



Arizona Department of Education (ADE)



21st Century Community Learning Centers Grant Application (21st CCLC Yr 1 - New 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, 2020 at 139 students or higher?

If you answered yes to all of the above questions, then your site meets the minimum requirements to apply for the 21st CCLC grant application.

If you answered no to any of the above questions, 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 Nita M. Lowey 21st Century Community Learning Centers Grant new application presentation. Before you go through this presentation in its entirety, let's go through a few questions.

READ THE SLIDE

If you have determined that the site meets the minimum requirements, proceed with this presentation for details and helpful tips to complete the application.



Arizona Department of Education (ADE)



21st Century Community Learning Centers Grant Application (21st CCLC Grant)



Disclaimer

*The Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) Title IV-B program is funded by a federal grant from the U.S. Department of Education and administered by the Arizona department of Education. For more information visit:
<https://www.azed.gov/21stcclc/>*

Any reference obtained from this webinar to a specific product, process, or services does not constitute or imply an endorsement by the Arizona Department of Education (ADE) of the product, process, or service, or its producer or provider. The views and opinions expressed in any referenced document do not necessarily state or reflect those of ADE.

CLICK

The Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) Title IV-B program is funded by a federal grant from the U.S. Department of Education and administered by the Arizona Department of Education. For more information visit: <https://www.azed.gov/21stcclc/>



Arizona Department of Education

The Nita M. Lowey 21st Century Community Learning Centers Grant Application (21st CCLC Yr 1 – New Grant)

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

From this point on the grant will be referred to as the 21st CCLC Grant. Before you get started on the application, be sure you have read the 21st CCLC Guidance, Application (Word Document) Version, Mandatory Forms, and Resources found on the 21st CCLC Application Information Webpage. A few reminders are:

Viewing this PowerPoint presentation does not replace reading the application guidance nor does it replace reviewing all of the materials on the 21st CCLC Application Information webpage. It is your responsibility to do the background research and complete the application as stated in the guidance and other resources available.

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.

There are Application FAQs available on the 21stCCLC website.

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

The 21st 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 21st CCLC Grant



Highly Effective Schools Division

Mike Mannelly, Associate Superintendent

21st CCLC Staff:

Catherine Land Evilsizor, *DAS/State Director*

Doreen Candelaria, Education Program Specialist

Emma Chavez, Education Program Specialist

Dawn Fitzhugh, Education Program Specialist

Ray Gee, Education Program Specialist

Lisa Kluge, Education Program Specialist

Kim Logan, Evaluation & Education Program Specialist

Rita Miller, Administrative Assistant

Anderson Yazzie, Jr, Education Program Specialist

Trish Zilliox, Education Program Specialist



The 21st CCLC department is under the ADE's Highly Effective Schools Division led by Mike Mannelly, Associate Superintendent, and the 21st CCLC Grant staff includes: Catherine Land Evilsizor, DAS/21st CCLC State Director, Doreen Candelaria, Education Program Specialist, Emma Chavez, Education Program Specialist, Dawn Fitzhugh, Education Program Specialist, Ray Gee, Education Program Specialist, Lisa Kluge, Education Program Specialist, Kim Logan, Evaluation & Education Program Specialist, Rita Miller, Administrative Assistant, Anderson Yazzie, Jr, Education Program Specialist and Trish Zilliox, Education Program Specialist.

From January 4th to January 25th you can reach out to your assigned program specialist. Once the application opens in GME on January 25th ALL questions must be submitted to the 21stCCLCInBox@azed.gov Any questions submitted will be posted on the 21st CCLC website FAQs.

21st CCLC Grant

Eligibility Checklist



We equip Arizona students
to realize their potential

The first part of the Application is to determine the site's eligibility.



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.

Once you have determined which site or sites are eligible for the 21st CCLC Grant, then you are ready to start on the application. Remember up to 5 sites are allowed per application.

21st CCLC Grant

Overview



We equip Arizona students
to realize their potential

The next few slides will cover an overview of the 21st CCLC Grant.

21st CCLC Grant **Application, Guidance &** **Mandatory Forms**

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

1. 21st CCLC FY21 Grant Application (Word Version)
2. 21st CCLC FY21 Grant Application Guidance
3. *21st CCLC FY21 Form A - PARTICIPANTS VERIFICATION FORM
4. *21st CCLC FY21 Form B - ADEQUACY OF RESOURCES FORM
5. *21st CCLC FY21 Form C - AFFIRMATION OF CONSULTATION FORM (Participation of Private School)
6. *21st CCLC FY21 Form D - STATEMENT OF ASSURANCE OF ORIGINAL WORK
7. *21st CCLC FY21 Form E - STATEMENT OF ASSURANCE OF COMMUNITY NOTIFICATION

Consortium Applicants ONLY read the resource below to determine the pathway for the Consortium Application.

