



# ARIZONA DEPARTMENT OF EDUCATION

## Nita M. Lowey 21<sup>st</sup> Century Community Learning Centers

### 21st CCLC Grant Application Guidance

### Fiscal Year 2021 (FY21)



## Before Getting Started

Review the entire application including the “21st CCLC Grant Application Guidance and Resources,” <http://www.azed.gov/21stcclc/application-information/> prior to beginning work on the application.

### Eligibility Verification

Before Beginning the Application Process, complete the *Eligibility Verification Worksheet* to determine eligibility for each Site applying for the Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) Grant. The Eligibility Verification Worksheet can be found in the 21st CCLC Grant Application (Word Version) on the ADE 21st CCLC Application Information page at the link above.

### Eligibility Verification Worksheet

21st CCLC Program Site (Site) eligibility is based off minimum requirements for 21st CCLC funding. Minimum requirements are **ABSOLUTE PRIORITY** and **FUNDING FORMULA**. If a Site does not meet the requirements, do not add the Site to the application as that Site will not be approved.

**Worksheet Formulas**

**Absolute Priority**

1. Provide National School Lunch Program (NSLP) fee/reduced-price percentage <http://www.azed.gov/nsfp/> or other verifiable risk factor data, including the data source, that shows that this site serves students where at least 40% of the students qualify for fee-reduced meals.

2. This Site meets the Absolute Priority.

**Funding Formula**

3. 21st CCLC funding will not exceed the \$120,000 maximum nor fall below the \$50,000 minimum.

4. Enter the October 1st number of enrolled students at the site. Number of Regular Attendees cannot be greater than 30% of the total student enrollment on October 1.

5. Number of Regular Attendees are students who will attend 30 days or more. The maximum number cannot be greater than 100 regular attendees and the minimum number cannot be less than 42 regular attendees. Total Enrollment x 30% = number of Regular Attendees.

6. 21st CCLC funding will be based on 120 days of service per year.

7. 21st CCLC funding will be based on \$10 per student.

8. Enter the Funding Formula: Regular Attendees x 120 days x \$10 per student = Total

9. Total Funds Requested

**Qualifying Questions**

10. If awarded, a Site Coordinator will be hired to be on site during center hours.

11. Does the site meet the minimum requirements to apply for 21st CCLC Funding?

-- Yes - Eligible site for 21st CCLC funding.

-- No - Ineligible site for 21st CCLC funding. Do not add to the funding application.

**Eligibility Verification Worksheet**

Site Name	Absolute Priority		Funding Formula							Qualifying Questions	
	Q. 1	Q. 2	Q. 3	Q. 4	Q. 5	Q. 6	Q. 7	Q. 8	Q. 9	Q. 10	Q. 11
<div style="border: 1px solid gray; width: 100%; height: 100%;"></div>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes - Eligible site for 21st CCLC funding. <input type="radio"/> No - Ineligible site for 21st CCLC funding. Do not add to the funding application.

If the answer is Yes for Q. 11, then the site is eligible to apply for the 21st CCLC grant.  
 If the answer is No for Q. 11, then the site is not eligible to apply for the 21st CCLC grant. Do not add this site to the funding application.

### ABSOLUTE PRIORITY:

Applications proposing services to schools with less than 40 percent low-income students will not be considered.

Provide National School Lunch Program (NSLP) free/reduced-price percentage <http://www.azed.gov/hns/frp/> or other verifiable risk factor data, including the data source, that shows that this Site serves students where at least 40% of the students qualify for free/reduced meals.

**FUNDING FORMULA:**

The total 21st CCLC grant funding request for each Site proposal must be justified by the following formula.

The regular attendees are the number of students who will attend 30 days or more cannot exceed 30% of the total enrolled students at the school on October 1.

**The total funds requested may not exceed the \$120,000 maximum nor fall below the \$50,000 minimum.**

**Funding Formula:**

- (a) \_\_\_\_ Total Enrollment on October 1 X 30% = Regular Attendees
- (b) \_\_\_\_ Regular Attendees x 120 days x \$10 per student = Total
- (c) \_\_\_\_ Total Funds Requested

**Examples:**

**Funding Formula:**

- (a) 370 Total Enrollment on October 1 X 30% = 111 Regular Attendees
- (b) 111 Regular Attendees x 120 days x \$10 per student = \$133,200
- (c) \$120,000 Total Funds Requested (Eligible to Apply)\*

\*This Site's total funds exceed \$120,000. They may request only \$120,000 because total funds requested may not exceed the \$120,000 maximum.

**Notes:**

- 1) It is permissible to target LESS than 30% of the October 1 enrollment in the Site application.
- 2) The Site may propose to serve a number of Regular Attendees which results in the formula calculation rising above the maximum allowable amount of \$120,000. But in this case, any funds above the \$120,000 21st CCLC annual Site funding cap would have to come from another source.

**Funding Formula:**

- (a) 200 Total Enrollment on October 1 X 30% = 60 Regular Attendees
- (b) 60 Regular Attendees x 120 days x \$10 per student = \$72,000
- (c) \$72,000 Total Funds Requested (Eligible to Apply)

This Site's total funds are within the \$120,000 maximum and does not fall below the \$50,000 minimum. The Site may request the \$72,000 in its application.

Funding Formula:

- (a) 130 Total Enrollment on October 1 X 30% = 39 Regular Attendees
- (b) 39 Regular Attendees x 120 days x \$10 per student = \$46,800
- (c) \$0 Total Funds Requested (Not Eligible to Apply)\*

\*This Site's total funds are below the \$50,000 minimum. The Site is not eligible to apply.

