Nita M. Lowey
21st Century Community Learning Centers Grant

Fiscal Year 2025 (FY25)
Year 1 - NEW

Grant Application Guidance

Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) Grant
Grant Application Guidance
Fiscal Year 2025 (FY25) Year 1 - NEW

Table of Contents

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.

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 for Awarded Applications

The Grantee acknowledges and agrees that the Arizona Department of Education's (ADE) 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 Notwithstanding any other provisions of this agreement, in the event that ADE funding is reduced or rescinded by Federal, State, or other funding sources, ADE may immediately reduce the amount of funds awarded or terminate this agreement by written notice to the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.

General Education Provisions Act (GEPA)

Answer the four questions. This section must be completed and will not be scored by the Peer Reviewers.

Absolute Priority

The District (Lead Fiscal Agent) must be located within the State of Arizona in order to be awarded and receive Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) Title IV-B grant award.

To be eligible to apply for this grant, entities must serve students who attend schools where there is not less than 40 percent economically disadvantaged students in the total school population.

Applications proposing services to schools with less than 40 percent economically disadvantaged students will not be considered.

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 there is not less than 40 percent economically disadvantaged in the total school population. This percentage may also be located by accessing the RBFINC – October 1 Result Based Funding Income Eligibility Report in ADEConnect's AzEDS Portal on the last page (% of Students Income Eligible).

2. This Site meets the Absolute Priority.
NOTE: The Free and Reduced-Price Percentage Report will be updated by February 2024. This is the report ADE will use to verify the economically disadvantaged eligibility rate of each site.

Applicants may 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 are economically disadvantaged. Applicants may contact ADE Health and Nutrition directly at Health & Nutrition Services (602) 542-8700 or ContactHNS@azed.gov. **If ADE discovers a discrepancy in absolute priority data submitted, the applicants will be required to provide other verifiable data including the data source during the initial screening process.** Applicants must submit requested data within 2 business days of receiving notification of discrepancy.

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 (using a whole number) 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 ADEConnect's AzEDS Portal. 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 31 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

Fund Formula Example 1:
(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 as justified by the formula exceed $120,000. However, the applicant 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) It is permissible to 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.
3) The site will be held accountable to reach at minimum 100 regular attendees to maintain substantial compliance.

Fund Formula Example 2:
(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)

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

Fund Formula Example 3:
(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) $46,800 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.
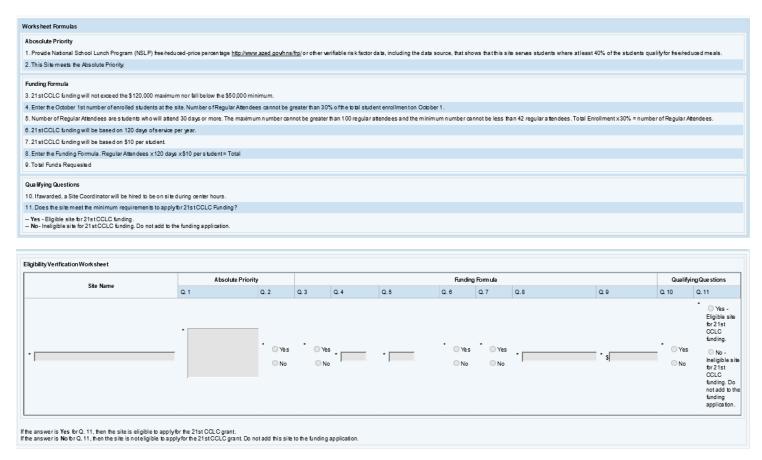
Eligibility of a school site to receive a 21st CCLC Program award is determined by completing the Eligibility Verification Worksheet for each Site.

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 Grant Application Competition 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.

