

21st CCLC Request for Funds

Office of Grants Management

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mdek12.org



MISSISSIPPI
DEPARTMENT OF
EDUCATION

June 8, 2022



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



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



3

EVERY Child Has Access to a High-Quality Early Childhood Program

EVERY School Has Effective Teachers and Leaders

4



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

5



EVERY School and District is Rated "C" or Higher

6



Please use the question box or email additional questions to MCAPS@mdek12.org

Microsoft Teams Reminders

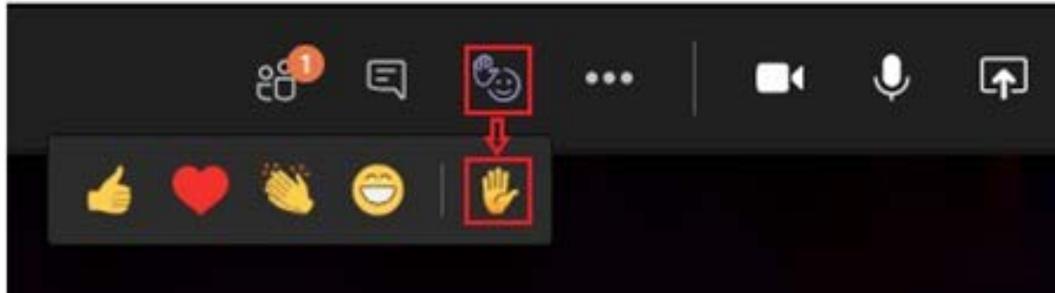


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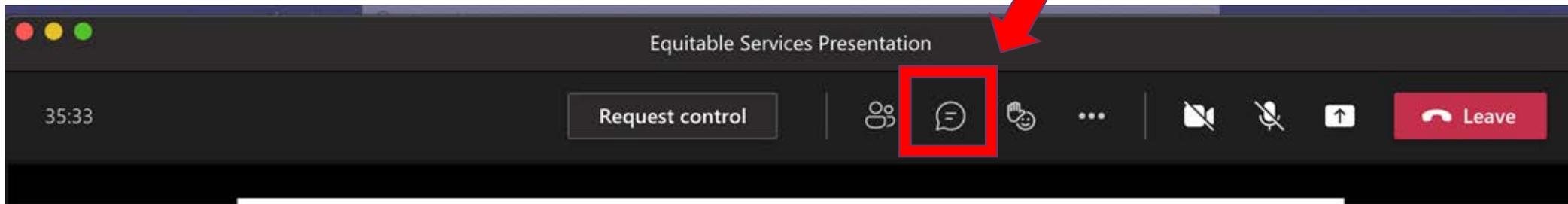
- Please mute yourself unless you have a question to reduce background noise
- Please cut the camera off to save bandwidth to reduce technical glitches
- Please ask questions throughout the presentation via chat or “raise hand” feature

Raise Hand" Feature

Just select **Show reactions** 🗨️ in the meeting controls, and then choose **Raise your hand** 🙋 . Everyone in the meeting will see that you've got your hand up.



- Please ask questions throughout the presentation via chat
- "Chat" Feature



- To use the **chat** feature in Teams, simply click the “Chat” icon. The **chat box** will appear on the right. Type your message in the chat box and click the “Send” icon to send your question.

- This session will be recorded to increase availability and access to the technical assistance session.
- Recording will be available as a resource.

Agenda





Agenda

11

- Request for Funds Overview
- Request for Funds Process
- Questions

Requesting Funds Overview





Funding Application

- Budgets are approved



Request for Funds

- Request are submitted for funds expended



Each funding application and request for funds has roles associated with it. To work in the 21st CCLC Funding Application and Request for Funds, a user will need to have one of the roles below:

- LEA 21st Century Community Learning Centers Director
- LEA 21st Century Community Learning Centers Business Manager
- LEA Superintendent

- Strengthen internal controls
- Application cannot be escalated for approval by one individual in the organization even if you have the 3 different roles assigned to you.



Prior to submitting a request, you should:

- Obtain the total amounts that have been expended (invoices and salaries disbursed)
 - This should include the total amount over the life of the project
 - Salaries: December 1, 2021 – November 30, 2022
 - Other Obligations as of November 30, 2022 may be liquidated (requested) through February 12, 2023

Request for Funds Process



21st CCLC Grantees must submit a Request for funds within MCAPS by the 12th of each month. (Exception: December request must be submitted by the 6th of the month)

- Enter expenditure details as Year-to-Date
- Must change status to “Business Manager Approved” to escalate to MDE for approval

Navigate to the Request for Funds from the left-hand menu

The screenshot displays the MCAPS Home interface. On the left is a vertical navigation menu with the following items: MCAPS Home, Administer, Search, Reports, Inbox, Planning, Funding, Requests for Funds, Project Summary, LEA Document Library, Address Book, MDE Document Library, Help, Contact MDE, and MCAPS Sign Out. The 'Requests for Funds' item is highlighted with a red circle. The main content area on the right shows the 'MCAPS Home' header, followed by the text 'BOYS & GIRLS CLUB OF THE GULF COAST (2495) Non-LEA - FY 2022'. Below this is an 'Announcements' section with the title 'IDEA Maintenance of Effort (MOE) FY23 Compliance'. The announcement text states: 'The MOE Compliance met and not met letters have been emailed to school districts and posted in MCAPS in the FY23 LEA Document Library>LEA Documents>Maintenance of Effort>IDEA Part B & Preschool Compliance.' Below the announcement is a search bar for 'Requests for Funds' and a paragraph of text: 'The justification for the exceptions to the maintenance of effort is due June 30, 2022. Please email Mary Knight at mknight@mdek12.org once completed.'

