



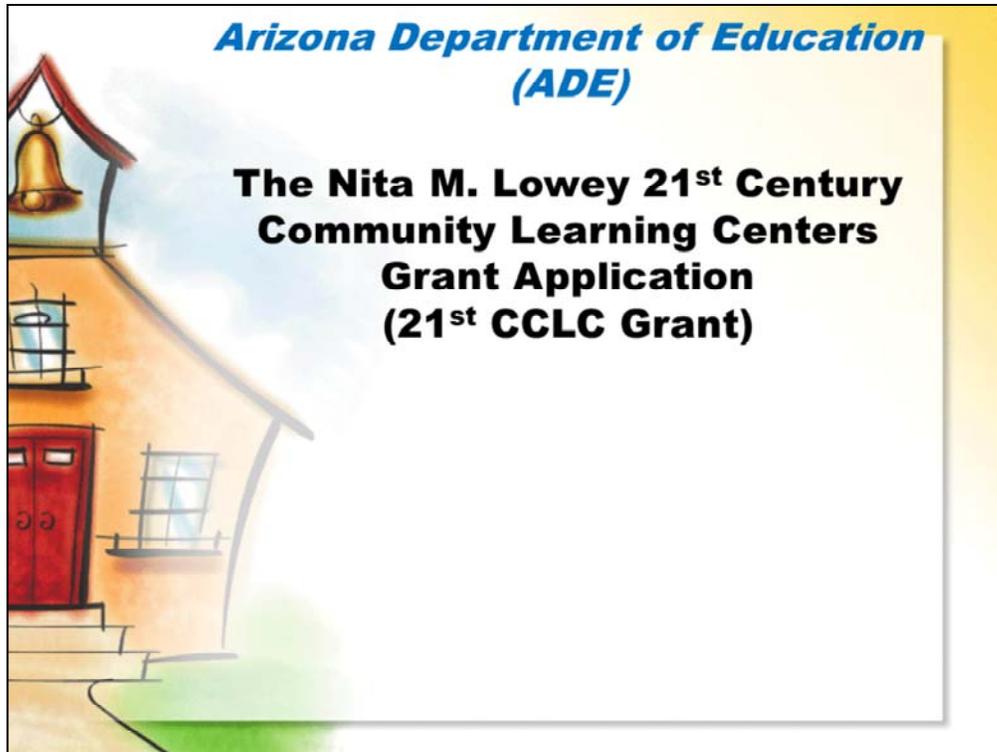
*Arizona Department of Education*

**The Nita M. Lowey 21<sup>st</sup> Century Community Learning Centers Grant Application  
(21<sup>st</sup> CCLC Grant)**

1. Do you want additional funds to provide out of school time services for your students?
2. Does your site serve students where at least 40% of the students qualify for free/reduced meals?
3. Is your total enrollment on October 1, 2019 at 140 students or higher?

If you answered yes to all of the above questions, please stay to learn about the 21st Century Community Learning Centers grant application.

If you answered no to any of the above question, unfortunately your site would not be eligible to apply for the 21st Century Community Learning Centers grant application.



Welcome to the Arizona Department of Education's presentation on the Nita M. Lowey 21<sup>st</sup> Century Community Learning Centers Grant Cycle 16 new application. From this point on the grant will be referred to as the 21<sup>st</sup> CCLC Grant.

1. Viewing this PowerPoint does not replace reading the Cycle 16 application guidance nor does it replace reviewing all of the all materials on the 21<sup>st</sup> CCLC application page. It is your responsibly to do the background research and complete the application as stated in the guidance and other resources available.
2. The Arizona Department of Education is not responsible for controlling or guaranteeing the accuracy, relevance, timeliness, or completeness of outside information. Further, the inclusion of information or a hyperlink or URL does not reflect the importance of the organization, nor is it intended to endorse any views expressed, or products or services offered.

The 21<sup>st</sup> CCLC grant is funded by a federal grant from the United States Department of Education under the Every Student Succeeds Act, Title IV, part B, and administered by the Arizona Department of Education. From this point on the Every Student Succeeds Act will be referred to as ESSA.



**Arizona Department of Education**  
**21<sup>st</sup> CCLC Grant**  
***Highly Effective Schools Division***  
**Mike Mannelly, Associate Superintendent**

***21<sup>st</sup> CCLC Staff:***  
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**Trish Zilliox, Education Program Specialist**

Here is the list of the 21<sup>st</sup> CCLC Grant staff at the Arizona Department of Education.

# 21<sup>st</sup> CCLC Grant

## *Eligibility Checklist*



We equip Arizona students  
to realize their potential

# 21<sup>st</sup> CCLC Grant

**Eligibility Verification Worksheet**

Site eligibility is based on minimum requirements for 21st CCLC funding. If a site does not meet the requirements, do not add the site to the application as they will not be approved.

**Key Considerations**

- The only variable in the funding formula is the projected number of students who attend 30 days or more. The number of projected number of students must be based on the October 1st Enrollment.
- Funded programs may always serve additional students or be open for additional days when other resources are available. But these optional services must not be considered in the above 21st CCLC funding formula calculation.

**Worksheet Formula**

**Absolute Priority**

- Provide National School Lunch Program (NSLP) Reimbursed price percentage (<http://www.pdcl.gov/ncslp>) or other welfare risk factor data, including the state source. Reimburses within site serves students where at least 40% of the students qualify for free/reduced meals.
- This Site meets the Absolute Priority.

**Funding Formula**

- 21st CCLC funding will not exceed the \$100,000 maximum nor fall below the \$50,000 minimum.
- 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.
- 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.
- 21st CCLC funding will be based on 120 days of service per year.
- 21st CCLC funding will be based on \$10 per student.
- Enter the Funding Formula: Regular Attendees x 120 days x \$10 per student = Total
- Enter Funds Requested

**Qualifying Questions**

- If applicable, a Site Coordinator will be held to be on site during center hours.
- Does this site meet the minimum requirements to apply for 21st CCLC Funding?
  - Yes - Eligible site for 21st CCLC funding.
  - No - Ineligible site for 21st CCLC funding. Do not add to the funding application.