8. 21st CCLC Consortium VS All District Pathways

Applicants who are considering applying as a consortium must contact the 21st CCLC Team at 21stcclcinbox@azed.gov to request the additional forms and for technical assistance.

This is a list of the 21st CCLC Grant Application, Guidance & Mandatory Forms found on the 21st CCLC application website. The link shown will give you access to the 21st CCLC Word Version of the application, guidance and Mandatory Forms. Please note that the required downloadable forms must be uploaded into the Grants Management System under Related Documents. Also note that applicants who are considering applying as a consortium must contact the 21st CCLC Team at 21stcclcinbox@azed.gov to request the additional forms and for technical assistance.

21st CCLC Grant Resources

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

- 21st CCLC Grant Application Overview (PowerPoint (PDF Version)
- 21st CCLC Writing SMART Outcome and Process Objectives
- 21st CCLC Grant Consideration Rubric
- 21st CCLC Measures of Effectiveness
- 21st CCLC Budget Narrative Worksheet GME **"NEW"**
- 21st CCLC Budget Overview Worksheet GME **"NEW"**
- 21st CCLC Creating and Applying Digital Signatures **"NEW"**
- 21st CCLC Tools - Partner Planning
- 21stCCLC Guidance Handbook Fiscal Year 2021 Edition
- LEA Tribal Affirmation of Consultation FY2021 = GET THE NEW FY22 Document
- ADE Support & Innovation SI GUIDANCE FY21 Document for School Improvement
- 21st CCLC GPRAS - [GPRAS "NEW" Coming 2021-2022](#)

This is a list of the 21st CCLC Grant Resources found on the 21st CCLC application information webpage. The link shown will give you access to all the 21st CCLC Grant Resources.

Once again 21st CCLC Grant Resources are found and listed on the 21st CCLC Application Website on the Application Information webpage. There are "new" resources available and you are highly encouraged to review each resource listed here.

21st CCLC, ESSA Title IV, Part B

- The 21st 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 the regular 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.

21st CCLC, ESSA Title IV, Part B

- Arizona's 21st CCLC programs support student participants in meeting the State's rigorous academic standards. Funded programs are designed to align with State and school goals and specifically to assist targeted students in their school day learning objectives.



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)

The CNA and IAP are NOT required to be uploaded as part of the grant application but they should play a part in planning the 21st CCLC Program for the application.

21st CCLC, ESSA Title IV, Part B

- Arizona's 21st CCLC builds and sustains 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, 21st CCLC grant programs must be used to support adult family members in assisting their children's academic success.

Some examples of adult family services may include:

Adult Classes (Reading and/or Math)

Nutrition/Fitness Classes

GED Classes

Citizenship Classes

Computer Literacy Classes

Financial Literacy Classes

Focus of 21st CCLC Funding

- 21st CCLC programs maintain a strong commitment to improving math, reading/ language arts /literacy, and science. In addition, 21st CCLC programs supplement the students' regular academic school day by creating a rich learning environment outside the instructional day.
- 21st CCLC programs offer a wide variety of classes, projected-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:

21st 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.



READ SLIDE and then state:

Please refer to the 21st CCLC Cycle 17 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 21st CCLC grant.

Cont. Eligible Applicant(s)

- 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” 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.



READ SLIDE and state:
After bullet #2 eligible entity is referring to bullet #1 (above)

Cont. Eligible Applicant(s)

There are two pathways for “eligible entities” to receive 21st CCLC program funds in partnership with the District and its school Sites:

- 1) Standard Partnership Model - (Most Common)**
- 2) Consortium Model - (Program Service Provider)**



READ SLIDE and state:

1) Standard Partnership Model

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

2) Consortium Model

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

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 FY22 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 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 21st 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 21st 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 21st 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 21st 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

Students

- **At-risk students** from pre-kindergarten to twelfth grade who attend schools with a high concentration of students from low-income families

Adults & Families

- Adult family members of those students **who are actively participating** in the regular 21st CCLC program
- Programs **must** offer families of students active and meaningful engagement in their children's education, including opportunities for literacy and related educational development



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 21st CCLC grant is to serve those students identified in the grant application. Although it would be wonderful to serve every student with the 21st 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 21st CCLC Framework on Family Engagement located in the 21st CCLC Guidance Handbook Fiscal Year 2021 Edition and on the 21st CCLC 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 5 sites
- ADE may consider geographic equity when awarding 21st CCLC sites

