



# Preparing the 21<sup>st</sup> CCLC Budget

# OVERVIEW

- Planning Your Budget
- Preparing Your Budget
- Creating a New Budget



# PLANNING YOUR BUDGET

- Step 1 – Review your original competitive grant application.
- Step 2 – Grantees in year 2 – 5, review your previous fiscal year closeout for an overview of your actual expenditures.
- Step 3 – Meet with your program team to plan programming, identify priorities, and outline expenses for the fiscal year.
- Step 4 – Review the OCAS Manual, 21<sup>st</sup> CCLC Quick Coding Reference sheet, and the Federal and State grant guidance related to allowable and non-allowable expenditures.



# PLANNING YOUR BUDGET

## GMS, Authorized Official, and 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 in the GMS, as well as view-only rights for other individuals.
- It is recommended the Program Director have at minimum view-only access to 21<sup>st</sup> CCLC budgets, claims and the original competitive grant application.





# PLANNING YOUR BUDGET

## Expenditures

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



# PLANNING YOUR BUDGET

## Staff Salaries and Benefits (100 and 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 hours per day x rate of pay x number of program days; and
  - include staff names for all lead and permanent program staff positions.



# PLANNING YOUR BUDGET

## Staff Salaries and Benefits (100 and 200)

- Function and Object Codes
  - 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 21<sup>st</sup> CCLC specific are coded to 2620-100s
  - Bus Drivers who are 21<sup>st</sup> 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, including outside instructors, presenters, and staffing/transportation contractors
- Youth Program Quality External Assessment Services are required only in year 2 and 3 of the grant
  - Youth Program Quality External Assessors are coded as 2544-320



# PLANNING YOUR BUDGET

## Out-of-State Travel (500 and 800)

- Program leaders are required to attend a national afterschool-specific training
- Staff Travel **registration fees (860)**:
  - Instructional staff (1000) and Family Engagement staff (2194) travel will use function code 2213
  - Non-Instructional staff (2330) travel will use function code 2573
- Staff Travel **expenses (580)**: (airlines, hotel, taxi, rental car, parking, meals, per diem):
  - Instructional staff (1000) and Family Engagement staff (2194) while in overnight travel status are coded to 2213
  - Non-instructional staff (2330) while in overnight travel status are coded to 2573
- All school district/organization travel policies and IRS statutes for travel apply



# PLANNING YOUR BUDGET

## In-State Travel (500 and 800)

- Local mileage for program director (2330) and site coordinator (2212) related to development and preparation of program activities may be reimbursable under the associated code 2330 or 2212-580.
- Meal reimbursement during in-state day-only travel (non-overnight status) must be coded as income.



# PLANNING YOUR BUDGET

## Program Supplies and Equipment (600 and 700)

- Object Code **600** a single item under \$5,000, regardless of the total invoice amount.
- Object Code **700** for a single item \$5,000 or more and 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>.
- Required evaluation materials – YPQI **Box Set** coded 2544 - 614.
- Bus fuel for **student transportation** coded 2740-623/625.
  - Fuel expenditures should be calculated based on the formula below
  - Total route miles ÷ miles to the gallon x average price per gallon = \_\_\_\_.



# PLANNING YOUR BUDGET

## Student Dues, Entrance 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) and Other Common Codes

- Allowance to offset district overhead cost is coded 5400-970
- Other Common Codes
  - Advertisement for 21<sup>st</sup> CCLC employment is coded 2571-540
  - Background checks for 21<sup>st</sup> CCLC employees are coded 2571-810



# GMS HELPFUL TIPS

- Never use the back button, instead use the navigation buttons found in the top right corner of the GMS pages.
- Do not double-click or continuously click on the same item. Click slowly through GMS and allow the system to process your last action.
- Turn off pop-up blockers within your browser when working in the GMS.
  - If your budget is returned for corrections, the reviewer comments will open in a separate tab. Pop-up blockers must be turned off for this tab to open.



