21st Century Community Learning Centers

Training and Guidance for Completing the Budget Section of the FY20 Request for Proposal (RFP)

November 2, 2018
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Georgia’s Systems of Continuous Improvement

- Identify Needs
- Select Interventions
- Plan Implementation
- Implement Plan
- Determine Progress

What to Improve

Coherent Instruction
Effective Leadership
Family & Community Engagement
Supportive Learning Environment
Professional Capacity

How to Improve

Whole Child
Ready to Learn
Ready to Lead
Ready to Live

[Diagram of the systems of continuous improvement]

Richard Woods,
Georgia’s School Superintendent
“Educating Georgia’s Future”
gadoe.org
Discussion Points

• General Information
• Responsibilities of the Fiscal Agent
• Budget Formulation
• GaDOE Chart of Accounts
• Allowable Expenses
• Unallowable Expenses
• Budget Summary and Details
• Appropriateness of Salaries
• Indirect Cost
• Funding Request Worksheet – Parameters crosscheck
• Budget Narrative
• Non-LEA Applicants Only Requirements
• Additional RFP Webinar/Training Dates
• Q&A
General Information

• FY20 RFP subgrants/programs are awarded for a duration of 5 fiscal years (FY) but are subject to GaDOE State Board review and approval each year, contingent upon factors such as availability of continued funding and evidence of the program’s performance.

• Applicants/subgrantees will not be reimbursed for pre-operating type expenses (e.g. grant writer’s fees), expenses incurred before grant period start date (July 1, 2019), or other unallowable expenses.
General Information

• Applicants may request funds ranging from $50,000 to a maximum of $350,000 per year based on need and proposed services to the target population.

• The award amount for each year is determined by factors such as the lower of the following: maximum award amount cap ($350,000), Funding Request Worksheet(s) total, and the amount requested by the subgrantee. Minimum Award Amount is $50,000.

• Notes: Low Average Daily Attendance (ADA) or other factors could result in reduced award amounts. Award Amounts in Years 4 and 5 are reduced but subgrantee has to maintain same level of service across these years.
General Information

- All approved applicants will receive 100% of their proposed budget in years 1, 2, and 3. Funding will be reduced to 90% of the original funding level (i.e. year 1) during year 4 and to 80% during year 5.
- Even with the reductions, no program will receive less than $50,000 per year.
- When determining the amount to be requested, applicants are required to consider the needs of the community, the number of students to be served and the total hours of program operation.
- Funding Request Worksheet, Detailed Budget may undergo changes during RFP review process.
- Applicants must complete a Funding Request Worksheet for EACH proposed site.
General Information

• Each Fiscal Year (FY) is 15 months long (July 1\textsuperscript{st} through September 30\textsuperscript{th} of the next year) and there are 3 overlapping months (July, August, and September) across successive Fiscal Years. Note that expenses are not interchangeable across Fiscal Years.

• This is a ‘reimbursement-only’ grant. All subgrantees must initially expend their own funds prior to receiving reimbursement from the GaDOE. Processing of reimbursement from the GaDOE can take 30 days (or longer), depending upon various factors such as unresolved issues, rejections, GaDOE year-end closing ‘down-time’.

• It is required that all applicants have the capital to sustain full program operations for a minimum of three months.
General Information

- GaDOE will not reimburse a funded applicant for expenditures that are not allowable under the 21st CCLC program and for expenditures that were not approved in its budget.

- It is very important, and required, that the subgrantee has the working capital, liquidity – financial strength to sustain their 21st CCLC subgrant. Please use the Funding Request Worksheet and the Working Capital Analysis worksheets to assess projected financial requirements and capability.
# General Information