Note: *If 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 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 5 or fewer grant applications. For example ABC School district may have 15 schools that meet absolute priority to apply for the 21st CCLC grant. The district would only be allowed to submit applications for up to 6 of those schools as 21st 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 21st 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 (21st CCLC Funding will be based on 120 days of services per year).
X \$10 (dollar amount set for 21st CCLC Funding)
= \$ _____ Total Funds Needed

*A “regular attendee” is a student who has attended 30 days or more in the 21st 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

- 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 at the June 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 21st CCLC budget to ensure that expenses are coded correctly.

After bullet 2 state:

If site is conditionally awarded the 21st 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 21st CCLC grant. Alignment of requested expenditures with the application's stated program design are the responsibility of the grant applicant.

21st CCLC Grant

Essential Considerations



We equip Arizona students
to realize their potential

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



Award Decisions

Grantees will be selected based on:

- Peer Review of qualified applications
- Geographic equity considerations of Arizona's 21ST 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 March. Applicants with applications that move on from Peer Review will be contacted by an ADE education program specialist in late May 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 (in July).

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 21st 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. 21st 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 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 21st CCLC program.

READ BULLET

After bullet 1 state:

In order for students in the 21st 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 21st CCLC website at this link:
<http://www.azed.gov/21stcclc/required-reporting/>
- Applicants demonstrate responsibility for the management and evaluation of the 21st 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

- 21st CCLC 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.



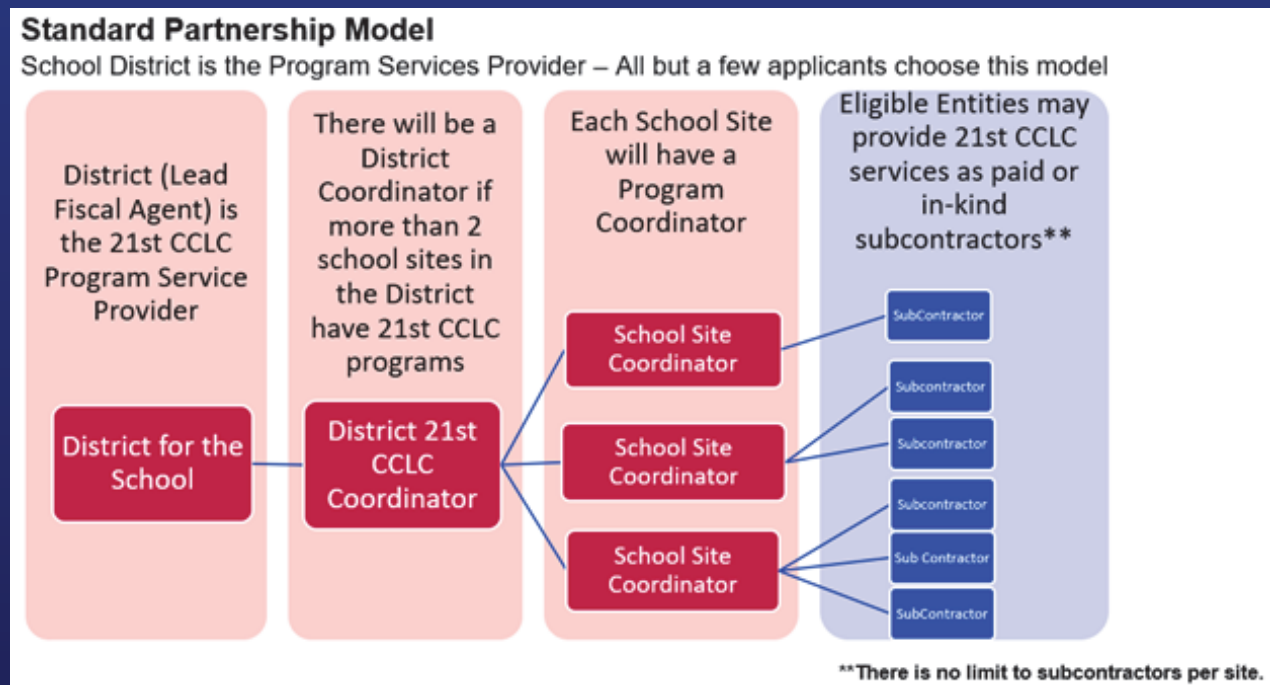
READ SLIDE and then state the following:
The program plan should:

- 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 21st CCLC Framework for Youth Development which is located on the 21st CCLC application website under Recommended Resources
- Supplement but does NOT supplant existing service



Two Pathways for “Eligible Entities”

1. Standard Partnership Model



This graphic is available to download in the Resource section of the 21st CCLC webpage.
Read SLIDE

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



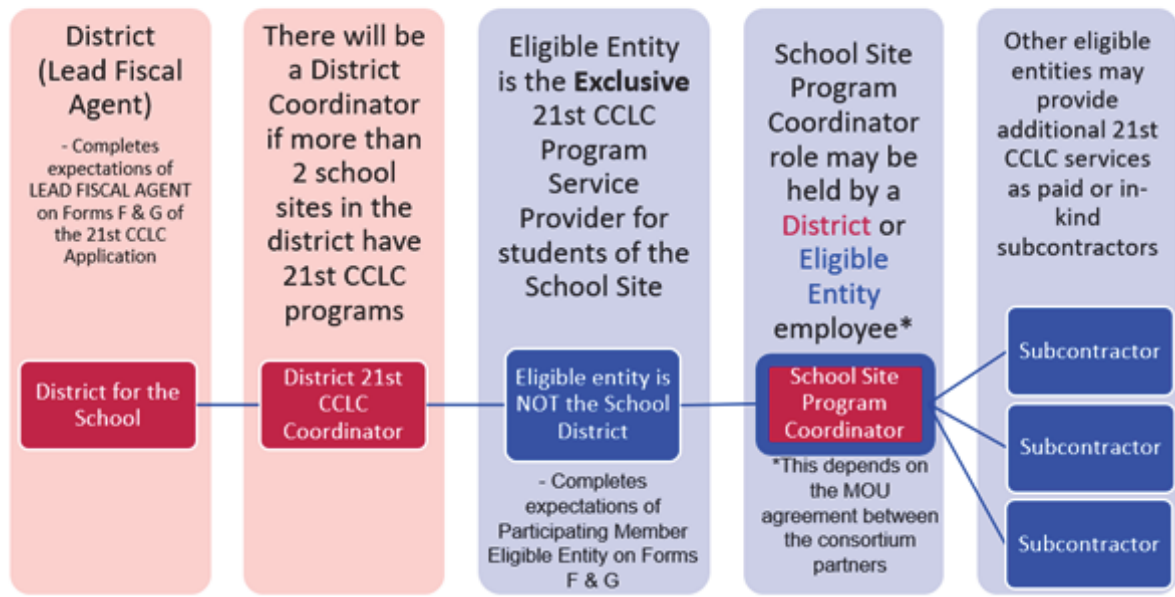
Cont. Two Pathways for “Eligible Entities”



2) Consortium Model

Consortium Model

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



Read Slide

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.

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.

This model of 21st CCLC consortium application is completed utilizing the same application process as all 21st CCLC Yr 1 – NEW applicants. The consortium application must also include completed Forms F & G, with the required signatures, uploaded into the Related Documents section of the Grants Management System. Forms F & G are available by contacting the 21st CCLC Inbox at 21stCCLCInbox@azed.gov.



Cont. Two Pathways for “Eligible Entities”



- All but a few applicants choose the Standard Partnership Model (Option 1). Most ADE 21st CCLC program sites operate under this model. Rarely, an applicant chooses the Consortium Model (Option 2).
- An “eligible entity” MUST partner with and operate the 21st CCLC program under the District (Lead Fiscal Agent) for several reasons; the most important being the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) which is a Federal law that protects the privacy of student education records. Access to student level data protected by FERPA is necessary to complete required state and federal reporting for this federal grant.



Forms F & G Consortium Model



1. This model of 21st CCLC consortium application is completed utilizing the same application process as all *21st CCLC Yr 1 – NEW* applicants.
2. The consortium application must also include completed Forms F & G, with the required signatures, uploaded into the Related Documents section of the Grants Management System.
3. Forms F & G are available by contacting the 21st CCLC Inbox at 21stCCLCInbox@azed.gov.



Generation of 21st CCLC Program Income

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

Note:*Program income is income generated using 21st CCLC resources.

The generation of 21st CCLC program income is now specifically addressed in the 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 21st CCLC programs that positively impact student academic performance:



1. All applicants should review the information on **Arizona's 21st CCLC website** <http://www.azed.gov/21stcclc/> to design a successful 21st 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 Application Word Document, Guidance, Required Forms and resources on the 21st CCLC Application Information webpage prior to completing a 21st CCLC application in GME.

The Arizona 21st 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).
Read Slide



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 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. A PowerPoint on how to write SMART objectives is located in the Resource section. It is highly recommended applicants review this PowerPoint.