Note: This Site would not be eligible to apply for the 21st CCLC Grant. The total enrollment of the school must be greater than 138 students.

**Cautions** – Items listed below are frequently missed by applicants.

- 1) All guidance provided is in accordance with federal and state laws and adheres to regulations **SEC. 4204. LOCAL COMPETITIVE SUBGRANT PROGRAM.**  
(a) IN GENERAL — S.1177-188 — S.1177-191
- 2) Read this 21st CCLC Grant Application Guidance in its entirety.
- 3) All Lead Fiscal Agents and Sites that provide services must be within the state of Arizona.
- 4) All Needs Assessments and School/Community Level Data must be based on the current and prior years' statistics. Therefore, the school must have been open for at least one year prior to application submission to be eligible.
- 5) It is highly recommended that applicants review the completed application in its entirety to ensure that each response is complete and correct and is in alignment with responses provided in other areas of the application.
- 6) Sites that ended a previous grant award or opted out in Out of Compliance or High-Risk Status (risk levels 3 and 4), may apply during a new competition (see below).  
If awarded a new 21st CCLC grant, these Sites will enter under the following Special Conditions:
  - a. The Site will receive intensive technical assistance and monitoring from ADE during year one of the grant award to ensure capacity.
  - b. By the close of year one of the new grant award, the Site must demonstrate Substantial Compliance to be eligible to apply for continued funding beyond year one.

*Clarification: Conditional Award status will only apply to those applicant Sites that did not end the previous year in Substantial Compliance. Applicants that have a year or more time lapse between awards will begin the new award in "regular" status without the Special Conditions outlined above.*
- 7) The online application & included mandatory forms deadline is May 1<sup>st</sup>, 2020 fully submitted at the "LEA Authorized Representative" approved level in the Grants Management System (GME) by exactly 11:59 p.m. **NO EXCEPTIONS.**
- 8) An Entity ID Number and CTDS number are required for all applicants. If the applicant does not have an assigned Entity ID Number and CTDS Number from ADE, then contact the 21<sup>st</sup> CCLC Inbox at [21stCCLCInbox@azed.gov](mailto:21stCCLCInbox@azed.gov) no later than March 2<sup>nd</sup>, 2020 to start the process to obtain an Entity ID number. If the applicant does not contact the 21<sup>st</sup> CCLC Inbox by March 2<sup>nd</sup>, then there is no guarantee that the applicant will receive an Entity ID and CTDS number by the application deadline.
- 9) The 21st CCLC programs must provide safe environments for students during non-school hours. Each grant program must serve students from one school Site, where at least 40% of the students attending that school qualify for free/reduced meals.

- 10) Services may be offered at the school and at other locations provided that those locations are equally as accessible as if they were offered at the students' school. All centers must provide a range of high-quality services to support student learning and development. If, after a Site has been awarded, 21st CCLC services are discovered to be offered in another location that is not equally as accessible as if they were offered at the students' school, it may be grounds for losing the grant award.

## **Program Contact**

Arizona Department of Education (ADE)  
Nita M. Lowey 21<sup>st</sup> Century Community Learning Center (21st CCLC) Program Unit  
All questions regarding the application must be submitted via email to  
[21stCCLCInbox@azed.gov](mailto:21stCCLCInbox@azed.gov)

## **Funding Purpose / Priorities**

For important information regarding this program, please review the *21st CCLC Grant Application Resources* and other information located on the *Application Information* Tab at the 21st CCLC website <http://www.azed.gov/21stcclc/>

The 21st CCLC programs must provide safe and accessible environments for students during non-school hours. Each grant program must serve students from one school Site, where at least 40% of the students attending that school qualify for free/reduced meals; however, services may be offered at the school and at other locations. All centers must provide a range of high-quality services to support student learning and development.

Authorized under the Elementary and Secondary Education Act (ESEA), as amended by Every Student Succeeds Act (ESSA), Title IV, Part B administered by the Arizona Department of Education; the specific purposes of the law are to:

- (1) Provide opportunities for academic enrichment, including providing services to help students, particularly students who attend low-performing schools, to meet the challenging State academic standards;
- (2) Offer students a broad array of additional services, programs, and activities, such as youth development activities, service learning, nutrition and health education, drug and violence prevention programs, counseling programs, art, music, physical fitness and wellness programs, technology education programs, financial literacy programs, environmental literacy programs, mathematics, science, career and technical programs, internship or apprenticeship programs, and other ties to an in-demand industry sector or occupation for high school students that are designed to reinforce and complement the regular academic program of participating students; and
- (3) Offer families of students served by community learning centers opportunities for active and meaningful engagement in their children's education, including opportunities for literacy and related education development.
- (4) Grants funded by the 21st CCLC program may supplement, NOT supplant, existing out-of-school funding or programs.

## **Eligible Entity**

The term “eligible entity” means a local education agency (LEA), community-based organization, Indian tribe or tribal organization (as such terms are defined in section 4 of the Indian Self-Determination and Education Act), another public or private entity, or consortium of 2 or more such agencies, organizations or entities.

Non-School “eligible entity”:

1. Any “eligible entity” which is not a school is highly encouraged to partner with an eligible school to serve the students targeted for assistance and have the LEA submit the funding application. OR
2. Any “eligible entity” which is not a school can apply by securing an Entity ID number and CTDS number. Applicants interested in applying must contact the 21st CCLC Inbox at [21stCCLCInbox@azed.gov](mailto:21stCCLCInbox@azed.gov) no later than March 2nd, 2020 to start the application process.

