ARIZONA DEPARTMENT OF EDUCATION
Nita M. Lowey 21st Century Community Learning Centers
Fiscal Year 2022 **(FY22) 21st CCLC Yr 1 – New**
21st CCLC Grant Application Guidance

Before Getting Started

1. Review the entire application including the "Grant Application Guidance and Resources," http://www.azed.gov/21stcclc/application-information/ prior to beginning work on the application.
2. Write the Application as if the program will be operating in a standard or regular non-pandemic impacted year.
3. Be sure to refer to the COVID-19 FLEXIBILITY included as the last page (see page 30) of this guidance document.

Applicants may review the U. S. Office of Elementary & Secondary Education's website with the link to the 21st CCLC Programs at U.S. Office of Elementary & Secondary Education

Funding Disclaimer

The Grantee acknowledges and agrees that the Arizona Department of Education's award and/or payment of funds under this agreement is contingent upon ADE receiving funds from Federal, State, or other funding sources to support the grant. Notwithstanding any other provisions of this agreement, in the event that ADE funding is reduced or rescinded by Federal, State, or other funding sources, ADE may immediately reduce the amount of funds awarded or terminate this agreement by written notice to the Grantee.

FFATA & GSA Verification

Check off the boxes and complete a short description of your project. This section must be completed and will not be scored by the Peer Reviewers.

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 a funding formula as described below.

First, determine the number of Regular Attendees that will be used in the formula. The Regular Attendees are the number of students who will attend the 21st CCLC Program for 30 days or more. The number of Regular Attendees used in the funding formula cannot exceed 30% of the total enrolled students at the school on October 1. Applicants must use *The Oct1 – October 1 Enrollment Report* located in the AzEDS Portal in the Grants Management System. Within that Report, use the "Total Passed by School:" number for the Total Enrollment. This is the official October 1 enrollment count and this official October 1 enrollment number will be verified by ADE. *Caution*: Do not use the "Total Enrollments by School:" number because this number includes students who may have been submitted but *were not counted* towards the official October 1 enrollment due to being counted elsewhere or not passing some other October 1 data integrity rule.

NOTE: October 1 enrollments are not finalized until mid-January. Applicants must check their October 1 enrollment after January 16 and before submitting the application in GME. ADE will verify this number using the finalized October 1 enrollment.

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.

MINIMUM TOTAL ENROLLMENT- The total enrollment of each school site must be greater than 138 students on October 1 to be eligible to apply for the 21st CCLC Grant.

Eligibility Verification

21st CCLC Program eligibility is based on minimum requirements for 21st CCLC funding. Each 21st CCLC Program may serve only the students of one qualifying school (Site), and 21st CCLC Program awards are Site-specific.

Eligibility of a school site to receive a 21st CCLC Program award is determined by completing the *Eligibility Verification Worksheet* for each Site.

Eligibility Verification Worksheet

Before beginning an application for the *Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) Grant* for a Site, complete the *Eligibility Verification Worksheet* to determine if the Site meets eligibility requirements.

The Eligibility Verification Worksheet can be found in the 21st CCLC Grant Application (Word Version) on the ADE 21st CCLC Application Information page.

Minimum requirements are ABSOLUTE PRIORITY and FUNDING FORMULA. If a Site does not meet the minimum requirements, do not add the Site to the application as the 21st CCLC application for that Site will not be reviewed nor approved.

Worksheet Formulas

Absolute Priority

1. 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.

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.

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
	○ Yes ○ No		○ Yes ○ No	○ Yes ○ No		○ Yes ○ No	○ Yes ○ No	$		○ Yes ○ No	○ Yes - Eligible site for 21st CCLC funding. ○ 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.

Note: 5 sites is the maximum number a District can add to the Eligibility Worksheet. Click on the "add a site (+)" to add additional sites up to 5 sites are allowed. The Eligibility Worksheet must be completed for each site added.

Funding Purpose / Priorities

For important information regarding this program, please review the *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. Program 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 (25 U.S.C. 450b)), another public or private entity, or consortium of 2 or more such agencies, organizations or entities.

