	6,474	67%
		200	Employee Benefits	4,857	5,712	-855	118%
		332	Fingerprinting, background	1,500	85	1,415	6%
		530	Telephone		30	-30	#DIV/0!
		610	Supplies		9	-9	#DIV/0!
		611	Supplies - Technology (computer sup		52	-52	#DIV/0!
		616	Expendable Computer Equ	1,500		1,500	0%
2230 Total				27,284	18,841	8,443	69%
2300	General Ac	880	Federal Indirect Cost Char	3,302		3,302	0%
2300 Total				3,302		3,302	0%
2700	Student Tr	180	Bus Drivers	4,704	1,620	3,084	34%
		200	Employee Benefits	251	104	147	41%
		620	Utilities (allocated) / Fuel	5,396	4,200	1,196	78%
2700 Total				10,351	5,924	4,427	57%
2900	Other Supp	300	Contracted Services (Cour	6,800	1,700	5,100	25%
2900 Total				6,800	1,700	5,100	25%
Grand Total				232,653	99,003	133,650	43%

Time & Effort Documentation



Time & Effort Documentation

- **CBOs: Personnel Activity Reports (PARs)** for every 21st CCLC employee:
 - Ensure the data and/or a statement indicates the **employee's total activity** for the organization is being presented.
 - **Separate work hours by cost objective** (e.g. subgrant) and if appropriate, by job position.
- **School Districts:**
 - **Single cost objective:** semi-annual certifications (at least every 6 months) and employee timesheets
 - **Multiple cost objective** (e.g. different subgrants): PARs

Time & Effort Documentation

All time and effort documentation must be completed (**signed and dated**) after-the-fact.

- **Programs using timesheets as PARs must indicate employee's total activity** (21st CCLC and Non-21st CCLC duties) along with required statement that the timesheet data represents 100% of the employee's activity
- **Staff can only be paid using 21st CCLC funds for work actually performed with the 21st CCLC program and students.** 21st CCLC staff cannot perform outside duties (e.g., soliciting donations, non-21st CCLC work) during hours paid for by 21st CCLC funds.

Important Policies & Procedures



Important Policies & Procedures

Written Cash Management Procedures (CFR 200.302(b)(6))

- Describe your organization's procedures and clearly mention the reimbursable nature of the subgrant.

Written Allowability Procedures [CFR 200.302(b)(7)]

- Ensure that the procedures for each of the eight factors of allowability are described in detail regarding how the factor/criterion is determined and implemented.
 - Be necessary and reasonable for the performance of the Federal award and be allocable
 - Conform to any limitations or exclusions set forth in these principles on in the Federal award

Important Policies & Procedures

Written Allowability Procedures [CFR 200.302(b)(7)]

- Ensure that the procedures for each of the eight factors of allowability are described in detail regarding how the factor/criterion is determined and implemented.
 - Be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the non-Federal entity
 - Be accorded consistent treatment.
 - Be determined in accordance with generally accepted accounting principles (GAAP)
 - Not be included as a cost or used to meet cost sharing or matching requirements
 - Be adequately documented
 - Net of applicable credit

Important Policies & Procedures

- **Written Conflict of Interest Policy [CFR 200.318(c)(1)]**
 - This does not refer to the GaDOE Conflict of Interest document subgrantees turn in along with the Assurances Form, but the subgrantee's own policy.
- **Written Nepotism Policy may be combined with written conflict of interest policy.**
- **Written Procurement Procedures [CFR 200.319(c)]**
 - Follow all applicable procurement policies and procedures, e.g., local, State, and Federal.

Important Policies & Procedures

- **Written Travel Expense Policy [CFR 200.47(b)]**
- **Written Compensation (Time and Effort) Policies [CFR 200.430]**
- **Written Method for Conducting Technical Evaluations of Proposals and Selecting Recipients [CFR Sec. 200.320(d)(3)]**
 - List the different criteria (with weight, if applicable) to be used for the evaluation/selection process
 - Implement this method by indicating how each quote/offer performed on each criterion, and demonstrate how you arrived at your final selection/decision
 - Mention who (e.g., one person or a committee) has the authority to carry out this method

Budget Amendment Form



Budget Amendment

Nita M. Lowey 21st Century Community Learning Centers Budget/Program Amendment Form Instructions 2023 - 2024

1	Subgrantee name is the name on grant application. The program name is the unique program identifier, if it has one. For example ABC School District would be the subgrantee name, while ALLSTARS might be the program name. In this example, the subgrantee would write "ABC School District- ALLSTARS". The cohort would be FY20, FY21 or FY23.
2	Project/program director's name and phone number
3	Project/program director's email address. The date is the date the amendment is submitted to GaDOE.
4	Check line to indicate type of amendment: Program, Budget or Both
5a	Insert Program Amendment (PA) number. NOTE: The number should reflect the amendment from the beginning of the subgrant and will continue sequentially until the subgrant ends. The Program Amendment (PA) number will not start over each fiscal year. (Example: PA/1, PA/2, PA/3, etc.)
5b	Insert Budget Amendment (B) number. NOTE: The Budget Amendment (B) number WILL start over each fiscal year. (Example: FY20B/1, FY20B/2, etc. and FY21B/1, FY21B/2, etc. and FY22B/1, FY22B/2, etc.)
5c	Use this line, if your amendment requires BOTH a program and budget amendment. NOTE: Follow the same instructions for 5a and 5b. The amendment numbers MAY not be the same due to the fiscal year. (Example: PA/1, FY22B/1); (Example: PA/2, FY22B/3); (Example: PA/3, FY22B/1)
6	Insert current language in original grant application or most recently approved amendment and the page number where it can be found.

Budget Amendment

Nita M. Lowey 21st Century Community Learning Centers Budget/Program Amendment Form Instructions 2023 - 2024

7	Insert amended language to reflect requested change(s) to original grant application or previous approved amendment (Addition or deletion to language). Please note that it is acceptable and encouraged to state "Refer to attached spreadsheet" for changes to spreadsheets, such as budgets, site profile forms, or funding request worksheets. It is not necessary to write out each of the changes, so long as the spreadsheets make it clear what is being changed. Updated funding request worksheets, with total equal to or exceeding original approved worksheets, are needed if requesting a change to the number of students, hours per week, or weeks per year.
8	State the reason for the change. How will this change benefit your subgrant? OR Why is it necessary to make this change? (If this is a change in program director, superintendent, etc., state that.)
9	State how the proposed amendment is consistent with the goals/objectives of the subgrant and how the change will be implemented. To add additional rows, select the "Tab" key when the cursor is in this cell.
10	If attachments accompany the proposed amendment, be sure to name each attachment accordingly.
11	Send an electronic copy to your program specialist and/or fiscal and compliance specialist
12	Fiscal agent, joint applicant designee, program director, superintendent/CEO must sign and date the form.



Upcoming Reminders

Deadline Date	Form to be Submitted
15 th of Each Month	Submit monthly reimbursement request
TBD	Submit original budget approvals through the Consolidated Application (Budgets must be submitted through the ConApp Portal within 30 days of receiving the grant award notice)
September 21, 2023	Non-LEAs: Secure Fidelity Bond (25% of grant award) and General Liability Insurance (\$1,000,000)
September 29, 2023	Submit Records Retention Letter



Questions?

Service and Support

If you have any questions concerning service and support, please contact:

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