

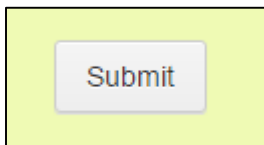
21st Century Community Learning Centers FY18 Desktop Monitoring - Documentation Upload Process

To facilitate a safe and easy process to upload documentation for the desktop monitoring process, the Georgia Department of Education will utilize the online application, JotForm. To access the website and upload your documentation, please follow the instructions provided below. Please remember that all files must be uploaded prior to 9:00 a.m. on the date of the scheduled desktop monitoring review. Failure to adhere to this deadline may result in documentation not being accepted or reviewed.

1. Go to [FY18 21st CCLC Desktop Monitoring Upload](https://form.jotform.com/72586524516159) (<https://form.jotform.com/72586524516159>)
2. Complete the required information to properly identify the data submission. If your agency has multiple 21st CCLC grants selected for a desktop review, then please complete one form per subgrantee.

Subgrantee: *	<input type="text"/>
Files Submitted by: *	<input type="text"/> <input type="text"/>
	First Name Last Name
Phone Number: *	<input type="text"/> - <input type="text"/>
	Area Code Phone Number
Email Address: *	<input type="text"/>
	ex: myname@example.com

3. To upload a file, click the Upload a File button
4. Select the file you wish to upload. Must be saved as a PDF file.
5. When saving a file, please name the file according to the indicator number (i.e. P4 – Academic Activities)
6. When submitting large documents (i.e. staff handbook), please highlight the specific section or text for the required indicator (i.e. Fraud, Waste and Abuse Policy).
7. If your agency has multiple grants and you are submitting multiple forms, then for the **Fiscal indicators** (F1, F2, F3, F7, and F9) you only need to upload the required documentation **once** that may be relative for all grants (e.g., allowability procedures).
8. If necessary, you can upload multiple PDF files for one indicator or save multiple files as one PDF file for an indicator. However, only upload applicable files for each indicator.
9. To reduce the file size, you may need to select the Minimize size option when saving as a PDF file.
10. Ensure that all required documentation has been uploaded.
11. Once you have verified that all documentation has been uploaded, click Submit



12. Once submitted, you will receive a confirmation message