Each 21st CCLC Program Application may serve only the students of one qualifying school (Site), and each 21st CCLC Program award under that Application is Site-specific. Applications for 21st CCLC funding must be made under the District (Lead Fiscal Agent) which the school (Site) operates under.
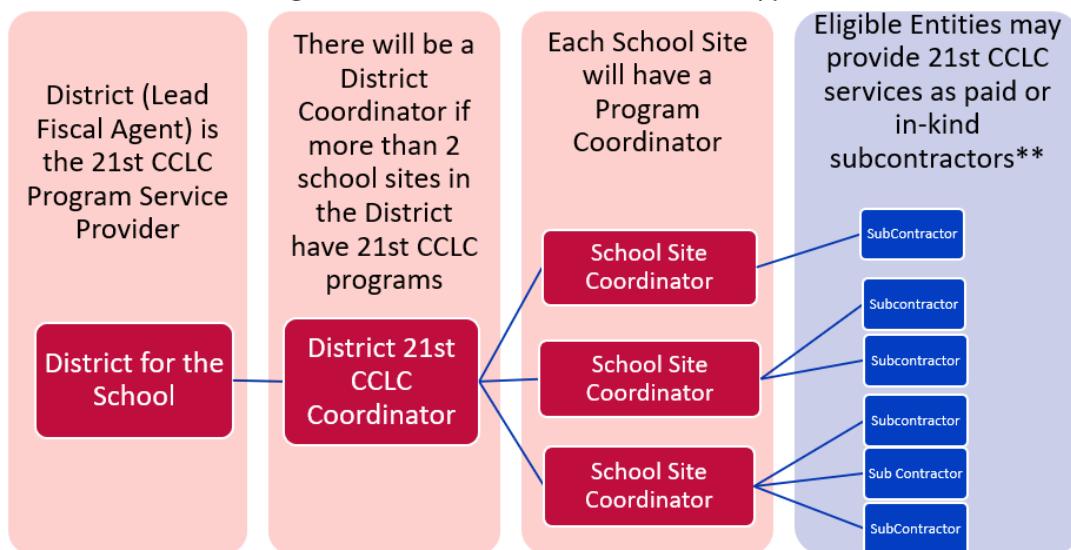
If an "eligible entity" (per the paragraph above) is not the school site's District, then the entity must apply under a District (Lead Fiscal Agent) for 21st CCLC funding for a specific Site or Sites within the District as a Participating Member Eligible Entity.

There are two pathways for "eligible entities" to receive 21st CCLC program funds in partnership with the District and its school Sites, as detailed below:

1) Standard Partnership Model
   a. The "eligible entity" may simply provide some contracted services for the 21st CCLC program run by the District for the Site(s). In this case, the contracted Program Service Provider would not be named in the original 21st CCLC Yr 1 – NEW application but would instead be included in the budget of the application as a subcontractor when and where appropriate.

Standard Partnership Model
School District is the Program Services Provider – All but a few applicants choose this model

| District (Lead Fiscal Agent) is the 21st CCLC Program Service Provider | There will be a District Coordinator if more than 2 school sites in the District have 21st CCLC programs | Each School Site will have a Program Coordinator | Eligible Entities may provide 21st CCLC services as paid or in-kind subcontractors** |