Appendix A: Funding Request Worksheet

## FUNDING REQUEST WORKSHEET

**Complete One Per Site**

### 2019-2020

<table>
<thead>
<tr>
<th>Program Name:</th>
<th>Site Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of students without disabilities that will receive 21st CCLC services PER DAY in the indicated components</th>
<th>Number of students with disabilities^1 that will receive 21st CCLC services PER DAY in the indicated components</th>
<th>Average number of HOURS per WEEK the program will operate the indicated component</th>
<th>Number of WEEKS^2 per YEAR the program will provide 21st CCLC services to its students and or parents</th>
<th>Funding amount per student without a disability, per hour of weekly operation</th>
<th>Funding amount per student with a disability, per hour of weekly operation</th>
<th>Amount allowed per component (maximum)^3</th>
</tr>
</thead>
<tbody>
<tr>
<td>After School</td>
<td></td>
<td></td>
<td></td>
<td>$5.05</td>
<td>$6.30</td>
<td>$0.00</td>
</tr>
<tr>
<td>Before School</td>
<td></td>
<td></td>
<td></td>
<td>$3.55</td>
<td>$4.05</td>
<td>$0.00</td>
</tr>
<tr>
<td>Non-School Days (Weekend, Holidays)</td>
<td></td>
<td></td>
<td></td>
<td>$5.05</td>
<td>$6.30</td>
<td>$0.00</td>
</tr>
<tr>
<td>Summer Break</td>
<td></td>
<td></td>
<td></td>
<td>$5.05</td>
<td>$6.30</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

| Calculated Total^1: | $0.00 |

1. Only students with current Individualized Education Plan (IEPs) should be considered as students with disabilities.

2. To calculate the total number of weeks, divide the total number of operational days students will be served by that component (e.g., after school, before school, etc.) by the number of days in a typical week for that component. For example, if the site will operate Monday through Thursday for 156 days you would divide 156 by 4 to get 39 weeks of after school service. When calculating the total number of days, applicants must exclude known non-operational days occurring during the project year, such as school holidays/breaks.

3. Applicants are not required to request the maximum amount. Instead applicants must request an amount that is reasonable and appropriate to address established needs and provide services to meet those needs but applicants cannot request less than the minimum amount of $50,000 per grant.

4. Even if the aggregate ‘Calculated Total’ is more than the $350,000 ‘Maximum Amount Allowed’, applicants may only request a maximum of $350,000 per grant. However, if the ‘Calculated Total’ is less than $350,000, the applicant may only request up to the ‘Calculated Total’ amount.
## General Information

### Working Capital Analysis Worksheet

**Applicant Name:**

Include information from the fiscal agent’s most recent audited financial statements. If audited financial statements are not available, then please input information based on the most recent financial statements (e.g. Trial Balance, Balance Sheet) available. Please see notes below.

<table>
<thead>
<tr>
<th>Cash and cash equivalents</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Calculation of recommended working capital requirement**

- Proposed annual budget of the 21st CCLC program (not to exceed total funding amount on Funding Request Worksheet(s))
- Number of months of operation (including summer, if applicable)
- Average monthly working capital requirement
- Necessary working capital for 3 month period

**Results:**

1. Are cash and cash equivalents greater than needed working capital?

**Notes**

1. For the purpose of this report, cash equivalents is defined as those assets that can be readily converted into cash within a three month time period.

**Documentation**

1. New Non LEAs only: Provide copies of most recent financial statements that substantiate the amount of cash and cash equivalents and please enclose copies of applicable bank statements (e.g. primary accounts - checking, savings) from the most current three months. The GaDOE reserves the right to reconfirm an application’s financial information at any point during the review process and may request additional documentation as necessary for all applicants.

**Information to be entered by applicant**

**Information calculated by a formula**

<table>
<thead>
<tr>
<th>(put reporting period date here, e.g. &quot;As of XXXX/XXX/20XX&quot;)</th>
</tr>
</thead>
</table>
General Information

• Program funds must be used to **supplement, not supplant**, other Federal, state, local and other non-Federal funds or existing out-of-school program:
  
  • Funds cannot be used to support or replace existing programs, activities and/or services, rather they can only be used for new populations and/or new programs and services.
  
  • Regardless of the size of the grant, all proposed costs must be **reasonable, necessary, and allocable** to carry out the program’s purpose and objectives.
  
  • Successful applicants may only use subgrant funds during the subgrant award period. Costs incurred outside of the subgrant award period are the responsibility of the subgrantee.
Responsibilities of the Fiscal Agent

Please refer to the FY20 RFP for more details

• As the official subgrant recipient, all awards must be adopted by the Local Board of Education for LEAs or the Board of Directors for non-LEAs.
• Administer the subgrant from award to closeout in accordance with all applicable laws and regulations.
• Serve as the organizational representative and point of contact for all business management aspects of the award agreement.
Responsibilities of the Fiscal Agent

• Apply appropriate management controls using management systems, checklists, and records, including, but not limited to Internal Controls, Operating Controls, Accounting Controls, Compliance Controls, Document Control Systems

• Assemble appropriate staff resources and communicate all compliance requirements and resources of the subgrant.

