



OK21CCLC

OKLAHOMA 21ST CENTURY
COMMUNITY LEARNING CENTERS

BUDGETS

GRANT-SPECIFIC BUDGET & FISCAL MANAGEMENT WEBINAR

OVERVIEW

OSDE 21st CCLC Budget

- Planning and Preparing Your Budget
- Creating a New Budget



PLANNING AND PREPARING YOUR BUDGET

- Step 1 – Review your original grant application.
- Step 2 – Review your previous fiscal year closeout for an overview of your actual expenditures.
- Step 3 – Meet with your program team to plan services and identify expenses for the fiscal year.
- Step 4 – Review the OCAS Manual, 21st CCLC Quick Coding Reference sheet, and the Federal and State grant guidance related to allowable and non-allowable expenditures.



TIMELINES

- **Budgets** are due two weeks after they open.
- **November 1st** – All 21st CCLC programs should have submitted at least one claim.
- **June 1st** – Last day to submit claims to receive payment by the end of the fiscal year and record it as Fiscal Year Revenue. Claims must be in clean, payable form by June 1st.
- **June 30th** – Last day to encumber funds for the fiscal year.
- **August 1st** – Deadline for all claims to be received at OSDE. Payment of late claims submitted after August 1st is subject to the approval of the State Board of Education.
- **September 1st** – Deadline for final fiscal year Closeout to be submitted. The Closeout includes a completed and uploaded 21st CCLC Annual Report.



GMS, AUTHORIZED OFFICIAL, & ACCESS RIGHTS

- All budgets, claims, and supporting documentation are only accepted through the Grants Management System (GMS).
- All budgets, budget amendments, and claims must be submitted by the **authorized official** (usually the Superintendent or Authorized Official of a community-based organization).
- The authorized official is able to grant full rights, as well as view-only rights, for other individuals.
- It is recommended the Program Director have, at minimum, read-only access to 21st CCLC budgets, claims and the original grant application.



EXPENDITURES

- Expenditures must be reasonable, necessary, allocable, and properly documented. Costs must be directly linked to the size and scope of the program.
- Expenditures are subject to 21st CCLC program specific requirements and must comply with grant guidance, <http://sde.ok.gov/sde/21cclc>.
- Expenditures must be 21st CCLC afterschool specific. If materials will be used during the regular school day, documentation of a shared cost must be provided.
- Pre-approval from the 21st CCLC office prior to purchasing any single item exceeding \$1,000 or any total amount exceeding \$2,500 is required. Additionally, any shared cost must be pre-approved from the 21st CCLC office prior to purchase.



PLANNING YOUR BUDGET

Staff Salaries and Benefits (100 & 200)

- Student attendance should drive your program staffing levels.
- In order to maintain appropriate staff/student ratios, a typical program has estimated salaries and benefits consuming a minimum of 60-75% of the annual allocation.
- Show details in your descriptions by indicating
 - # of staff x total hours of operation x rate of pay
 - staff names for all positions except direct instructional staff within the program



PLANNING YOUR BUDGET

Staff Salaries and Benefits (100 & 200)

- 21st CCLC Staff
 - Instructional Staff are coded to 1000-100s.
 - Parent/Family Engagement staff are coded to 2194-100s.
 - Program Director/Site Coordinator(s) are coded to 2212-100s.
 - State and Federal Relations personnel are coded to 2330-100s.
 - Custodial Staff who are 21st CCLC specific are coded to 2620-100s.
 - Bus Drivers who are 21st CCLC specific are coded to 2720-100s.
- All 100s should have 200s.



PLANNING YOUR BUDGET

Contracted Services (300)

- For services provided by personnel not on payroll, may include outside instructors, presenters, and staffing/transportation partners.
- External Assessors are only for 2nd and 3rd year grantees.
 - Contracted external assessors are coded as 2544-320.