**MINIMUM TOTAL ENROLLMENT- the total enrollment of each school site must be greater than 139 students on October 1 to be eligible to apply for the 21st CCLC Grant.**

## **Criteria and Process used to evaluate all applications**

Proposals will be reviewed pending successful completion of **ALL** required components of the application which includes Forms A-E.

The number of awards is based on the final US Department of Education (USDoE) award amount and peer review scores to determine the number of proposals approved. Geographic equity may be considered when awarding 21st CCLC funding applicants. ***In the event that anticipated federal funding is decreased or eliminated, a proportional decrease may be made to all awardees. All funding is contingent upon ADE’s receipt of federal funds.***

The 21st CCLC award will be for three consecutive years, with applicants receiving 100% funding for each of the first three years of the program if the Site demonstrates Substantial Compliance (see the *21st CCLC Guidance Handbook*). Substantial Compliance is defined as compliance with the substantial or essential requirements of the 21st CCLC contract that satisfies its purpose or objective.

If the Site meets Substantial Compliance during the 3<sup>rd</sup> year, the applicant will be renewed for 2 additional years (year 4 and 5) at 75% of the original funding. Continued funding in years 4 and 5 is based on demonstrating Substantial Compliance each renewal year.

## **Matching Requirement**

No matching funds required; however, applicants may indicate cost sharing in the budget description when appropriate.

## **Staffing Requirement**

Each entity must employ at least one Site Coordinator per Site to be on site during center hours if awarded.

Site Principals cannot receive any 21st CCLC compensation and may not serve as the Site Program Coordinator.

## **Budget**

Do not check the box labeled, “*By checking this box the LEA is waiving allocation...*”

**Budget Period**    *July 1, 2020 – June 30, 2021*

Official award to new grantees will occur at the State Board of Education (SBE) meeting in mid-August. For grant applications moving forward for approval to the SBE, expenses to the 21st CCLC grant can be obligated prior to SBE approval. However, those charges must occur after the substantially approved date in GME. In addition, LEAs cannot request reimbursement on those charges until official Grant Award Notification from ADE is uploaded in the GME System.

**Applicants must apply for a minimum of \$50,000 or up to a maximum of \$120,000 in the first year.**

## **Target Population(s)**

- (1) ***Students:*** 21st CCLC Programs target pre-kindergarten to twelfth grade students who attend schools with a high concentration (40% or higher) of students from low-income families. The 21st CCLC program targets **at-risk students** especially those considered most academically at-risk. Students attending these schools or living within the district-defined service area of such schools, are eligible to participate.
- (2) ***Adults and Families:*** In addition to students, the 21st CCLC Program must also serve adult family members of those students **who are actively participating** in the regular 21st CCLC program. These adult family members are provided with family engagement and/or family literacy services or activities that support the academic achievement of the actively participating students.

## **REQUIRED DOWNLOADABLE DOCUMENTS**

The following downloadable assurance forms are a mandatory component of a complete 21st CCLC application. Incomplete applications will not be considered for funding.

Signed Forms A - E must be scanned and uploaded to the online application via the Grants Management System (GME), accessible through the ADEConnect portal found on the ADE Home Page by 11:59 p.m., May 1, 2020. No hand delivered, emailed, faxed or photocopied documents or signatures will be accepted. To ensure upload success, documents should be saved locally to user’s computer before uploading to Related

Documents page. Acceptable Related Documents are PDF or Word documents. Do not upload to the Related Documents page from a Cloud-based site, as these sites typically require user sign-in to access the documents and thus may be viewed as security risk to ADE computers.

**A. Form A Participants Verification**

- Form A should demonstrate authenticity and provide evidence of buy-in. Those signing Form A are agreeing to the content of the submitted 21st CCLC grant application.

**B. Form B Adequacy of Resources**

- ADE monitors the capacity of awardees to implement these Federal grants and holds grant applicants to the promises made on this form and other parts of the application. If grantees are found not to have adequate resources to administer the grant, funding may be reduced or eliminated for that grantee.
- Grantees will be required to collect extensive ongoing data for submittal of an Annual Performance Report (APR) to the U. S. Department of Education. This report includes information such as student attendance, grades, number of classes, types of classes, teacher surveys, etc.

**C. Form C Private School Consultation**

- All information must be completed 100%. Please do not leave any information blank. Keep in mind, applicants will need to consult with the private schools within the service area boundaries of the school to complete Form C. If no private school is found within your district boundaries, then you will select “No”.

**D. Form D Statement of Assurance of Original Work**

- Grant applicants must provide ADE with assurances that the application is their own original work. If plagiarism is identified, applications will be disqualified.

**E. Form E Statement of Assurance of Community Notification**

- The U. S. Department of Education requires applicants to give notice to the community of their intent to submit an application. It is up to the applicant to determine the best way to notify the community. Please note that if you do not provide community notification, your application will be disqualified.

## **OTHER REQUIREMENTS**

### General Statement of Assurance

See this link for information: <http://www.azed.gov/grants-management/gsa/>

- All organizations applying for the grant must have a **2020** General Statement of Assurances on file with ADE's Grants Management Department allowing access to the application online.

- All organizations applying for the grant must have **2021** General Statement of Assurances on file with ADE's Grants Management Department by **May 31, 2020** in order to receive a funding allocation.