District for the School — District 21st CCLC Coordinator

School Site Coordinator — SubContractor, Subcontractor

School Site Coordinator — Subcontractor, Subcontractor

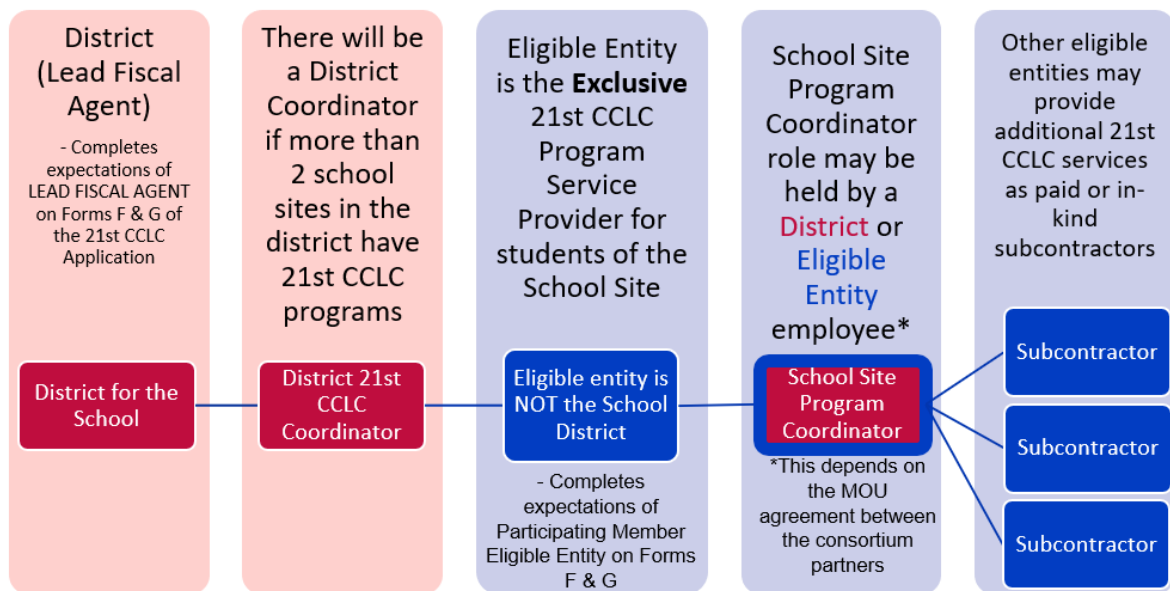School Site Coordinator — Sub Contractor, SubContractor

**There is no limit to subcontractors per site.

2) Consortium Model
   a. Alternatively, the "eligible entity" may serve as the 21st CCLC Program Service Provider and School Site Program Coordinator under a Consortium with the District and School administration.
   b. If the "eligible entity" will be the exclusive 21st CCLC Program Service Provider for the school Site, the school Site and its District must agree to serve as the Lead Fiscal Agent and to complete such other parts of the grant requirements that the "eligible entity" is unable to complete due to FERPA and other constraints.
   c. This model of 21st CCLC consortium application is completed utilizing the same application process as all *21st CCLC Yr 1 – NEW* applicants. The consortium application must also include completed Forms F & G, with the required signatures, uploaded into the Related Documents section of the Grants Management System. Forms F & G are available by contacting the 21st CCLC Inbox at 21stCCLCInbox@azed.gov.

Consortium Model
Consortium formed with a School District – Rarely, applicants choose this Consortium Model

District (Lead Fiscal Agent)	There will be a District Coordinator if more than 2 school sites in the district have 21st CCLC programs	Eligible Entity is the **Exclusive** 21st CCLC Program Service Provider for students of the School Site	School Site Program Coordinator role may be held by a District or Eligible Entity employee*	Other eligible entities may provide additional 21st CCLC services as paid or in-kind subcontractors
- Completes expectations of LEAD FISCAL AGENT on Forms F & G of the 21st CCLC Application				
District for the School	District 21st CCLC Coordinator	Eligible entity is NOT the School District	School Site Program Coordinator	Subcontractor
		- Completes expectations of Participating Member Eligible Entity on Forms F & G	*This depends on the MOU agreement between the consortium partners	Subcontractor
				Subcontractor

All but a few applicants choose the Standard Partnership Model (Option 1). Most ADE 21st CCLC program sites operate under this model. Rarely, an applicant chooses the Consortium Model (Option 2).

An "eligible entity" MUST partner with and operate the 21st CCLC program under the District (Lead Fiscal Agent) for several reasons; the most important being the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) which is a Federal law that protects the privacy of student education records. Access to student level data protected by FERPA is necessary to complete required state and federal reporting for this federal grant.

Operating a 21st CCLC program under the District (Lead Fiscal Agent) creates a partnership that enables an "eligible entity" that is not a District to satisfy all the requirements of the 21st CCLC grant because:

1. 21st CCLC applicants must report on student level data such as grades and student attendance. FERPA laws must be followed and schools must protect student level data under law. Schools are able to submit the information to ADE without compromising student data (for example 21st CCLC program student attendance must be entered into the Student Information System on a regular basis).
2. In addition to program attendance, 21st CCLC State and Federal level reporting is required which includes reporting on student progress towards grant objectives. Schools have access to these FERPA protected data on grades and other student level achievement data,
3. 21st CCLC Federal level reporting is required which includes reporting on activities, staffing, family engagement, student participation by number of days attended, grade level, race/ethnicity, and other data which are entered and will be found in the school's Student Information System.
4. The ADE requires the applicant to be a District (Lead Fiscal Agent) that can be held accountable during and after the grant term ends. This includes programmatic and fiscal audits.

