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

Continuation Plan Training

September 8, 2020



Chris Norwood
21st CCLC Coordinator

Mariea B. Jackson MCAPS Administrator

### Mississippi Department of Education

#### **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

1

All
Students
Proficient
and Showing
Growth in All
Assessed
Areas



2

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



Every
Child Has
Access
to a HighQuality Early
Childhood
Program





Every
School Has
Effective
Teachers and
Leaders



5

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



6

Every
School and
District is
Rated "C" or
Higher



## **Agenda**

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



# MCAPS



## **MCAPS Overview**

- 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

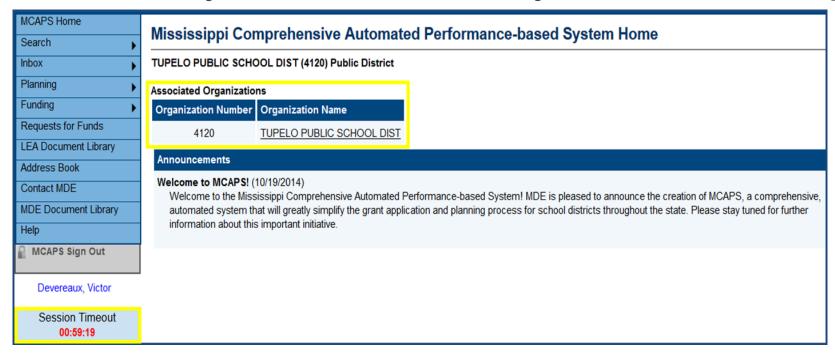
Ensuring a bright future for every child

- Click Sign-In to access MCAPS functions
- Enter Email Address and Password



## **Accessing the System**

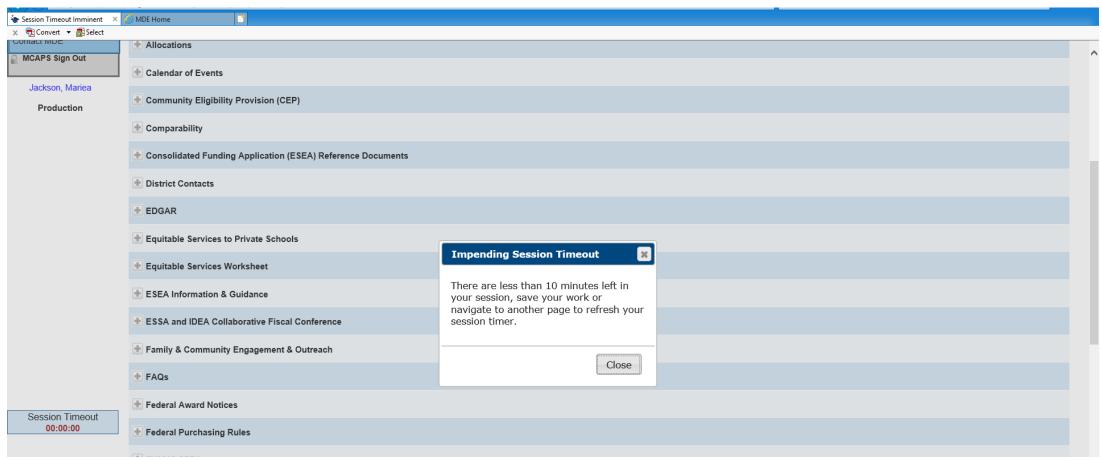
- After signing in, LEA users will see their associated organizations
- Be sure to save your work before your session expires!





## **Accessing the System**

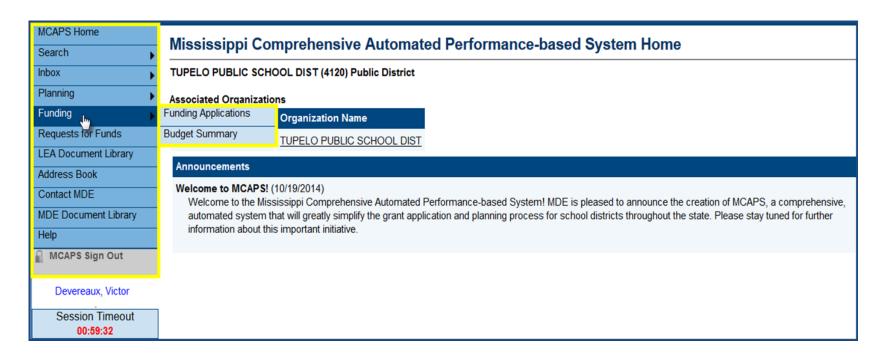
Be sure to save your work before your session expires!