PLANNING YOUR BUDGET

Staff Travel (500 & 800)

Out-of-State:

- Consider the requirement for program leaders to attend a national afterschool-specific training when planning. Approved national trainings are located on the 21st CCLC website.
- Staff Travel **registration fees** are coded to 2213-860 for (1000) Instructional and (2194) Family Engagement staff, and are coded to 2573-860 for all other non-instructional staff.
- Staff Travel **expenses** (airlines, hotel, taxi, rental car, parking, meals, per diem):
 - for (1000) Instructional and (2194) Family Engagement staff while in overnight travel status are coded to 2213-580.
 - for non-instructional staff while in overnight travel status are coded to 2573-580.
- All school district/organization travel policies and IRS statutes for travel apply.



PLANNING YOUR BUDGET

Staff Travel (500 & 800)

In-State:

- Local mileage for Program Director/Site Coordinator related to development and preparation of program activities may be reimbursable under code 2212-580.
- Meal reimbursement during in-state day-only travel (non-overnight status) must be coded as income.



PLANNING YOUR BUDGET

Program Supplies (600) and Equipment and Capital Expenditures (700)

Use Object Code 600 if each single item is under \$5,000, regardless of the total invoice amount.
Use Object Code 700 if a single item is \$5,000 or more and has a life span greater than one year.

- Be as descriptive as possible. Refer to grant guidance for allowable/non-allowable items, <http://sde.ok.gov/sde/21cclc>.
- Bus fuel for **student transportation** that is 21st CCLC specific is coded as 2740-623/625.

Fuel calculations are to determine actual fuel usage:

Total route miles ÷ miles to the gallon x average price per gallon = _____.

- Evaluation materials – YPQ **Box Sets** are coded as 2544-614.



PLANNING YOUR BUDGET

Student Dues/Fees and Registrations (800)

- Student entrance fees for educational field trips are coded to 1000-810.
- Student registrations for educational competitions are coded to 1000-860.



PLANNING YOUR BUDGET

Indirect Costs (900)

- Allowance to offset district overhead cost, is coded as 5400-970.

Other Common Codes

- Advertisement for 21st CCLC employment is coded as 2571-540.
- Background checks for 21st CCLC employees are coded as 2571-810.



CREATING A NEW BUDGET

Helpful tips for using GMS that will prevent error messages or being logged out of GMS:

- Turn off pop-up blockers within your browser to allow notes from SDE concerning needed corrections to your GMS submissions to be visible.
- Never use the back button, instead use the navigation buttons found in the top right corner.
- Click slowly through GMS and allow the system to process your last action. Do not double-click or continuously click on the same item.



CREATING A NEW BUDGET

How to find and open your first budget.

All budgets, claims, and supporting documentation are only accepted through the Grants Management System (GMS) on Single Sign On.

- Log into Single Sign On.
- Select Grants Management and Expenditure Reporting.
- Select GMS Access / Select.



- Home / Applications
- About This Site
- Links And Docs
- Sign In**

Welcome to the new Single Sign On system. If you have an existing username and password for the previous Single Sign On system you may use that here. If you do not have an account you may create one now using the link below.

If you are having trouble signing in please click the link below to recover your username or password. If you need assistance please contact the OMES Help Desk at (405) 521-2444 or at (866) 521-2444.

Username:

Password:

[Sign In](#)

- Are you a New User? [Click here to create an account.](#)
- Username problems? [Click here to recover your username.](#)
- Password problems? [Click here to recover your password.](#)

First: Log-in from Single Sign On



Then click on the Grants Management And Expenditure Reporting

OKLAHOMA
State Department of Education

Single Sign On
Welcome [Jasmine Bigler](#) - [Sign Out](#)

- Home / Applications
- Your Account
- About This Site
- Links And Docs
- Sign Out

Home / Applications
Applications These are your current applications

	Accountability (A-F Report Cards)
SDEAdmin - SDE Administrators	
	Allocation Notices System
SDE View Only	
	Grants Management and Expenditure Reporting
SDE View Only	
	Oklahoma Educator Credentialing System
DOEREAD - OSDE Read Only	
	School Personnel Records - FY 2009
SDE View Only	



OKLAHOMA

STATE DEPARTMENT *of* EDUCATION

[Sign Out](#)

[Menu List](#)

[Instructions](#)

You have been granted access to the forms below by your Security Administrator

Administrative

[Spec Educ Compliance Criteria](#)

[GMS Access / Select](#)

[Funded Applications](#)

[Non-Funded Data Collections](#)

Click on GMS Access / Select

If the form you need is not listed, contact your Logon Administrator:





This is the first thing you will see, depending on which funding streams your district has coming in.