• Keep abreast of changes in policies, procedures or requirements and continue to advise program staff of subgrant requirements.

• Request any further “prior approvals” when identified.
Responsibilities of the Fiscal Agent

• Prepare necessary reports
• Submit subgrant reimbursement requests no later than the 15th of every month.
• Make the most of site visits by the GaDOE to enhance program, show organizational strength, and demonstrate commitment to the project.
• Keep the GaDOE and the public aware and informed about grant project progress.
• Evaluate the extent to which measurable project objectives are being met.
• Ensure and oversee the performance of final audits and resolution of findings
• Establish adequate system for records retention
Budget Formulation

Key parameters:

• Program-driven: e.g. key program parameters, needs of the target population (students, parents) identified in the needs assessment, objectives, commitments (e.g. student/teacher ratio) - refer to your program narrative and your detailed planning documents

• Consider aspects such as the funding amount being requested, your working capital

• Plan sustainability (Year 4 and 5, and after grant award ends) and factor in monetary/in-kind support from your partners
Budget Formulation

Key parameters (continued):

• Budget amount requested for the Fiscal Year(s)

• Parameters mentioned on the Funding Request Worksheet(s), Site Profile Form(s) – such as number of students, hours per week, number of weeks, Student/Teacher Ratio

• Student needs, goals and objectives, and plans mentioned in the Program Plan Narrative – such as academic, enrichment, parent involvement activities

• Consider aspects such as: professional development for staff, planning time, Cayen data entry, student transportation, audit fees, field trips, accounting functions, indirect costs, purchase of resource materials, external evaluation service, communication (chart of accounts can serve as a guide)
Budget Formulation

• Key parameters (continued):
  • Planning for budget reduction and sustainability for Years 4 and 5
  • Allocate at least 65% of total budget under Function Codes 1000 (Instruction) and 2100 (Pupil Services)
  • Maximum allocation for net Administrative Expense: 10% (Function Codes 2230 and 2500, but excluding certain object codes)
  • Maximum allocation for External Evaluator: 3% of original budget amount for the year
  • Note the 15 month span of each Fiscal Year
  • Personnel (and all other expenses) need to be reasonable and allocable – follow salary schedules
  • Summer program expenses must be charged to the same Fiscal Year as the Afterschool program it follows
Budget Formulation

Budget Specifics:

• Quantify program related activities, personnel and other cost drivers.

• **Ensure supplanting does not occur**

• Check that expenses are allowable, allocable, reasonable, necessary; in accordance with applicable laws, rules and regulations (e.g. EDGAR, OMB, State, GaDOE, and your organization)

• Check if all aspects related to expenses such as rates, number of hours and weeks for personnel, service providers, are reasonable and necessary
Budget Formulation

Budget Specifics (continued):

• Ensure that information and other parameters (e.g. number of weeks of operation) are consistent across your application (e.g. Application Cover Sheet, Funding Request Worksheet, Targeted Schools Chart, Site Profile Forms, Budget Details)

• Check percentage caps on net administrative expense, external evaluator, etc.

• Check correctness of Restricted Indirect Cost rate, if included

• Use GaDOE 21st CCLC Chart of Accounts to code expenses for populating the Budget Details (consider maintaining a ‘walk-through/equivalency table for your own and GaDOE charts of accounts)
GaDOE Chart of Accounts – Function and Object Codes

• The 21st CCLC Chart of Accounts is a sub-set of the Georgia Department of Education (GaDOE) Chart of Accounts

• Expense is denoted by a function and an object code

• A function code is a general category, and is comprised of object codes
GaDOE 21st CCLC Chart of Accounts (Excerpts)

1000 INSTRUCTION

Instruction includes activities dealing directly with the interaction between teachers and students. Teaching may be provided for students in a school classroom, in another location such as a home or hospital, and in other learning situations such as those involving co-curricular activities. It may also be provided through some other approved medium such as television, radio, telephone, and correspondence. Included here are the activities of aides or classroom assistants of any type (clerks, graders, teaching machines, etc.) which assist in the instructional process.