Cautions – Items listed below are frequently missed by applicants.

☐ 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

☐ Read this 21st CCLC Grant Application Guidance in its entirety.

☐ All Lead Fiscal Agents and Sites that provide services must be within the state of Arizona.

☐ 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.

☐ 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.

☐ Sites that ended a previous 21st CCLC 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).
   o If awarded a new 21st CCLC grant, these Sites will enter under the following Special Conditions:
   o The Site will receive intensive technical assistance and monitoring from ADE during year one of the grant award to ensure capacity.
   o 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.
   o 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.*

☐ The online application & included mandatory forms deadline is March 8th, 2021 fully submitted at the "LEA Authorized Representative" approved level in the Grants Management System (GME) by exactly 11:59 p.m. NO EXCEPTIONS.

☐ 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.

☐ Services may be offered at the school and at other locations provided that any other locations than the students' school 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.

☐ Additional attachments uploaded in the Related Documents in the Grants Management System will **NOT** be considered in the evaluation of the application. Only the Additional Mandatory Downloadable Forms A-E (Forms A-G for Consortium Applicants) will be reviewed.

Program Contact

Arizona Department of Education (ADE)
Nita M. Lowey 21st Century Community Learning Center (21st CCLC) Program Unit
All questions regarding the application must be submitted via email to
21stCCLCInbox@azed.gov. Questions received and answers provided will be posted on the ADE 21st CCLC website on its FAQs page at this link:
https://www.azed.gov/21stcclc/faqs so that all applicants have access to exactly the same information.

Criteria and Process used to evaluate all applications

Proposals will be reviewed pending successful completion of **ALL** required components of the application. The complete application must include the mandatory assurance forms (see the Required Downloadable Documents section).

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 3rd 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 Program Coordinator per Site to be <u>on site</u> during center hours if awarded. Site Principals <u>cannot</u> receive any 21st CCLC compensation and may not serve as the Site Program Coordinator.

Budget

Do <u>not</u> check the box labeled, "*By checking this box the LEA is waiving allocation….*"

<u>Budget Period</u> *July 1, 2021 – June 30, 2022*

Official award to new grantees will occur at the State Board of Education (SBE) meeting in mid-June. For grant applications moving forward for approval to the SBE, expenses to the 21st CCLC grant can be obligated after the budget period begins on July 1. Grantees must make their first reimbursement request no later than October 1 and at least once a month thereafter.

Applicants must apply for a <u>minimum</u> of $50,000 or up to a <u>maximum</u> 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 **<u>at-risk students</u>** 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. All required assurance forms are part of the application must be completely filled in with responses and signed.

ADE 21st CCLC has provided Forms A-E for Digital Signatures in the "Related Documents" section in GME. A PowerPoint on "*21st CCLC Creating and Applying Digital Signatures*" and Forms A-E are also available under the Grant Application Guidance & Resources tab at
http://www.azed.gov/21stcclc/application-information/

Two additional assurance forms (Forms F & G) are required for **Consortium Applicants**. Request these forms by email to 21stCCLCInbox@azed.gov.

Acceptable digital/electronic signatures
- A handwritten signature on a document is valid. Documents which are signed with a handwritten signature must be scanned and uploaded to GME.
- A graphic image of a signature placed on a document using secure software that verifies the identity of the user on the other end (*e.g.* DocuSign) is also valid.

Unacceptable digital/electronic signatures
- A graphic image of a signature placed on a document and not verified by secure software is generally discouraged and will not be enforceable unless accompanied by an email or other contemporaneous evidence of the signer's intent to accept the agreement.
- A typewritten name in place a signature, regardless of font, that has not been verified by secure software verification is not valid.

Signed Forms A - E (Forms A-G for Consortium Applicants) must be completed 100% 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., March 8, 2021. 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
- 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.