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
*	*	○ 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 are the maximum number a District can add to the Eligibility Worksheet. Click on the "add a site $(+)$" to add additional sites up to the 5 sites that 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 Competition Information" Tab and other information located on the 21st CCLC website at
https://www.azed.gov/21stcclc/application-information

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 there is not less than 40 percent economically disadvantaged students in the total school population. Program services may be offered at the school and at alternative sites. 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.
3. Offer families of students served by 21st Century Community Learning Center 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:
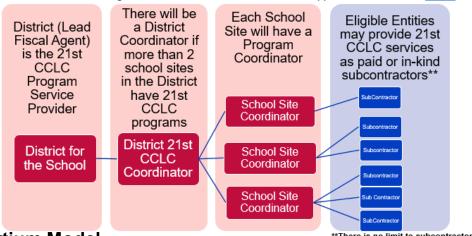
Standard Partnership Model

a. The "eligible entity" may serve as a partner, providing 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.
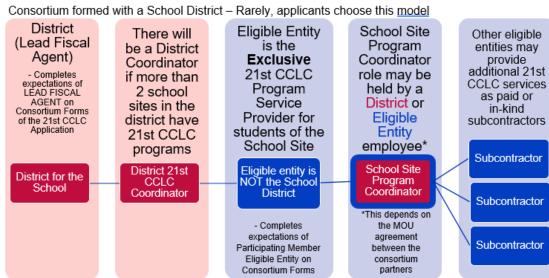

Standard Partnership Model
School District is the Program Services Provider – All but a few applicants choose this model

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 B & C, with the required signatures, uploaded into the Related Documents section of the Grants Management System. Forms B & C are available by contacting the 21st CCLC Inbox at 21stCCLCInbox@azed.gov.

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

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

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 minutes and 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 the 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
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 Program 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. 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. Program 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).
    a) If awarded a new 21st CCLC grant, these programs will enter under the following Special Conditions:
    b) The Program Leaders will receive intensive technical assistance and monitoring from

ADE during year one of the grant award to ensure capacity.

c) By the close of year one of the new grant award, the Program must demonstrate Substantial Compliance to be eligible to apply for continued funding beyond year one.

d) Clarification: *Conditional Award status will only apply to those applicants that did not end the previous year's 21st CCLC program 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 form(s) deadline is March 4th, 2024 fully submitted at the "LEA Authorized Representative" approved level in the Grants Management Enterprise System (GME) by exactly 11:59 p.m. **NO EXCEPTIONS**.

8. The 21st CCLC programs must provide safe environments for students during non-school hours. Each grant program must serve students from one school Site. To be eligible to apply for this grant, entities must serve students who attend schools where there is not less than 40 percent economically disadvantaged students in the total school population.

9. 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 those services 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, then that may be grounds for losing the grant award.

10. Additional attachments uploaded in the Related Documents in the Grants Management Enterprise System will **NOT** be considered in the evaluation of the application. Only the Additional Mandatory Downloadable Form(s) A (Forms A, B & C for Consortium Applicants) will be reviewed. All applicable assurance forms must contain all appropriate signatures and dates.

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

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

The number of awards is based on the final U.S. Department of Education (ED) 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 funding will be continued 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 continuing 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 if the Administrator is on contract.

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

> **<u>Budget Period</u>** - *July 1, 2024 – June 30, 2025*

Official award to new grantees will occur at the State Board of Education (SBE) meeting in June 2024. 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 should make their first reimbursement request no later than October 1 and at least once a month thereafter. 21st CCLC funds are not allowed to be carried over from one fiscal year to the next.

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 economically disadvantaged families. The 21st CCLC program targets **<u>at-risk students</u>** especially those considered most academically at-risk. Students attending these schools and 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 **<u>who are actively participating</u>** 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.

Measures of Effectiveness

The Measures of Effectiveness required by the 21st CCLC Title IV-B section of federal law are embedded within the application questions. For more information, please visit the ADE 21st CCLC website at New Application Information | Arizona Department of Education (azed.gov) and find the "21st CCLC Measures of Effectiveness" PDF document under the Grant Resources" tab.

IN GENERAL.—For a program or activity developed pursuant to this part to meet the measures of effectiveness, monitored by the State educational agency as described in section 4203(a)(14), such program or activity shall—

1. be based upon an assessment of objective data regarding the need for before and after school (or summer term) programs and activities in the schools and communities;
2. be based upon an established set of performance measures aimed at ensuring the availability of high-quality academic enrichment opportunities;
3. if appropriate, be based upon evidence-based research that the program or activity will help students meet the challenging State academic standards and any local academic standards;
4. ensure that measures of student success align with the regular academic program of the school and the academic needs of participating students and include performance indicators and measures described in section 4203(a)(14)(A); and
5. collect the data necessary for the measures of student success described in subparagraph (D).