Site Name	Absolute Priority		Funding Formula						Qualifying Questions		
	Q 1	Q 2	Q 3	Q 4	Q 5	Q 6	Q 7	Q 8	Q 9	Q 10	Q 11

The answer is **Yes** for Q 11. Then the site is eligible to apply for the 21st CCLC grant.  
 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.

Complete the Eligibility Checklist to see if the site is eligible to apply for the 21<sup>st</sup> CCLC Grant



The next few slides will cover an overview of the 21<sup>st</sup> CCLC Grant.

## **21<sup>st</sup> CCLC Grant** **Application Recommended** **Resources**

Located at: <http://www.azed.gov/21stcclc/application-information/>

- \*21st CCLC FY21 Grant Application (Word Version)
- \*21st CCLC FY21 Grant Application Guidance
- \*21st CCLC FY21 Form A - PARTICIPANTS VERIFICATION FORM
- \*21st CCLC FY21 Form B - ADEQUACY OF RESOURCES FORM
- \*21st CCLC FY21 Form C - AFFIRMATION OF CONSULTATION FORM (Participation of Private School)
- \*21st CCLC FY21 Form D - STATEMENT OF ASSURANCE OF ORIGINAL WORK
- \*21st CCLC FY21 Form E - STATEMENT OF ASSURANCE OF COMMUNITY NOTIFICATION
- 21st CCLC Writing SMART Outcome and Process Objectives (PowerPoint PDF Version)
- 21st CCLC Grant Consideration Rubric
- 21st CCLC Measures of Effectiveness
- 21st CCLC Tools - Budget Planning
- 21st CCLC Tools - Partner Planning
- 21st CCLC Tools - Program Planning

This is a list of the 21<sup>st</sup> CC:C Grant Application recommended resources found on the 21<sup>st</sup> CCLC application website. You can click the link on the link to access the Cycle 16 application guidance and a Microsoft Word Version of the application.

Please note that the required downloadable forms must be uploaded into the Grants Management System. Also note that applicants who are considering applying as a consortium OR are not public district schools or charter schools must contact the 21<sup>st</sup> CCLC Team at [21stcclcinbox@azed.gov](mailto:21stcclcinbox@azed.gov) for technical assistance. You may be eligible to apply and the 21<sup>st</sup> CCLC application team will follow up with the process.

The 21<sup>st</sup> CCLC Grant Application Recommended Resources are found and listed on the 21<sup>st</sup> CCLC Application Website.



## **21<sup>st</sup> CCLC,** **ESSA Title IV, Part B**

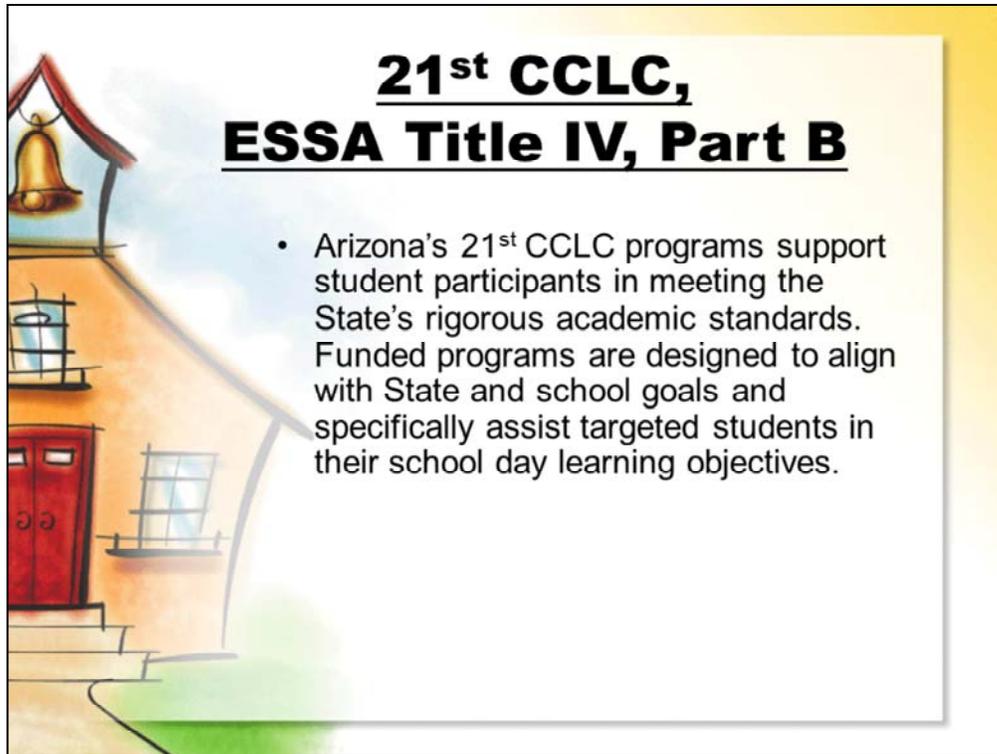
- The 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC) initiative is the only federally funded source dedicated *exclusively* to out-of-school-time programs.

READ SLIDE and state additional notes below

Read bullet 1 followed by...

Student Services may only be provided outside of school day time which includes before school begins, after school ends and when schools are out for the summer.

Adult Family member services can take place at any time of the day.