Consortium Applications only must also include Forms F & G:
  F. **Form F** Consortium Certification & Assurances
- This form provides assurances to the State that consortium members will comply with State & Federal requirements.

  G. **Form G** Consortium Memorandum of Understanding
- This form outlines the responsibilities members of the consortium are responsible for.

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 **2021** 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 **2022** General Statement of Assurances on file with ADE's Grants Management Department by **May 31, 2021** in order to receive a funding allocation.

<u>Student Attendance</u>
Each Site will be required to take 21st CCLC program student attendance in the school site's 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.

<u>LEA Tribal Affirmation Consultation</u>
See the link for information: http://www.azed.gov/oie/tribal-consultation/
- All applicants 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 an LEA Tribal Affirmation of Consultation form must be submitted 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

MARCH 8, 2021 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 will include the electronic application and downloaded Forms A, B, C, D, and E (Forms A-G for Consortium Applicants). 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 FY22 will be available on January 25, 2021 in the ADE Grants Management System, accessible through the ADEConnect portal found on the ADE Home Page.

Applicants may log in at https://home.azed.gov/Portal. If an applicant has not worked with ADEConnect in the past, or is not certain that he or she has the proper credentials, please see this link http://www.azed.gov/aelas/adeconnect/.

Applicants may also contact the ADEConnect Call Center at (602) 542-7378 or adesupport@azed.gov.
Note: Log in information for the old Common Logon system will NOT work with ADEConnect.

If an applicant needs technical assistance in completing the on-line application, please see the ADE Grants Management website at http://www.azed.gov/grants-management/ . If additional technical assistance is needed with submission of the on-line application, please contact Grants Management Staff at 602-542-3901 or by email at https://helpdeskexternal.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 January 4th, 2021; however, all applications MUST be fully 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 21st CCLC FY22 Mandatory Downloadable Assurance Forms A- E (Forms A-G for Consortium Applicants) are completed, signed and submitted online 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 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.

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 Eligibility Verification Worksheet as stated in the application**

b. **Applications must be Site Based**
A Fiscal Agent may submit an application which includes up to five (5) 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. Each year the ***Affirmation of Timely/Meaningful Ongoing Consultation and Equitable Services*** form must be completed and uploaded into GME.

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 templates/worksheets are provided under the Grant Application Guidance & Resources tab at http://www.azed.gov/21stcclc/application-information/.
     Disclaimer: The budget template example is a purely public resource that is intended to provide general information on and examples of budget narratives and does not guarantee to be correct and complete.
   - 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 Program Coordinator must be on Site during center hours)
   - Budget should include costs for **MANDATORY** 21st CCLC Leadership Training for the Principal and Site Program 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 and do not supplant other transportation expenditure reimbursement obtainable from ADE.
   - 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 ADE Grants Management office for technical assistance at 602-542-3901 or by email at https://helpdeskexternal.azed.gov.

DISCLAIMER:

Before submitting the 21st CCLC application, applicants MUST contact their Finance & Accounting Office for guidance on developing the budget and for information on the most current budget coding. In addition, 21st CCLC applicants MUST consult their Human Resources Office for guidance on Salary Placement Schedules and Hiring Procedures.

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.

Grant Application Scoring Guidelines

- The Evaluation Score Sheet, Rating Rubric, Scoring Scales, and Smart Objectives Assessment Tool provided are scoring tools that guide the competitive grant read process to score in assessing new 21st CCLC grant applications. Trained grant readers (Peer Reviewers) use the following rubric to develop a score for individual applications. Applicants are encouraged to review this rubric to develop responses that gain maximum consideration for each application question and Mandatory Downloadable Forms which are part of the Application.
- Note: Any other attachments uploaded other than the Mandatory Downloadable Forms in the "Related Documents" section of GME will **NOT** be considered in the evaluation of the application.
- Applicants should be aware the ADE nor the Peer Reviewers seek clarifications to responses on the initial application. Scores are based on responses at the time of submission.