# CREATING A NEW BUDGET

All budgets, claims, and supporting documentation are accepted only 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.](#)

Log-in from Single Sign On

<https://sdeweb01.sde.ok.gov/SSO2/Signin.aspx>

- 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

Then click on Grants Management  
and Expenditure Reporting

## Menu List

### Select GMS Access/Select for Grant Applications

#### Administrative

[21st Century Monitoring](#)

[Special Education Compliance](#)

**[GMS Access / Select](#)**

[Funded Applications](#)

[Non-Funded Data Collections](#)

Click GMS Access / Select

To report an error or for technical assistance with GMS, contact:

Federal Programs - Email: [Nancy.Hughes@sde.ok.gov](mailto:Nancy.Hughes@sde.ok.gov)

Special Education - Email: [Karen.Howard@sde.ok.gov](mailto:Karen.Howard@sde.ok.gov)

School Support - Email: [Zada.Sery@sde.ok.gov](mailto:Zada.Sery@sde.ok.gov)

21st Century - Email: [Sonia.Johnson@sde.ok.gov](mailto:Sonia.Johnson@sde.ok.gov)

Competitive - Email: [Shelly.Perkins@sde.ok.gov](mailto:Shelly.Perkins@sde.ok.gov)

This is the first screen you will see. The list may look different depending on which funding streams your district receives.

[Click to view Funding Summary](#)

## Created

### Consolidated Plan

Application Name	Revision	Status	Date	Actions		
Assurances	Original Application	Final Approved	4/15/2019	Open	Amend	Review
				Delete Application		

Notice there are no buttons under 21<sup>st</sup> Century, yet. Scroll down.

### 21st Century

Application Name	Revision	Status	Date	Actions		
21st Century Competitive						

### IDEA

Application Name	Revision	Status	Date	Actions				
IDEA Consolidated Application	Original Application ▾	Not Submitted	6/14/2019	Open	Amend	Review	Payments	Delete Application
LEA Agreement	Original Application ▾	Final Approved		Open	Amend	Review		Delete Application
School Based Services Participation Agreement	Original Application ▾	Not Submitted		Open	Amend	Review	Payments	Delete Application

### Federal Programs

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

► **Available**

**Consolidated Plan**

- Schoolwide
- Targeted Assistance

Click "Create"

**21st Century**

21st Century Funded 1 Project 553

Submissions due by 9/30/2019

Create

**IDEA**

Certification Examination - Proj 616

Submissions due by 9/30/2019

Create

District Data Profile

Submissions due by 9/30/2019

Spec Ed PD District -Proj 615

Submissions due by 9/30/2019

Create

Spec Ed Professional Dev Proj 613

Submissions due by 9/30/2019

Create

**Federal Programs**

**There currently aren't any Federal Programs applications available.**

**School Support**

School Improvement 1003a

Submissions due by 9/30/2019

Create

**Curriculum and Instruction**

Title IV Part A Funded Project

Submissions due by 8/30/2019

Create

Select the appropriate Project Code. Unless otherwise directed by the program office, select Project Code 553.

Applicant:

Application:

Cycle:

Application Due Date:

21st Century Funded 1 Project 553

**Project Period:** 7/1/2019 - 6/30/2020

[Printer-Friendly](#)

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

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

[Overview](#)

[Contact Information](#)

[Budget](#)

[DUNS Number](#)

[Supporting Documentation](#)

[Special Conditions](#)

[Assurances](#)

[Submit](#)

[Application History](#)

[Application Print](#)

## 21st Century - Funded Projects - Overview

**Program:** 21st Century - Funded Projects

**Purpose:** Applicants who received awards in prior years will complete this application for FY20. It contains the Budgeting / Justification processes related to how FY20 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, 2019 through June 30, 2020.

**OSDE Contact:** Family and Community Engagement Office/21st CCLC (405)522-6225

**Original Grant Award:**





Note the navigation tabs.

Some contain information only and others are for you to complete.  
Several tabs have additional tabs that will appear beneath them when selected.  
Please click each tab to become familiar with the application before you begin.  
Make sure you fill out all required fields on the tabs noted with red arrows below.