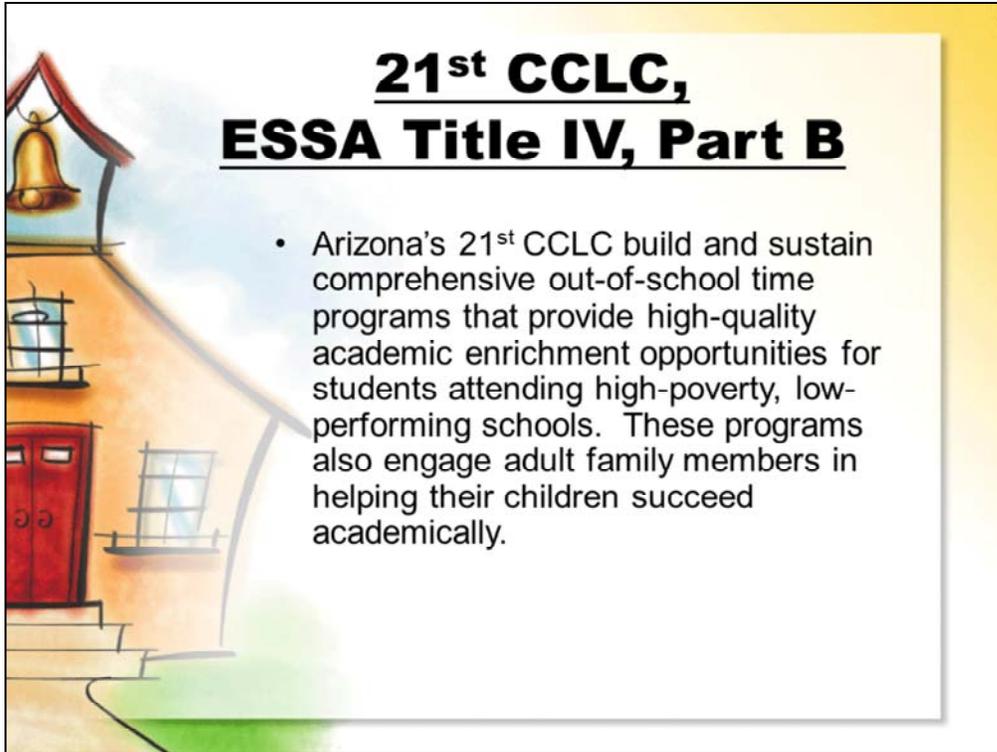


READ SLIDE and state additional notes below

All components of 21st CCLC programs (academic, 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 also be an important resource to accomplish school goals and to help achieve objectives in the school's Comprehensive Needs Assessment (CNA) and Integrated Action Plan (IAP) which are referred to in the Planning Tool in GME.

CNA and IAP are not required to be uploaded as part of the grant application but it should align with the application.



## **21<sup>st</sup> CCLC,** **ESSA Title IV, Part B**

- Arizona's 21<sup>st</sup> CCLC build and sustain comprehensive out-of-school time programs that provide high-quality academic enrichment opportunities for students attending high-poverty, low-performing schools. These programs also engage adult family members in helping their children succeed academically.

READ SLIDE and state additional notes below

In addition to supporting student achievement, 21<sup>st</sup> CCLC grant programs must be used to support adult family members in assisting their children's academic success.

Some examples of adult family services:

Adult Classes (Reading and/or Math)

Nutrition/Fitness Classes

GED Classes

Citizenship Classes

Computer Literacy Classes

Financial Literacy Classes



## **Focus of 21<sup>st</sup> CCLC Funding**

- 21<sup>st</sup> CCLC programs maintain a strong commitment to improving math, reading/language arts/literacy, and science. In addition, 21<sup>st</sup> CCLC programs supplement the students' regular academic school day by creating a rich learning environment outside the instructional day.
- 21<sup>st</sup> CCLC programs offer a wide variety of classes, project-based learning activities, and hands on enrichment opportunities. This enrichment includes offerings in STEM (Science, Technology, Engineering and Math), environmental literacy programs, arts, music and physical education, mentoring, technology education including coding, and nutrition and health education.

READ SLIDE and after bullet #2 state:

21<sup>st</sup> CCLC grant funding can support a variety of learning activities that best meet the needs of the students identified as in need of these services. The activities listed in here align to the current ESSA law

A well written application will address many of these types of activities.



## **Eligible Applicant(s)**

**ABSOLUTE PRIORITY** - Applications proposing services to schools with less than 40% low-income students will not be considered

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

Non-School "eligible entity":

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

READ SLIDE and state:

Please refer to the 21<sup>st</sup> CCLC Cycle 16 application guidance for more information about eligible applicants.

Other sites are eligible to apply such as consortiums.

A non-school entity may look into serving as an external contracted partner to a school site applying for the 21<sup>st</sup> CCLC grant.



## **Non-Eligible Applicant(s)**

- 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.
- Online Schools may not apply for 21st CCLC funding.
- Joint Technological Education District (JTED) sites are not eligible to apply for 21st CCLC funding to serve students from multiple schools.
- Private schools may not serve as the 21st CCLC program site.

**NOTE:** See the 21st CCLC FY21 Grant Application Guidance for more information about non-eligible applicants

### READ SLIDE and state:

More detailed information on eligibility to apply can be found within the Initial Screening section of the Cycle 16 grant application guidance.

You can not make up data for a site so that is why you must be open for one year or more

Online schools do not have "regular school hours" so it is not possible to distinguish what is outside of the regular school day

JTEDs must serve the students of one site to apply

Private school students can attend 21<sup>st</sup> CCLC programming within the attendance area. Applicants must be aware of that and will need to sign an assurance that consultation was made before applying for the grant



## Collaboration with Community Partners

- All 21<sup>st</sup> CCLC sites are federally required to maintain at least one external community partner during each year of the grant.
- All applications must include *Form A: Participants Verification Form* and submit with the signatures of partners of the 21<sup>st</sup> CCLC Grant.

*Read bullet 1 followed by...*

External community partners can participate as paid or in-kind partnerships. School districts cannot meet the external partnership requirement using other school district funds such as Title 1, as these are considered to be internal partnerships. Although Title 1 funding would not count as an external partner for this grant program, it is highly recommended to leverage other funds internally to supplement 21<sup>st</sup> CCLC services.

*Read bullet 2 followed by...*

Original signatures for Form A must be obtained and uploaded into the Grants Management System with the other required forms.