Choose FY and Funding Application

- Available Budget: Approved Budget
- Total Available Amount: Allocation
- Received Amount: Amount reimbursed to-date
- Net Available Amount = Total Available – Received Amount

Requests for Funds

BOYS & GIRLS CLUB OF THE GULF COAST (2495) Non-LEA - FY 2022

2022 ▾ All Funding Applications ▾

Funding Application	Grant	Available Budget	Total Available Amount	Received Amount	Net Available Amount	Pending Request Amount
Nita M. Lowey 21st CCLC Continuation Cohort 2	Nita M. Lowey 21st CCLC Continuation Cohort 2	\$200,000.00	\$200,000.00	\$55,458.26	\$144,541.74	None
Nita M. Lowey 21st CCLC Continuation Cohort 3	Nita M. Lowey 21st CCLC Continuation Cohort 3	\$200,000.00	\$200,000.00	\$11,741.28	\$188,258.72	None

Select: Create New Request for Funds

[Return to Requests for Funds](#)

Project Information	
Project Number	22--2495000
C.F.D.A. Number	
Initial Substantially Approved Date	4/20/2022
Project Begin Date	7/1/2021
Project End Date	6/30/2022
Allocation	\$200,000.00
Available Budget	\$200,000.00
Allow Carryover	False
Project Status	Normal [Hold] [History]

[Create New Request for Funds](#)

Requests for Funds					
#	Amount	Request Period	Status	Status Date	Voucher #
1	\$55,458.26	December 31, 2021	Released for Payment	May 13, 2022	Not Yet Created

[Create New Adjustment](#)

Adjustments			
Amount	Type	Creator	Date

There are no matching Adjustments for this grant.

[Return to Requests for Funds](#)



Select: Confirm

You are about to change the status of this Request for Funds to Draft Started. Click Confirm to change the status.

Confirm

Cancel



Select: Request

Request for Funds Sections

SAVE THE CHILDREN (9050) - FY 2022 - Nita M. Lowey 21st CCLC Continuation Cohort 2

Request Status: Draft Started

Change Status To: [Draft Completed](#)
or
[Delete Request for Funds](#)

Description	Validation	Print <input type="checkbox"/> Select Items
History Log		Print
Create Comment		
Expenditure Details		Print
Request	Messages	Print
Related Documents		Print
Assurances		Print
All	Messages	Print

[Return to Project Summary](#)



- Report YTD Expenditures by Account and Line Item
- System validates expenditures against approved budget
- Hover on cell to see approved budget amount
- Automatically populates expenditures from previous request
- –just update cells that have changed

SAVE THE CHILDREN (9050) - FY 2022 - Nita M. Lowey 21st CCLC Continuation Cohort 2

Save And Go To ▶

Function Code Object Code	1260 - After School Programs	1270 - Remediation/Extended School Year Programs	2330 - Special Area Administration Services	2710-2799 - Student Transportation Services	7110 - Indirect Costs Transfers Out	Total
100-199 - Employee Salaries	0.00	0.00	0.00	0.00		0.00
200-299 - Employee Benefits	0.00	0.00	0.00	0.00		0.00
300-399 - Prof Services			0.00			0.00
500-599 - Other Purchased Services				0.00		0.00
600-699 - Supplies	0.00	0.00		0.00		0.00
700-799 - Property	0.00	0.00				0.00
900-999 - Other Uses					0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00

Save And Go To ▶

- Enter the “Fiscal Information As of” by selecting the calendar icon
- The other information is prepopulated

Save And Go To ▶

Payment Details

General Information

Project Number	22--9050000
C.F.D.A. Number	
Request for Funds #	1
Voucher Number	<input type="text"/>

Fiscal Summary

Allocation	\$127,025.74
Available Budget	\$127,025.74
Fiscal Information As Of	<input type="text"/> 
Cash Received	\$0.00
Total Cash Basis Expenditures	\$0.00
Cash Balance On Hand	\$0.00
Cash Available	\$127,025.74
Total Amount Requested	\$0.00

Save And Go To ▶

Description	Validation
History Log	
Create Comment	
Expenditure Details	Messages
Request	
Related Documents	
Assurances	
All	Messages

