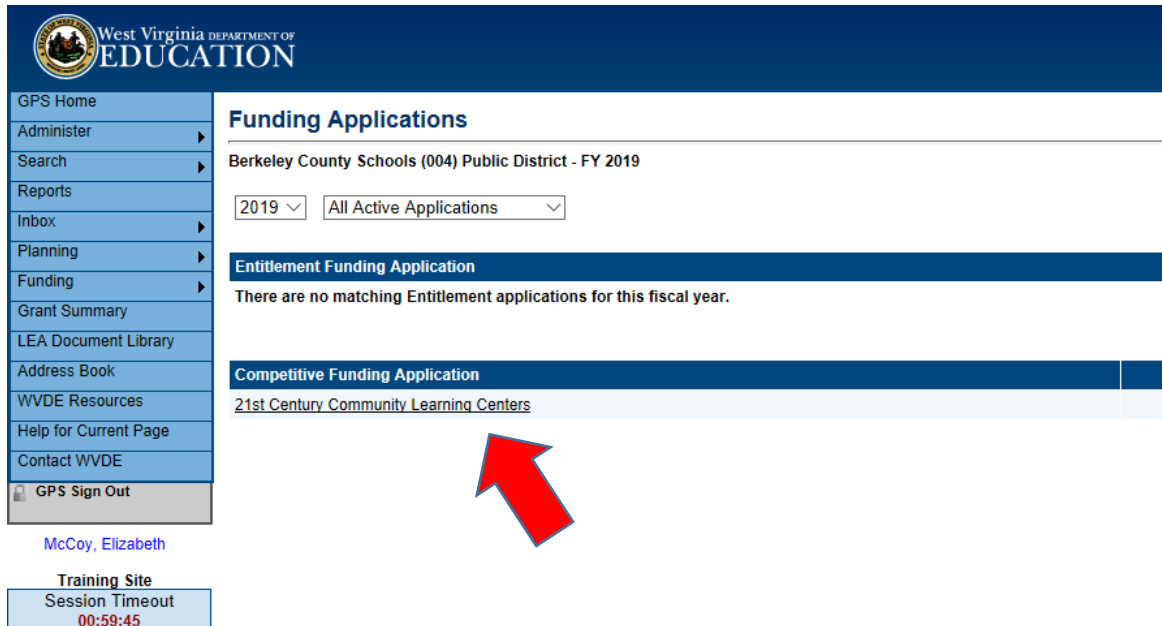# Application for 21ˢᵗ Century Community Learning Centers

GPS

April 2023

Funding Applications

- Select Funding from the Navigation Options then select Funding Applications. This page is where you will select the year and the application you want to access.
- Click on the application name under either the Entitlement or Competitive Funding Application Heading.

Funding Applications (Cont.)

- This screen will show you all the grants available for your Program along with:
  - Status Date
  - Status
  - Revision Number
- You can also toggle back between fiscal years once there are multiple years of a specific grant in the system

Sections Page

- The top of this page displays the Program name and number along with the fiscal year. It shows the current application status and the next step in the application process.

  - *Note: You must change the application status to Draft Started in order to be able to use all functionality of the application.*

- View Change Log – allows a user to view all changes that have occurred within the original application or revision

Sections Page (Cont.)

- In the Description Header you can choose to either have it display the section titles only or all pages.

- The section titles are:
  - History Log – Displays the history of comments and status changes within GPS. Also contains the ability to post comments and send emails within GPS.
  - Allocations – Displays an overview of the allocations for once they are awarded for the 21st CCLC grant.
  - Contacts – A listing of Program contacts for 21st CCLC.
  - 21st CCLC Program Level – Application Pages
  - 21st CCLC application – Application Pages
  - 21st CCLC Checklist – Sectional review and rubric for 21st CCLC Application.

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Sections Page (Cont.)