## Target Populations

<u>Students</u>	<u>Adults &amp; Families</u>
<ul style="list-style-type: none"> <li>• <b>At-risk students</b> from pre-kindergarten to twelfth grade who attend schools with a high concentration of students from low-income families</li> </ul>	<ul style="list-style-type: none"> <li>• Adult family members of those students <b>who are actively participating</b> in the regular 21st CCLC program</li> <li>• Programs <b>must</b> offer families of students active and meaningful engagement in their children's education, including opportunities for literacy and related educational development</li> </ul>

*Applicants will be required to identify the target population within their application.*

*After Student bullet state:*

It is the responsibility of the grant applicant to identify the “at-risk students” at the site and clearly state the factors that contribute to their risk. The primary intention of the 21<sup>st</sup> CCLC grant is to serve those students identified in the grant application. Although it would be wonderful to serve every student with the 21<sup>st</sup> CCLC grant, it is not programmatically or fiscally possible to attempt to serve all students at a site.

*After Adult & Families bullets state:*

Please refer to the 21<sup>st</sup> CCLC Framework – Family Engagement on the 21<sup>st</sup> CCLC application webpage as a resource to identify meaningful family engagement.



## What is the Minimum/Maximum Amount of Award?

- Minimum is \$50,000 per site
- Maximum is \$120,000 per site
- Maximum number of applicants per organization is 6 sites
- ADE may consider geographic equity when awarding 21<sup>st</sup> CCLC sites

**Note:** *In the event that anticipated federal funding is decreased, a proportional decrease will be made to all awardees. All funding is contingent upon receipt of federal funds.*

READ THIS ONLY (participant can read the slide):

What is the minimum or maximum a site can apply for in the Cycle 16 grant application?

The minimum award for a site is \$50,000

The maximum award for a site is \$120,000

A single organization/LEA can only apply for 6 or fewer grant applications. For example ABC School district may have 15 schools that meet absolute priority to apply for the 21<sup>st</sup> CCLC grant. The district would only be allowed to submit applications for up to 6 of those schools as 21<sup>st</sup> CCLC program sites within the district.

In the event that anticipated federal funding is decreased or eliminated, a proportional decrease will be made to all awardees. All funding is contingent upon ADE's receipt of federal funds.



## Funding Allocation

The total 21<sup>st</sup> CCLC grant funding request for each site proposal must be justified by the following formula.

\_\_\_\_\_ The projected number of students who will attend 30 days or more (\*regular attendees)  
X 120 days (21<sup>st</sup> CCLC Funding will be based on 120 days of services per year).  
X \$10 (dollar amount set for 21<sup>st</sup> CCLC Funding)  
= \$ \_\_\_\_\_ Total Funds Needed

\*A “regular attendee” is a student who has attended 30 days or more in the 21<sup>st</sup> CCLC program

**Note:** *The projected number of students who will attend 30 days or more cannot exceed 30% of the October 1, 2019 student enrollment at the school.*

To calculate the total funding each site application is eligible to request, use this formula:

READ THE SLIDE *each line of the formula will appear with each click*



## **Budget Alignment Points**

**(Cycle 16)**

- Budget will be checked for alignment with entire grant proposal by ADE staff after the Peer Review Process. Budget items should conform to the USFR Chart of Accounts.
- ADE may require revisions to the Budget if awarded by Peer Reviewers and before the award becomes official on August 21<sup>st</sup>, 2020 at the State Board of Education Meeting.
- The total requested dollar amounts must be reasonable and necessary to promote the objectives and activities in the application.

**READ SLIDE:**

After bullet 1 state:

It is important to consult your internal business offices when building the 21<sup>st</sup> CCLC budget to ensure that expenses are coded correctly.

After bullet 2 state:

If site is conditionally awarded the 21<sup>st</sup> CCLC grant after the peer review process, your assigned education program specialist will contact you in the summer to meet the site leadership and outline the revisions needed for the application to be eligible to move on for recommendation to be awarded

After bullet 3 state:

The funding allocation formula is designed to help ensure that sites are appropriately allocated a reasonable and necessary amount of funding to implement the 21<sup>st</sup> CCLC grant. Alignment of requested expenditures with the application's stated program design are the responsibility of the grant applicant.



The next few slides will address some essential considerations when applying for the 21<sup>st</sup> CCLC grant.



## Award Decisions

Grantees will be selected based on:

- Peer Review of qualified applications
- Geographic equity considerations of Arizona's 21<sup>ST</sup> CCLC sites
- If awarded by Peer Review, did the grantee make the ADE recommended revisions before the official award?

BEFORE READING SLIDE STATE: How will grant applications be awarded?

READ SLIDE

After bullet 1 state:

Highly qualified peer reviewers will assess grant applications in early June. Applicants with applications that move on from Peer Review will be contacted by an ADE education program specialist in late June to go over what is needed. Should necessary revisions be completed in time, the applications will be presented to the scheduled meeting of the State Board of Education for approval (usually mid-to late August).

After bullet 2 state:

ADE will analyze the list of potential awardees to ensure that there is geographic diversity

After bullet 3 state:

If grantees make the required revisions, the site will be recommended to the Board for approval.



## Approval of School/ District Administration

- Was Communication, Collaboration, and Buy-In evident in the Application Writing and Planning Process?
- All 21<sup>st</sup> CCLC proposals must demonstrate agreement of proposed grant contents by district and school administration **for each site**. This is done by uploading a **hard copy set** of the *Form A: Participants Verification Form for each site* which is available in the Related Documents Section of the ADE Grants Management System (GME).

READ SLIDE:

After bullet 1 state:

ADE will confirm during the Final Process that District leadership and school leadership (or non-school entity leadership and school site leadership) communicated and collaborated during the entire application process. 21<sup>st</sup> CCLC programs can not function properly without buy-in from both site level and central administration level

After bullet 2 state:

ADE will review all required forms including Form A to verify alignment of buy-in



## Alignment to the School Day

- Effective integration of the out-of-school time program with the regular school day requires dedicated, **ongoing communication and articulation** between regular school day and after school staff.
- Successful sites plan meeting times and develop systems to facilitate this communication.

Alignment to the School Day is VERY important to the success of the 21<sup>st</sup> CCLC program.

### READ BULLET

After bullet 1 state:

In order for students in the 21<sup>st</sup> CCLC program to show improvement, regular communication between the regular school day and the out-of-school time program must occur. One way to accommodate the communication is to set up regularly scheduled meeting times to develop curriculum, identify highly effective instructional practices, discuss student progress based on on-going student assessments, and review of student data.