Object Codes to Be Used With Function Code 1000

| 110 | Teacher salaries (Certified Teachers) |
| 140 | Para Professionals & Aides Salaries (Non-Certified Teachers) |
| 200 | Employee Benefits (FICA, Medicare, TRS, Etc.) |
| 300 | Contracted Special Instructors (Jazzercise, Dance, Karate, etc.) |
| 532 | Computer Software (Not owned by program) |
| 610 | Supplies (paper, etc.) |
| 611 | Supplies – Technology (computer supplies) |
| 612 | Computer Software (Owned by program) |
| 615 | Expendable Equipment (items costing less than $5000) |
| 616 | Expendable Computer Equipment (items costing less than $5000) |
| 641 | Textbooks |
| 642 | Books and Periodicals |

2230 GENERAL ADMINISTRATION

Activities concerned with establishing and administering policy for operating a grant program. These include the activities of the members of the Board of Education or Board of Directors. Local activities in interpretation of the laws and statutes and general liability situations are charged here, as are the activities of external auditors. Also, recorded here are activities performed by the superintendent, administrative support personnel and deputy, associate superintendent having overall administrative responsibility.

Object Codes to Be Used with 2230

| 142 | Clerical Staff (e.g. data person) |
| 190 | Program Director |
| 200 | Benefits |
| 300 | Contracting Services, External Auditors |
| 332 | Fingerprinting, national criminal background checks |
| 444 | Other Rentals (Copier Lease) |
| 520 | Surety Bonds (Non-LEAs) |
| 530 | Communication |
| 580 | Travel (during the course of day to day activities) |
| 610 | Supplies (paper, etc.) |
| 611 | Supplies (technology related) |
| 612 | Computer Software |
| 615 | Expendable Equipment (e.g. desk) |
| 616 | Expendable Computer Equipment |
| 642 | Books (e.g. Reference books on afterschool programs) |
| 810 | Registration Fees |
Allowable Expenses (Excerpts)

• Subgrant/program funds must be used for activities that directly support the accomplishment of the project purpose, priorities, and expected outcomes. All expenditures must be consistent with applicable state and Federal laws, regulations, and guidance.

• Funds may be used for operational expenses such as:
  • Personnel and personnel benefits
  • Staff development and training
  • Consultants, subcontractors and evaluators
  • Classroom equipment, materials, and supplies
Unallowable Expenses (Excerpts)

- **Examples** include: preparation of the proposal, pre-award costs, entertainment, refreshments, snacks, incentives, promotional or marketing items, capital improvements.

- Please refer to the FY20 RFP for **additional** examples of unallowable expenses; however, it is **not** an all-inclusive list.

- Unallowable expenses will not be reimbursed by the GaDOE.
Budget Summary and Details

• All applicants must submit Budget Details for year one (FY20) and Budget Summary that includes all five years (FY20 through FY22)- (Appendix A)

• Must include detailed descriptions and cost breakdowns for each budget line item

• Must be presented using the ‘21st CCLC Chart of Accounts’ (refer to the RFP document)
Sample Budget Details (Year 1)

(For "Units", "Price", and "Amount", please enter only numbers; enter no dollar signs and no commas.)

<table>
<thead>
<tr>
<th>Fiscal Year (1st year of grant)</th>
<th>Function/subject</th>
<th>Function</th>
<th>Object</th>
<th>Units</th>
<th>Price (per unit)</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>1000 / 110</td>
<td>1000</td>
<td>110</td>
<td>1</td>
<td>31200.00</td>
<td>31200.00</td>
<td>Description</td>
</tr>
<tr>
<td>2015</td>
<td>2100 / 145</td>
<td>2100</td>
<td>145</td>
<td>1</td>
<td>15000.00</td>
<td>15000.00</td>
<td>Description</td>
</tr>
<tr>
<td>2016</td>
<td>2200 / 113</td>
<td>2200</td>
<td>113</td>
<td>1</td>
<td>5000.00</td>
<td>5000.00</td>
<td>Description</td>
</tr>
<tr>
<td>2017</td>
<td>2300 / 142</td>
<td>2300</td>
<td>142</td>
<td>1</td>
<td>5000.00</td>
<td>5000.00</td>
<td>Description</td>
</tr>
<tr>
<td>2018</td>
<td>2500 / 148</td>
<td>2500</td>
<td>148</td>
<td>1</td>
<td>5000.00</td>
<td>5000.00</td>
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</tr>
<tr>
<td>2018</td>
<td>2230 / 300</td>
<td>2230</td>
<td>300</td>
<td>1</td>
<td>100.00</td>
<td>100.00</td>
<td>Description</td>
</tr>
<tr>
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<td>2230 / 332</td>
<td>2230</td>
<td>332</td>
<td>1</td>
<td>100.00</td>
<td>100.00</td>
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</tr>
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<td>500</td>
<td>1</td>
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</tr>
<tr>
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<td>2300 / 680</td>
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<tr>
<td>2018</td>
<td>2900 / 810</td>
<td>2900</td>
<td>810</td>
<td>1</td>
<td>100.00</td>
<td>100.00</td>
<td>Description</td>
</tr>
</tbody>
</table>