Expenditure Details						
Message						Type
The requested amount of \$28,000.00 for the 1140 - High School Programs Purpose in the Employee Benefits Object exceeds \$27,500.00, which is 110% of the budgeted amount of \$25,000.00.						Error

Account Number	1120 - Elementary Programs	1130 - Middle-Junior High Programs	1140 - High School Programs	1250 - Title I Programs	7110 - Indirect Costs Transfers Out	Total
100-199 - Employee Salaries	55,000.00	45,000.00	50,000.00		4,025.00	154,025.00
200-299 - Employee Benefits	4,500.00		28,000.00			32,500.00
300-399 - Prof Services		4,000.00				71,000.00
Total	59,500.00	49,000.00			4,025.00	257,525.00

Verify submission of the request

Assurances

SAVE THE CHILDREN (9050) - FY 2022 - Nita M. Lowey 21st CCLC Continuation Cohort 2

Go To ▶

By submitting this document, the entity agrees to be bound by all of the requirements and regulations outlined below:

1 I certify the program has been conducted in accordance with all specifications and in compliance with federal/state laws, rules, regulations and funds have been expended in amounts reported, and documents are available for audit. All expenditures claimed in this report were incurred subsequent to the effective dates and have not been claimed in or under any other program.

Go To ▶

- Change status to "Draft Completed" allowing the Business Manager to review and approve the request
- MCAPS automatically sends an email to the Business Manager

MCAPS Home
Administer ▶
Search ▶
Reports
Inbox ▶
Planning ▶
Funding ▶
Requests for Funds ▶
Project Summary
LEA Document Library
Address Book
MDE Document Library
Help
Contact MDE
MCAPS Sign Out
Jackson, Mariea
Test Site
Session Timeout
00:59:46

Request for Funds Sections

PROVERBS 3:6 MINISTRIES (4529) - FY 2022 - Nita M. Lowey 21st CCLC Continuation Cohort 6

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

Request Status: **Draft Started**

Change Status To: [Draft Completed](#)
or
[Delete Request for Funds](#)

Description	Validation	Print Select Items
History Log		Print
Create Comment		
Expenditure Details		Print
Request	Messages	Print
Related Documents		Print
Assurances		Print
All	Messages	Print

[Return to Project Summary](#)

Check the box and click confirm

MCAPS Home	<h2>Status Change Confirmation</h2>
Administer ▶	PROVERBS 3:6 MINISTRIES (4529) - FY 2022 - Nita M. Lowey 21st CCLC Continuation Cohort 6
Search ▶	This is the MCAPS TEST site. Please be sure to complete your work on the LIVE site at http://mcaps.mdek12.org/
Reports	<input type="checkbox"/> Code of Federal Regulation Title 2 §200.415 Required Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).
Inbox ▶	You are about to change the status of this Request for Funds to Draft Completed. Check the box and Click Confirm to change the status.
Planning ▶	<input type="button" value="Confirm"/> <input type="button" value="Cancel"/>
Funding ▶	
Requests for Funds ▶	
Project Summary	
LEA Document Library	
Address Book	
MDE Document Library	
Help	
Contact MDE	
MCAPS Sign Out	

Jackson, Mariea

Business Manager must change the status to "LEA Business Manager Approved" to submit the request to the MDE

MCAPS Home

Administer ▶

Search ▶

Reports

Inbox ▶

Planning ▶

Funding ▶

Requests for Funds ▶

Project Summary

LEA Document Library

Address Book

MDE Document Library

Help

Contact MDE

 **MCAPS Sign Out**

Jackson, Mariea

Test Site
Session Timeout
00:59:43

Request for Funds Sections

PROVERBS 3:6 MINISTRIES (4529) - FY 2022 - Nita M. Lowey 21st CCLC Continuation Cohort 6

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

Request Status: **Draft Completed**

Change Status To. LEA Business Manager Approved
or
LEA Business Manager Returned Not Approved

Description	Validation	Print <input type="checkbox"/> Select Items
History Log		Print
Create Comment		
Expenditure Details		Print
Request		Print
Related Documents		Print
Assurances		Print
All		Print

[Return to Project Summary](#)

Check the box and click confirm to submit request to MDE

MCAPS Home	Status Change Confirmation
Administer ▶	PROVERBS 3:6 MINISTRIES (4529) - FY 2022 - Nita M. Lowey 21st CCLC Continuation Cohort 6
Search ▶	This is the MCAPS TEST site. Please be sure to complete your work on the LIVE site at http://mcaps.mdek12.org/
Reports	<input type="checkbox"/> Code of Federal Regulation Title 2 §200.415 Required Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).
Inbox ▶	You are about to change the status of this Request for Funds to LEA Business Manager Approved. Check the box and Click Confirm to change the status.
Planning ▶	<input type="button" value="Confirm"/> <input type="button" value="Cancel"/>
Funding ▶	
Requests for Funds ▶	
Project Summary	
LEA Document Library	
Address Book	
MDE Document Library	
Help	
Contact MDE	
MCAPS Sign Out	
Jackson, Mariea	
Test Site	
Session Timeout	
00:59:53	



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