## Evaluation - Annual Performance Report (APR)

- Grantees will be required to collect student level data and to complete all required reporting.
- For detailed information on reporting requirements, see the Reports page of the Arizona 21<sup>st</sup> CCLC website at this link:  
<http://www.azed.gov/21stcclc/required-reporting/>
- Applicants demonstrate responsibility for the management and evaluation of the 21<sup>st</sup> CCLC requirements by signing and uploading *Form B: Adequacy of Resources Form* into the ADE Grants Management System when submitting the application.

**READ THIS STATEMENT:**

The US Department of Education requires all 21st CCLC grantees to provide Summer, Fall and Spring Term Annual Performance data for submission to the United States Congress.

Daily program attendance is entered in each school's Student Information System. The Reports page of the Arizona 21st CCLC website is the location of required reporting templates, due dates, and updated reporting guidance.

**READ BULLET 3 and:**

Applicants will be required to upload Form B into the Grants Management System (GME) along with the other required forms.



## **Program Design and Implementation**

- **Community learning centers' services must be offered for students during non-school hours or periods when school is not in session.** Direct Student Services are not allowed to be provided during regular school hours.
- However, activities targeting pre-kindergarten children and adult family members may take place during regular school hours, as these times may be most suitable for serving those populations.
- Lunch time is considered during regular school hours.

READ SLIDE and then state the following:

The program plan should:

- Provide targeted intervention in core content areas (math and reading) to boost specifically targeted students' achievement
- Balance remedial education activities with fun and engaging academic/enrichment classes
- Provide activities that address Arizona's 21<sup>st</sup> CCLC Framework for Youth Development which is located on the 21<sup>st</sup> CCLC application website under Recommended Resources
- Supplement but does NOT supplant existing services



## **Generation of 21<sup>st</sup> CCLC Program Income**

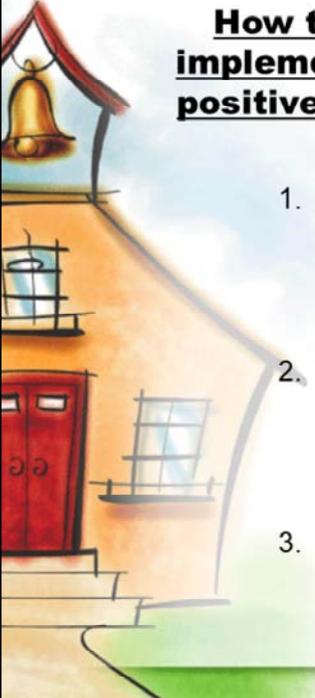
- Generation of 21<sup>st</sup> CCLC program income\* is **NOT** allowed by ADE. This includes any program income, including fees for student participation.
- ADE does **NOT** allow program income\* to be generated by charging fees for students to participate in 21<sup>st</sup> CCLC programs.
- Participant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

**Note:**\*Program income is income generated using 21<sup>st</sup> CCLC resources.

The generation of 21<sup>st</sup> CCLC program income is now specifically addressed in the Cycle 16 application guidance.

This information may be new for returning sites so be cautious if your application plan includes generation of income as part of the sustainability plan and/or for fundraising purposes.

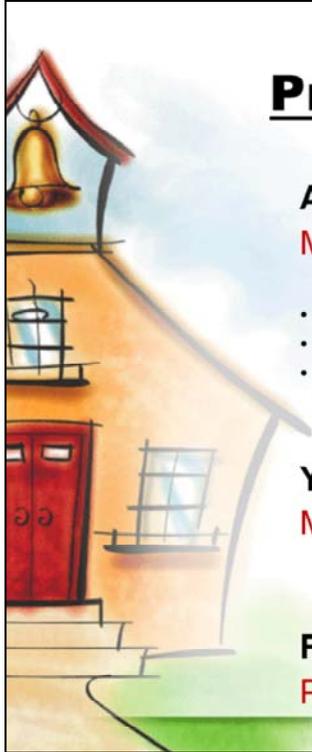
READ SLIDE



**How to intentionally design and implement 21<sup>st</sup> CCLC programs that positively impact student academic performance:**

1. All applicants should review the information on **Arizona's 21<sup>st</sup> CCLC website** <http://www.azed.gov/21stcclc/> to design a successful 21<sup>st</sup> CCLC application
2. The Application Information page of the website is especially critical to review <http://www.azed.gov/21stcclc/application-information/>
3. It is highly recommended to be familiar with the tools and resources on the 21<sup>st</sup> CCLC Application Information webpage prior to completing a 21<sup>st</sup> CCLC application

The Arizona 21<sup>st</sup> CCLC website, particularly the Application Information page is highly recommended viewing for applicants prior to completing and submitting the grant application in the Grants Management System (GME).



## **Program Objectives**

**Academics:**  
Minimum of 2 SMART objectives;  
Maximum of 3 SMART objectives

- One objective must be math related
- One objective must be reading related
- If a third objective is submitted, it can be math, reading or another academic area

**Youth Development:**  
Minimum of 1 SMART objective;  
Maximum of 2 SMART objectives

**Family Engagement:**  
Provide only 1 Process objective

*Read Academics section and then state:*

SMART objectives are Specific, Measurable, Achievable, Realistic and Time-Bound. It is important to note that Arizona does not allow State Assessments as a progress measure for 21st CCLC grant program SMART objectives. All Program objectives in the Cycle 16 application are intended to be annual objectives, measurable within one 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.

Note: Formative assessments or benchmark data can provide meaningful outcome data for determining student progress on grant program objectives within the Program Year.

*Read Youth Development and Family Engagement sections and then state:*

Remember to refer to the Application Information page of Arizona's 21<sup>st</sup> CCLC website for critical guidance and resources on Youth Development and Family Engagement.

Prior to developing grant program objectives, it is highly recommended to review the 21<sup>st</sup> CCLC Writing SMART Objective and Process Objectives PowerPoint presentation found in the 21<sup>st</sup> CCLC Grant Application Recommended Resources section of the Application Information page.