**Applicant:**  
**Application:**  
**Cycle:**  
**Application Due Date:**

**Project Period:** 7/1/2019 - 6/30/2020

21st Century Funded 1 Project 553 ▾

[Printer-Friendl](#)

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

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

Overview	Contact Information	Budget	DUNS Number	Supporting Documentation	Special Conditions	Assurances	Submit	Application History	Application Print
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## 21st Century - Funded Projects - Overview

**Program:** 21st Century - Funded Projects

**Purpose:** Applicants who received awards in prior years will complete this application for FY20. It contains the Budgeting / Justification processes related to how FY20 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, 2019 through June 30, 2020.

**OSDE Contact:** Family and Community Engagement Office/21st CCLC (405)522-6225

**Original Grant Award:**

Applicant:

Application:

Cycle:

Application Due Date:

21st Century Funded 1 Project 553 ▾

Project Period: 7/1/2019 - 6/30/2020

[Printer-Friendly](#)

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

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

Overview	Contact Information	Budget	DUNS Number	Supporting Documentation	Special Conditions	Assurances	Submit	Application History	Application Print
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### Contact Information

#### Superintendent / Authorized Representative:

Contact\*

Address 1\*

Address 2

City\*  State\*  Zip+4\*

Phone\*    Extension  Email\*

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

☐

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 submits the application does not need to be included in this list. Any other users who should receive notification should be listed.

Overview	Contact Information	Budget	DUNS Number	Supporting Documentation	Special Conditions	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

This screen shows all of your grant funding information.

When funds are allocated, the amounts will automatically be filled in.

Overview	Contact Information	Budget	DUNS Number	Supporting Documentation	Special Conditions	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.

Paid to Date Amounts	100
	\$0.00
Current Budgeted Amounts by Object Code	\$0.00

Notes: The District Level Budget

Working from your original competitive application, make sure this budget MATCHES what was detailed in the proposal. Budget items that are not outlined in the original grant application will not be approved. Similarly, you will be asked to justify why other items have not been included if they are left out.

000	600	700	800	Indirect Cost
00	\$0.00	\$0.00	\$0.00	\$0.00
00	\$0.00	\$0.00	\$0.00	\$0.00

Go

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
<div></div>	<div></div>	<div></div>	<div>0.00</div>	<input type="checkbox"/>
<div></div>	<div></div>	<div></div>	<div>0.00</div>	<input type="checkbox"/>
<div></div>	<div></div>	<div></div>	<div>0.00</div>	<input type="checkbox"/>

Site: (

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
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value="0.00"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value="0.00"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value="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
(B) Property Costs	\$0
(C) Allowable Direct Costs (A-B)	\$0
(D) Indirect Cost Rate %	3.58
(E) Maximum Indirect Cost (C*(D/1+D))	\$0.00

Budgeted	\$0.00
Indirect Cost	0.00
(F+G)	\$0.00

Remaining (A-H) \$0.00

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

Calculate Totals

Save Page

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 ▾	8 certified teachers x \$00/hour x 25 hours per week x 36 weeks = \$00,000 4 Lead permanent lead staff: Jane Doe, Joe Smith, Jon Howard, Sara Stone, other 4 staff will		0.00	<input type="checkbox"/>
2212 ▾	100 ▾	1 full time grant coordinator (Susie Smith) at \$00,000 annual salary based on current salary schedule for organization/district		0.00	<input type="checkbox"/>
1000 ▾	200 ▾	Benefits for 5 certified teachers calculated at 00% = \$0,000 Benefits for 10 non-certified staff calculated at 00% = \$0,000		0.00	<input type="checkbox"/>
2212 ▾	200 ▾	Benefits for 1 full time grant coordinator (Susie Smith) at 00% = \$0,000		0.00	<input type="checkbox"/>
1000 ▾	600 ▾	Science club supplies = \$00,000 Robotics kits (\$0,000) general engineering supplies, screwdrivers, laptop for robotics (\$0,000),		0.00	<input type="checkbox"/>
▾	▾			0.00	<input type="checkbox"/>

Make sure ALL items in your budget are clearly detailed in the Expenditure Description and Itemization column.

