



ARIZONA DEPARTMENT OF
EDUCATION

**NITA M. LOWEY 21st CENTURY
COMMUNITY LEARNING CENTERS
(21st CCLC)**

CONTINUING APPLICATION GUIDANCE

APPLICATION DEADLINE: May 27, 2026

Table of Contents

Purpose of Title IV-B FUNDING	2
Purpose of Continuing Application Guidance.....	2
Grants Management Enterprise (GME) Technical Assistance.....	3
CONTINUING APPLICATION SECTIONS IN GME.....	4
Funding Disclaimer.....	4
Federal Funding Accountability and Transparency Act (FFATA) & General Statement of Assurance (GSA) Verification	4
General Education Provisions Act (GEPA)	4
For Profit/Non Profit Disclaimer & Attestation.....	4
Program Information	5
Eligible Entity Contact Information.....	6
Assurances	6
Budget	7
Site Information.....	9
Program Narrative Question.....	9
Continuing Application Submission Checklist.....	9



Purpose of Title IV-B FUNDING

A funded Nita M. Lowey 21st Century Community Learning Center (21st CCLC) assists students in meeting Arizona’s challenging academic standards, provides students with academic enrichment activities, and offers a broad array of other activities during non-school hours or periods when school is not in session that—

- Reinforce and complement the regular academic programs of the schools attended by participating students; and
- Are targeted to students’ academic needs and align with the instruction students receive during the school day.

Community learning centers also offer families of participating students’ opportunities for active and meaningful engagement in their children’s education, including opportunities for literacy and related educational development.

§4201(a)(1)(2)(3)

Subgrantees are encouraged to visit the [Nita M. Lowey 21st Century Community Learning Centers \(Title IV, Part B\) | U.S. Department of Education](#) website to learn more about the funding source.

Purpose of Continuing Application Guidance

Application guidance has been created to:

- Clarify Instructions
- Improve Submission Quality
- Improve Program & Operational Planning

It is recommended that a subgrantee use this grant application guidance side-by-side as they build their 21st CCLC continuing application.

Grants Management Enterprise (GME) Technical Assistance

Access the Application

The 21st CCLC continuing application for FY27 will be available, via the ADE Grants Management Enterprise (GME), accessible through the ADEConnect portal.

The Continuing Applications found in GME are titled:

- **21st CCLC Yr 2** (to be used by LEA applicants)
- **21st CCLC Yr 3** (to be used by LEA applicants)
- **21st CCLC Yr 4** (to be used by LEA applicants)
- **21st CCLC Yr 5** (to be used by LEA applicants)
- **21st CCLC Yr 2 - OEE** (to be used by Other Eligible Entity applicants)

Submit the Application

The ADE recommends that applicants submit at least three business days before the due date, May 27, 2026. This allows applicants sufficient time to manage technical difficulties. Failure to submit on or before due dates as contractually obligated will result in out of compliance status which may result in reduction or termination of funds.

CONTINUING APPLICATION SECTIONS IN GME

Funding Disclaimer

Funding is based on receipt of federal funds to the Arizona Department of Education. If anticipated federal funding is decreased, a proportional decrease will be made to all awardees.

In addition, 21st CCLC project dates and proposed program design may be subject to change based on federal or state program changes associated with the funding received.

Read and acknowledge this statement by checking the box.

Federal Funding Accountability and Transparency Act (FFATA) & General Statement of Assurance (GSA) Verification

Ensure that the written FFATA statement is aligned to the 21st CCLC grant funding.

All entities applying for the grant must have a 2027 General Statement of Assurances (GSA) and Self-Assessment on file with ADE's Grant Management Enterprise to receive a funding allocation.

Check boxes and complete a brief description of your project.

General Education Provisions Act (GEPA)

The GEPA statement should be specific to the activity funded by the 21st CCLC grant and responsive to local context. Stating, "No barriers" or "N/A" will not be an acceptable narrative response.

For Profit/Non Profit Disclaimer & Attestation

Identify your For Profit or Non Profit status. All subgrantees must hold Non Profit status in order to receive funds.

Program Information

This section of the application provides the applicant with essential information, dates, and contacts to reference as you complete the application.

No action is needed by the applicant.

To remain eligible for continued funding throughout the duration of the five-year grant cycle, programs must maintain **Substantial Compliance (pg. 27 Guidance Handbook)**, including timely submission of required applications and reports, adherence to state and federal requirements, and demonstration of satisfactory program performance as evaluated by ADE's 21st CCLC program office.

The subgrantee must use the results of its evaluation to refine, improve, and strengthen the program or activity as well as review and refine the performance measures. (Section 4205(b)(2)(A)).

Additional resources, including the [21st CCLC Guidance Handbook](#) and reporting requirements, can be found on the [ADE 21st CCLC website](#).

Eligible Entity Contact Information

The subgrantee will enter the LEA or OEE contact information. There is a separate section where site information will be entered.

