

Frequently Used Acronyms and Jargon

For Nita M. Lowey 21st Community Learning Centers

ACRONYMS

21st CCLC	Nita M. Lowey 21 st Century Community Learning Centers	LMCI	Leed Management Consulting, Inc.
ADA	Average Daily Attendance	MOA	Memorandum of Agreement
AIR	American Institutes of Research	MOU	Memorandum of Understanding
APR	Annual Program Report	OMB	Office of Management and Budget
BMI	Behavior Management Institute	OST	Out of School Time
CBO	Community-Based Organization	PD	Professional Development
ED	U.S. Education Department	PII	Personally Identifiable Information
EDUID	Education Unique ID	RFA	Request for Application
EDGAR	Education Department General Administrative Regulations	RFP	Request for Proposal
ESSA	Every Student Succeeds Act	RMS	Risk Management Service
GEARS	Global Evaluation and Applied Research Solutions	RPP	Regular Program Participants
GPRA	Government Performance and Results Act	SEA	State Educational Agency
GRA	Grant Reimbursement Application (app)	SEL	Social Emotional Learning
ION	Idaho Out-of-School Network	SDE	State Department of Education
IRI	Idaho Reading Indicator	SFTP	SSH File Transfer Protocol
ISEE	Idaho System for Education Excellence	SOP	Standard Operating Procedures
FBO	Faith-Based Organization	TA	Technical Assistance
LEA	Local Education Agency	USDA	U.S. Department of Agriculture
		Y4Y	You for Youth

JARGON AND DEFINITIONS

Allocation

The amount of funds that are applied to your grant each year. These are available funds that you could use and request through reimbursement. We may allocate additional funds to your grant if you are awarded supplemental grants.

Allowability

We refer to EDGAR and the Non-Regulatory Guidance to determine allowability of certain expenses. You may hear us say, “That is an unallowable cost.” If we say this, it is because there is guidance that tells us that our grant isn’t allowed to reimburse for that kind of expense.

Budget Workbook

An Excel document that includes tabs for detailed budget overview and tabs for reimbursement request detail. Budget workbooks are a primary component to receive reimbursements. There is additional training specific to budget workbooks. No student information should be present in budget workbooks. Budget workbooks are OK to send via email.

Data Workbook

Prior to 2020-2021 program years, subgrantees collected data in data workbooks. These Excel workbooks contain detailed data on your program, including student information. These workbooks are only to be submitted through the SFTP, a secure portal for file transfer. The SDE reports data collected in these workbooks to the federal government for aggregated reporting to congress to support future funding of 21st CCLC.

Detailed Ledger/General Ledger

This is a component of a reimbursement request. The two terms are used interchangeably depending on the subgrantee’s preferred phrase. SDE usually uses “detailed ledger” in our language. Detailed Ledgers are financial reports that are typically sent to the SDE as PDFs. Detailed ledgers include payroll and accounts payable expense details for specific periods of time (usually monthly or quarterly). Subgrantees use these ledgers to complete their Budget Workbooks and submit requests. The SDE cross-references these ledgers, the Budget Workbook, and the GRA request when processing reimbursement requests.

Drawdown

Reimbursement installment. These are typically submitted monthly, or at least quarterly. Drawdowns are submitted via email to the 21st CCLC SDE Program Specialist. Drawdown

requests usually include two documents (1) budget workbook, an Excel file and (2) a detailed ledger (or general ledger), usually a PDF file.

Grantee

The SDE is considered the grantee of the Federal 21st CCLC grant. The SDE manages the grant and is the pass-through entity for the 21st CCLC grant funds.

“Necessary and Reasonable”

We ask for subgrantees to consider what is necessary and reasonable to fulfil their program’s purposes and objectives as they plan for programming, budgets, staffing, etc. and before they consider purchases or modifications.

Non-Regulatory Guidance

Non-Regulatory Guidance is provided by ED. This Guidance is “designed to help State educational agencies and eligible public and private schools and organizations throughout the country understand how they can successfully participate” in 21st CCLC.¹ The document may be updated occasionally; the last update was February 2003. Among other things, the Non-Regulatory Guidance helps the SEA develop selection criteria and helps eligible public and private schools and organizations understand what to include in applications.

Period of Performance

The five-year period that your grant is meant to be utilized.

Program Year

We associate program years with school years. Program years operate from July – June annually.

Reimbursement

Our grant doesn’t give you a lump sum of money to use at the beginning of each year, instead, we process reimbursements for expenses that your organization have already paid. When processing reimbursement requests, we also check for allowability. We can only reimburse allowable expenses. Each payment made to the subgrantee is considered a reimbursement.

Round

Subgrantees are grouped and sometimes addressed by Rounds based on your competition year. Competition parameters may have changed from Your Round number remains the same throughout the course of your grant. Some subgrantees may have multiple Rounds of grants operating at the same time. We are currently serving Rounds 11-14.

Subgrantee

All of the organizations that we offer grants to are considered “subgrantees.” The federal grant passes through us (the grantee) and down to you (the subgrantee).

Footnotes

1. “21st Century Community Learning Centers Non-Regulatory Guidance,” United States Department of Education, last modified 2003, 2. <https://www2.ed.gov/programs/21stcclc/guidance2003.pdf>

For Questions Contact

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