Evaluation Score Sheet

- The Application Guidance describes what is to be included in each section of the Application.
- Peer reviewers will refer to the Rating Guidelines to evaluate the answers in each section.
- Peer 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
III. Priority • The applicant could possibly qualify for up to 8 Priority Points. See the Possible Priority Points section of the 21st CCLC Application Guidance for information on how priority points are determined and verified by ADE. The Priority Points each application merits as verified by ADE will be provided to Peer Reviewers during the application review period.	**8**
IV. Program Need (1-4) • The applicant clearly describes the entire student population's academic status • The applicant clearly cites factors that place students at risk of educational failure • The applicant clearly describes the academic need for at-risk students, <u>AND</u> the program needs align with the Site's Continuous Needs Assessment and School Goals	**15**
V. Program Design and Implementation (1-21) • The applicant clearly describes strategies to identify, recruit and retain targeted students in the program • The applicant clearly describes strategies to recruit and retain adult family members to participate in supporting their child's education • The intervention and academic enrichment activities are tailored to address the specific needs of program participants • There is a clear plan for communication between day and afterschool programs, safety, nutrition and to ensure equitable participation of all program participants	**19**
VI. Adequacy of Resources (1-6) • The applicant clearly describes how funds will supplement and not supplant existing resources • The applicant clearly explains the fiscal holder's capacity to manage fiscal resources • There is a clear plan that explains how program management, staffing and volunteer requirements will be met	**15**
VII. Program Objectives and Activities (1-8) • The applicant includes SMART objectives • The applicant clearly describes activities that reflect comprehensive and effective methods that are likely to result in achievement • There is a clear plan demonstrating principal's actions to increase stakeholder buy-in and support for the program	**19**
VIII. Evaluation (1-6) • The applicant clearly describes a comprehensive evaluation plan that will monitor progress towards meeting the program objectives • The evaluation process is designed to drive decisions and effective approaches that will likely impact student success • There is a clear plan to disseminate information to all stakeholders	**12**
IX. Sustainability (1-3) • The applicant clearly describes how 21st CCLC activities will coordinate with other funding streams and partnerships • The applicant identifies partners involved not only in the application process but also involved with program activities • The applicant clearly articulates plans to continue key components of 21st CCLC services beyond the scope of the grant	**12**
Total Score	**100**

Rating Guidelines Rubric, Scoring Scales & SMART Objective Assessment Tool

Rating Rubric

Poor	Basic	Good	Exceptional
Section answers **NEED IMPROVEMENT** and may not be aligned to the questions.	Section answers addressed **SOME** question requirements.	Section answers **MEET** all minimum expectations of question requirements.	Section answers **EXCEED (goes above and beyond)** minimum expectations of all question requirements.
Evidence and descriptions are **LIMITED** or **WEAK** and fails to provide clear information.	Evidence and descriptions are **MINIMAL** with inconsistencies and/or weaknesses.	Evidence and descriptions are **ADEQUATE.**	Evidence and descriptions are **STRONG/EXEMPLARY.**
Incomplete Plan with Minimally developed ideas.	**Limited Plan** with Partially developed ideas with little focus and detail.	**General Plan** with Adequately developed ideas but may lack the details and evidence.	**Detailed Plan** with Fully developed, complete, detailed, and clearly articulated ideas that are convincing and well-received.
Practices described **require substantial clarification** to understand.	Practices described, with additional planning and consideration, **have the potential to be effective**.	Practices described **are sufficient and would result in effective programming.**	Practices described **are innovative with sophisticated descriptions that could serve as a model of high-quality programming**.

Scoring Scales

Total Points	Poor	Basic	Good	Exceptional
12 pts	0-6 pts	7-8 pts	9-10 pts	11-12 pts
15 pts	0-7 pts	8-10 pts	11-13 pts	14-15 pts
19 pts	0-9 pts	10-13 pts	14-16 pts	17-19 pts

SMART Objectives Criteria

Specific	**M**easurable	**A**chievable	**R**ealistic	**T**ime-bound
Who is the target population? What will be accomplished?	Is the objective quantifiable? Can it be measured? How much change is expected?	Can the objective be accomplished in the proposed time frame with the available resources and support?	Does the objective address the goal? Will the objective have an impact on the goal?	Does the objective propose an annual timeline when the objective will be measured?