Total Displayed: \$0.00

The maximum amount of Indirect Costs t

This will expedite the approval process.

Determining Maximum Indirect Cost allowed

(A) Total Allocation Available for Budgeting	\$0.00	(F) Total budgeted	\$0.00
(B) Property Costs	\$0.00	(G) Budgeted Indirect Cost	0.00
(C) Allowable Direct Costs (A-B)	\$0.00	(H) Total Budget (F+G)	\$0.00
(D) Indirect Cost Rate %	3.5800		
(E) Maximum Indirect Cost (C*(D/1+D))	\$0.00	Remaining (A-H)	\$0.00

Calculate Totals

Save Page

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 ▾	8 certified teachers x \$00/hour x 25 hours per week x 36 weeks = \$00,000 4 Lead permanent lead staff: Jane Doe, Joe Smith, Jon Howard, Sara Stone, other 4 staff will		0.00	<input type="checkbox"/>
2212 ▾	100 ▾	1 full time grant coordinator (Susie Smith) at \$00,000 annual salary based on current salary schedule for organization/district		0.00	<input type="checkbox"/>
1000 ▾	200 ▾	Benefits for 5 certified teachers calculated at 00% = \$0,000 Benefits for 10 non-certified staff calculated at 00% = \$0,000		0.00	<input type="checkbox"/>
2212 ▾	200 ▾	Benefits for 1 full time grant coordinator (Susie Smith) at 00% = \$0,000		0.00	<input type="checkbox"/>
1000 ▾	600 ▾	Science club supplies = \$00,000 Robotics kits (\$0,000) general engineering supplies, screwdrivers, laptop for robotics (\$0,000),		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.	(G) Budgeted Indirect Cost	\$0.00
(B) Property Costs	\$0.00	(H) Total Budget (F+G)	0.00
(C) Allowable Direct Costs (A-B)	\$0.00		
(D) Indirect Cost Rate %	3.5800		
(E) Maximum Indirect Cost (C*(D/1+D))	\$0.00	Remaining (A-H)	\$0.00

When you finish remember to click “Calculate Totals,” and then “Save Page.”

Calculate Totals

Save Page



**Applicant:**  
**Application:**  
**Cycle:**  
**Application Due Date:**

21st Century Funded 1 Project 553 ▾

**Project Period:** 7/1/2019 - 6/30/2020

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

Overview	Contact Information	Budget	DUNS Number	Supporting Documentation	Special Conditions	Assurances	Submit	Application History	Application Print
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## 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
7. Upload into the space provided.

Enter current DUNS Number:

Expiration Date:

A copy of the Entity Overview Record must be uploaded.

no file selected

No files are currently uploaded for this page.

Enter all DUNS information.  
upload the Entity Overview Record,  
and click "Save Page."



Supporting Documentation

Supporting documentation pertinent to the project will be uploaded here. The following guidelines apply:  
Allowable files types are: Microsoft Word (.doc/.docx) and Adobe PDF.  
Files must be less than 10MB in size, and the file name should not include special characters (i.e. #, \$, % etc).  
Uploaded documents cannot be deleted. However, if an updated version will be uploaded, please make comments in the textbox.  
Attempting to upload a file that does not comply with these restrictions will result in errors and loss of unsaved data.

1. Is the Grantee planning to collect fees or income during this funding period? ☐ Yes ☐ No  
If yes, upload a summary of fee or income generating activities including an estimate of total funds anticipate

Choose Fileno file selected

Upload

No files are currently uploaded for this page.

2. Is the Grantee using the Time Distribution Records template provided by OSDE? ☐ Yes ☐ No  
If no, upload a sample of the Time and Effort form/system to be used.

Choose Fileno file selected

Upload

No files are currently uploaded for this page.

3. \*Identification of Grant Lead: Please provide Director or Administrator resume and related certifications or credentials.

Choose Fileno file selected

Upload

No files are currently uploaded for this page.

Delete Selected Files

Save Page

Answer questions 1 and 2 and provide supporting documentation, as indicated. All applications must provide supporting documentation for question 3.  
Save page.

