



ARIZONA DEPARTMENT OF EDUCATION

21st Century Community Learning Center

21st CCLC Grant Application Guidance

FY 16 - Cycle XIII

Cautions:

- 1) Please review the entire application and referenced guidance prior to beginning work on the application to clarify what each item response should include.
- 2) 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.

Program Contact

Arizona Department of Education (ADE)
21st Century Community Learning Center (21st CCLC) Program Unit
All questions regarding the application must be submitted via email to 21stCCLC@azed.gov

Funding Purpose / Priorities

For important information regarding this program, please review the Non-Regulatory Guidelines (NRG) found on the 21st CCLC website <http://www.azed.gov/century-learning-centers/> under the Downloadable Tools section of the Application Information page.

The purpose of the program is to establish 21st CCLC programs that provide at-risk students with opportunities for academic enrichment, personal enrichment and other activities designed to complement the students' regular academic program. The 21st CCLC programs must include activities designed to engage adult family members of actively participating students in supporting students' academic success. The 21st CCLC programs 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; however, services may be offered at schools and other locations. All centers must provide a range of high-quality services to support student learning and development.

Authorized under Title IV, Part B, of the Elementary and Secondary Education Act (ESEA), as amended by the No Child Left Behind Act of 2001, the specific purposes of the law are to:

(1) Provide opportunities for academic enrichment, including providing tutorial services to help students (particularly students in high-poverty areas and those who attend low-performing schools) meet State and local student performance standards in core academic subjects such as reading, writing, mathematics and science;

(2) Offer students a broad array of additional services, programs and activities, such as youth development activities, drug and violence prevention programs, counseling programs, art, music, recreation programs, technology education programs, and character education programs that are designed to reinforce and complement the regular academic program of participating students; and

(3) Offer adult family members of students served by 21st CCLC programs opportunities for literacy and related educational development that support their students' learning.

(4) Application has been "submitted jointly." Applicants must provide a description of the partnership between a local educational agency, a community-based organization (CB), and other public or private organization. Please see F-4 of the NRG.

(5) Grants funded by the 21st CCLC program may supplement, NOT supplant, existing out-of-school funding or programs.

Eligible Applicant(s)

ABSOLUTE PRIORITY- To be eligible, entities must serve students who attend schools where at least 40% of the students qualify for free/reduced cost meals.

Any public or private organization is eligible to apply (see NRG F-1). Any agency which is not a school must partner with the school serving the students targeted for assistance. Examples of agencies and organizations include, but are not limited to:

- Schools
- Non-profit agencies
- City or county government agencies
- Faith-based organizations
- Community-based organizations
- Institution of higher education
- For profit corporations

Eligible sub-recipients may receive 21st CCLC grant funding not more than five years contingent upon availability of funds, the completion of an annual Renewal for Application (RFA) in grants management, and meeting all conditions set forth within the RFA under which funding was provided.

Approximate Number of Awards

Proposals will be reviewed pending successful completion of **ALL** required components as specified in the Request for Application (RFA).

The number of applications awarded each year is usually between 40 and 50. This figure is based on the award amount from the U.S. Department of Education. ***In the event that anticipated federal funding is decreased, a proportional decrease may be made to all awardees. All funding is contingent upon receipt of federal funds.***

The award will be for five consecutive years, with applicants receiving 100% funding for each of the first three years of the program, followed by a 25% reduction in original funding in years four and five. Continued funding throughout the five years is pending satisfactory performance and compliance with all grant requirements by the sub-grantees as evaluated by the 21st CCLC program office of the Arizona Department of Education.

The sub-grantees will be required to complete Renewal Applications for the four subsequent years. **Funded programs will not be permitted to reduce the quantity or quality of services, the number of regular attendees, or the length of operation to account for reduced funding.**

Applicants must apply for a minimum of \$50,000 or up to a maximum of \$140,000 in the first year.

Please note, geographic equity may be considered when awarding 21st CCLC sites.

Matching Requirement

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

Staffing Requirement

Each entity must employ at least one site coordinator per site to be on site during center hours.

Budget

Please do not check the box labeled, "By checking this box...."