Federal Reporting Requirements

Interested applicants can find more information in the 21st CCLC Annual Performance Report webpage.
Annual Performance Report | Arizona Department of Education (azed.gov)

ESSA Tiers of Evidence

1. ESSA requires all applications to use the Measures of Effectiveness to connect the rationale behind their program design using the ESSA Tiers of Evidence framework. This allows for each program design to be intentional and targeted to the Needs Assessment for the community served using data and effective strategies based on research, including promising practices under Tier 4. Using evidence-based programs, curricula, and practices in 21st CCLC programs offers the greatest opportunity to boost student success. More information about the ESSA Tiers of Evidence can be found in ADE's ESSA Guidance: Evidence-based Strategies, Practices, Programs, and Interventions for School Improvement

UNDERSTANDING THE ESSA TIERS OF EVIDENCE

	TIER 1 Strong Evidence	TIER 2 Moderate Evidence	TIER 3 Promising Evidence	TIER 4 Demonstrates a Rationale
Study Design	Well-designed and implemented experimental study, meets WWC standards without reservations	Well-designed and implemented quasi-experimental study, meets WWC standards with reservations	Well-designed and implemented correlational study, statistically controls for selection bias[a]	Well-defined logic model based on rigorous research
Results of the Study	Statistically significant positive effect on a relevant outcome	Statistically significant positive effect on a relevant outcome	Statistically significant positive effect on a relevant outcome	An effort to study the effects of the intervention is planned or currently under way
Findings From Related Studies	No strong negative findings from experimental or quasi-experimental studies	No strong negative findings from experimental or quasi-experimental studies	No strong negative findings from experimental or quasi-experimental studies	N/A
Sample Size & Setting	At least 350 participants, conducted in more than one district or school	At least 350 participants, conducted in more than one district or school	N/A	N/A
Match	Similar population *and* setting to your setting	Similar population *or* setting to your setting	N/A	N/A

a. Findings from experimental and quasi-experimental studies that either (a) meet the first three criteria for Tiers 1 and 2 but not the sample size, setting, or match requirements, or (b) do not meet WWC standards but statistically control for selection bias between the treatment and comparison groups are also eligible to meet Tier 3 Promising Evidence.

TIER 4 ENCOURAGES INNOVATION and new research on promising practices. A Tier 4 intervention must have a well-specified logic model that is based on rigorous research. In addition, an effort to study the effects of the program must already be planned or under way. Check with your state about its policies on Tier 4 evidence.

2. More information on the Tiers of Evidence for the Measures of Effectiveness can be found on the School Support & Improvement website at https://www.azed.gov/improvement/evidence-based-practices

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. Required application assurance form(s) must be completely filled in with responses and signed.

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

Two additional assurance forms (Forms B & C) are required for **Consortium Applicants**. Applicant will need to request these forms by email to 21stCCLCInbox@azed.gov.
1. **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.
2. **Unacceptable signatures**
   - Blank forms without Signatures will not be accepted and not move to Peer Review

Required Forms (*A to C*)

Signed Form A (Forms A-C for Consortium Applicants) must be completed 100% and uploaded to the online application via the Grants Management Enterprise (GME) System, accessible through the ADEConnect portal found on the ADE Home Page by 11:59 p.m., March 4, 2024. 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.

Form A - Affirmation of Consultation Form (Participation of Private School Students)
   - 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 A. If no private school is found within your district boundaries, then you will select "No".

For Consortium Applicants ONLY: Submit additional Mandatory Forms B & C as part of the Consortium Application. Consortium Applicants can obtain the additional Mandatory Downloadable Forms B & C by emailing 21stCCLCInbox@azed.gov to request the forms.

Form B - Consortium Certification & Assurances
   - This form provides assurances to the State that consortium members will comply with State & Federal requirements.
Form C - Consortium Memorandum of Understanding
   - This form outlines the responsibilities members of the consortium are responsible for.

Other Requirements

1. 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 **2024** 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 **2025** General Statement of Assurances on file with ADE's Grants Management Department by **May 31, 2024** in order to receive a funding allocation.

2. Student Attendance
   - 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.

3. LEA Tribal Affirmation Consultation
   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.
   - 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 to being awarded.
   - For a list of LEA Tribal Affirmation of Consultation, visit the website at FY24 Tribal Consultation Matrix (2023 Branded).pdf (azed.gov).