**Applicant:**

**Application:**

**Cycle:**

**Application Due Date:**

21st Century Funded 1 Project 553 ▾

**Project Period:** 7/1/2019 - 6/30/2020

[Printer-Friendly](#)

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

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

Overview

Contact  
Information

Budget

DUNS  
Number

Supporting  
Documentation

Special  
Conditions

Assurances

Submit

Application  
History

Application  
Print

### Special Conditions

**There are no special conditions at this time.**

This page does not require action from the applicant during the initial budget process. Special conditions may be added by the program office as necessary based on performance. If special conditions are added, the grantee will be notified with instructions on required action in the GMS.

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

## General Assurances

☐ By checking this box and submitting this application to the Oklahoma State Department of Education, the applicant hereby certifies that he/she is the authorized representative of the organization and has read, understood and will comply with the assurances listed below. These assurances will also apply to any subsequent amendments of this application.

### The applicant hereby assures.

1. The applicant will administer the 21st CCLC program in accordance with all applicable statutes
2. The applicant will adopt and use proper methods for administering the 21st CCLC program, including:
  - a) The enforcement of any obligations imposed by law.
  - b) The correction of deficiencies in program operations that are identified through program
  - c) The adoption of written procedures for the receipt and resolution of complaints alleging
3. The applicant will make reports to the Oklahoma State Department of Education (OSDE) as mandated by law.
4. The applicant will give notice of the intent to submit an application to the community and that review after submission of the application.
5. The applicant will administer the program in conformity with the Stevens Amendment.
6. The applicant will make all equitable access to and equitable participation in the program's activities available to all eligible individuals, including Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.
7. The applicant will comply with the Debarment, Suspension, and Other Matters regulation, the
8. The applicant will not utilize any federal funds to lobby Congress or any other federal or state
9. The applicant will establish conflict of interest policies for Federal awards. The applicant must
10. The applicant will meet all applicable federal, state, and local health, safety, and civil rights law

Save Page

Note all Assurance tabs. Every tab has a box that **MUST** be clicked. **This is your legally binding signature** that as an authorized agent of the organization you have read and understand ALL of Assurances.

We recommend grantees print copies of the assurances for the program director and advisory committee so they are aware of the grant requirements as they plan program policies, structure, and activities.

**Applicant:**  
**Application:**  
**Cycle:**  
**Application Due Date:**

21st Century Funded 1 Project 553 ▾

**Project Period:** 7/1/2019 - 6/30/2020

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

Overview	Contact Information	Budget	DUNS Number	Supporting Documentation	Special Conditions	Assurances	Submit	Application History	Application Print
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**Submit**

**The Consistency Check must be successfully processed before you can submit your application.**

Consistency Check Lock Application Unlock Application

Assurances have not been agreed to on the consolidated application  
LEA Data Entry  
LEA Administrator  
Final Review

When the information in each tab has been completed click on "Consistency Check." This process will make sure you didn't forget any required field on the previous tabs. If no errors messages are received, complete the submit process.

GMS Access Select

Now all buttons will appear to allow you to make budget amendments, submit claims, and view information.

Select Fiscal Year: 2020

## Created

### Consolidated Plan

Application Name	Revision	Status	Date	Actions				
Assurances	Original Application	Final Approved	4/15/2019	Open	Amend	Review		Delete Application

### 21st Century

Application Name	Revision	Status	Date	Actions				
21st Century Competitive								
21st Century Funded 1 Project 553	Original Application	Submitted		Open	Amend	Review	Payments	Delete Application

### IDEA

Application Name	Revision	Status	Date	Actions				
IDEA Consolidated Application	Original Application	Not Submitted		Open	Amend	Review	Payments	Delete Application
LEA Agreement	Original Application	Final Approved	6/14/2019	Open	Amend	Review		Delete Application
School Based Services Participation Agreement	Original Application	Not Submitted		Open	Amend	Review	Payments	Delete Application

### Federal Programs

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

# FOR FURTHER INFORMATION

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

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



# CONTACT INFORMATION

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