



21st CCLC Consortium Guidance

Overview

Every three years, North Dakota holds a grant competition for the 21st Century Community Learning Centers (21st CCLC) program. Eligible entities can apply individually or as a consortium to receive federal funding for afterschool programming. Eligible entities that form consortiums will receive competitive priority points on their 21st CCLC grant application.

What is a Consortium?

A consortium is a group of local education agencies (LEA) and community-based organizations (CBO) that apply as one entity for a North Dakota 21st CCLC grant. Large LEAs that have multiple schools are one entity. For a large LEA to apply as a consortium, they need to include other LEAs and/or CBOs.

Forming a Consortium

Each LEA and CBO must enter into a consortium agreement. There are numerous parts and steps required in the consortium agreement.

Consortium Agreement:

1. The consortium must identify which LEA or CBO will be the sub-grantee. The sub-grantee receives the grant and is also the grant administrator. In situations where the grant administrator and fiscal agent are different, the consortium must submit a document stating how the 5% administrative set-aside will be split.
2. A fiscal agent must be identified for the consortium. The fiscal agent must be able to reimburse the members of the consortium and operate normally while waiting for reimbursement from the state. Reimbursement occurs usually two to three weeks after the state receives the request for funds. To verify this, the fiscal agent will need to submit a cash flow statement from their general fund.
3. Each LEA and/or CBO must submit a letter to the sub-grantee stating they want to be a part of the consortium. The letter must also state they are approving the consortium to apply for the grant on their behalf.
4. A consortium agreement is for the life of the 21st CCLC grant.
Ex. If the grant term is three years, each member of the consortium will remain a part of the 21st CCLC grant for a three-year period until the grant ends and as long as they are in good standing in regard to 21st CCLC guidance and regulations.

Role of the Fiscal Agent

Authorized Representative

The LEA that is selected to be the fiscal agent must identify the authorized representative for the 21st CCLC grant. The fiscal agent will identify the authorized representative by submitting their board minutes stating who has been approved to be the authorized representative. The signature of the authorized representative is required on all 21st CCLC documents.

Monetary Requirements

The 21st CCLC grant operates on a reimbursement basis. This requires the fiscal agent to be able to disburse funds ranging from \$25,000 to \$120,000 for program expenses from their general fund and operate normally until reimbursement from the state is received. The amount of expenses for each 21st CCLC fiscal agent depends on the size of the program.

Reporting Requirements

The fiscal agent, in collaboration with each program director, is required to submit a number of reports. Each report is required to be submitted in a timely fashion. Below you will see a list of these reports, along with a description and due date.

- Request for Funds - 15th of each month
This report is used to request reimbursement for expenses paid by the fiscal agent. The authorized representative and program director need to communicate to make sure the expenditures are correct and allowable.
- Monthly Excel Spreadsheet - 15th of each month
The excel spreadsheet tracks monthly expenditures for each line item of the grantee's approved budget. The authorized representative and program director need to communicate to make sure expenditures are correct, as well as identify any data entry errors.
- Grant Revision Request - Any time during the grant period
Grant revisions, also known as budget revisions, are used to move funding from one line item to another. The program director will contact the authorized representative if there is a need for a grant revision.
- Mid-Year/Final Financial Report
This report is required to close out the grant period. It summarizes expense payouts by the fiscal agent and reimbursements sent by the North Dakota Department of Public Instruction (NDDPI). The authorized representative and program director will communicate to make sure all amounts are correct.
- Continuing Application
Each 21st CCLC program is required to submit a continuing application every year to remain a 21st CCLC grantee. This application requires the signature of the authorized representative in three sections:
 - The application
 - The general assurances
 - The budgetThe authorized representative and program director will work together to complete the above sections of the continuing application. Please refer to the [directions](#) for completing the continuing application, found on the NDDPI website.

Role of the Grant Administrator

Hiring

The grant administrator has all hiring authority for the 21st CCLC program. The administrator can decide what the best practice will be for hiring for their consortium. They can leave it up to the individual LEAs and CBOs to hire for their sites, or the grant administrator can hire the program staff. Whatever is decided, the grant administrator must have all employee files on hand for monitoring purposes.

Monitoring

The grant administrator is responsible for monitoring each site to ensure they are in compliance with their grant application: meeting principles of effectiveness, using funds on allowable expenditures, monitoring progress toward application goals, and complying with all signed assurances. Monitoring the sites of a consortium is not limited to an on-site monitoring visit. The purpose of monitoring is to ensure there is ongoing communication between the program administrator and all sites that are a part of the consortium year round. This was an area of concern when the North Dakota 21st CCLC state office was monitored by the U.S. Department of Education (USDE). It was made clear that monitoring is not limited to on-site visits, but must include multiple monitoring activities. There are a number of monitoring activities; below are some examples. It needs to be noted that any monitoring activity must have documentation to validate it occurred.

Examples of Monitoring Activities:

- Annual on-site monitoring visits (required);
- Quarterly desktop monitoring calls;
- Fiscal spreadsheets;
- Monthly conference calls with staff;
- Technical assistant calls and publications; and
- Communication of statewide evaluation to personnel.

The grant administrator will be held accountable for monitoring all of the schools that are part of the 21st CCLC consortium through all the various methods described.

Reporting Requirements

- Quarterly Project Narrative Report
Program directors are responsible for completing and submitting quarterly reports. These reports will summarize what has been taking place in their program over the months being reported on.
- Continuing Application
Every year, the program director will need to submit an annual continuing application.
- Posting of Annual Evaluation
The program administrator is responsible for posting the results of the annual program evaluation on their website, as well as notifying the public of the results.

Accountability

Since the grant administrator is the LEA or CBO that is the sub-grantee, they are accountable for making sure all sites are in compliance with the grant. The grant administrator must also be in compliance with the grant. The grant administrator must have all documents listed on the state monitoring tool on file. The state monitoring tool is available for review on the NDDPI website.

Role of a Site Coordinator/Head Teacher

The site coordinator/head teacher is responsible for the day-to-day operations of a 21st CCLC program, as well as all reporting requirements set by the sub-grantee. There must be a site coordinator/head teacher at all sites. A site coordinator cannot be in charge of multiple sites.

For questions pertaining to the 21st CCLC program in North Dakota, please contact the [NDDPI](#) at (701) 328-2295.