Application Due Date
MARCH 4, 2024 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 Form A (Forms A-C 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 FY25 will be available on January 22, 2024 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 ADEConnect | Arizona Department of Education (azed.gov) Applicants may also contact the ADEConnect Call Center at (602) 542-7378 or adesupport@azed.gov.

If an applicant needs technical assistance in completing the online 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 online application, please contact Grants Management Staff at 602-542-3901/866-577-9636 or email adesupport@azed.gov. NOTE: No technical assistance from ADE/Grants Management Staff is available after 5 pm on the application due date.

21st CCLC Grant Application Guidance and Resources

For application-specific guidance and support materials please visit the ADE 21st CCLC Grant Application Competition Information 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 2, 2024. Again, all applications MUST be fully submitted online in the Grants Management Enterprise, 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 FY25 Mandatory Downloadable Assurance Form A (Forms A-C 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 Economically Disadvantaged Students**
   Each 21st CCLC grant application must propose to serve the students who attend a school where there is not less than 40 percent economically disadvantaged students in the total school population from 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. This percentage may also be located by accessing the RBFINC – October 1 Result Based Funding Income Eligibility Report in ADEConnect's AzEDS Portal on the last page (% of Students Income Eligible).

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 School Site (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 after receiving a 21st CCLC grant award, the *Affirmation of Timely/Meaningful Ongoing Consultation and Equitable Services* form must be completed for each school site served by a 21st CCLC program.

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**
   a. General Statement of Assurances (GSA) has been submitted
   b. LEA does not have any outstanding issues
      i. Outstanding Completion Report(s)
      ii. Outstanding Refund(s)
      iii. Outstanding Hold(s)
   c. LEA does not have any programmatic Hold(s)
3. **Budget Alignment**
   a. Budget templates/worksheets are provided under the Grant 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.
   b. Budget will be checked for alignment with entire grant proposal
   c. Budget items should conform to the USFR Chart of Accounts
   d. The requested dollar amounts are reasonable and necessary
   e. Appropriate staffing requirements are reflected in the budget (One Site Program Coordinator
      must be on Site during center hours)
   f. Budget should include costs for the **REQUIRED** annual professional development for the
      Principal and Site Program Coordinator(s). *Example: Registration fees for the Site
      Coordinator and Principal to attend the REQURIED 21st CCLC PD @ $200 per attendee =
      $400.*

Recommended Budgetary Guidelines

1. Administrative costs may not exceed 30% of total budget and shall not fall below 50% in the
   1000 – Instruction Function Code during any year of the grant cycle. See the screenshot
   below for an example. Expenditures above the blue line must be higher than all other
   expenditures below the blue line

Budget By Object Codes

	Function Code	Total
View	1000 - Instruction	$86,129.05
View	2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.)	$32,317.45
View	2300,2400,2500,2900 - Support Services (General, School, Central Services, Other)	$1,553.50
View	3000 - Operation of Non-Instructional Services	$0.00
View	0000 - Other	$0.00
	Total	$120,000.00
	Adjusted Allocation	$0.00
	Remaining	($120,000.00)

*Some Examples of Non-Instructional Costs:
Function Codes in the 2100 or 2300 series do not automatically fall under the 30% administrative threshold.

Costs that <u>DO</u> count towards the 30% Administrative threshold	Costs that do <u>NOT</u> count towards the 30% Administrative threshold
Site Coordinator Salary and Benefits	Academic Year/ Summer Learning Transportation Services (some expenditures include salaries and benefits for drivers and fuel)
District Coordinator Salary and Benefits	Crossing Guard Salary and Benefits
Internal Evaluator Salary and Benefits	Security Guard Salary and Benefits
Supplies and Capital Costs for above positions	Family Engagement Activities to meet the goals of the 21st CCLC Grant
	Para-Professional Direct Student Services (such as working with a group of students)
	Professional Development, Training, Curriculum Development, and Planning activities for 21st CCLC Staff

*Refer to the Job Description and USFR or USFRCS chart of accounts to determine the appropriate coding in the Grants Management Enterprise (GME) system.