Select Fiscal Year:

[Click to view Funding Summary](#)

Created

Consolidated Plan				
	Application Name	Revision	Status	
	Schoolwide/School Improvement Plan			

Notice there isn't anything listed under 21st Century, yet. Scroll down.

21st Century

There currently aren't any 21st Century applications created.

IDEA

There currently aren't any IDEA applications created.

Federal Programs									
	Application Name	Revision	Status	Date	Actions				
	Title I Comparability	Original Application	Not Submitted		Open	Amend	Review Summary	Payments	Delete Application
	Consolidated Application (I-A, II-A, III-A, IV-A, V-B, CAC)	Original Application	Not Submitted		Open	Amend	Review Summary	Payments	Delete Application

School Support									
	Application Name	Revision	Status	Date	Actions				
	SIG Plan Project 504	Original Application	Not Submitted		Open	Amend	Review Summary	Payments	Delete Application

Available

Consolidated Plan	
Assurances	Create
Comprehensive District Plan	

Application Name	Revision	Status	Date	Actions				
SIG Plan Project 504	Original Application ▾	Not Submitted		Open	Amend	Review Summary	Payments	Delete Application

Available

Consolidated Plan

- Assurances Create
- Comprehensive District Plan

Starting with FY17, CDAPs are submitted to OSDE on a 5-year cycle. A new CDAP will be due to OSDE on June 30, 2021, for FY22. If there are changes in any of the plan components, select fiscal year 2017 and create an Amendment for your CDAP.
- Schoolwide

21st Century

- 21st Century Submissions due by 12/31/2018
- 21st Century Funded Proj Only Submissions due by 12/31/2018 Create

Click on "Create."



IDEA

- Certification Examination - Proj 616 Submissions due by 12/31/2018 Create
- IDEA Consolidated Application Submissions due by 12/31/2018 Create
- LEA Agreement Submissions due by 12/31/2018 Create
- Spec Ed PD District - Proj 615 Submissions due by 12/31/2018 Create
- Spec Ed Professional Dev - Proj 613 Submissions due by 12/31/2018 Create

Federal Programs

- Math-Science Partnership Submissions due by 12/31/2018 Create
- Title I-C Migrant Submissions due by 12/31/2018 Create

School Support

- School Improvement 1003a Submissions due by 12/31/2018 Create



These are all of your navigation tabs. Many of them have other tabs that will appear beneath them when selected. Each of these has important information that is needed, so please click each one and get familiar, and make sure you fill out all required fields.

Applicant:
Application:
Cycle:

2017-2018 21st Century Funded Projects Only
Original Application

21st Century Funded Projects Only ▾

[Printer-Friendly](#)
[Click to Return to GMS Access/Select Page](#)
[Click to Return to Menu List / Sign Out](#)

- Overview
- Contact Information
- Budget
- DUNS Number
- Assurances
- Submit
- Application History
- Application Print

21st Century - Funded Projects Only - Overview

Program: 21st Century - Funded Projects Only

Purpose: Applicants who received awards in prior years will complete this application for FY18. It contains the Budgeting / Justification processes related to how FY18 funds will be expended. This application should ONLY be used by LEAs who have been informed they have received an award under the 21st Century Program. Budgeting of funds should be consistent with the Budget Summary submitted on the Competitive application that resulted in the award.

Funding Period: July 1, 2017 through June 30, 2018.

OSDE Contact: OSDE Parent and Community Engagement Office. (405)522-6225

Original Grant Award: Default Label Text

The application has been submitted. No more updates will be saved for the application.