Assurances

Assurances authorize the eligible entity to enter into an agreement for the purpose of providing 21st CCLC educational and related activities that will complement and enhance students' academic performance and achievement.

The eligible entity agrees to comply with applicable federal and state statutes, rules, and regulations. The eligible entity shall be the Lead Fiscal Agent and shall thereby incur and record all expenditures of funds available per applicable program provisions, rules, and regulations.

The subgrantee, through the authorized representative, and any partnering organization fully understand each assurance and the responsibility for compliance placed upon the subgrantee by the assurances.

OEE Subgrantees

The OEE subgrantee will establish a data-sharing relationship with the school site(s) and LEA to ensure the timely submission of all required data. This relationship will be governed by a Memorandum of Understanding (MOU) outlining the roles, responsibilities, and processes necessary to facilitate effective and compliant data exchange.

Student level data is protected under Family Educational Rights and Privacy Act (FERPA) and access to this information is necessary to complete required annual federal and state reporting for this grant (20 U.S.C. § 1232g; 34 CFR Part 99).

Budget

A complete budget for the continuing 21st CCLC program will be submitted in GME as part of the continuing application.

GME Budget section: By checking this box the LEA is waiving funds. Leave the box unchecked to receive possible funding.

Budget

Go To 

By checking this box the LEA is waiving allocation for this grant and acknowledges that choosing to waive this grant will result in the reallocation of these funds.

Indirect Cost	
Total Allocation	\$0.00
Budgeted Amount (Contributing to Indirect Cost)	\$0.00

Budget Period – July 1, 2026 – June 30, 2027

A **Budget Narrative & Template** example is available as a resource at [New Application Information | Arizona Department of Education](#). *The budget narrative guidance & template example is intended to provide general information and examples of budget narratives and does not guarantee to be correct and complete.*

Budget narrative guidance and general examples that meet ADE's minimum requirements for grant applications are available here: [Budget Narrative Guidance for Grant Writing](#).

The subgrantee MUST contact the entity's **Finance & Accounting Office** for guidance on developing the budget using the most current budget coding and the entity's **Human Resources Office** for guidance on Salary Placement Schedules and Hiring Procedures.

The **Arizona Auditor General** website provides appropriate accounting and financial reporting information:

- USFR Chart of Accounts for School Districts [USFR | Auditor General](#)
- USFR Chart of Accounts for Charter Schools [USFRCS | Auditor General](#).

21st CCLC funds must be used to carry out before and after school and summer program activities (or activities during other times when school is not in session) as described in the approved project application. 21st CCLC funds may only be used to pay for authorized activities to meet the needs of participating students and their families. 21st CCLC grant funds are not allowed to be carried over from one fiscal year to the next.

Recommended Budgetary Guidelines

1. Administrative costs (2100 and 2300 Function Code) should not exceed 30% of total budget.

Examples of Non-Instructional Costs: Function Codes 2100 or 2300 series.	
Costs that DO count towards the 30% Administrative threshold	Costs that do NOT count towards the 30% Administrative threshold
Site Coordinator Salary and Benefits	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 21 st CCLC Grant
	Para-Professional Direct Student Services (such as working with a group of students)
	Professional Development, Training, Curriculum Development, and Planning activities for 21 st CCLC Staff

2. Instruction costs (1000 Function Code) should not fall below 50% of total budget.
3. Transportation costs should not exceed 4% of total budget.
4. External evaluator/consultant costs should not exceed 5% of total budget. (An external evaluator is not required). Internal evaluator costs will be included in the administrative cost percentage.
5. Capital costs should not exceed 10% of total budget.
6. Indirect Costs charged to the grant may not exceed the negotiated restricted indirect cost rate. **The subgrantee must apply for the Indirect Cost rate via GME. [GME Indirect Cost Mini Guide](#)**

Generation of 21st CCLC Program Income

Generation of 21st CCLC program income is NOT allowed by the ADE. This includes any fundraising by 21st CCLC programming or charging fees for students to participate in 21st CCLC programs. *Participant fees can result in student exclusion.*

Site Information

The subgrantee will enter the site contact and program information.

Program Narrative Question

The subgrantee will contact their assigned education program specialist with proposed changes from their original approved application or any continuing applications that will impact the 21st CCLC program and/or the program's operations.

Continuing Application Submission Checklist	✓
Is the Assurances section acknowledged by signing and accepting responsibility for compliance? Have the assurances been shared with necessary stakeholders?	
Does the budget supplement and not supplant other Federal, State, local, and non-Federal funds?	
Are the proposed budget requests reasonable and necessary for the administration of the approved grant application?	
Has the subgrantee established a process for consulting private schools about this continuing grant?	
Is the subgrantee in "good standing" in GME? The GSA has been submitted and there are no GME outstanding issues (Outstanding Completion Reports or Fiscal/Programmatic Holds)	
Is the Continuing Application at LEA Authorized Representative Approved status in GME by May 27 th at 11:59pm?	