2. Capital costs do not exceed 10% of the total budget. To avoid supplanting, capital items purchased with 21st CCLC funds may only be used outside of the regular school day, unless the capital items are purchased on a cost-shared basis proportional to the amount of use during whole day

3. A Capital Outlay Worksheet (COW) is required when an organization 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 Department for technical assistance

4. Transportation costs billed to the 21st CCLC grant should not exceed 4% of the annual budget when deemed necessary

5. External evaluator/consultant costs do not exceed 5% of total budget. Internal evaluator costs will be included in the administrative cost percentage

6. 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 Enterprise (GME) system, and the applicant plans to charge the 21st CCLC 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 submit a budget revision to include the final negotiated indirect costs in the Indirect Costs line of the budget

7. Educational Field Trips are allowable under certain conditions as described in the 21st CCLC Guidance Handbook. Field trips to places where the purpose of the trip is to reward students or provide amusement, social activities, or entertainment are not allowable

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.

Generation of 21st CCLC Program Income
Generation of 21st CCLC program income* is NOT allowed by ADE. This includes any fundraising by 21st CCLC programming or program income, including fees for student participation. ADE does NOT allow program income to be generated by charging fees for students to participate in 21st CCLC programs.

Reason: 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.

Peer Review Application Scoring Guidelines

1. All 21st CCLC new grant applications that have advanced through the pre-screening phase will go through a rigorous peer review process.
2. The Rating Rubric, Scoring Scales and Criteria create the scoring tools that guide trained peer reviewers in the competitive grant review process.

   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 that neither the ADE nor the Peer Reviewers will seek clarification to responses on the initial application. Scores are based on responses at the time of submission.

SMART Objectives Criteria

Specific	Measurable	Achievable	Realistic	Time-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?

Rating Rubric, Scoring Scales

Peer reviewers use the following Rating Rubric and Scoring Scale to determine an overall rating for each section. Scores will be based on evidence provided for each section/group of questions and on how well the response holistically addresses the section's criteria.

Rating Rubric			
Poor	**Basic**	**Good**	**Exceptional**
Completeness Section answers are weak and poorly address question requirement.	**Completeness** Section answers are moderate and address parts of question requirements.	**Completeness** Section answers **are adequate and address** minimum expectations of question requirements.	**Completeness** Section answers **are outstanding and exceed in addressing** all question requirements.
Quality Model (evidenced-based) practices are NOT evident. Practices described require substantial clarification to understand the proposed model.	Quality Model (evidenced-based) practices are emerging, and rationale includes moderate alignment to the ESSA Tiers of Evidence framework. Practices described with additional planning and consideration have the potential to be effective.	Quality Model (evidenced-based) practices are proficient, and rationale includes promising alignment to the ESSA Tiers of Evidence framework. Practices described would result in sufficient programming.	Quality Model (evidenced-based) practices are exemplary, and rationale demonstrates alignment to the ESSA Tiers of Evidence framework. Practices described would result in pedagogical approaches that support innovation and new research on promising practices.
Evidence **Incomplete Plan** Minimally developed supporting ideas/evidence.	**Evidence** **Limited Plan** Partially developed supporting ideas/evidence with little focus and detail.	**Evidence** **General Plan** Adequately developed supporting ideas/evidence to support sufficient practices.	**Evidence** **Detailed Plan** Fully developed, logical, and clearly articulated ideas/evidence to support exceptions programming based on rigorous research.