- Overview
- Contact Information
- Budget
- DUNS Number
- Assurances
- Submit
- Application History
- Application Print

Contact Information Instructions

Superintendent / Authorized Representative:

Last Name*	<input type="text" value="Wayne"/>	First Name*	<input type="text" value="Bruce"/>
Address 1*	<input type="text" value="100 Gotham Ave"/>		
Address 2	<input type="text"/>		
City*	<input type="text" value="Gotham City"/>	State*	<input type="text" value="OK"/>
Phone*	<input type="text" value="123"/> <input type="text" value="456"/> <input type="text" value="7890"/> Extension <input type="text" value="911"/>	Zip+4*	<input type="text" value="12345"/> <input type="text" value="6789"/>
		Fax*	<input type="text" value="000"/> <input type="text" value="000"/> <input type="text" value="0000"/>
		Email*	<input type="text" value="super.intendent@GothamHighSchool.com"/>

Check here if there is an alternate contact at the district / LEA for the 21st Century Application

Check here if there is an alternate contact at the district / LEA for the 21st Century Claims

Application Approval / Disapproval Copy Email Addresses

Check to add up to five (5) email addresses to receive copies of automated approval/disapproval notices. The Authorized Representative or Superintendent who should receive notification should be listed.

<input type="text" value="director.robyn@GothamHighSchool.com"/>
<input type="text" value="coordinator.alfred@GothamHighSchool.com"/>

* Denotes required field

Fill out all contact information. Don't forget to add your fiscal/claims people, and your grant program director and/or coordinator(s). All directors/coordinators should have at least view-only access.

Spell Check

Overview	Contact Information	Budget	DUNS Number	Assurances	Submit	Application History	Application Print
Allocations			Budget Detail		Budget Summary		

Allocations

		TitleIVB_FPO
Current Year Funds		
Allocation		\$0.00
ReAllocated (+)		\$0.00
Released (-)		\$0.00
Total Current Year Funds		\$0.00
Prior Year(s) Funds		
Rollover (+)		\$0.00
ReAllocated (+)		\$0.00
Total Prior Year(s) Funds		\$0.00
Sub Total		\$0.00
Multi-District		
Transfer In (+)		\$0.00
Transfer Out (-)		\$0.00
Administrative Agent		
Adjusted Sub Total		\$0.00
Funds not applied for		
Current Year Funds	<input type="checkbox"/>	
Prior Year Funds	<input type="checkbox"/>	
Total Available for Budgeting		\$0.00
		TitleIVB_FPO

This screen shows all of your grant funding information.
When funds are allocated, the amounts will automatically be filled in.



OKLAHOMA

STATE DEPARTMENT of EDUCATION

21st Century Funded Projects Only

Printer-Friendly

[Click to Return to GMS Access/Select Page](#)
[Click to Return to Menu List / Sign Out](#)

Applicant:
Application: 2017-2018 21st Century Funded Projects Only - 00-
Cycle: Original Application

2017-2018 7/1/2017 - 6/30/2018

Overview	Contact Information	Budget	DUNS Number	Assurances	Submit	Application History	Application Print
Allocations			Budget Detail		Budget Summary		

Budget Detail

Itemize and explain each expenditure amount that appears on the Budget Summary.

[Description of Function Codes and Object Codes \(OCAS\)](#)

Note: This Budget Summary displays to aid in creating and editing the Request and will not display once the Request is submitted to the SEA.

Paid to Date Amounts	100	200	300	400	500
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Current Budgeted Amounts by Object Code	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Notes: The District Level Budget page is identified by '000'

Site:

Total Allocation Available for Budgeting

To obtain additional detail lines, fill in all blank lines, and click Save Page. Three (3) more blank lines will then be added at the bottom.