#### Entity ID Number & CTDS Number

An Entity ID Number and CTDS number are required for all applicants. If the applicant does not have an assigned Entity ID Number and CTDS Number from ADE, then contact the 21st CCLC Inbox at [21stCCLCInbox@azed.gov](mailto:21stCCLCInbox@azed.gov) no later than March 2nd, 2020 to start the process to obtain an Entity ID number. If the applicant does not contact the 21st CCLC Inbox by March 2nd, then there is no guarantee that the applicant will receive an Entity ID and CTDS number by the application deadline.

#### Student Attendance

Each Site will be required to take 21st CCLC program student attendance in the school site's current Student Information System (SIS) and submit it as part of the upload to the Arizona Department of Education (ADE) Arizona Education Data Standards (AzEDS) system <https://www.azed.gov/aelas/azeds/>. Daily attendance is required for all 21st CCLC program activities, and it is expected that student attendance data is uploaded through the school site's SIS at least weekly to ADE in AzEDS.

#### LEA Tribal Affirmation Consultation

See the link for information: <http://www.azed.gov/oie/tribal-consultation/>

- All organizations applying for the grant should refer to the Office of Indian Education website: <http://www.azed.gov/oie/tribal-consultation/> and the Arizona Tribal Consultation Guide to see if your Local Educational Agency must submit an LEA Tribal Affirmation of Consultation form to receive federal funds.
- Formal consultation between affected local educational agencies (LEAs) and tribal representatives were incorporated into the Every Student Succeeds Act (ESSA) in December 2015.
- All organizations required to consult with tribes must complete and submit the form prior being awarded.

## **Application Due Date**

***MAY 1, 2020 by exactly 11:59 P.M.***

***The due date refers to the date of receipt online in the ADE Grants Management System (GME), accessible through the ADEConnect portal found on the ADE Home Page. A complete application with include the electronic application and downloaded Forms A, B, C, D, and E. Forms must be complete with signatures.***

***An application is fully submitted when it is "LEA Authorized Representative" approved in GME. NO EXCEPTIONS.***



## **Online Application**

The 21st CCLC grant application for FY21 will be available on March 1<sup>st</sup>, 2020 in the ADE Grants Management System, accessible through the ADEConnect portal found on the ADE Home Page.

You may log in at <https://home.azed.gov/Portal>. If you have not worked with ADEConnect in the past, or are not certain you have the proper credentials, please see this link <http://www.azed.gov/aelas/adeconnect/>. You may also contact the ADEConnect Call Center at (602) 542-7378 or [adesupport@azed.gov](mailto:adesupport@azed.gov).

Note: Log in information for the old Common Logon system will NOT work with ADEConnect.

If you need technical assistance in completing the on-line application, please see the ADE Grants Management website at <http://www.azed.gov/grants-management/>. If you need additional technical assistance or have questions in submitting the on-line application, please contact Grants Management Staff at 602-542-3901 or by email at [grants@azed.gov](mailto:grants@azed.gov).

## **21st CCLC Grant Application Guidance and Resources**

For application-specific guidance and support materials please visit the ADE 21st CCLC website at <http://www.azed.gov/21stcclc/application-information/>. Current support materials for applicants, including a Word version of the application, will be available on the ADE 21st CCLC website on February 3<sup>rd</sup>, 2020; however, all applications MUST be submitted online in the Grants Management System, accessible through the ADEConnect portal found on the ADE Home Page.

## Initial Screening

The Arizona Department of Education will conduct an initial screening of all applications.

### **Initial Screening Process:**

If any of the following criteria is not met the application will be disqualified and will not move on in the application process.

**1. Application and 21<sup>st</sup> CCLC FY21 Mandatory Downloadable Assurance Forms A- E are signed and submitted by the due date and time**

Grant applicants must adhere to the grant submittal deadlines. No extensions will be granted. Late submissions will be automatically disqualified.

**2. 40% or higher Low-Income Students**

Each 21st CCLC grant application must propose to serve the students who attend a school where at least 40% of the students qualified for free/reduced cost meals in the previous year. This will be verified by free/reduced cost meals data. Alternative data may be considered if it demonstrates low income status of students from a verifiable data source.

**3. Correct Applications**

Note: Incorrect applications which are rejected will be disqualified on a Site-by-Site basis. It is possible for the fiscal holder to have one or more Sites disqualified, with the remaining Sites forwarded for consideration in the Peer Review Process.

**a. Funding Formulas must meet the criteria in the Verification Eligibility Worksheet as stated in the application**

**b. Applications must be Site Based**

A Fiscal Agent may submit an application which includes up to six (6) different 21st CCLC grant proposals. Each of these proposals should include Site specific content. No more than one school's students may be served per 21st CCLC proposal. Wherever Site information is requested on the application, content is to be specific to the school site's students that each proposal is written to serve.

**c. Online Schools may not apply for 21st CCLC funding**

Given that this funding may not serve students during their instructional day, and given the "supplement, not supplant" rule, the 21st CCLC grant program cannot fund a Center serving students who attend an online school. By nature, online education is available 24/7, so these schools do not have the option of setting a defined instructional day separate from the time that 21st CCLC services would be offered. By law, 21st CCLC programs and activities must be offered before or after the school instructional day.

**d. Joint Technological Education District (JTED) Sites are not eligible to apply for 21st CCLC funding to serve students from multiple schools**

Given that applications must be Site based (see b. above) and may not serve students from multiple schools, a JTED serving as the 21st CCLC program Site may only apply if its application is solely based on serving students from one school. Similarly, if it is discovered that a JTED Site is serving students from multiple schools after a Site has been awarded, it may be grounds for losing the grant award.