Description (View Sections Only View All Pages)	Validation	Print
		☐ Select Items
All	Messages	Print
⊟ History Log		Print
History Log		Print
Create Comment		
⊟ Allocations	Messages	Print
Allocations	Messages	Print
⊟ Contacts		Print
Contacts		Print
⊟ 21st CCLC - Program Level		Print
Cover Sheet		Print
Assurances		Print
⊟ 21st CCLC - Application District Level ˅		Print
Budget		Print
Budget Overview		Print
⊟ 21st CCLC Checklist		Print
21st CCLC Checklist		Print
All	Messages	Print

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Sections Page (Cont.)

- Validations – provides messages related to each section and page.
  - *Note: Messages display errors and warnings that must be addressed in order to successfully submit the application.*
  - Section messages will display errors and warnings for the selected section or page.
  - All messages will display errors and warnings for all sections of the 21st CCLC Application

Sections Page (Cont.)

- Print– Select print next to each section in order to print that specific page in a PDF Format.
- Print Select Items - Selecting the Print Select Items checkbox allows you to select multiple sections and pages to print in a PDF Format.
  - *Note: Pop up blocker must be turned off on your computer in order for the print pages to pop up for viewing.*

Contacts

- This page contains a listing of Program contacts for 21st CCLC Programs

- A contact is required for the 21st CCLC Program.
  - ***Note: if a contact is not selected it will result in an error which will prevent the application from being ready to submit.***

- The drop down will display the available users for your Program.
  - ***Note: If any of the contact names are not showing up please contact WVDE utilizing the Contact WVDE Page*** (http://wvde.state.wv.us/forms/federal-programs/gps-help/).

Cover Sheet

- The Cover Sheet will need to be filled out at the program level. It will only need to be filled out once for all applications.
  - *Note: all items marked with an asterisk * are required to be filled out. Not filling these items out will result in an error and will not allow the application to be submitted.*
- This page needs the following to be filled out:
  - Local Project Title
  - Lead Agency
  - Whether or not this program is a Community-Based Organization
  - Contact Information for the Program and the Fiscal Agency Contact Person

Cover Sheet (Cont.)

Cover Sheet

Berkeley County Schools (004) Public District - FY 2019 - 21st Century Community Learning Centers - Rev 0 - 21st CCLC - Program

Save And Go To ▶

* Local Project Title:

* Lead Agency:

* Community-Based Organization:

○ Yes

○ No

* Contact Person:
* Phone #:
* Fax #:
* Email:
* Address:

* Fiscal Agency Contact Person:
* Phone #:
* Fax #:
* Email:
* Address:

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Cover Sheet (Cont.)

- Co-Applicant Partner Agency Contact Person
  - **Note: if you have a Co-Application Partner you will need to select the check box to make the boxes editable.**
- Any other collaborating partnerships will need to be listed in the narrative box.
  - **Note: if you do not have any other collaborating partnerships you must enter N/A in the narrative box or it will create an error and will not allow the application to be submitted.**
- The number of collaborating partners actively involved in the project must be completed
- The schools served must be completed in the next section. You may select the District in the drop down box and then type in the school in the box next to it.
  - ***Note: If you are serving more than one school you will need to "Add Row" and select the district and type in the next school.***

Cover Sheet (Cont.)

☐ Check if Co-Applicant Partner Agency Contact Person information is available.

* Co-Applicant Partner Agency Contact Person:

* Phone #:

* Fax #:

* Email:

* Address:

* Other Collaborating Partnerships:

Number of collaborating partners actively involved in the project:

*	Schools
*	Community-Based Organizations
*	Faith-Based Organizations
*	Community / Business
🗑	

Add Row

Schools Served

District	School
🗑 * Select... ⌄	*

Add Row

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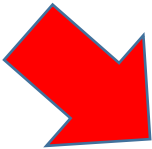
Cover Sheet (Cont.)