## **Navigation Menu**

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





### LEA User Roles for the 21st 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 21st CCLC Director
- LEA Business Manager
- LEA Superintendent (Executive Director)



### **User Access Administrator**

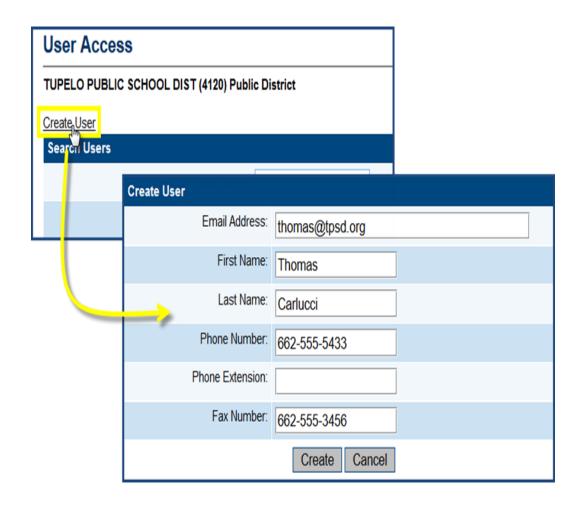
Each district/organization has a User Access Administrator who is responsible for managing the users in their district/organization:

- Creating New User
- Modifying Existing Users



## Creating a New User

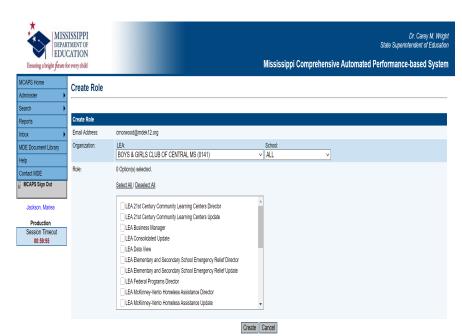
- Click Create User link
- Enter new user's information
   Phone Extension optional
   Fax Number optional
- Click Create