**e. Private schools may not serve as the 21st CCLC program Site.**

Although, private school students and teachers are eligible to participate in 21st CCLC (Title IV, Part B) programs, private schools may not receive or have control of these federal funds.

**4. Complete Application**

Incomplete applications will not be accepted. Responses to each application question must include a narrative text response. Place holders such as an asterisk or hyphen will not be considered an acceptable response. It is the responsibility of the applicant to ensure that it has submitted a complete application to ADE in the Grants Management System.

Note: Applications will receive a second screening for completeness. If an incomplete application is discovered at any point during the Application Review, it will be disqualified at that point.

*If any of the following criteria is not met, the application issues will be addressed prior to award.*

**1) Charter Board Compliance Check – good standing**

**2) Grants Management Enterprise (GME) – good standing**

General Statement of Assurances (GSA) has been submitted  
LEA does not have any outstanding issues

- Outstanding Completion Report(s)
- Outstanding Refund(s)
- Outstanding Hold(s)

LEA does not have any programmatic Hold(s)

**3) Budget Alignment**

- Budget will be checked for alignment with entire grant proposal
- Budget items should conform to the USFR Chart of Accounts
- The requested dollar amounts are reasonable and necessary
- Appropriate staffing requirements are reflected in the budget (One Site Coordinator must be on Site during center hours)
- Budget should include costs for **MANDATORY** Fall Leadership Training for the Principal and Site Coordinator(s).

Recommended Budgetary Guidelines

- Administrative costs do not exceed 25% of total budget
- External evaluator/consultant costs do not exceed 5% of total budget
- Capital costs do not exceed 10% of the total budget and are necessary to proposed programs/services
- Transportation costs do not exceed 4% of total budget.
- Indirect Costs charged to the grant may not exceed the negotiated restricted indirect cost rate. Indirect Costs may not be charged on capital expenditures. If Indirect Cost Rates have not been loaded into the Grants Management System, and the applicant plans to charge the grant, then applicant will write a narrative to this effect in the budget narrative description in the support services supply line (as a placeholder). The narrative should clearly indicate that this is a temporary placement of an allocation for anticipated Indirect Costs, and once the Indirect Cost Rate is approved, the applicant will revise the budget to include the final negotiated indirect costs in the Indirect Costs line of the budget.

- Field trips are allowable under certain conditions as described in the 21st CCLC Guidance Handbook.
- A Capital Outlay Worksheet (COW) is required when an LEA budgets in the capital codes within the Funding Application. For Districts, the codes are 6731-6739. For Charters, the code is 0190. Contact the Grants Management for technical assistance.

#### 4) **Generation of 21st CCLC Program Income**

- Generation of 21st CCLC program income\* is **NOT** allowed by ADE. This includes any program income, including fees for student participation in 21st CCLC programs.
- Participant fees can result in exclusion. Even if scholarships are offered, or the fees seem nominal to program staff or leaders, some students or their families may not even apply to participate if they see or become aware of a fee for the program. As there is no way to prove that this type of exclusion is not happening, and it is the intent of the law to ensure that exclusion does not occur, ADE does not allow 21st CCLC participant fees.

Note: \*Program income is any income generated using 21st CCLC resources.

## Scoring Rubric for the Grant Application

### Scoring Sheet

- The Application Guidance describes what is to be included in each section of the Application.
- Proposal reviewers will refer to the Rating Guidelines to evaluate the answers in each section.
- Proposal reviewers will then assign a total score for each section based upon how well the applicant responds to the questions listed in each section.
- The application is based on a 100-point scale.

### Points Distribution

Sections	Max. Score
<b>III. Priority</b> <ul style="list-style-type: none"> <li>• Award 0, 2 or 4 Priority Points to schools based on the information provided by ADE (Spreadsheet will be provided to all Peer Reviewers during the review period)</li> </ul>	4
<b>IV. Program Need (1-4)</b> <ul style="list-style-type: none"> <li>• The applicant clearly describes the entire student population's academic status</li> <li>• The applicant clearly cites factors that place students at risk of educational failure</li> <li>• The applicant clearly describes the academic need for at-risk students, <b>AND</b> the program needs align with the Site's Continuous Needs Assessment and School Goals</li> </ul>	17
<b>V. Program Design and Implementation (1-21)</b> <ul style="list-style-type: none"> <li>• The applicant clearly describes strategies to identify, recruit and retain targeted students in the program</li> <li>• The applicant clearly describes strategies to recruit and retain adult family members to participate in supporting their child's education</li> <li>• The intervention and academic enrichment activities are tailored to address the specific needs of program participants</li> <li>• There is a clear plan for communication between day and afterschool programs, safety, nutrition and to ensure equitable participation of all program participants</li> </ul>	17
<b>VI. Adequacy of Resources (1-7)</b> <ul style="list-style-type: none"> <li>• The applicant clearly describes how funds will supplement and not supplant existing resources</li> <li>• The applicant clearly explains the fiscal holder's capacity to manage fiscal resources</li> <li>• There is a clear plan that explains how program management, staffing and volunteer requirements will be met</li> </ul>	17
<b>VII. Program Objectives and Activities (1-8)</b> <ul style="list-style-type: none"> <li>• The applicant includes SMART objectives</li> <li>• The applicant clearly describes activities that reflect comprehensive and effective methods that are likely to result in achievement</li> <li>• There is a clear plan demonstrating principal's actions to increase stakeholder buy-in and support for the program</li> </ul>	19
<b>VIII. Evaluation (1-6)</b> <ul style="list-style-type: none"> <li>• The applicant clearly describes a comprehensive evaluation plan that will monitor progress towards meeting the program objectives</li> <li>• The evaluation process is designed to drive decisions and effective approaches that will likely impact student success</li> <li>• There is a clear plan to disseminate information to all stakeholders</li> </ul>	13
<b>IX. Sustainability (1-3)</b> <ul style="list-style-type: none"> <li>• The applicant clearly describes how 21st CCLC activities will coordinate with other funding streams and partnerships</li> <li>• The applicant identifies partners involved not only in the application process but also involved with program activities</li> <li>• The applicant clearly articulates plans to continue key components of 21st CCLC services beyond the scope of the grant</li> </ul>	13
<b>Total Score</b>	<b>100</b>