Function Code	Object Code	Expenditure Description and Itemization
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Displayed:

The maximum amount of Indirect Costs that may be taken and no Property is budgeted will be \$0.00

Determining Maximum Indirect Cost allowed

(A) Total Allocation Available for Budgeting	<input type="text" value="\$0.00"/>	(F) Total budgeted	<input type="text" value="\$0.00"/>
(B) Property Costs	<input type="text" value="\$0.00"/>	(G) Budgeted Indirect Cost	<input type="text" value="0.00"/>
(C) Allowable Direct Costs (A-B)	<input type="text" value="\$0.00"/>	(H) Total Budget (F+G)	<input type="text" value="\$0.00"/>
(D) Indirect Cost Rate %	<input type="text" value="6.8400"/>	Remaining (A-H)	<input type="text" value="\$0.00"/>
(E) Maximum Indirect Cost (C*(D/1+D))	<input type="text" value="\$0.00"/>		

[Contact Us](#)

Get out your original grant application at this point. Make sure that what you wrote in your application MATCHES what is detailed in your budget. Budget items that are not outlined in the grant application will not be approved. Similarly, we will ask why other items have been left out.

Note: This Budget Summary displays to aid in creating and editing the Request and will not display once the Request is submitted to the SEA.

Paid to Date Amounts	100	200	300	400	500	600	700	800	Indirect Cost
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Current Budgeted Amounts by Object Code	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Notes: The District Level Budget page is identified by '000'

Site:

Total Allocation Available for Budgeting

To obtain additional detail lines, fill in all blank lines, and click Save Page. Three (3) more blank lines will then be added at the bottom.

Function Code	Object Code	Expenditure Description and Itemization	TitleIVB_FPO Funds	Delete Row
1000 ▼	100 ▼	5 Certified Teachers 20 hours/wk @ \$25.00/hr = \$2,500 10 Non-Certified Staff 20 hours/wk @ \$15.00/hr = \$3,000	<input type="text" value="0.00"/>	<input type="checkbox"/>
1000 ▼	200 ▼	Benefits for 5 Certified Teachers = Benefits for 10 non-certified staff =	<input type="text" value="0.00"/>	<input type="checkbox"/>
2212 ▼	100 ▼	Full-time 21st CCLC program director 40 hours/wk @ \$35.00/hr = \$1,400	<input type="text" value="0.00"/>	<input type="checkbox"/>

Total Displayed:

The maximum amount of Indirect Costs that may be taken and no Property is budgeted will be \$0.00

Determining Maximum Indirect Cost allowed

(A) Total Allocation Available for Budgeting	\$0.00
(B) Property Costs	\$0.00
(C) Allowable Direct Costs (A-B)	\$0.00
(D) Indirect Cost Rate %	6.8400
(E) Maximum Indirect Cost (C*(D/1+D))	\$0.00

(F) Total budgeted	\$0.00
Budgeted Indirect Cost	0.00
(H) Total Budget (F+G)	\$0.00
Remaining (A-H)	\$0.00

Fill in the first 3 rows, then click "Save Page."
The screen will refresh and 3 more lines will appear.

Amount to Date Amounts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Current Budgeted Amounts by Object Code	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Notes: The District Level Budget page is identified by '000'

Site: 000 -

Make sure ALL items in your budget are clearly detailed. This will expedite the approval process.

Total Allocation Available for Budgeting

To obtain additional detail lines, fill in all blank lines, and click Save Page. Three (3) more blank lines will then be added at the bottom.

Function Code	Object Code	Expenditure Description and Itemization	TitleIVB_FPO Funds	Delete Row
1000 ▼	100 ▼	5 Certified Teachers 20 hours/wk @ \$25.00/hr = \$2,500 10 Non-Certified Staff 20 hours/wk @ \$15.00/hr = \$3,000	<input type="text" value="0.00"/>	<input type="checkbox"/>
2212 ▼	100 ▼	Full-time 21st CCLC program director 40 hours/wk @ \$35.00/hr = \$1,400	<input type="text" value="0.00"/>	<input type="checkbox"/>
1000 ▼	200 ▼	Benefits for 5 Certified Teachers = Benefits for 10 non-certified staff =	<input type="text" value="0.00"/>	<input type="checkbox"/>
2212 ▼	200 ▼	Benefits for full-time 21st CCLC program director	<input type="text" value="0.00"/>	<input type="checkbox"/>
2213 ▼	500 ▼	2 staff to go to Summer Institute registration, per diems, airfare, hotels Program director to go to 21st CCLC Institute registration, per diems, airfare, hotels	<input type="text" value="0.00"/>	<input type="checkbox"/>
1000 ▼	600 ▼	Supplies for art program: Easles, paint, brushes, pastels, clay, paper Supplies for science program microscopes, slides, petree dishes, flasks, owl pellets, frogs Supplies for engineering program robotics kit, screwdrivers, 1 laptop computer for programming	<input type="text" value="0.00"/>	<input type="checkbox"/>
▼	▼		<input type="text" value="0.00"/>	<input type="checkbox"/>
▼	▼		<input type="text" value="0.00"/>	<input type="checkbox"/>
▼	▼		<input type="text" value="0.00"/>	<input type="checkbox"/>