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**

Points Distribution/Scoring Criteria

Sections	Maximum Score
Priority Points (1-2) • 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	8
Program Need (1-3) • The applicant clearly describes the entire student population's academic status and cites factors that place students at risk of educational failure that will make up the targeted population • The applicant clearly describes the academic need for at-risk students, <u>AND</u> the program needs align with the site's continuous improvement plan and school goals • The applicant clearly demonstrates the evaluation process of determining the community needs and available resources and how the program will address those needs	15
Program Design and Implementation (1-9) • The applicant clearly describes strategies to identify, recruit and retain targeted students in the program ensuring that needs identified in the Program Need section of the application align to students being offered and benefiting from the intervention • The applicant clearly describes strategies to recruit and retain adult family members to participate in services and activities that support their child's academic success • The applicant clearly describes how the 21st CCLC program staff, school administration and school day staff will collaborate to impact student academic progress • The applicant has a plan for a safe and healthy learning environment for all which includes transportation and ensuring equitable participation of all program participants	19
Adequacy of Resources (1-6) • The applicant clearly describes how funds will supplement and not supplant existing resources • The applicant clearly explains the actions the site principal will demonstrate to meet the identified objectives and activities • The applicant clearly describes the site's capacity to fulfill the staffing and sustainability requirements • If the site uses volunteers, the applicant clearly describes how they will encourage qualified persons to volunteer	15
Program Objectives and Activities (1-5) • The applicant includes SMART objectives that support program need • The applicant clearly describes evidence-based activities that are likely result in raising academic achievement, increasing youth development opportunities, and empowering families in active and meaningful engagement	19
Evaluation (1-2) • The applicant clearly describes a plan to disseminate and share data to all stakeholders • The applicant clearly describes how the proposed activities will meet the Measures of Effectiveness	12
Sustainability (1-2) • The applicant clearly describes a sustainability plan on how the community learning center will continue after the 21st CCLC funds end • The applicant clearly describes a plan for partnerships that will continuously strengthen and support the community learning center	12
Total Score	**100**

21st CCLC At-A-Glance Requirements

1. General Statement of Assurance (GSA)
   A Fiscal Year 2024 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 FY25 GSA will need to be on file by May 31, 2024.

2. 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.

3. Entity ID Number
   A School Entity ID Number will need to be entered for each Site-specific application. Contact your Grants Management, "LEA User Access Administrator" for the School Entity ID Number.

4. 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:

   a. A 21st CCLC program that serves students attending a school with 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.

      The table below has the specific labels identified by ADE School Support and Improvement.

ADE School Support and Improvement Identification Labels	
Comprehensive Support and Improvement (CSI) Identifications	**Targeted Support and Improvement (TSI) Identifications**
CSI Low Achievement Schools (CSI-LA)	Targeted Support and Improvement (TSI)
CSI Low Graduation Rate (CSI-G)	Additional Targeted Support and Improvement (aTSI)

   - ○ **"Comprehensive Support & Improvement" (CSI-LA or CSI-G) School**   **= 2 points**
   - ○ **"Targeted Support & Improvement" (TSI or aTSI) School**   **= 2 points**
   - ○ **Not Applicable**   **= 0 points**

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

b. 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 4 additional priority points. Schools with a "Rural" Rural Classification will earn 6 additional priority points. Select the current classification that applies to the school.

The table below has the Rural Classifications.

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

- o **"City"**   **= 0 points**
- o **"Suburb"**   **= 0 points**
- o **"Town"**   **= 4 points**
- o **"Rural"**   **= 6 points**
- o **Classification not listed in NCES database   = 0 points**

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

Application Tips
a. 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 Form A (Forms A-C for Consortium Applicants). All applicable forms must contain all appropriate signatures and dates.
b. Applicants can copy & paste text from a Word document to the online application. If difficulties arise, type directly into the application cell.

c. Remember to enter information into each question's text box. Application will be incomplete if any text boxes are left blank or assurances are not answered. Responses to each application question must include a narrative text response. Placeholders such as an asterisk or hyphen will not be considered an acceptable response.
d. Review a printed copy for completeness prior to submitting online.
e. There is a limit of 10,000 characters for each answer. This includes commas, periods, spaces, tables, charts, etc.
f. ADE recommends **submitting applications at least three business days before the due date**. This allows applicants plenty of time should an applicant encounter any technical difficulties with submittal. Not submitting an application due to technical difficulties is not accepted as reason for failure to submit on time.

If technical assistance is needed in submitting the online application, please see the Online Application section on the Application Guidance above. No technical assistance from ADE/Grants Management Staff is available after 5 pm on the application due date.

Funding Application Sections
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
21st CCLC services for **students** must be offered during non-school hours or periods when school is not in session. Student 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:
a. 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.

b. 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.

c. 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:
1. JTED may serve as the 21st CCLC program Site if it serves the students of only one school
2. 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:
a. Targeted intervention
   - designed to boost students' abilities in core content areas (math and reading/language arts)
   - specifically recruits the students identified in the application as in need of this long-term academic assistance program
b. Balanced program that combines remedial education activities with fun and engaging academic enrichment classes
c. Program activities to address Arizona's 21st CCLC youth development framework and philosophy. The 21st CCLC Frameworks found at: https://www.azed.gov/21stcclc/
d. 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. Under that program model, individual students would be excluded from half of the total programming.