To "Save", row you must enter a description!
On this data entry screen there will always be three empty fields indicating budget detail.
To delete a row enter "Delete" under Description or remove the description and click the "Save" button.

(You can use either "Save" button)
## Sample Budget Summary (Years 2 to 5)

<table>
<thead>
<tr>
<th>Function Code</th>
<th>Description</th>
<th>Maximum Amount Allowed</th>
<th>Year 1 (FY19)</th>
<th>Year 2 (FY20)</th>
<th>Year 3 (FY21)</th>
<th>Year 4 (FY22)</th>
<th>Year 5 (FY23)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>Instruction</td>
<td>$120,000.00</td>
<td>40.00%</td>
<td>40.00%</td>
<td>40.00%</td>
<td>40.00%</td>
<td>40.00%</td>
</tr>
<tr>
<td>2100</td>
<td>Pupil Services</td>
<td>$100,000.00</td>
<td>0.03%</td>
<td>0.03%</td>
<td>0.03%</td>
<td>0.03%</td>
<td>0.03%</td>
</tr>
<tr>
<td>2210</td>
<td>Improvement Instructional Services</td>
<td>$5,000.00</td>
<td>1.85%</td>
<td>1.85%</td>
<td>1.85%</td>
<td>1.85%</td>
<td>1.85%</td>
</tr>
<tr>
<td>2220</td>
<td>Educational Media Services</td>
<td>$100,000.00</td>
<td>0.03%</td>
<td>0.03%</td>
<td>0.03%</td>
<td>0.03%</td>
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</tr>
<tr>
<td>2250</td>
<td>General Administration</td>
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<td>1.85%</td>
<td>1.85%</td>
<td>1.85%</td>
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<tr>
<td>2340</td>
<td>General Administration</td>
<td>$100,000.00</td>
<td>0.03%</td>
<td>0.03%</td>
<td>0.03%</td>
<td>0.03%</td>
<td>0.03%</td>
</tr>
<tr>
<td>2560</td>
<td>Support Services Business</td>
<td>$5,000.00</td>
<td>1.85%</td>
<td>1.85%</td>
<td>1.85%</td>
<td>1.85%</td>
<td>1.85%</td>
</tr>
<tr>
<td>2600</td>
<td>Maintenance and Operation of Plant Services</td>
<td>$100,000.00</td>
<td>0.03%</td>
<td>0.03%</td>
<td>0.03%</td>
<td>0.03%</td>
<td>0.03%</td>
</tr>
<tr>
<td>2700</td>
<td>Student Transportation</td>
<td>$100,000.00</td>
<td>0.03%</td>
<td>0.03%</td>
<td>0.03%</td>
<td>0.03%</td>
<td>0.03%</td>
</tr>
<tr>
<td>2800</td>
<td>Other Support Services</td>
<td>$200,000.00</td>
<td>0.06%</td>
<td>0.06%</td>
<td>0.06%</td>
<td>0.06%</td>
<td>0.06%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>$3,424,000.00</td>
<td>100.00%</td>
<td>100.00%</td>
<td>100.00%</td>
<td>100.00%</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

### Allocation Check for Key Areas

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
<th>%</th>
<th>Amount</th>
<th>%</th>
<th>Amount</th>
<th>%</th>
<th>Amount</th>
<th>%</th>
<th>Amount</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>2290</td>
<td>Instruction and Pupil Services (1000 and 2100)</td>
<td>327,000.00</td>
<td>9.56%</td>
<td>327,000.00</td>
<td>9.56%</td>
<td>327,000.00</td>
<td>9.56%</td>
<td>327,000.00</td>
<td>9.56%</td>
<td>327,000.00</td>
<td>9.56%</td>
</tr>
<tr>
<td>2290</td>
<td>Administrative Expenses (2220, 2250, and 2260)</td>
<td>10,400.00</td>
<td>0.31%</td>
<td>10,400.00</td>
<td>0.31%</td>
<td>10,400.00</td>
<td>0.31%</td>
<td>10,400.00</td>
<td>0.31%</td>
<td>10,400.00</td>
<td>0.31%</td>
</tr>
</tbody>
</table>

**Note:** These account codes are used for expenses not listed in this table, then the calculated amounts and percentages will not be correct or complete. Please check with your contacts.