Budget Period/Program Performance Period

July 1, 2015 – June 30, 2016

Target Population(s)

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

(1) Students: Students attending schools eligible for Title I school-wide programs or living within the district-defined service area of such schools, are eligible to participate. The 21st CCLC program targets **at-risk students** from pre-kindergarten to twelfth grade who attend schools with a high concentration of students from low-income families. Title I status indicates that a school serves an eligible school attendance area in which not less than 40% of the children are from low-income families or not less than 40% of the children enrolled in the school are from such families.

(2) Adults and Families: In addition to students, the Elementary and Secondary Education Act provides the opportunity for sub-grantees to serve adult family members of those students **who are actively participating** in the regular 21st CCLC program by providing educational services or activities appropriate for adults and/or services to advance the academic achievement of the actively participating student. **Programs must offer services to support family engagement and/or family literacy that support student learning.**

REQUIRED DOWNLOADABLE DOCUMENTS:

The following downloadable documents are required to complete a 21st CCLC application. Incomplete applications will not be considered for funding.

Signed Forms A - E must be scanned and uploaded to the online application via the Grants Management System, accessible through the ADEConnect portal found on the ADE Home Page by 5:00:00 p.m., May 4, 2015. No hand delivered, emailed, fax or photocopy signatures will be accepted.

A. Participants Verification **Form A**

- 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. Adequacy of Resources **Form B**

- 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. Private School Consultation **Form C**

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

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

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

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

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

OTHER REQUIREMENTS:

General Statement of Assurance

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

- All organizations applying for the grant must have a **2015** General Statement of Assurances on file with ADE's Grants Management Department allowing access to application.
- All organizations applying for the grant must have **2016** General Statement of Assurances on file with ADE's Grants Management Department by May 31, 2015.

CTDS Number

A CTDS number is required before you can submit a grant application. CTDS stands for County, Type, District, and School.

Current schools can find their CTDS and assigned School Finance Analyst contact information at the following link: <http://www.azed.gov/Administrators/SF/Lists/LEAAccountAnalysts/AllItems.aspx>

- To apply for a CTDS number, applicants must complete an Entity Profile Form. Instructions are found on the ADE website at the following link: <http://www.azed.gov/finance/entity-profile-form-instructions/>
- The Entity Profile Form is at this link:
<http://www.azed.gov/finance/files/2011/11/entityprofileform2.pdf>
Note: If you are a new site, please use CTDS# 00-00-00-001 when completing the form and select "School Finance" as your LEA Account Analyst.
- Contact the Arizona Department of Education's School Finance Department at 602-542-5695 with any questions regarding obtaining a CTDS number, or regarding the Entity Profile Form.

Application Due Date

MAY 4, 2015 by exactly 5:00:00 P.M.

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

NO EXCEPTIONS.

On Line Application

The Cycle XIII 21st CCLC grant application for FY 2016 will be available on March 9, 2015 in the ADE Grants Management System, accessible through the ADEConnect portal found on the ADE Home Page.

You may log in with your e-mail address and password at <https://home.azed.gov/Portal>. If you have not worked with ADEConnect in the past, or are not certain you have the proper credentials, please see this link <http://www.azed.gov/aelas/adeconnect/>. You may also contact the ADEConnect Help Desk at (602) 542-7378, (866) 577-9636 or adesupport@azed.gov.
Note: Log in information for the old Common Logon system will NOT work with ADEConnect.

If you need technical assistance in completing the on-line application, please see the ADE Grants Management website at <http://www.azed.gov/grants-management/>. If you need additional technical assistance or have questions in submitting the on-line application, please see the ADE Grants Management website at <http://www.azed.gov/grants-management/gme-contacts/> for contact information.

On Line Support Materials and Downloadable Tools

For application-specific guidance and support materials please visit the ADE 21st CCLC website at <http://www.azed.gov/century-learning-centers/application-information/>. Current support materials for applicants, including a Word version of the application, will be available on the ADE 21st CCLC website on March 9, 2015; however, all applications MUST be submitted on line 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 screen of all applications to ensure compliance with ADE Competitive Discretionary Grant Guidelines and Procedures GE-15. Applicants will be notified of non-compliance status within **five business days** of the application due date. Applicants with initial screen disqualifications may appeal within five business days of notification to the Arizona State Superintendent of Public Instruction pursuant to ARS 41-2704 and the process established through ADE under the rules and procedures adopted pursuant to ARS 41-2611.