## Operational Requirements for 21<sup>st</sup> CCLC sites

Although sites may determine how to design individual programs, the following **MUST** be followed for **Direct Student Services Operational Requirements**:

- ✓ **Minimum of 120 Days per Fiscal Year**
- ✓ **Minimum of 3 Weeks Summer School**
- ✓ **Minimum of 8 Hours per Week of DIRECT STUDENT SERVICES during the Academic Year**
- ✓ **Minimum of 4 Days per Week of DIRECT STUDENT SERVICES during the Academic Year**
- ✓ **In addition, sites must describe the FAMILY ENGAGEMENT Plan that will support their children's education**

21<sup>st</sup> CCLC applicants are required to state their operational requirements for the 21<sup>st</sup> CCLC program.

READ SLIDE

*After 1<sup>st</sup> bullet state:*

Sites will be funded based on the formula for 120 days per fiscal year. It is possible to serve for additional days. HOWEVER, if more than 120 days are stated in the application and the site does not meet the requirement in any of the 5 potential years of funding, the site will be considered out of substantial compliance and could jeopardize continued funding.

*After 2<sup>nd</sup> bullet state:*

Newly awarded sites should plan to hold at least 3 weeks of summer school after the completion of the first academic school year with the 21<sup>st</sup> CCLC grant.

*After 3<sup>rd</sup> bullet state:*

Any site that is not open annually for a minimum of 8 hours per week for direct student services during the academic year will be considered out of substantial compliance and could jeopardize continued funding.

*After 4<sup>th</sup> bullet state:*

Ongoing regular student attendance is important in maximizing the impact of the program on student achievement and behavior.

*After 5<sup>th</sup> bullet state:*

The Family Engagement Plan must align with the Family Engagement Process Objective stated in the Program Objectives. The intent of family engagement is to engage adult family members of those students who are ACTIVELY participating in the 21st CCLC program in supporting their children's education and success. Family engagement opportunities should be part of an ongoing, systematic plan to engage families towards these goals.



## **Student Attendance and Program Design**

- It is recommended that programs require elementary students to attend every day of the program and middle school/high school to attend at least three days per week. This is to maximize the impact of the program on student achievement and behavior.
- 21<sup>st</sup> CCLC is not to be a “drop-in” program.

READ SLIDE:

After bullet 1 state:

Dosage matters. For a student to be considered a regularly attending student, he/she must attend the program for at least 30 days or more. 21<sup>st</sup> CCLC is intended to be a long term academic intervention targeting the students who need it most.

After bullet 2 state:

At-risk students should be identified and invited to participate in 21<sup>st</sup> CCLC programs. Every effort should be made to retain these students so they can benefit from the program while some other students may also be included in the program, the first priority should be to focus direct student services on those identified in the application.



## **School Support and Improvement**

- 21<sup>st</sup> CCLC programs can be an important component/complement in the school's Comprehensive Needs Assessment, Integrated Action Plan, or other school improvement goals.
- 21<sup>st</sup> CCLC programs can be an Innovation Playground. Each site can develop very different programs to best meet their students' needs.

READ SLIDE:

After bullet 2 state:

While expectations under law are the same for every program, each community develops very different programs to best meet their students' needs. This flexibility enables teachers to offer innovative, high quality, project-based learning, such as creative long term STEM exploration; and enables students to reengage with learning, or engage for the first time. These gains translate to the school day, often transforming and improving school day practices at the school site and even transforming whole districts through the models developed in 21<sup>st</sup> CCLC programs.



## **Research-Based Characteristics of Effective After-School Programs**

- Regular student participation
- Design of learning opportunities
- Trained staff must be able to challenge yet encourage children
- Content matters
- “Dosage” matters

### READ SLIDE

After Bullet 1 state:

Programs offer an array of targeted academic enrichment opportunities diverse and interesting enough to keep children participating regularly

After Bullet 2 state:

Learning opportunities must be intentional and can be embedded within all after-school activities

After Bullet 3 state:

Highly effective 21<sup>st</sup> CCLC programs are led by effective leaders and staff who understand working with children

After bullets 4 state:

After school activities can be exciting and engaging, yet still be aligned with state and local academic standards

After bullet 5 state:

The more time children can spend engaged in learning activities, the better they will perform



## **Program Effectiveness**

- Grantees must identify and implement programs and activities that can directly enhance student learning based on ESSA ***Measures of Effectiveness***
- Address the needs of the students, their families, and the community
- Continuously evaluated using school data as performance measures
- Evaluation activities must result in refining individual students' program
- Sites respond to evaluation findings, both on-going and for future program design
- Details about your evaluation plans are requested and should be aligned in the application sections: Adequacy of Resources and Evaluation Plan

Refer to The Measures of Effectiveness found on the 21<sup>st</sup> CCLC application page under the 21<sup>st</sup> CCLC Grant Application Recommended Resources.

READ SLIDE:



## Types of Activities

- All Arizona students enrolled in the 21<sup>st</sup> CCLC program **must** receive essential academic enrichment in **Reading and Math** to meet the challenging State academic standards
- Additional services include enrichment activities such as: youth development activities, service learning, nutrition and health education, drug and violence prevention programs, counseling programs, arts, music, physical fitness and wellness programs, technology education programs, financial literacy programs, environmental literacy programs, math, science, career and technical programs, internship and apprenticeship programs, and other ties to an in-demand industry sector or occupation for high school students
- Most successful 21<sup>st</sup> CCLC programs offer a **balanced program** that combines intervention/remedial education activities with fun, engaging academic enrichment classes

READ SLIDE:

No matter how the program is designed to meet the needs of the school community, 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.



# **21<sup>st</sup> CCLC Grant**

***Grant Management Enterprise  
(GME) Basics***



**21<sup>ST</sup> CCLC  
PROGRAM**

We equip Arizona students  
to realize their potential

<https://home.azed.gov/Portal/>



## **Questions Regarding CTDS Numbers**

- A “C.T.D.S.” number is also required before you can submit a grant application. “C.T.D.S.” stands for County, Type, District, and School. The website to find the site’s CTDS number is: <http://www.ade.az.gov/edd/>
- For questions regarding C.T.D.S. numbers, please email the 21<sup>st</sup> CCLC Inbox at [21stCCLCInbox@azed.gov](mailto:21stCCLCInbox@azed.gov) no later than March 2<sup>nd</sup>, 2020.