Total Displayed:

The maximum amount of Indirect Costs that may be taken and no Property is budgeted will be \$0.00

Determining Maximum Indirect Cost allowed

Site: 000 - WESTERN HEIGHTS

Go

Total Allocation Available for Budgeting \$0.00

To obtain additional detail lines, fill in all blank lines, and click Save Page. Three (3) more blank lines will then be added at the bottom.

Function Code	Object Code	Expenditure Description and Itemization	TitleIVB_FPO Funds	Delete Row
1000	100	5 Certified Teachers 20 hours/wk @ \$25.00/hr = \$2,500 10 Non-Certified Staff 20 hours/wk @ \$15.00/hr = \$3,000	0.00	<input type="checkbox"/>
2212	100	Full-time 21st CCLC program director 40 hours/wk @ \$35.00/hr = \$1,400	0.00	<input type="checkbox"/>
1000	200	Benefits for 5 Certified Teachers = Benefits for 10 non-certified staff =	0.00	<input type="checkbox"/>
			0.00	<input type="checkbox"/>
			0.00	<input type="checkbox"/>
			0.00	<input type="checkbox"/>

Total Displayed: \$0.00

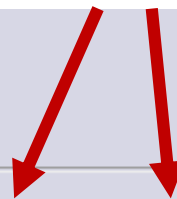
The maximum amount of Indirect Costs that may be taken and no Property is budgeted will be \$0.00

Determining Maximum Indirect Cost allowed

(A) Total Allocation Available for Budgeting	\$0.00
(B) Property Costs	\$0.00
(C) Allowable Direct Costs (A-B)	\$0.00
(D) Indirect Cost Rate %	6.8400
(E) Maximum Indirect Cost (C*(D/1+D))	\$0.00

(G) Budgeted Indirect Cost	0.00
(H) Total Budget (F+G)	\$0.00
Remaining (A-H)	\$0.00

When you're finished, click "Calculate Totals," and then "Save Page."



Calculate Totals

Save Page

Spell Check



Applicant:
Application:
Cycle:

2017-2018 21st Century Funded Projects Only - 00-
Original Application

2017-2018 7/1/2017 - 6/30/2018

21st Century Funded Projects Only ▾

[Printer-Friendly](#)

[Click to Return to GMS Access/Select Page](#)

[Click to Return to Menu List / Sign Out](#)

Overview

Contact
Information

Budget

DUNS
Number

Assurances

Submit

Application
History

Application
Print

DUNS Number

Dun and Bradstreet Data Universal Numbering System (DUNS) & System for Award Management (SAM)

The Federal government requires that all applicants for Federal grants and cooperative agreements with the exception of individuals other than sole proprietors, have a DUNS number. The Federal government will use the DUNS number to better identify related organizations that are receiving funding under grants and cooperative agreements, and to provide consistent name and address data for electronic grant application systems.

Follow these steps to access your Entity Overview Record.

1. Go to SAM.GOV.
2. Type in your User Name and Pass Word.
3. Click on SEARCH RECORDS.
4. Enter your DUNS# and click SEARCH.
5. Click on ENTITY DASHBOARD.
6. Click on ENTITY RECORD. This is the page that should show you your DISTRICT'S NAME, your DUNS#, and your R
7. Upload into the space provided.