21st CCLC Unit Staff will conduct an initial screen using the following criteria:

If any of the following criteria is not met the application will be disqualified and will not move on to the Peer Review Process.

- 1. Application and Forms A-E submitted by the due date and time**
Grant applicants must adhere to the grant submittal deadlines. No extensions will be granted. Late submissions will be automatically disqualified.
- 2. 40% or higher Free and Reduced Lunch count**
Each 21st CCLC grant must propose to serve the students who attend a school where at least 40% of the students qualify for free/reduced cost meals.
- 3. Complete Application**
Incomplete applications will not be accepted. Responses to each application question must include a 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 the ADE has a complete application on the Grants Management System.
- 4. Correct Application (Site Based)**
An application may include up to 10 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 each proposal is written to serve.

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

If any of the following criteria is not met the application may not move on to the Peer Review Process.

- 1) Charter Board Compliance Check – good standing**
- 2) Grants Management Enterprise – good standing**
Submit Required Audit Evaluation and Cash Management Reports
Avoidance of Programmatic Holds from other Program areas
- 3) 21st CCLC Prior Grant – good standing**
Submit Reports in a timely and complete manner
Met the service hour requirements (hours/days/weeks/summer program)
Met the proposed number of regularly attending (30 days or more) students

4) Budget Alignment

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

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 not to exceed 4% of total budget.
- Indirect charged to the grant may not exceed 8% of expenses not including capital.

5) Fees for Services

- The Arizona Department of Education **discourages the charging of fees** as it may hinder the recruitment and retention of participating students.
- If fees are charged, **no** student shall be denied services due to inability to pay.
- Income collected from fees must be used to supplement a specific activity identified in the grant.

Scoring Sheet

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

Points Distribution

Sections	Max. Score
III. Priority	2
IV. Program Need <ul style="list-style-type: none"> • Does the applicant clearly describe the community? • Does the applicant cite the factors that place students at risk of educational failure? 	15
V. Program Design and Implementation <ul style="list-style-type: none"> • Does the applicant clearly describe and elaborate on recruitment and retention strategies? • Are the intervention and academic enrichment activities tailored to address the specific needs of program participants? 	17
VI. Adequacy of Resources <ul style="list-style-type: none"> • Has the applicant explained the fiscal holder's capacity to manage fiscal resources? • Does the applicant clearly explain how staffing requirements will be met? • Is there a clear plan for how communication will occur between day and afterschool programs? 	17
VII. Program Objectives and Activities <ul style="list-style-type: none"> • Are the goals SMART? • Is there a plan demonstrating principal support and buy-in for the 21st CCLC program? • Are the activities and methods comprehensive and effective and likely to result in achievement? 	21
VIII. Evaluation <ul style="list-style-type: none"> • Is the evaluation plan comprehensive, reliable and include an effective approach likely to impact student success? 	14
IX. Sustainability <ul style="list-style-type: none"> • Has the applicant described how 21st CCLC activities will coordinate with other funding streams? • Are identified partners involved not only in the application process but also involved with program activities? 	14
Total Score	100

Rating Guidelines

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



21st CCLC At-A-Glance Requirements

General Statement of Assurance (GSA)

A FY 15 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, an FY 16 GSA will need to be on file by May 31, 2015.

C.T.D.S. NUMBER

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

Entity ID Number

An Entity ID Number will need to be entered in the application for each school. Please see the ADE Home Page- bottom left hand corner- Find A School at <http://www.azed.gov/>

Application Tips

- An Application can have up to a maximum of 10 sites/schools. If you are applying for more than one school then each school becomes a separate site with its own budget and set of on-line Forms A, B, C, D, and E.
- If you experience trouble pasting text from a word document to the on-line application, type text directly into the application cell.
- Remember to replace "placeholders" with narrative before submitting.
- Review a printed copy for completeness prior to submitting on-line.
- Save each page before exiting.
- There is a limit of 8000 characters for each answer. This includes commas, periods, spaces, etc.
- ADE recommends submitting applications three business days before due date. This allows you plenty of time should you encounter any difficulty with submittal.

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

Program Objectives and Activities

- | | |
|---------------------|--|
| ▪ Academics | Minimum of 2 objectives; Maximum of 3 objectives |
| ▪ Youth Development | Minimum of 1 objective; Maximum of 2 objectives |
| ▪ Family Engagement | Provide 1 objective |

All components of 21st CCLC programs (academic/enrichment, youth development, and family engagement) should help accomplish the primary purpose of the 21st CCLC funding; 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 school improvement plans or to accomplish other

school goals. 21st CCLC programs offer extended learning time, intentionally designed to help children meet academic achievement standards.