READ SLIDE:

After bullet 2 state:

If you can not obtain Grants Management access or a CTDS number before the application deadline, you will not be allow to submit a 21<sup>st</sup> CCLC application. **No exceptions.**

If applicant does not contact the 21<sup>st</sup> CCLC inbox by March 2<sup>nd</sup>, then there is no guarantee that the applicant will received an Entity ID and CTDS number by the application deadline.



## **General Statement of Assurances (GSA)**

- All organizations applying for the grant must have a 2020 and 2021 General Statement of Assurances on file with ADE's Grants Management Department
- The instructions for General Statement of Assurances are located at this website: <http://www.azed.gov/grants-management/gsa/>
- For questions regarding GSA, please contact Grants Management at (602) 542-3901 or by email at [grants@azed.gov](mailto:grants@azed.gov)

### READ SLIDE

After last bullet state:

As the viewer of this webinar you may or may not have the permissions to submit the General Statement of Assurances (GSA). However if your organization has access to GME then there is someone within your organization who has the permissions to work with the GSA. If you are interested in applying for the 21<sup>st</sup> CCLC Cycle 16 grant then you must collaborate with that individual to submit a complete 21<sup>st</sup> CCLC grant application online in GME.



## **Accessing the Application**

- The 21st CCLC grant application for fiscal year 2021 will be available on March 1<sup>st</sup>, 2020 in the ADE Grants Management System (GME), accessible through the ADEConnect portal found on the ADE Home Page
- Instructions to access the On Line application can be found on the *21<sup>st</sup> CCLC Grant Application Guidance FY2021*

Before reading slide state:

This webinar is available to all individuals interested in the 21<sup>st</sup> CCLC Cycle 16 grant application. It will continue to be available after the grant application opens in GME.

READ SLIDE

The grant application guidance can be found, along with other tools and resources critical to successful writing of a 21<sup>st</sup> CCLC application, on the Application Information page of Arizona's 21<sup>st</sup> CCLC website at this link:

<http://www.azed.gov/21stcclc/application-information/>. The guidance is one of the items under the "Nita M. Lowey 21<sup>st</sup> CCLC Grant Application Guidance and Resources" section of the Application Information page.

**ALL 21<sup>st</sup> CCLC Grant Applications**  
**MUST be Submitted On-Line**  
**on the GME System**

In addition, required downloadable documents are required per site to be uploaded into the GME System. These documents are:

1. Form A - Participants Verification Form
2. Form B - Adequacy of Resources Form
3. Form C – Affirmation of Consultation Form
4. Form D – Statement of Assurance of Original Work
5. Form E – Statement of Assurance of Community Notification

**Note:** School sites each have 5 required downloadable documents.

**For example:**  
If 3 sites apply, 1 set of forms per site are required = 3 sets of forms total for 3 sites.

- The forms are available in the “Related Documents” in the Funding Application. After following the instructions and completing the forms, they must be uploaded back into the Funding Application in the GME system

## READ SLIDE

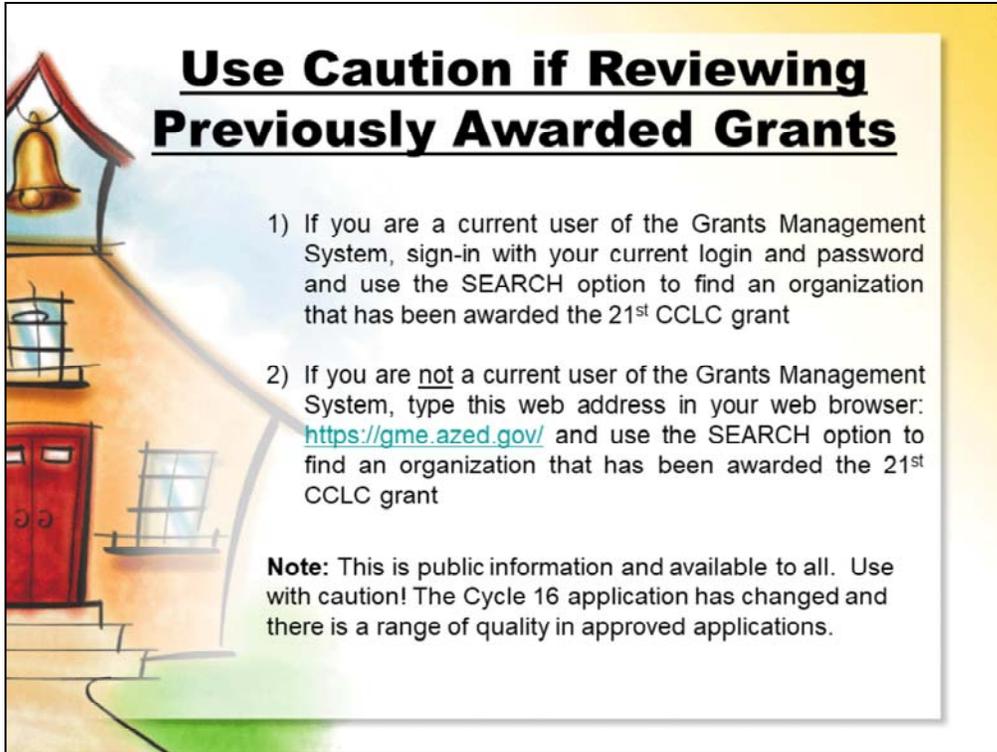
After reading all of the Forms state:

The 21<sup>st</sup> CCLC Cycle 16 guidance has an explanation for each of the forms. The guidance is located on the 21<sup>st</sup> CCLC application webpage. It is highly recommended that all applicants review it thoroughly.

Remember: All forms are located in GME. When all of the documents are complete, each must be uploaded back into the GME system to complete the application. Failure to submit one of the required forms in GME will be disqualify the application and it will not move on to the Peer Review Process.