### Validations

Make sure all validations are true.

<table>
<thead>
<tr>
<th>Validation</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worksheet total matches</td>
<td>TRUE</td>
</tr>
<tr>
<td>Budget Summary</td>
<td>TRUE</td>
</tr>
<tr>
<td>Instruction and Pupil Services add up to 95% or higher</td>
<td>TRUE</td>
</tr>
<tr>
<td>Net Administrative Expense is 10% or lower</td>
<td>TRUE</td>
</tr>
<tr>
<td>External Evaluation expense is 10% or lower</td>
<td>TRUE</td>
</tr>
</tbody>
</table>
Appropriateness of Salaries

- **All** salaries and hourly wages, including the Program Director and Site Coordinator, must be based on and reported using a percentage of time designated for the 21st CCLC program.

- Non-exempt staff employed by a LEA should be compensated according to a pre-determined agreed upon rate (Rate-in-Effect method) for hours worked in the program.

- Pay **must** be consistent with the policies/procedures of the applicant agency.

- Proof must be submitted, within Appendix A, that all salaries and hourly wages are comparable with other salaries and hourly wages within the demographic area of the proposed subgrant.

One resource: [http://www.bls.gov/oes/current/oessrcma.htm](http://www.bls.gov/oes/current/oessrcma.htm)
Indirect Cost Rate
(Function/Object Code: 2300/880)

• For LEAs, it is the Restricted Rate on the Restricted Indirect Allocation Plan (contact your Accounts/Finance Dept. for rates)

• For Non-LEAs, the cap is 3.5%

• For Institutes of Higher Learning, please consult with your finance department or GaDOE, as needed

• You can charge indirect cost from zero up to your predetermined rate for the applicable Fiscal Year
Funding Request Worksheet – Parameters Crosscheck Across RFP

- The number of students, time served, and number of weeks on the Funding Request Worksheet must match the same numbers on the:
  - Application Cover Sheet
  - RFP Narrative
  - Site Profile Forms
  - Target Schools Chart
  - Budget Details

If the numbers do not match or align, GaDOE may refer to the lowest number(s)/amount(s)
### Site Profile Form

**21st CCLC SITE PROFILE FORM (2017-2018)**

- **Site Name:** Oak Valley Academy
- **County:** Oak
- **City:** Pine Valley
- **Zip Code:** 00099

#### School Programs

**Before School Program**
- **Program Start Date:** 1/15/17
- **Program End Date:** 6/1/18
- **Total # Days Before School:** 40

**After School Program**
- **Program Start Date:** 1/15/17
- **Program End Date:** 6/1/18
- **Total # Days After School:** 40

**Weekends/Holidays**
- **Total # Days:** 0

#### Summer Programs

**Summer Program Start Date:** 5/20/17
**Summer Program End Date:** 8/2/17

#### Regular School Year Program Details

**Academic Year Program Start Date:** 9/1/17
**Academic Year Program End Date:** 6/1/18
**Total # Non-School Days:** 0

#### Summer Site Schedule for Typical Week

- **Service Begin Time:** 8:00 AM
- **Service End Time:** 4:00 PM

#### Ongoing Adult Education Program (Not Periodic Adult Family Member Involvement Activities)

<table>
<thead>
<tr>
<th>Dates Site Open (Adults)</th>
<th>Dates Site Closed (Adults)</th>
<th>Total # Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekdays January to June 2017</td>
<td>September through January</td>
<td>0</td>
</tr>
</tbody>
</table>
### Targeted Schools Chart