Educational equity means that all students are provided with the resources they need to produce comparably positive academic and social outcomes regardless of race, ethnicity, gender, gender identity or expression, sexual orientation, language, religion, nationality, immigration status, cognitive or physical ability, family background or structure, income, or zip code. Educational access means admission and engagement, without obstruction, for all students and staff to participate equitably in all services or opportunities with positive outcomes.

Note: For more information see Students with Disabilities https://www.azed.gov/specialeducation and Unique Populations https://www.azed.gov/uniquepopulations websites.

All 21st CCLC programs must commit to providing Direct Student Services for a <u>minimum of 120 days per program year</u>.

Arizona's 21st CCLC programs serve students during the academic year and summer. The program year begins in the summer and continues through the following academic year.

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 <u>regularly attending student</u>, they must attend the program for <u>30 days or more</u>. 21st CCLC is intended to be a long-term academic intervention targeting the students who need it most, not a "drop-in" program.

ACADEMIC Year Assurances
The Academic Year Assurances affirm that sites will provide programming at minimum 8 hours per week for 4 days a week. Each 21st CCLC program must commit to providing academic year programs at minimum 4 days per week (some offer more) and 8 hours per week (does NOT include teacher planning/preparation time). Snacks or meals are required to be offered in all 21st CCLC programs

Sites may provide services above the minimum requirements during the ACADEMIC Year or SUMMER Term.

SUMMER Term Assurance
The recommended 21st CCLC Summer Learning Model is 4 X 4 X 4 = 64 program hours during the SUMMER Term. Each 21st CCLC program must commit to providing SUMMER Term programs at minimum 64 program hours.

Examples for adhering to the 21st CCLC Summer Learning Model is 4 X 4 X 4 = 64 program hours

- Example #1 Meets minimum requirement: 4 hours per day x 4 days per week x 4 weeks = 64 hours for the Summer Term

- Example #4 Exceeds minimum requirement: 5 hours per day x 4 days per week x 4 weeks = 80 hours for the Summer Term (**Best Practice**)

- Example #2 Exceeds minimum requirement: 5 hours per day x 4 days per week x 5 weeks = 100 hours for the Summer Term

- Example #3 Meets minimum requirement: 7 hours per days x 4 days per week x 3 weeks = 84 hours for the Summer Term

Note: In the case of the first year of the 21st CCLC award, the SUMMER Term of the program preceding the school year is not a requirement, since funding is not available until after July 1 that first year.

Food and Nutrition Services
Arizona's 21st CCLC programs must offer nutritious afterschool snacks and summer meals as part of the essential supports for student learning and health.

- At a minimum, Arizona's 21st CCLC programs provide after school snack and summer meals. Sites are also highly encouraged to offer free breakfast and evening meals as part of their program. Summer meals are required to be offered in all summer learning programs. Meals may include breakfast and/or lunch and/or snacks.
- Arizona's 21st CCLC snacks and meals are funded by USDA child nutrition programs reimbursements through the Arizona Department of Education's Office of Health and Nutrition. 21st CCLC programs are responsible for applying for reimbursement through this program.
- All 21st CCLC sites are responsible for offering students healthy food during the program that meets the nutrition guidelines of the USDA.
- This is a program requirement; therefore, time for students to eat is considered a part of the program hours

Family Engagement

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

Sites must offer active and meaningful opportunities for literacy and/or related educational development to support students' academic success. Family engagement services are required to be ongoing for the life of the grant.

Refer to the Grant Application Guidance and Resources for application-specific guidance and support materials in the ADE 21st CCLC Grant Application Competition Information website 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, 2024 and at least once a month thereafter.

Program Objectives and Activities

For the program areas, Academics and Youth Development, applicants write **SMART** objectives that can be *measured annually* and are:

- □ **S**pecific,
- □ **M**easurable,
- □ **A**chievable,
- □ **R**ealistic and
- □ **T**ime-bound

For the Family Engagement program area, applicants implement the standard objective provided to all subgrantees.