- Number of Sites
- Funds Requested
- FEIN
- Unique Entity ID (UEI)
- WV Vendor Number
- Matching Local Funds
- In-Kind
- Cash; and
- Whether or not you have previously received 21st CCLC funding from WVDE

Cover Sheet (Cont.)

Number of Sites	* [ ]
Funds Requested	* $ [ ]
Federal Employees Identification Number (FEIN)	* [ ]
DUNS Number	* [ ]
West Virginia Vendor Number	* [ ]
Proposed Program Funding Dates	July 1st, 2018 - September 30th, 2018

Funding Type	Amount	Description
Matching (local) funds	$ [ ]	
In-kind	$ [ ]	
Cash	$ [ ]	

Assurances

- Assurances will need to be read and marked that they will be followed.
  - *Note: If this box is not checked it will result in an error which will not allow the application to be submitted.*

Assurances

Berkeley County Schools (004) Public District - FY 2019 - 21st Century Community Learning Centers - Rev 0 - 21st CCLC - Program Level

Save And Go To ▶

☐ * The applicant hereby assures the State Educational Agency (SEA) that the applicant follows all regulations applicable for 21st CCLC, including those outlined below.

|	
1.	The applicant assures it has described steps to ensure it will make equitable access to and equitable participation in the programs/activities to be conducted with such assistance as addressing the special needs of students, staff, and other program beneficiaries in order to overcome barriers to equitable participation, including barriers to gender, race, color, national origin, disability, and age. (Per the General Education Provision Act (GEPA) page 6 in Section 427 http://www.ed.gov/policy/elsec/leg/esea02/index.html)
2.	The applicant or grant recipient certifies it will meet the requirement for supplying a Data Universal Numbering System (DUNS) number. As a condition of a subrecipient of a federal grant award, you must supply a DUNS number to MDE. No entity may receive a federal subaward without a DUNS number. MDE will not make a subaward to an entity unless that entity has provided its DUNS number.
3.	Administer the 21st Century Community Learning Centers (CCLC) project in accordance with all applicable statutes, regulations, program plans and applications.
4.	Adopt and use proper methods of administering 21st CCLC, including: the enforcement of any obligations imposed by law; the correction of deficiencies in program operations that are identified through program audits, monitoring, or evaluation; and the adoption of written procedures for the receipt and resolution of complaints alleging violations of law or other state and federal requirements in the administration of such programs.
5.	Cooperate in carrying out any evaluation of 21st CCLC conducted by or for the West Virginia Dept. Of Education (WVDE), the US Secretary of Education or other Federal officials.
6.	The applicant assures that it prohibits text messaging and emailing while driving during official grant business. Federal grant recipients, sub recipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email while driving. Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," October 1, 2009.
7.	Permit & mandate appropriate program staff to attend the required trainings specified in the Request for Application and has budgeted funds for such participation each budget year of the grant.
8.	Use such fiscal control and fund accounting procedures so as to ensure proper disbursement of funds and reporting procedures consistent with WVDE accounting practices.
9.	Make reports to the WVDE and the US Secretary of Education as may be necessary, to enable such agency and the US Secretary of Education to perform their duties and maintain such records, provide such information and afford access to the records as the WVDE and the Secretary may find necessary to carry out their responsibilities.
10.	Comply with the following to receive funding in the fourth and fifth years of the grant cycle:
	- Ability to demonstrate substantial progress has been made toward meeting the stated goals and objectives, in measurable terms, as stated in the original grant application within the first three years;
	- Maintain the scope of the original level of programs and services to the same number of students at reduced grant allocation in the fourth year;
	- Maintain the scope of the original level of programs and service to the same number of students at reduced grant allocation in the fifth year or beyond. (The minimum grant award during any one year will be $50,000); and
	- Provide documentation of completed federal and state report as required.
11.	Comply with provisions of Title IX of the Elementary and Secondary Education Act, as amended by the No Child Left Behind Act of 2001, the General Education Provisions Act (GEPA) and the Education Department General Administrative Regulations (EDGAR), 34 CFR Parts 76, 77, 82 and 85, and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR Part 200.
12.	Comply with the following acts of Congress:
	a. Single Audit Act of 1984
	b. Civil Rights Act of 1964
	c. Gun-Free Schools Act of 1994
	d. Americans with Disabilities Act 1990
	e. Pro-Children's Act of 1994
13.	Comply with the Debarment, Suspension, and Other Responsibility Matters Regulation (34 CFR 85.110).