After Reading the Red Section state:

If your application includes more than one 21<sup>st</sup> CCLC program site, remember each program site is required to have its own application and complete set of forms.



## **Use Caution if Reviewing Previously Awarded Grants**

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

**Note:** This is public information and available to all. Use with caution! The Cycle 16 application has changed and there is a range of quality in approved applications.

READ SLIDE then state:

Work must be the original work of the applicant. ADE has the right to remove the grant application from funding consideration at any time should plagiarism be discovered.

Applicants will sign Form D which is an assurance of original work.



## **FAQs Application FAQs**

- An LEA/Fiscal Agent can submit up to 6 site/school applications. Each grant application must be site specific. If you are applying for more than one site, then each program site should have its own budget and set of accompanying required related documents (Forms A-E).
- Budget should align to the Program Design and Implementation, Adequacy of Resources, and possibly other areas of the application. Consult with your internal Business office whenever possible.
- Objectives should align to the Program Design and Implementation, Adequacy of Resources, and possibly other areas of the application. Consult with your internal Evaluation office whenever possible.

READ SLIDE:

After 1<sup>st</sup> bullet state:

Required Downloadable Documents (1 set per site) with original signatures must be uploaded into the Funding Application in GME before the Funding Application is submitted to ADE. Do not change the status of the application in GME to “LEA Authorized Representative Approved” until you are sure that the application is complete with the required downloadable documents.

After bullet 3 state:

Please refer to the 21<sup>st</sup> CCLC Tools – Budget Planning document for examples of budget narratives. After creating the budget, consult with your Business Office.

After bullet 4 state:

Please refer to the 21<sup>st</sup> CCLC Writing SMART Outcome Objectives PowerPoint found in the 21<sup>st</sup> CCLC application website under 21<sup>st</sup> CCLC Grant Application Recommended Resources for ideas.



## **FAQs Application,** **Continued**

- If you experience trouble copying from Word document to application – type directly into the GME system.
- Remember to enter an actual narrative response into each question's text box. Application will be incomplete if any text boxes are left blank. Responses to each application question must include a narrative text response. Place holders such as an asterisk or hyphen will not be considered an acceptable response.
- Review a printed copy for completeness prior to submitting on-line.
- ADE recommends submitting applications at least three business days before the due date. This allows plenty of time should you encounter any difficulty with submittal.

READ SLIDE



## **Technical Questions Regarding the Grant Management System**

- Grant Management's phone number is (602) 542-3901
- Remember 8,000 is the maximum number of characters you may use for each question. This includes commas, periods, spaces, etc.
- Regarding the due date **(May 1<sup>st</sup>, 2020 by 11:59 PM exactly – NO EXCEPTIONS)**, remember to allow yourself plenty of time to be able to access assistance from Grant Management's staff should you have technical difficulties. There are no exceptions to the deadline.

READ SLIDE



Here are some critical reminders.



## **Grant Timeline**

- Grant applications due **online by exactly 11:59 PM, May 1, 2020**. If application is not completely submitted, it will be considered late and will be disqualified from the competition!
- Required Downloadable Documents (**1 set per site**) with **original signatures** must be uploaded into the Funding Application in GME before the Funding Application is submitted to ADE.
- Projected AZ State Board of Education approval: **August 21<sup>st</sup>, 2020**
- 21<sup>st</sup> CCLC Leadership Conference: **October 16<sup>th</sup>-17<sup>th</sup>, 2020**

READ SLIDE:

After bullet 4 state:

All newly awarded grantees will be required to attend the 21<sup>st</sup> CCLC Leadership Conference. During the conference, attendees will learn about the reporting requirements, how to stay fiscally compliant and other tips to run a highly effective 21<sup>st</sup> CCLC grant



**Important: Disqualified**  
**Disqualified applications will be pre-screened out.**

*Disqualification factors include but are not limited to:*

- ✓ **Late and/or Missing the following:**
  1. On-line application in GME System
  2. Related Documents \*Forms A-E (must uploaded in the GME System)
- ✓ **Lack of original signatures** on \*Forms A-E
- ✓ **Incomplete application** in GME
- ✓ **No submission of Joint Applications** i.e. More than 1 school per site listed in application is NOT permitted

**Note:** See the Nita M. Lowey 21<sup>st</sup> CCLC Grant Application Guidance FY2021 for a complete list of disqualification factors

READ SLIDE:

After bullet (check) 2 state:

Original signatures are required. Please take this very seriously. Forms missing original signatures will result in disqualification.

After bullet (check) 3 state:

Placeholders for application questions will be considered incomplete. The only time you can use a placeholder is if your organization has not applied for Indirect Cost Rate for Fiscal Year 2021. Organizations can apply now because the window is already open. If you do not have an approved Indirect Cost Rate, see the 21st CCLC grant application guidance with information about how to use a placeholder in the budget narrative.

Applications are fully submitted when they have reached, “LEA Authorized Representative Approved” Status

Read Note



## **Appeal Process**

- Refer to the Nita M. Lowey 21<sup>st</sup> CCLC Grant Application Guidance FY2021 for detailed information on the Appeal Process.

READ SLIDE



## **Questions for the Arizona Department of Education** **21<sup>st</sup> CCLC Team**

- Should you have a general question about the Cycle 16 Application Process, email the 21<sup>st</sup> CCLC Inbox at [21stCCLCInbox@azed.gov](mailto:21stCCLCInbox@azed.gov)
- Questions not answered today or from reading the complete application and guidance can be submitted to the 21<sup>st</sup> CCLC Inbox at [21stCCLCInbox@azed.gov](mailto:21stCCLCInbox@azed.gov) and answers will be posted on the 21<sup>st</sup> CCLC application website for all to view

READ SLIDE:

After bullet 1 state:

Before you submit an application process question, you should review the application and application guidance for the answers. If it is not addressed, submit the question to the 21<sup>st</sup> CCLC Inbox as stated. Questions related to best practices or additional individualized guidance for writing the 21<sup>st</sup> CCLC will not be answered. This is a highly competitive grant and it would be unfair to answer questions that would benefit one site over another.



Thank you for your interest in the 21<sup>st</sup> CCLC cycle 16 grant application.