<table>
<thead>
<tr>
<th>Targeted School(s) Name(s)</th>
<th>County</th>
<th>School Designation (e.g. Reward, Alert, Priority, or Focus School)</th>
<th>Grade Span of School (e.g. K-5)</th>
<th>Total Enrolled in Regular School</th>
<th>Receiving Title I Funds Y/N</th>
<th>% FRL</th>
<th>Number of Students per day to be served from this school in 21st CCLC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fourth District Elementary School</td>
<td>Appling</td>
<td>N/A</td>
<td>9-12</td>
<td>500</td>
<td>Yes</td>
<td>45.0%</td>
<td>50</td>
</tr>
<tr>
<td>Appling County Middle School</td>
<td>Appling</td>
<td>N/A</td>
<td>6-12</td>
<td>200</td>
<td>Yes</td>
<td>60.0%</td>
<td>20</td>
</tr>
<tr>
<td>Appling County Primary School</td>
<td>Appling</td>
<td>N/A</td>
<td>K-2</td>
<td>300</td>
<td>Yes</td>
<td>50.0%</td>
<td>30</td>
</tr>
<tr>
<td>Fourth District Elementary School</td>
<td>Appling</td>
<td>N/A</td>
<td>K-5</td>
<td>100</td>
<td>Yes</td>
<td>40.0%</td>
<td>10</td>
</tr>
</tbody>
</table>

On this data entry screen there will always be three empty rows for entering target schools. To delete a school enter “Delete” in % FRL and click the “Save” button.

No information is entered in the shaded boxes. It will fill automatically.
Budget Narrative

• Narrative must include, at a minimum:
  • How the items within the budget support the goals of the program;
  • How the requested funds were allocated for accomplishing tasks and activities described in the application;
  • How the major costs indicated on the Budget Summary are reasonable and necessary in relation to the number of participants to be served, to the scope of the project, and its anticipated outcomes;
Budget Narrative (Cont.)

• How 21st CCLC funds will supplement and not supplant other federal, state, and local funds, and other non-federal funds;

• How the positions and salaries are reasonable and necessary, consistent with the demographic area, and adhere to the applicant agency’s policies and procedures on salary determination.
Non-Local Education Agency (Non-LEA)
Applicants that Did Not Operate a 21st CCLC Program in FY19

• Must submit a copy, in Appendix E, of the organization’s most recent year’s independently audited financial statements, including the:
  • Audit Opinion
  • Balance Sheet
  • Statement of Income
  • Form 990
  • Retained Earnings
  • Cash Flows
  • IRS Tax Exempt Status Letter, if applicable
  • Notes to the Financial Statements

Note: If independently audited financial statements do not exist for the applicant, the applicant shall state the reason and instead should submit a copy of applicable bank statements (Please refer to RFP for more details)
Non-LEA Applicants ONLY
Requirements

• Must also provide in Appendix E:
  • A statement as to whether there is any pending litigation against the organization, and if such litigation exists, attach in Appendix E an opinion of counsel as to whether the pending litigation may impair the organization’s ability to effectively implement or administer their RFP
  • A statement as to the organization or any of the organization’s employees, agents, independent contractors, or subcontractors have been convicted of, pled guilty to, or pled nolo contendere to any felony, and if so provide an explanation with relevant details
Non-LEA Applicants ONLY
Requirements (Continued)

- Non-LEA applicants must also provide a statement in the narrative of their intention to procure and submit subsequent evidence to GaDOE, and maintain throughout the duration of the grant the following:
  - A fidelity bond in the amount of 25% of the annual award in favor of GaDOE to insure the applicant’s performance under the grant; and
  - An insurance policy providing no less than $1,000,000 of general liability, listing GaDOE as an "additional insured" and "certificate holder" for liability coverage. If a fiscal agent is awarded more than one grant, they must increase the general liability by $250,000 for each grant with a cap of $2,000,000 per fiscal agent. The cost for the general liability policy will then be prorated equally amongst each subgrant for the fiscal agent.

- Non-LEA applicants must also complete and submit the Non-Profit/For-Profit Organization Financial Management Questionnaire (Appendix E).
Additional RFP Webinar/Training Dates

• Webinar #4; November 16, 2018
  Training and Guidance for Completing the Program Plans and Implementation Section of the RFP

• Webinar #5; November 30, 2018
  Training and Guidance for Completing the Evaluation Section of the RFP

All webinars will begin at 2:00 pm
Register here.
Questions

Please send additional questions to: 21stcclc@doe.k12.ga.us
Presenters:

Tehsin Akram, 21st CCLC Fiscal Analyst/Auditor

Andre’ Hill, 21st CCLC Fiscal Analyst/Auditor

Desmond Carter, 21st CCLC Fiscal Analyst/Auditor