21st CCLC AT-A-GLANCE REQUIREMENTS

General Statement of Assurance (GSA)

A Fiscal Year 2021 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 FY22 GSA will need to be on file by May 31, 2021.

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

The District (Lead Fiscal Agent) will need a C.T.D.S. number to submit a grant application online in ADE's Grants Management System. "C.T.D.S." stands for County, Type, District and School. The District has a specific C.T.D.S. number and each school also has a specific Entity ID number.

Entity ID Number

A School Entity ID Number will need to be entered for each Site-specific application. See the ADE Home Page at http://www.azed.gov/ and click the "Find A School" icon.

Possible Priority Points
(8 Priority Points Possible)

Applicants may be eligible for possible Priority Points. The methods for determining and verifying potential priority points for the 21st CCLC application are spelled out in the guidance below:

1. A 21st CCLC program that serves students attending a school with an Arizona A-F School Letter Grade of "D" or "F" and/or a Federal accountability label of "Comprehensive Support & Improvement" School or "Targeted Support & Improvement" School will earn 2 additional priority points. No other labels will qualify for these 2 additional priority points. Select the current label that applies to the school.

   LABELS WILL BE VERIFIED
   https://www.azed.gov/improvement/contactus/

2.	A 21st CCLC program that serves students attending a school with 80% or more of students who qualified for free/reduced cost meals will earn 2 additional priority points. Does the school currently serve a student population where 80% or more qualify for free/reduced cost meals?

This percentage is to be based on 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 80% of the students qualify for free/reduced meals.

PERCENTAGE WILL BE VERIFIED http://www.azed.gov/hns/frp/

3.	A 21st CCLC program that serves students attending a rural school within Arizona will earn additional priority points. Schools with a "City" or Suburb" Urban Classification will earn 0 additional priority points. Schools with a "Town" Rural Classification will earn 2 additional priority points. Schools with a "Rural" Rural Classification will earn 4 additional priority points. Select the current classification that applies to the school.

LABELS WILL BE VERIFIED https://nces.ed.gov/ccd/schoolsearch/

Locale Classifications in National Center for Education Statistics	
Urban Classifications	**Rural Classifications**
11 - City, Large	31 - Town, Fringe
12 - City, Midsize	32 - Town, Distant
13 - City, Small	33 - Town, Remote
21 - Suburb, Large	41 - Rural, Fringe
22 - Suburb, Midsize	42 - Rural, Distant
23 - Suburb, Small	43 - Rural, Remote

- **"City"**					**= 0 points**
- **"Suburb"**					**= 0 points**
- **"Town"**					**= 2 points**
- **"Rural"**					**= 4 points**
- **Classification not listed in NCES database		= 0 points**

Application Tips

- An Application can have up to a maximum of 5 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 Mandatory Downloadable Assurance Forms A- E (Forms A-G for Consortium Applicants).
- Applicants can copy & paste text from a Word document to the on-line application. If difficulties arise, 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 applicants plenty of time should an applicant encounter any difficulty with submittal.

If technical assistance is needed 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 by addressing each of the questions asked in the application.

Program Design and Implementation

Reminder: Write the Application as if the program will be operating in a standard or regular non-pandemic impacted year.

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 Grant Application Guidance and Resources for application-specific guidance and support materials in the ADE 21st CCLC website Application Information page at http://www.azed.gov/21stcclc/application-information/.

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, 2021 and at least once a month thereafter.

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:

- **S**pecific,
- **M**easurable,
- **A**chievable,
- **R**ealistic and
- **T**ime-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, see the Grant Application Guidance & Resources section of the ADE 21st CCLC website Application Information page at http://www.azed.gov/21stcclc/application-information/ for application-specific guidance and support materials**.** 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), Integrated Action Plan (IAP) 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*. See the Grant Application Guidance & Resources section of the ADE 21st CCLC website Application Information page at http://www.azed.gov/21stcclc/application-information/ for application-specific guidance and support materials.

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 Lead Fiscal Agent is the District; therefore, the District 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.