### Rating Guidelines

Not Addressed	Poor	Basic	Good	Exceptional
Does not address the criteria or simply re-states the criteria.	<ul style="list-style-type: none"> <li>✓ Does not meet criteria,</li> <li>✓ fails to provide information,</li> <li>✓ provides inaccurate information,</li> <li>✓ or provides information that requires substantial clarification as to how the criteria are met.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Limited information as to how the criteria are met is provided and information lacks specificity or relevance.</li> <li>✓ Provides little focus, detail and/or evidence.</li> <li>✓ Some minor inconsistencies and weaknesses exist.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Adequate information as to how the criteria are met is provided and is accurate and pertinent.</li> <li>✓ Provides focus, detail and evidence.</li> <li>✓ Few inconsistencies or weaknesses exist.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Proposal exceeds all minimum requirements.</li> <li>✓ Complete, detailed, and clearly articulated information as to how the criteria are met.</li> <li>✓ Provides specific, convincing and comprehensive evidence.</li> <li>✓ Ideas are thoroughly developed and well-conceived.</li> <li>✓ No inconsistencies or weaknesses exist.</li> </ul>



## 21st CCLC AT-A-GLANCE REQUIREMENTS

### General Statement of Assurance (GSA)

A Fiscal Year 2020 GSA for the fiscal agent must be on file with the Arizona Department of Education's (ADE) Grants Management Department in order to receive access to the application. If awarded, a FY21 GSA will need to be on file by May 31, 2020.

### County, Type, District and School NUMBER (C.T.D.S.)

A C.T.D.S. number is required before you can submit a grant application. "C.T.D.S." stands for County, Type, District and School. The fiscal holder (such as a school district) has a specific C.T.D.S. number and each school also has a specific C.T.D.S. number. Any organization applying that does not have a C.T.D.S. number should see the "OTHER REQUIREMENTS" section of the Application Guidance above.

### Entity ID Number

All applicants must have an Entity ID number. An Entity ID Number will need to be entered in the application for each Site. See the ADE Home Page at <http://www.azed.gov/> and click the "Find A School" icon.

### Application Tips

- An Application can have up to a maximum of 6 Sites/schools. If an applicant is applying for more than one school, then each school becomes a separate Site with its own budget and set of on-line assurance Forms A, B, C, D, and E.
- You can copy & paste text from a word document to the on-line application. If you experience difficulties, type directly into the application cell.
- Remember to enter information into each question's text box. Application will be incomplete if any text boxes are left blank. Responses to each application question must include a narrative text response. Place holders such as an asterisk or hyphen will not be considered an acceptable response.
- Review a printed copy for completeness prior to submitting on-line.
- There is a limit of 8000 characters for each answer. This includes commas, periods, spaces, tables, charts, etc.
- ADE recommends submitting applications at least three business days before the due date. This allows you plenty of time should you encounter any difficulty with submittal.

If you need technical assistance or have questions in submitting the on-line application, please see the Online Application section of the Application Guidance above.

## Program Need

In this section provide justification that establishes a need for a 21st CCLC grant.

## Program Design and Implementation

21st CCLC services for **students** must be offered during non-school hours or periods when school is not in session. Services are not to be provided during regular school instructional hours. Lunch time is considered part of the regular school hours. However, activities targeting pre-kindergarten children and adult family members of 21st CCLC student participants may take place during regular school hours as these times may be most suitable for serving those populations.

Online services for students:

### Online Schools may **not** apply for 21st CCLC funding:

Given that this funding may not serve students during their instructional day, and also given the “supplement, not supplant” rule, the 21st CCLC grant program cannot fund a Center serving students who attend an online school. By nature, online education is available 24/7, so these schools do not have the option of setting a defined instructional day separate from the time that 21st CCLC services would be offered. By law, 21st CCLC programs and activities must be offered *before* or *after* the school day.

### Online classes or activities **may** be offered:

The section above regarding online **schools** does not in any way rule out schools that offer online study **options**. Schools may offer online study options during the school day, when these options are offered as part of the normal classroom instructional day offerings at a school Site. Similarly, online classes or activities may also be offered during the before or after school 21st CCLC program.

JTED services for students:

Given that applications must be Site based and may not serve students from multiple schools, a JTED may only apply if its application is solely based on serving students from one school. Similarly, if it is discovered that a JTED Site is serving students from multiple schools after a Site has been awarded, it may be grounds for losing the grant award.