Enter current DUNS Number:

Expiration Date:

A copy of the Entity Overview Record must be uploaded.

Choose File No file chosen

Upload

No files are currently uploaded for this page.

Delete Selected Files

Save Page

Enter all your DUNS number information.
Don't forget to upload, and click "Save Page."



Applicant:
Application: 2017-2018 21st Century Funded Projects Only - 00-
Cycle: Original Application

2017-2018 7/1/2017 - 6/30/2018

21st Century Funded Projects Only

Printer-Friendly
Click to Return to GMS Access/Select Page
Click to Return to Menu List / Sign Out

Overview	Contact Information	Budget	DUNS Number	Assurances	Submit	Application History	Application Print
General Assurances		Program Assurances		Fiscal Assurances		Assurance Summary	

General Assurances

By checking this box and saving the page, the chief administrative officer hereby certifies that he/she has read, understood and will comply with the assurances listed below.

The applicant hereby assures:

- To administer the 21st CCLC program in accordance with all applicable statutes, regulations, program plans and applications.
- To adopt and use proper methods for administering the 21st CCLC program, 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 in the administration of programs.
- To make reports to the Oklahoma State Department of Education (OSDE) in a timely manner, as may be necessary to enable the OSDE and the staff to perform their duties.
- To make all equitable access to, and equitable participation, in the program's activities to be conducted in compliance with applicable federal civil rights laws Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972 and the Age Discrimination Act of 1975.
- To comply with the Debarment, Suspension, and Other Responsibility Matters regulation (34 CFR 85.110), the Single Audit Act, and the Gun Free Schools Act.
- To not utilize any federal funds to lobby Congress or any other federal or state agency.
- To meet all applicable federal, state, and local health, safety, and civil rights laws.
- To possess the legal authority to conduct all activities proposed to be funded under the grant.
- The application submitted is uniquely developed. If the application appears to be substantially similar to other applications submitted, appears to be duplicative, or appears to be a copy of another application, the application may be disqualified.
- Equitable service is offered to non-public school students and their families, if those students are part of the target population.
- It has been notified that noncompliance with Federal statutes, regulations or the terms and conditions of a Federal award, may result in additional conditions of the award. If the Federal awarding agency or pass-through entity determines that noncompliance cannot be remedied by imposing additional conditions, the Federal awarding agency may take the following actions, as appropriate in the circumstances:
 - Temporarily withhold cash payments pending correction of the deficiency by the non-Federal entity or more severe enforcement action by the Federal awarding agency.
 - Disallow (this is, deny both use of funds and any applicable matching credit for all or part of the cost of the activity or action not in compliance).
 - Wholly or partly suspend or terminate the Federal award.
 - Initiate suspension or debarment proceedings.
 - Withhold further Federal awards for the project or program.
 - Take other remedies that may be legally available.

Save Page

Notice all the Assurances tabs. Every tab has a box that MUST be clicked. **This is your legally binding signature** that you have read and understand ALL of the assurances.

These are not negotiable and will affect your grant program and implementation. Be sure to print off copies of the assurances for the Director and Advisory Committee so they will be aware as they plan program policies, structure, and activities.



OKLAHOMA

STATE DEPARTMENT of EDUCATION

Applicant:
Application: 2017-2018 21st Century Funded Projects Only - 00-
Cycle: Original Application

2017-2018 7/1/2017 - 6/30/2018

21st Century Funded Projects Only ▾

[Printer-Friendly](#)

[Click to Return to GMS Access/Select Page](#)

[Click to Return to Menu List / Sign Out](#)

Overview	Contact Information	Budget	DUNS Number	Assurances	Submit	Application History	Application Print
General Assurances		Program Assurances		Fiscal Assurances		Assurance Summary	

Assurances Summary

The authorized representative of the applicant certifies that he or she has read, understood and will comply with all of the provisions of the following assurances.

NOTE: These checkboxes will be automatically filled in as each of the separate certifications/assurances are read and agreed to.