<u>21st CCLC FY22 Mandatory Downloadable Assurance Forms MUST be completed, signed (can be digitally signed), dated & uploaded in GME</u>

21st CCLC FY22 MANDATORY DOWNLOADABLE ASSURANCE FORMS:
    A. 21st CCLC FY22 Form A - PARTICIPANTS VERIFICATION FORM
    B. 21st CCLC FY22 Form B - ADEQUACY OF RESOURCES FORM
    C. 21st CCLC FY22 Form C - AFFIRMATION OF CONSULTATION FORM (Participation of Private School)
    D. 21st CCLC FY22 Form D - STATEMENT OF ASSURANCE OF ORIGINAL WORK
    E. 21st CCLC FY22 Form E - STATEMENT OF ASSURANCE OF COMMUNITY NOTIFICATION
        <u>Consortium Applications only</u> must also include Forms F & G:
    F. * 21st CCLC FY22 Form F - CONSORTIUM CERTIFICATION & ASSURANCES
    G. * 21ST CCLC FY22 Form G - CONSORTIUM Memorandum of Understanding (MOU)

All Mandatory Assurance Forms A, B, C, D, and E with original or verified digital signatures must be uploaded to the Grants Management System (GME) accessed through ADEConnect at <u>https://home.azed.gov/Portal/</u> by 11:59 p.m., March 8th. No hand delivered, emailed, fax or photocopy signatures will be accepted.
***Note: Additional Mandatory Assurances Required Documents for Consortium Applicants are Forms F & G.**

<u>Previously Awarded Grants</u>

On the 21st CCLC website's <u>http://www.azed.gov/21stcclc/whatis21stcclc/</u>, see the link to the *21st CCLC Grant Program Sites In Arizona (FY21)* 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.

<u>To access previously awarded grant applications</u>:

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.

GME Home	**Search Organizations**
Search ▶	
Contact ADE	
Document Library	**Organization Name:** Begins With ▾
Help	**Organization Number:**
🔒 GME Sign-In	**County:** ▾
Public Access	Search Reset
Production	

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 - Checklist for Completion

- ☐ Was the Eligibility Verification Worksheet completed for each site?
- ☐ Was the COVID-19 FLEXIBILITY utilized where applicable?
- ☐ 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 FY22 Mandatory Downloadable Assurance Forms A-E (and F&G for Consortiums) completed and signed or digitally signed with appropriate signatures?
- ☐ Were all 21st CCLC FY22 Mandatory Downloadable Assurance Forms A-E (and F&G for Consortiums) uploaded in GME?
- ☐ Were the application and 21st CCLC FY22 Mandatory Downloadable Assurance Forms A-E (and F&G for Consortiums) submitted on time?
- ☐ Was application fully submitted, including both "LEA Business Manager Approved" and "LEA Authorized Representative Approved" levels of approval in GME?

March 8, 2021 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. 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.

Arizona
Department of Education

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/

Equity for all students to achieve their full potential.

COVID-19 FLEXIBILITY

Before Getting Started

Be sure you have reviewed the entire application including the "Grant Application Guidance and Resources," found at http://www.azed.gov/21stcclc/application-information/ prior to beginning work on the application.

Note: Write the Application as if the program will be operating in a standard or regular non-pandemic impacted year.

COVID-19 Flexibility

Awarded 21st CCLC programs will be expected to operate under standard or regular non-pandemic circumstances where feasible. Due to the pandemic, the Arizona Department of Education is allowing the following flexibilities for the *FY22 21st CCLC Yr 1 – New Grant Application*.

The applicants may utilize the following flexibilities when writing the *FY22 21st CCLC Yr 1 – New* Grant Application:

- Free and Reduced-Price Percentage Report for **SY 19-20** found at https://www.azed.gov/hns/frp

- School labels for Comprehensive Support and Improvement (CSI) and Targeted Support and Improvement (TSI) lists found at https://www.azed.gov/improvement

- School labels for D and F list found at https://azsbe.az.gov/f-school-letter-grades.
  Due to school closures resulting from COVID-19, House Bill 2910 carried over prior year A-F Letter Grades. Therefore, 2019-2020 letter grades are the same as those awarded in the 2018-2019 school year.

- Total Enrollment numbers for October 1, 2019 may be used for the Funding Formula to determine the allowable number of regular attendees.

  - Caution: When writing the application, make sure to select a reasonable number of regular attendees to ensure that the program will be able to meet its commitment for the duration for the 5-year grant.