Activities must align with the school's core reading and mathematics curriculum. When providing out of school time services, the 21st Century Community Learning Center must use scientifically based research materials and strategies.

Program Design and Implementation

21st CCLC services must be offered during non-school hours or periods when school is not in session. Services are not to be provided during regular school hours. Lunch time is considered regular school hours. However, activities targeting pre-kindergarten children (see G-3 of Non-regulatory Guidelines) and adult family members may take place during regular school hours as these times may be most suitable for serving those populations. See NRG G-1, for activities and services that 21st CCLC funds may be used for.

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 and
 - that specifically recruits the students identified as in need of a long term academic assistance program
- Balanced program that combines remedial education activities with fun engaging academic enrichment classes
- Program activities address Arizona's 21st Century Community Learning Centers (21st CCLC) youth development framework and philosophy
- Supplements, does not supplant existing resources

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

Program Services Requirements

TOTAL CENTER SERVICES include both Direct Student Services and Adult Family Services. Each 21st CCLC program must commit to providing services for at least these minimum lengths of time:

- 120 days per fiscal year
- 27 weeks per academic year (Includes extended breaks)
- 3 weeks summer school
- 4 days per week
- 12 hours per week of TOTAL CENTER SERVICES for students and their adult family members (does not include teacher planning/preparation time).

DIRECT STUDENT SERVICES are those services where the vast majority of enrolled student participants are able to participate. Every student in the program must be afforded at least 8 full hours of programming.

- Minimum of 8 hours per week of DIRECT STUDENT SERVICES

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.

- Minimum of 2 hours per week of ADULT FAMILY SERVICES

Adequacy of Resources

The total 21st CCLC grant funding request for each site proposal must be justified by the following formula. To calculate the total funding each site application is eligible to request, use this formula:

- (a) _____ The number of days the program is offered (minimum of 120 days) X
(b) _____ The projected number of students who will attend 30 days or more (regular attendees)
X
(c) \$10 =
(d) \$ _____ Total Funds Needed

For example, if the 21st CCLC program at the site will run for 120 days and will serve 120 students on a regular (30 days or more) basis, then the funding formula would be calculated in the following manner:

$$\frac{120 \text{ days} \times 120 \text{ regular attendees} \times \$10}{\text{Total Funds Requested}} = \underline{\$144,000} \text{ Total Funds Needed;}$$
$$\text{Total Funds Requested} = \underline{\$140,000}.$$

Note: Even if the formula provided in the site proposal demonstrates that more than \$140,000 is needed to run the program, no more than \$140,000 can be requested from the 21st CCLC grant. Any funds necessary above the \$140,000 21st CCLC funding limit would have to come from another source.

Commitments stated in awarded 21st CCLC proposals must be maintained all 5 years of the grant award.

Required Forms A, B, C, D and E

- A. Participant Verification Form
- B. Adequacy of Resources Form
- C. Private School Consultation Form
- D. Statement of Assurance of Original Work
- E. Statement of Assurance of Community Notification

Previously Awarded Grants

In the 21st CCLC website's "21st CCLC in AZ" page, see the link to the *21st CCLC Grant Awards In Arizona* 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.
- Avoid plagiarism.

To access previously awarded grant applications:

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

To Access Previously Awarded Grant Applications

- 1) You can access recently awarded 21st CCLC grants at the ADEConnect portal: <https://gme.azed.gov/>
- 2) In the ADEConnect system, if you are logged in, sign out to enter the “Public Access” view.
- 3) Use the SEARCH option to find an organization that has been awarded the 21st CCLC grant.

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

- 4) Click on the hyperlink of the organization in the “Organization Name” column.
- 5) From the blue menu in the upper left corner, select Funding ➤ Funding Applications.
- 6) 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.
 - 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.
- 7) 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.

Appeal Process

Any interested party may protest a request for grant application, a determination of not being found acceptable for award, or the award of a competitive grant.

A detailed statement of the legal and factual grounds of the protest including copies of relevant documents and the form of relief requested must be submitted to the Arizona Superintendent of Public Instruction.