### JTED Schools **may** offer 21st CCLC services under the following conditions:

- JTED may serve as the 21st CCLC program Site if it serves the students of only one school
- JTED schools may offer services to one or more 21st CCLC program Sites as a partner to a 21st CCLC program



The program plan should describe how implementation of services will accomplish the following objectives:

- Targeted intervention
  - designed to boost students' abilities in core content areas (math and reading/language arts) and
  - that specifically recruits the students identified in the application as in need of this long-term academic assistance program
- Balanced program that combines remedial education activities with fun and engaging academic enrichment classes
- Program activities address Arizona's 21st CCLC youth development framework and philosophy
- Supplement but does not supplant existing services

All components of 21st CCLC program design should be backed by ideas that research and practice have shown to be effective.

**TOTAL CENTER SERVICES** must include both Direct Student Services and Adult Family Services.

**DIRECT STUDENT SERVICES** are those services where enrolled student participants can participate. EVERY STUDENT in the program must be afforded the full hours of programming planned.

21st CCLC Services cannot be discriminatory as stated in Title 9 regulations. For example: an applicant cannot serve boys on Monday and girls on Tuesday. Individual students would be excluded from half of the total programming.

Each 21st CCLC program must commit to providing services for at least these minimum lengths of time:

- 120 days per fiscal year
- 3 weeks summer school
- 4 days per week (academic and summer school)
- 8 hours per week (does NOT include teacher planning/preparation time).

Ongoing regular student attendance is important in maximizing the impact of the program on student achievement and behavior. For a student to be considered a regularly attending student, they must attend the program for 30 days or more. 21st CCLC is intended to be a long-term academic intervention targeting the students who need it most, not a "drop-in" program.

**ADULT FAMILY SERVICES** are services provided to adult family members of those students who are actively participating in the regular 21st CCLC program. Unlike student 21st CCLC services which must be offered during non-school hours, family engagement activities may occur at any time, including during the students' instructional day.

The intent of family engagement is to engage adult family members of those students who are ACTIVELY participating in the 21st CCLC program in opportunities for active and meaningful engagement in support of their children's education and success. Family engagement opportunities should be part of an ongoing, systematic plan to engage families towards these goals.

Refer to the 21st CCLC Grant Application Guidance and Resources on the 21st CCLC website for ideas for successful family engagement strategies.

### **Adequacy of Resources**

Describe in detail the applicant's capacity to successfully manage an out-of-school time program, including, but not limited to the program and fiscal management of this grant; maintaining and recruiting high quality staff; relevant professional development; and on-going evaluation practices. Be cautious not to use these new federal funds to supplant existing resources or services, staff salaries or programs, but to supplement or expand on what is already in existence.

Note: If awarded funding, the first reimbursement request should be made no later than October 1, 2020.

### **Program Objectives and Activities**

For each of the program areas (Academics, Youth Development, and Family Engagement), write **SMART** objectives that can be *measured annually* and are:

- Specific,
- Measurable,
- Achievable,
- Realistic and
- Time-bound

Arizona does not allow State Assessments as a progress measure for 21st CCLC grant program SMART objectives. Formative assessments or benchmark data can provide meaningful outcome data for determining student progress on grant program objectives within the Program Year.

Reason:

All Program objectives are intended to be annual SMART objectives. These should be measurable within one Program Year, thus enabling annual assessment and reporting to be completed at the end of the Program Year. State Assessment scores are not available within the current program year, which results in a lag in information about student progress and program impact.

- Academics                      Minimum of 2 SMART objectives;  
   Maximum of 3 SMART objectives
  - one objective must be math related
  - one objective must be reading related
  - if a third objective is submitted, it can be math, reading, or another academic area
- Youth Development      Minimum of 1 SMART objective;  
   Maximum of 2 SMART objectives
- Family Engagement      Provide 1 Process objective

For more information about SMART Outcome and Process objectives, go to the 21<sup>st</sup> CCLC Application webpage at <http://www.azed.gov/21stcclc/application-information/>. All components of 21st CCLC programs (academic/enrichment, youth development, and family engagement) should help accomplish the primary purpose of the 21st CCLC funding, which is to boost students' academic growth in core content areas of math and reading/language arts.

21st CCLC programs can be an important resource to help achieve objectives in the school's Comprehensive Needs Assessment (CNA) and Integrated Action Plan (IAP) which together are referred to as the Planning Tool in GME and to accomplish other school goals.

### **Evaluation**

To ensure quality programming and student performance, each grantee must utilize continuous formative evaluations to assess its progress toward achieving its goal of providing high-quality opportunities for academic enrichment. The evaluation must be based on the factors included in the *Measures of Effectiveness*.

Each grantee must:

- Conduct ongoing **formative** evaluation to assess progress toward achieving outcome objectives throughout each year of the grant;
- Complete an annual **summative** evaluation prescribed by ADE that assesses whether objectives were met.

### **Sustainability**

All 21st CCLC Sites are federally required to maintain at least one external partner during each year of the 5-year grant. The fiscal agent is the entity responsible for receiving and managing grant funds. In most cases, the fiscal agent is the LEA/district; therefore, the LEA and its funded programs cannot be considered an external partner. Example: Title 1 funds can be leveraged internally to supplement 21st CCLC services but cannot be counted as an external partner for this grant.

Responses in this section should reflect the information in the Participant Verification form (Form A).

This section should describe:

- the process used to identify partners and how they will contribute to the success of the program.
- the collaboration efforts that will be undertaken to foster and promote the success of the program.
- the sustainability efforts that will be undertaken to maintain the success of the program after 21st CCLC funding is decreased or no longer available.