21ˢᵗ CCLC - Application

- Back on the Sections page under the 21ˢᵗ CCLC – Application Section is a drop box that will need to be completed in order to pull up the rest of the application for 21ˢᵗ CCLC funding.
  - *Note: The Program Level Budget is not editable it is only there as a reference to show what has been budgeted at the application levels.*
- Select the drop-down box and then select Add Grant Application

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21ˢᵗ CCLC – Application (Cont.)

⊟	**21st CCLC - Program Level**
	Cover Sheet
	Assurances
⊟	**21st CCLC - Application**
	Select/Create School/Site Here ⌄
	Budget
	Budget Overview
	Assurances
	21st CCLC Allocations
⊟	**New Applicant Summary**
	New Applicant Summary
⊟	**21st CCLC Checklist**
	21st CCLC Checklist
	All

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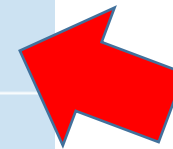
21st CCLC – Application (Cont.)

- After you have selected Add Grant Application you will then fill out the Application Name and hit the Save button

Add Grant Application

Berkeley County Schools (004) Public District - FY 2019 - 21st Century Community Learning Centers - Rev 0

Add Grant Application

Application Name: Boys and Girls Club

Save Cancel

21ˢᵗ CCLC – Application (Cont.)

- Once you hit save it will return you to the Sections Page and you will see the Application name you just typed in under the drop-down box.
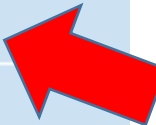 - *Note: Complete these steps for each different Application you will be completing.*

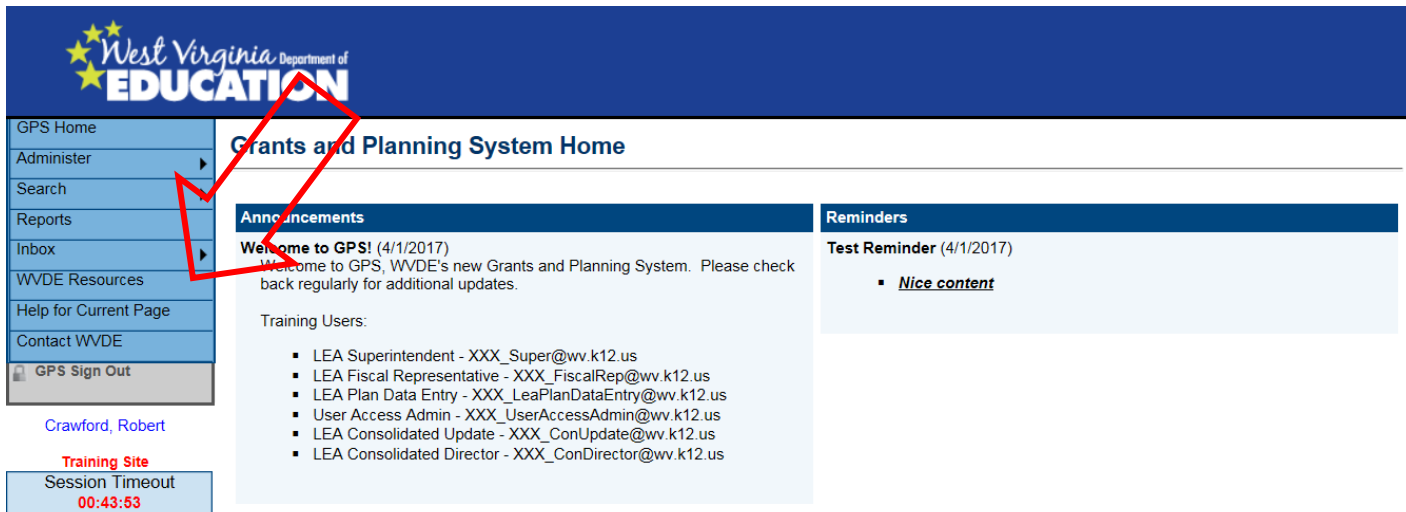# 21ˢᵗ CCLC – Application (Cont.)