- General Assurances
- Program Assurances
- Fiscal Assurances

The assurances were fully agreed to on this date:

When you click "Legal Entity Agrees," the date will automatically be filled in.

[Legal Entity Agrees](#)

[Contact Us](#)



OKLAHOMA

STATE DEPARTMENT of EDUCATION

Applicant:
Application:
Cycle:

2017-2018 21st Century Funded Projects Only - 00-
Original Application

2017-2018 7/1/2017 - 6/30/2018

21st Century Funded Projects Only ▾

[Printer-Friendly](#)

[Click to Return to GMS Access/Select Page](#)

[Click to Return to Menu List / Sign Out](#)

Overview

Contact
Information

Budget

DUNS
Number

Assurances

Submit

Application
History

Application
Print

Submit

Assurances must be reviewed and approved before you can submit your application.

Consistency Check

Lock Application

Unlock Application

Assurances

LEA Data Entry

LEA Administrator

Final Review

When the information in each tab has been filled in, you can begin to submit. First, click on "Consistency Check." This will make sure you didn't forget any required field on the previous tabs.

[Contact Us](#)



OKLAHOMA

STATE DEPARTMENT *of* EDUCATION

Applicant:
Application: 2017-2018 21st Century Funded Projects Only - 00-
Cycle: Original Application

2017-2018 7/1/2017 - 6/30/2018

21st Century Funded Projects Only ▾

[Printer-Friendly](#)

[Click to Return to GMS Access/Select Page](#)

[Click to Return to Menu List / Sign Out](#)

Overview

Contact
Information

Budget

DUNS
Number

Assurances

Submit

Application
History

Application
Print

Submit

Warning!

**You are about to make final submission
of the budget information for OSDE approval.**

**In order to make changes to your institution's budget after clicking the
submit button below you must contact OSDE to change your application's status.**

SDE Administrator ran the consistency check process which locked the application on 8/29/2017 at 1:06 PM.

Lock Application

Unlock Application

Assurances

8/29/2017

Consistency Check was run on:

8/29/2017

LEA Data Entry

LEA Administrator

Final Review

Submit to OSDE

You MUST click "Submit to OSDE" in order for us to be able to approve your budget. Your budget must be approved before you can begin to send in claims for reimbursement.



OKLAHOMA

STATE DEPARTMENT of EDUCATION

[Click to Return to Menu List / Sign Out](#)

GMS Access Select

Select Fiscal Year:

[Click to view I](#)

Now you can see where to go in to make budget amendments, submit claims, and view information.

Created

Consolidated Plan					
Application Name	Revision	Status	Date	Actions	
Schoolwide/School Improvement Plan					

21st Century								
Application Name	Revision	Status	Date	Actions				
21st Century Funded Projects Only	Original Application	Submitted For Review	8/29/2017	Open	Amend	Review Summary	Payments	Delete Application

IDEA
There currently aren't any IDEA applications created.

Federal Programs								
Application Name	Revision	Status	Date	Actions				
Title I Comparability	Original Application	Not Submitted		Open	Amend	Review Summary	Payments	Delete Application
Consolidated Application (I-A, II-A, III-A, IV-A, V-B, CAC)	Original Application	Not Submitted		Open	Amend	Review Summary	Payments	Delete Application

School Support								
Application Name	Revision	Status	Date	Actions				
SIG Plan Project 504	Original Application	Not Submitted		Open	Amend	Review Summary	Payments	Delete Application

Available

Consolidated Plan	
Assurances	Create

FOR FURTHER INFORMATION

For more information, resources, tutorials, and FAQs, please refer to:

- The Oklahoma 21st CCLC website – <http://sde.ok.gov/sde/21cclc>
- The OCAS manual – <https://sde.ok.gov/sde/financial-accounting>



CONTACT INFORMATION

21st Century Community Learning Centers
Oklahoma State Department of Education
2500 N. Lincoln Blvd., Rm. 414
Oklahoma City, OK 73105
(405) 522-6225
<http://sde.ok.gov/sde/21cclc>