### **21st CCLC FY21 Mandatory Downloadable Assurance Forms MUST be signed, dated & uploaded in GME**

21st CCLC FY21 Form A - PARTICIPANTS VERIFICATION FORM

21st CCLC FY21 Form B - ADEQUACY OF RESOURCES FORM

21st CCLC FY21 Form C - AFFIRMATION OF CONSULTATION FORM  
(Participation of Private School)

21st CCLC FY21 Form D - STATEMENT OF ASSURANCE OF ORIGINAL WORK

21st CCLC FY21 Form E - STATEMENT OF ASSURANCE OF COMMUNITY  
NOTIFICATION

## **Previously Awarded Grants**

On the 21st CCLC website's <http://www.azed.gov/21stcclc/whatis21stcclc/>, see the link to the *21st CCLC Grant Program Sites In Arizona (FY20)* to locate Sites that have previously been awarded grants.

- Awarded grants are public information and are available to all.
- Review with caution! There is a range of quality and completeness to the answers provided; and one Site's solutions may not work for another school community at all.
- Work must be the original work of the applicant. ADE has the right to remove the grant application from funding consideration. Similarly, if plagiarism is discovered after a Site has been awarded, it may be grounds for losing the grant award.

To access previously awarded grant applications:

See the next page for the steps to access previously awarded grant applications.

## To Access Previously Awarded Grant Applications

- 1) If you are a current user of the Grants Management System, sign in with your current login and password and use the SEARCH option to find an organization that has been awarded the 21st CCLC grant.
- 2) If you are not a current user of the Grants Management System, type this web address in your web browser: <https://gme.azed.gov/> and use the SEARCH option to find an organization that has been awarded the 21st CCLC grant.

The screenshot shows the 'Search Organizations' interface. On the left is a navigation menu with 'GME Home', 'Search', 'Contact ADE', 'Document Library', 'Help', and 'GME Sign-In'. Below the menu is a 'Public Access' section with a 'Production' status indicator. The main content area is titled 'Search Organizations' and contains search criteria: 'Organization Name' with a dropdown set to 'Begins With' and an input field; 'Organization Number' with an input field; and 'County' with a dropdown menu. At the bottom are 'Search' and 'Reset' buttons.

- 3) Click on the hyperlink of the organization in the “Organization Name” column.
- 4) From the blue menu in the upper left corner, select Funding ➤ Funding Applications.
- 5) The “21st Century Community Learning Centers – New” applications that are at the SEA 21st Century Community Learning Centers – New Director Approved status are complete applications that were approved for funding. You may need to go back to Fiscal Year 2017 or older.
  - Caution: The “21st Century Community Learning Centers – Continuing” applications are renewal applications after award and are NOT the original comprehensive application that new applicants complete to apply for funding and would be less helpful for new applicants to review.
- 6) When the application is open, you must click on the dropdown menu to the right of the “District Level” portion of the application to reveal the sections that each Site completed for the Site-specific proposal.
  - When a Site is selected, the “Related Documents” link is revealed. This is where the required Forms A – E are uploaded for each Site proposal.

## **Application- Steps for Completion**

- Was the Eligibility Verification Worksheet completed accurately addressing the requirements for Absolute Priority and Funding Formula?
- Was an application submitted for those eligible Site(s) only?
- Were all questions answered and within the 8,000-maximum character limit?
- Were all 21st CCLC FY21 Mandatory Downloadable Assurance Forms A-E completed and signed with appropriate signatures?
- Were all 21st CCLC FY21 Mandatory Downloadable Assurance Forms A-E uploaded in GME?
- Were the application and 21st CCLC FY21 Mandatory Downloadable Assurance Forms A-E submitted on time?
- Was application fully submitted with “LEA Business Manager Approved” and “LEA Authorized Representative Approved”?

May 1, 2020 FULLY SUBMITTED IN THE GRANTS MANAGEMENT SYSTEM (GME) BY EXACTLY 11:59 P.M. NO EXCEPTIONS. LATE SUBMITTALS WILL NOT MOVE ON IN THE APPLICATION PROCESS.

### **Appeal Process**

Rejections of Applications will be made once all 21st CCLC program funding has been accepted by subgrantees. Applicants will be notified of the Application Rejection, including the reason(s) for not receiving a grant award, within five business days of acceptance by all subgrantees.

All appeals will be handled in accordance with 20 U.S.C. § 1231b-2, 34 CFR § 76.401, and A.A.C. R7-2-805. A written appeal and request for hearing may be filed if the Fiscal Agent/LEA believes that the Department violated a state or federal statute or regulation by disapproving or failing to approve an application. Applicants shall file the appeal with the Superintendent of Public Instruction within 30 days of the Application Rejection notification. The appeal shall be sent to the Superintendent by certified mail with a copy sent to the 21st CCLC Program State Director via email at the following address: [21stCCLCInbox@azed.gov](mailto:21stCCLCInbox@azed.gov). If the applicant is or represents a school district, authorization to seek a hearing must come from the district's governing board. The written appeal must set forth the nature of the complaint and the facts on which the complaint is based.

A hearing will be held before an appeals panel within 30 days of the receipt of the appeal. The Department will notify the applicant of the hearing date at least 10 days prior to the hearing. Hearings will be held in accordance with A.A.C. R7-2-805(D). No later than five days after the hearing, the appeals panel will forward its recommendation to the Superintendent for review. The Superintendent shall issue a written ruling, including findings of fact and reasons for the ruling within 10 days after the hearing.



The Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) Title IV-B Program is funded by a federal grant from the U.S. Department of Education and administered by the Arizona Department of Education. For more information visit: <http://www.azed.gov/21stcclc/>