

Directions for entering your 21st Century Community Learning Center continuation grant on the Grants Management System (GMS)

1. On the GMS Access Select page go down to the middle of the page under Available, go to Central Data and then click on the red Create Button that is located on the right hand side.



2. On the Central Data under the Funding Information tab please click on 21st Century.

Funding Information	Contact Information	Assurances	GEPA Information	Allocations Summary	Grant Summary	Submit	Page_Lock Control	Application Print
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Funding Information Instructions

Select the programs below that you will be accepting funding for the upcoming year. You will be required to provide contact information and agree to assurances for these programs. You will also be completing a separate application for these programs.

<input type="checkbox"/> Consolidated Application - Title I, Part A - Title II, Part A - Title VI, Part B (REAP) - Title I, Part D Negelected or Delinquent - Title VI, Part B (RLIS)	<input checked="" type="checkbox"/> IDEA Part B - IDEA Part B 611 - IDEA Part B 611 Private - IDEA Part B 619 Preschool - IDEA Part B 619 Preschool Private
<input type="checkbox"/> Carl Perkins	<input type="checkbox"/> Title IC Migrant
<input type="checkbox"/> Title III LEP	<input type="checkbox"/> Title III Immigrant
<input checked="" type="checkbox"/> 21st Century Continuation	<input type="checkbox"/> McKinney-Vento Homeless
<input type="checkbox"/> Title I-D State Agency Delinquent	<input type="checkbox"/> Title I - School Improvement 1003g
<input type="checkbox"/> Title I - Priority/Focus Improvement Grant 1003a	<input type="checkbox"/> Title II Part B Math and Science

Save Page

3. You will then need to fill out the Central Data information. You will need to fill out the Contact Information tab; read and agree to the Common Assurances and the 21st CCLC Continuation Assurances; and complete the GEPA Information Tab. A "How to Guide" for filling out this information can be found here: <http://doe.sd.gov/ofm/documents/GMS-CCont.pdf>

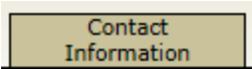
4. Go back to the GMS Access Select page and go down to the middle of the page under Available. Go to Continuation Grant and click on the black chevron that is right to the left of where it says Title IVB – 21st Century Continuation Grants. Then click on the red Create button that is located on the right hand side.

Continuation Grant

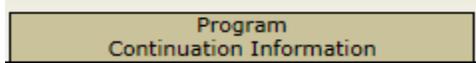
▶ 21st Century Continuation Submissions due by 6/30/2016

Project Titles **Create**

5. Click on the Contact Information tab. Update your contact information. Then click on Save Page.



6. Click on the Program Continuation tab. Answer the Yes or No question. If yes, enter the amount. Then click on Save Page.



7. Click on the Budget Information tab. Enter your budget information on the Budget Detail Tab for the Project Year July 1, 2016 – July 1, 2017. This should coincide with the budget in your 21st Century application. Click on the red Calculate Totals button at the bottom of the page. Then click on Save Page.

[Instructions](#)

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

[Click here for Description of Program Category Values](#)

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-Salaries	200-Benefits	300-Purchased Services	330-Travel	400-Supplies and Materials	470-Equipment Non capitalized	500-Equipment Capitalized	Indirect Cost
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Current Budgeted Amounts by Budget Category	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Notes: The District must budget funds by school site based on each school's sub allocation. Select the appropriate school site from the Site drop down list. District level set asides need to be budgeted at the District Level identified by "000"

Site:

Total Allocation Available for Budgeting

To obtain additional detail lines, fill in all blank lines, and click Save Page. 5 more blank lines will then be added at the bottom.

Activity Code	Object Code	Expenditure Description and Itemization	TitleIVB-21stCenturyCont Funds	Delete Row
<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="checkbox"/>

Total Displayed:

Determining Maximum Indirect Cost allowed

'A) Total Allocation Available for Budgeting	<input type="text" value="\$115,313"/>	(F) Total budgeted	<input type="text" value="\$0"/>
		Remaining (A-F)	<input type="text" value="\$115,313"/>

- Click on the Business Office Review tab. The Business Manager must click Yes that they have entered, or reviewed, the district's budget information and it accurately reflects planned expenditure's. Click on Save Page. The Business Managers name and date will auto fill.

[Instructions](#)

Business Office Review

Yes No I have entered, or reviewed, the district's budget information and it accurately reflects planned expenditures.

Name:

Reviewed/Updated on:

- To Submit the application click on the Submit tab. Before you may submit the application you will need to click on the Consistency Check button. If there are any errors or omissions the system will tell you. Once you have passed the consistency check, the GMS will allow you to click on the Submit to DOE button.

Submit

[Instructions](#)

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