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
  - ▪ **Goal:** Offer students opportunities designed to raise student academic outcomes
    - Minimum of 2 SMART objectives
    - Maximum of 3 SMART objectives
      - o one objective must be **math** related
      - o one objective must be **reading** related
      - o if a third objective is submitted, it can be math, reading, or another academic area
- Youth Development
  - ▪ **Goal**: Offer students youth development opportunities designed to reinforce and complement the regular academic program
    - Minimum of 1 SMART objective
    - Maximum of 2 SMART objectives
- Family Engagement
  - ▪ **Goal:** Offer families of all 21st CCLC students opportunities designed to empower families in active and meaningful engagement to raise student academic outcomes and youth development skills
    - **Applicants use the following Stated Process Objective**:
      Thirty percent (30%) of the regular attendee goal of 21st CCLC family members will participate in one or more literacy and/or related educational development opportunities as evidenced by attendance collection.

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 Resources section of the ADE 21st CCLC website Grant Application Competition 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

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.

All 21st CCLC Sites are federally required to maintain at a minimum of one external partner annually for the duration of the grant. The fiscal agent is the entity responsible for receiving and managing grant funds. In Arizona, 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.

Final Reminders

21st CCLC FY25 Mandatory Downloadable Assurance Forms MUST be completed, signed (can be digitally signed), dated & uploaded in GME**

21st CCLC FY25 **MANDATORY** downloadable **Assurance Form**:
   a. 21st CCLC FY25 **Form A** - AFFIRMATION OF CONSULTATION FORM (Participation of Private School)

   Consortium Applications ONLY must also include Forms B & C:
   b.* 21st CCLC FY25 *Form B* - CONSORTIUM CERTIFICATION & ASSURANCES
   c.* 21ST CCLC FY25 *Form C* - CONSORTIUM Memorandum of Understanding (MOU)

Mandatory Assurance Form A with original or verified digital signatures must be uploaded to the Grants Management Enterprise (GME) accessed through ADEConnect at https://home.azed.gov/Portal/ by 11:59 p.m., March 4, 2024. No hand delivered, emailed, fax or photocopy signatures will be accepted**.

***Additional Mandatory Assurances Required Documents for Consortium Applicants are Forms B & C** See the Required Downloadable Documents section of the application guidance for information on what type of signatures are acceptable/unacceptable.**

Previously Awarded Grants

Go to the 21st CCLC website http://www.azed.gov/21stcclc/whatis21stcclc/ and open the "Which Arizona schools' students are currently participating in the 21st CCLC program?" tab. Then open the PDF, "21st CCLC Grant Program Awards in Arizona (FY2023).pdf" for the most current list of 21st CCLC grantees.

- 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 Program 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

a. 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.

b. 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 ▶	**Search Organizations**
Contact ADE	
Document Library	**Organization Name:** Begins With ▾ [_____]
Help	**Organization Number:** [_____]
🔒 GME Sign-In	
	County: [____ ▾]
Public Access	[Search] [Reset]
Production	

c. Click on the hyperlink of the organization in the "Organization Name" column.

d. From the blue menu in the upper left corner, select Funding ➢ Funding Applications.

e. The "21st CCLC Yr 1 – New" applications that are at the "SEA 21st Century Community Learning Centers Yr 1 – New Director Approved" status are complete applications that were approved for funding.

- Caution: The "21st CCLC – Yr #" applications are continuing 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.

f. 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 applicant completed for its Site-specific proposal(s).

- When a Site is selected, the "Related Documents" link is revealed. This is where the required Form A is uploaded for each Site proposal.

Application Checklist for Completion

✓ Was the Eligibility Verification Worksheet completed for each site?

✓ 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 10,000-maximum character limit?

✓ Were all 21st CCLC FY25 Mandatory Downloadable Assurance Form(s) A (and B&C for Consortiums) completed and signed or digitally signed with appropriate signatures?

✓ Were all 21st CCLC FY25 Mandatory Downloadable Assurance Form(s) A (and B&C for Consortiums) uploaded in GME?

✓ Were the application and 21st CCLC FY25 Mandatory Downloadable Assurance Form(s) A (and B&C 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 4, 2024 FULLY SUBMITTED IN THE GRANTS MANAGEMENT ENTERPRISE (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.

We equip Arizona students to realize their potential.

We are a service organization committed to raising academic outcomes and empowering parents.