- Select the Application you want to complete, once you do this you will see other options showing up under that application name to be filled out and completed.

Budget

- *Note: Budgets are required to be input at the function and object code level. Information regarding function and object codes can be found in the Chart of Accounts Manual located under WVDE Resources.*

Budget (Cont.)

- Indirect Cost Guide is a view only table that includes:
  - Total Allocation
  - Existing Budget in Categories not Eligible for Indirect Cost
  - Total Available for Budgeting in Categories Eligible for Indirect Cost and Indirect Cost
  - Indirect Cost Rate
    - Approved indirect cost rate for Program
  - Max Available Budget in Categories Eligible for Indirect Cost
    - Max amount that can be budgeted for the Program
  - Max Indirect Cost
    - Max amount to be budgeted for indirect cost

Indirect Cost Guide	
Total Allocation	$20,000.00
Existing Budget In Categories Not Eligible for Indirect Cost	$0.00
Total Available for Budgeting In Categories Eligible for Indirect Cost and Indirect Cost	$20,000.00
Indirect Cost Rate	2.25%
Max Available Budget In Categories Eligibile for Indirect Cost	$19,559.90
Max Indirect Cost	$440.10

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Budget (Cont.)

- Budget Sheet can be viewed in two different formats.
  - Budget by Function Code
    - The default view is budget by Function Code
  - Budget by Object Code
    - To change the view to Object Code click on the Budget by Objects link

Budget By Objects

	Function	Total
Modify	11111 - Instruction-K-12	$0.00
Modify	11115 - Instruction K-12 academic coaches	$0.00
Modify	11119 - Instruction-K-12 extended day/year	$0.00
Modify	12110 - Support-Attendance and Social Work Services	$0.00
Modify	12122 - Guidance Counseling	$0.00
Modify	12140 - Psychology-General	$0.00
Modify	12170 - Parent/Family Involvement	$0.00
Modify	12211 - Supervision of Improvement of Instruction Services	$0.00
Modify	12213 - Profession Personnel Staff Development	$0.00
Modify	12574 - Services Personnel Staff Training	$0.00
Modify	12621 - Maintenance of Buildings	$0.00
Modify	12711 - Support Service Student Transportation	$0.00
Modify	13121 - Food Service Operations	$0.00
Modify	IC - Indirect Cost	$0.00
	Total	$0.00
	Adjusted Allocation	$20,000.00
	Remaining	$20,000.00

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Budget (Cont.)

- Enter in a line item by clicking the Modify button next to the Function or Object Code.

Budget By Objects

	Function	Total
Modify	11111 - Instruction-K-12	$0.00
Modify	11115 - Instruction K-12 academic coaches	$0.00
Modify	11119 - Instruction-K-12 extended day/year	$0.00
Modify	12110 - Support-Attendance and Social Work Services	$0.00
Modify	12122 - Guidance Counseling	$0.00
Modify	12140 - Psychology-General	$0.00
Modify	12170 - Parent/Family Involvement	$0.00
Modify	12211 - Supervision of Improvement of Instruction Services	$0.00
Modify	12213 - Profession Personnel Staff Development	$0.00
Modify	12574 - Services Personnel Staff Training	$0.00
Modify	12621 - Maintenance of Buildings	$0.00
Modify	12711 - Support Service Student Transportation	$0.00
Modify	13121 - Food Service Operations	$0.00
Modify	IC - Indirect Cost	$0.00
	Total	$0.00
	Adjusted Allocation	$20,000.00
	Remaining	$20,000.00

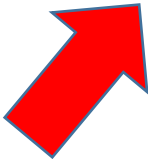West Virginia DEPARTMENT OF EDUCATION

Budget (Cont.)