## **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"

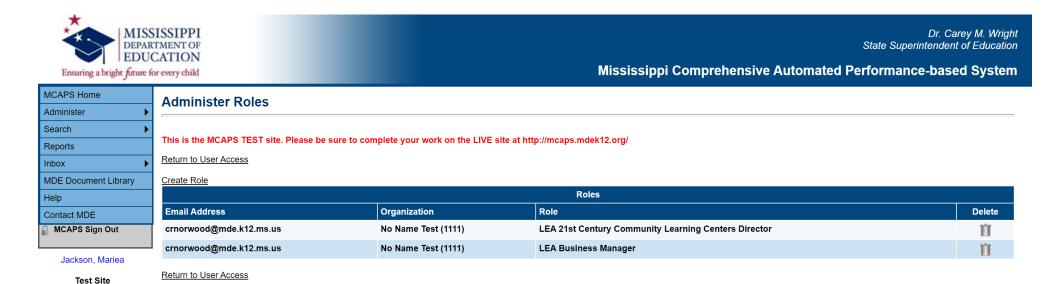




### **Administer Roles**

Session Timeout 00:59:54

- 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





### **Modifying an Existing User**

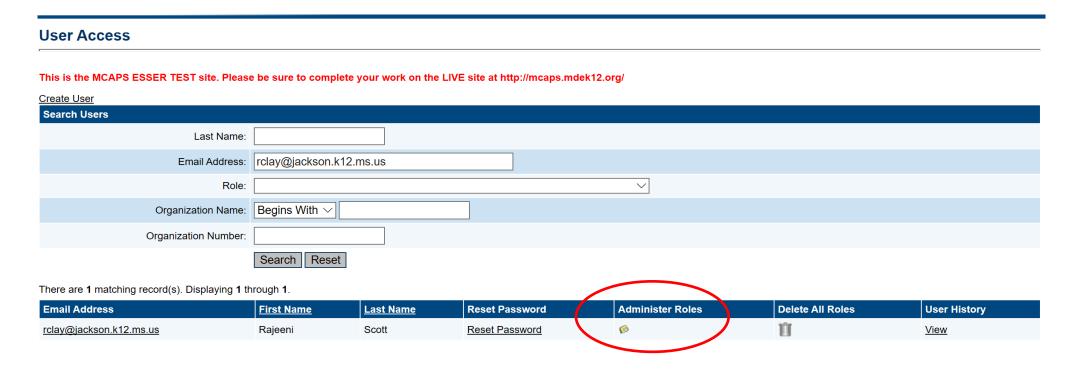
Search for existing user by Last Name or Email address.

MCAPS Home	User Access	
Administer		
Search		
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	Create User Search Users	
MDE Document Library		
Help	Last Name:	
Contact MDE	Email Address:	
MCAPS Sign Out	Role:	✓
Jackson, Mariea	Organization Name:	Begins With V
ESSER Test Site Session Timeout	Organization Number:	
00:59:03		Search Reset



### **Modifying an Existing User**

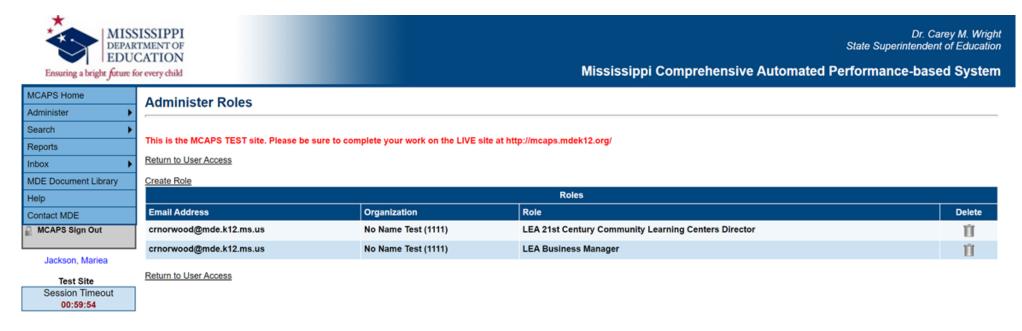
Click Administer Roles icon for the desired record





### **Modifying an Existing User**

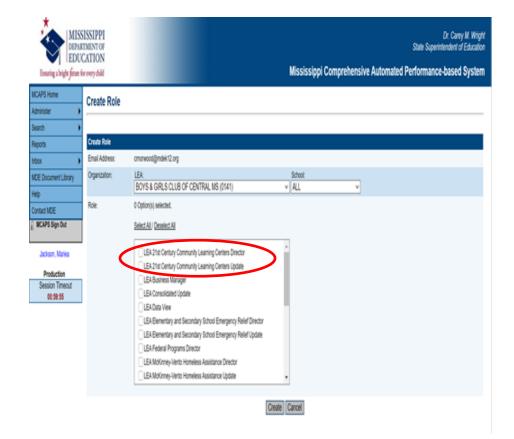
- List all roles assigned to this user and the organizations those assignments apply to
- Add new or delete existing roles for this user





### **Assigning Role**

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





### **Segregation of Duties**

- 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**



Norwood, Chris

**Test Site** 

Session Timeout 00:59:08



No Name Test (1111) Public District

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

**Associated Organizations** 





## **Funding Application**

#### **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 moteling Entitlement applications for this finest year			

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/

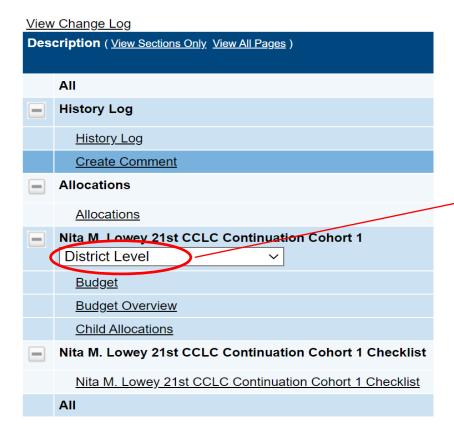
Application Status: Draft Started

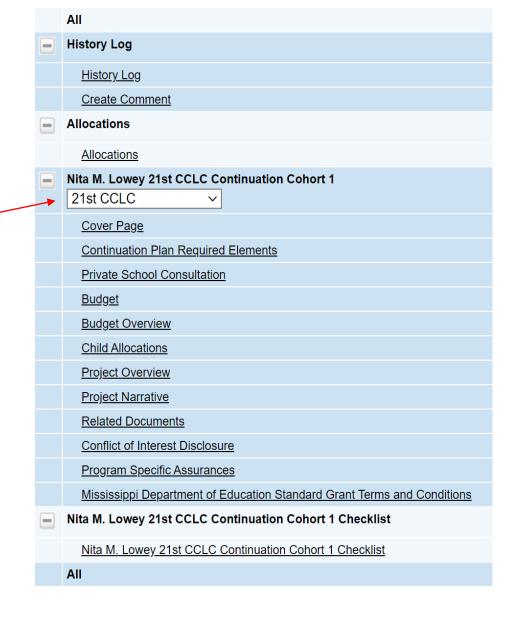
Change Status To: <u>Draft Completed</u>

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



### **Sections**







## **Cover Page**

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 V	* 20.00	* 50	* K-3
* Farmington Community Center	* 400 Bedford Road	* Schoolwide V	* 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

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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.



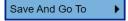


### **Private School Consultation**

#### **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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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	e consulted by the applicant and are electing to RECEIVE se	CIVICCS		_
Private School Name	School Official Contacted Name	School Official Contacted Name School Official Contacted Title		E
Session Timeout 00:54:36				s
Add Row				
Private schools that have been contacted and were	e consulted and are electing to DECLINE services or have fa	ailed to reply by the deadline		
Private schools that have been contacted and were	e consulted and are electing to DECLINE services or have fa	ailed to reply by the deadline  School Official Contacted Title	Date(s) and Method(s) of Consultation	Re
	-		Date(s) and Method(s) of Consultation	Re
	-		Date(s) and Method(s) of Consultation  8/31/2020, Letter & Phone Call	Re