- Under each Function Code or Object Code is a View Only table that calculates what is already budgeted for that particular Function/Object Code along with what is budgeted for other Function/Object Codes. It will also calculate the total and the remaining amount.

- To add in a line item for a particular Function / Object code click the Add Item link.

Budget (Cont.)

- When in the Function Code view you will select the object code (if you are in the Object Code view you will then select the Function code from the Drop down box) from the drop down box that corresponds with the specific budget item.

- Enter in the Quantity of the object that is being budgeted.

- Enter in the unit cost for the line item in the Cost column

- Line Item Total is a view only box that will multiply the unit cost by the quantity entered for the particular line item.

- Provide a narrative description for how the Program is going to utilize the budgeted funds.
  - *Note: if any of these fields are left empty it will result in an error and will not allow the application to be submitted.*

- Press Save or Save and Return to save the information that has been entered for that line item.

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Budget Overview

- Budget Overview is a view only page that displays the totals for each budgeted line item.

- Indirect Cost Guide is a view only table that includes:
  - Total Allocation
  - Existing Budget in Categories not Eligible for Indirect Cost
    - Any portion of your allocation used for object codes that are not eligible for indirect cost
  - Total Available for Budgeting in Categories Eligible for Indirect Cost and Indirect Cost
  - Indirect Cost Rate
    - Approved indirect cost rate for Program
  - Max Available Budget in Categories Eligible for Indirect Cost
    - Max amount that can be budgeted for the Program
  - Max Indirect Cost
    - Max amount to be budgeted for indirect cost

Program Summary

- For the Program Summary the following information must be filled out:
  - Name and Location of Each Site
  - Days and Times of Program Operations
  - Program Start and End Dates
  - Estimated number of students to be served annually
  - Estimated Average Daily Attendance
  - Federal Direct Certified Students Percentage at School/Site
  - Estimated Adults / Family Members Served
    - *Note: Remember if you have more than one Location you must hit the Add Row button and complete the information for all locations*

- There is a Summer Program Summary at the bottom that is only required if you have a Summer Program.

Application Narrative

- The following narrative boxes must be completed:
  - Statement of Need
  - Action Plan
    - Goal 1: Increase Academic Achievement
    - Goal 2: Increase Family Engagement
  - Afterschool Quality Program and Implementation
  - Parent, Family and Community Involvement
  - Facility Plan
  - Program Personnel
  - Collaboration
  - Partnership Support
  - Sustainability
  - Organizational Capacity

Related Documents

- This page is utilized to collect documents from the applicant for the application approval process. The documents needed are:
  - Memorandum of Understanding (MOU) or Signed Partner Letter
  - Verification of Private School Consultation
  - Verification of sharing Intent / Application with Community
  - Administrative Cost Worksheet
    - Note: The documents listed above are required. If they are not uploaded it will cause an error which will not allow the application to be submitted.
  - Evidence of Joint Planning with Co-Applicants
    - Note: This document is only required if you have a Co-Applicant
  - Summary of Co-Applicant Partner / Collaborating Partner's Record of Success

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Submission Process

- Once the application is complete the 21st CCLC Director will need to move the application into Draft Completed status at the top of the Sections Page.
- Once the Director marks it complete it will go to the Fiscal Representative for approval.
- The next step is for Superintendent or Agency Head approval.
- Once the Superintendent or Agency Head approves the application it will come to WVDE Office of Federal Programs for final approval for funding.

Questions?