## **Budget**

#### **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 of



#### Budget By Object Codes

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



## **Budget Detail**

#### **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 and Return

Add Item

Total for 1260 - After School Programs

Total for all other Function Codes

Total for all Function Codes

Adjusted Allocation

Remaining

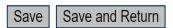
Total Front School Programs

\$0.00

\$0.00

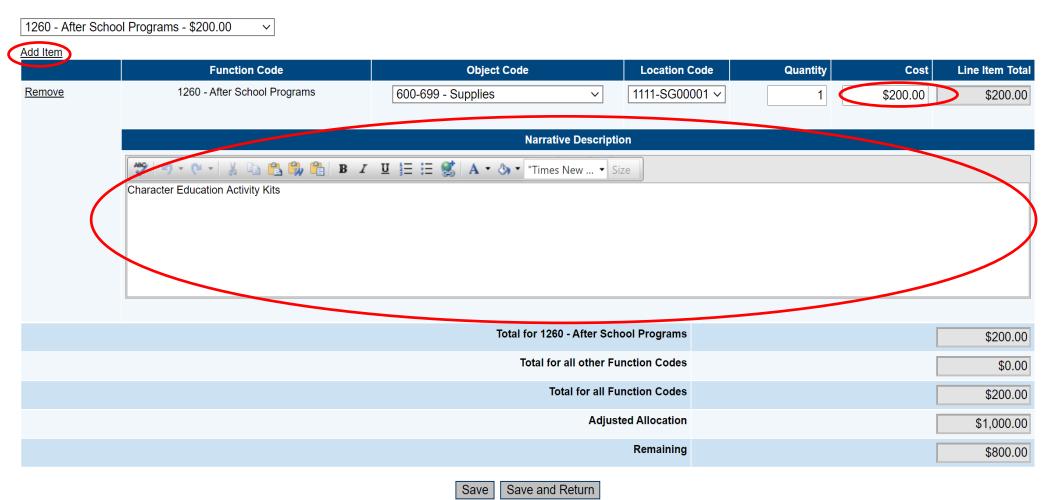
\$0.00

\$1,000.00



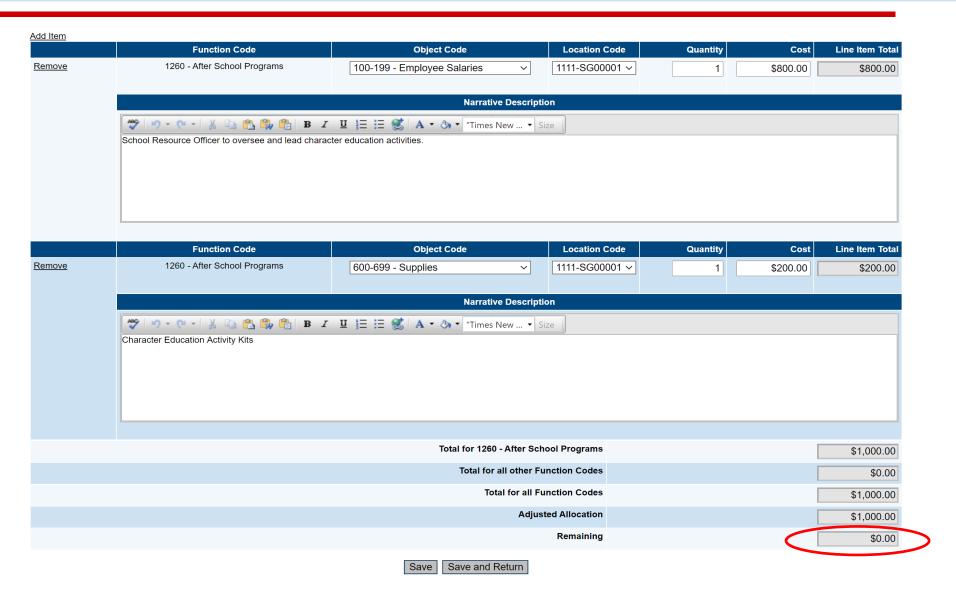


## **Budget Detail**





## **Budget Detail**



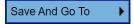


## **Project Overview**

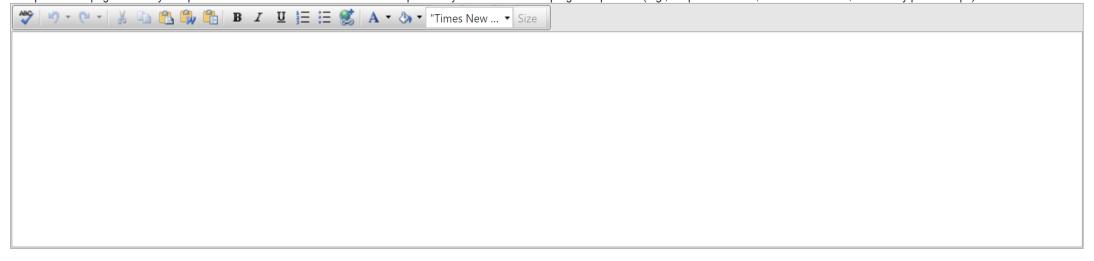
#### **Project Overview**

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

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\* 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	a detailed daily/weekly activ	vity schedule.					
Elementary							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours Per Week
Before							
After							
Summer							
B At all all a					1	,	
Middle		ı	I		I	1	
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours Per Week
Before							
After							
Summer							
High							
	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	٠
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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.

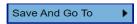


## **Program Assurances**

#### **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

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- \* 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:

<u>Clear</u>

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**

21st CCLC State Coordinator

crnorwood@mdek12.org

601-359-3499