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 21st 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 21st CCLC Writing SMART Objective and Process Objectives PowerPoint presentation found in the 21st CCLC Grant Application Recommended Resources section of the Application Information page.



Operational Requirements for 21st 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**

21st CCLC applicants are required to state their operational requirements for the 21st CCLC program.

After 1st 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 2nd 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 21st CCLC grant.

After 3rd 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 4th bullet state:

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

After 5th 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.
- 21st 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. 21st 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 21st 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



- 21st CCLC programs can be an important component/complement in the school's Comprehensive Needs Assessment, Integrated Action Plan, or other school improvement goals.
- 21st 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 21st 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 21st 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 21st CCLC application page under the 21st CCLC Grant Resources.

READ SLIDE:



Types of Activities



- All Arizona students enrolled in the 21st 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 21st 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.

21st CCLC Grant

Grant Management Enterprise (GME) Basics



We equip Arizona students
to realize their potential

Now we will go over some Grant Management Enterprise (GME) Basics.
<https://home.azed.gov/Portal/>

General Statement of Assurances (GSA)

- All organizations applying for the grant must have a 2021 and 2022 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 <https://helpdeskexternal.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 21st CCLC grant then you must collaborate with that individual to submit a complete 21st CCLC grant application online in GME.

Accessing the Application

- The 21st CCLC grant application for fiscal year 2022 will be available on January 25, 2021 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 *21st CCLC Grant Application Guidance FY2022*



Before reading slide state:

This webinar is available to all individuals interested in the 21st CCLC Cycle 17 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 21st CCLC application, on the Application Information page of Arizona's 21st CCLC website at this link: <http://www.azed.gov/21stcclc/application-information/>. The guidance is one of the items under the "Nita M. Lowey 21st CCLC Grant Application, Guidance and Mandatory Forms" section of the Application Information page.

ALL 21st 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

Consortium Applications only must also include Forms F & G:

6. Form F Consortium Certification & Assurances
7. Form G Consortium Memorandum of Understanding

**Note: School sites each have 5 required downloadable documents.
(7 for Consortium Applicants)**

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. Consortium Applications Form F and Form G are requested by contacting the 21st CCLC Department via email at 21stCCLCInbox@azed.gov**
- **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 21st CCLC guidance has an explanation for each of the forms. The guidance is located on the 21st CCLC application webpage. It is highly recommended that all applicants review it thoroughly.

Read after Consortium app Forms

Consortium Applications forms are requested by contacting the 21st CCLC Department via email at 21stCCLCInbox@azed.gov

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

Note: School sites each have 5 required downloadable documents. (7 for Consortium Applicants)

After Reading the Red Section state:

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

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.



Application FAQs



- A District (Fiscal Agent) can submit up to 5 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. (Forms A-G for Consortium Applicants) .
- 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:

Some responses to the application Frequently Asked Questions or FAQs include.

After 1st bullet state:

Required Downloadable Documents (1 set per site) with original or verified digital 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 2 state:

Please refer to the 21st CCLC Budget Narrative Worksheet GME and 21st CCLC Budget Overview Worksheet GME worksheets for examples of budget narratives and budget overview. These worksheets will allow the applicant to build the budget for each site before inputting into GME. Consult with your Business Office as the budget is developed.

After bullet 3 state:

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



Cont. FAQs Application



- 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.

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.
- Additional attachments uploaded in the Related Documents in the Grants Management System will NOT be considered in the evaluation of the application. Only the Additional Mandatory Downloadable Forms A-E (Forms A-G for Consortium Applicants) will be reviewed.
- Regarding the due date **(March 8th, 2021 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.



21st CCLC Grant

Critical Reminders



We equip Arizona students
to realize their potential

Now to conclude with some critical reminders.

Grant Timeline

- Grant applications due **online by exactly 11:59 PM, March 8th, 2021**. 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 or verified digital 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: **June 28th, 2021**
- Annual 21st CCLC Required Training: Date July 15th & 16th, 2021



READ SLIDE:
After bullet 4 state:

All newly awarded grantees will be required to attend the 21st 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 21st 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 (Forms A-G for Consortium Applicants) (must uploaded in the GME System)
- ✓ **Lack of original signatures** on *Forms A-E (Forms A-G for Consortium Applicants)
- ✓ **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 21st CCLC Grant Application Guidance FY2022 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 2022. 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 21st CCLC Grant Application Guidance FY2022 for detailed information on the Appeal Process.



Questions for the Arizona Department of Education 21st CCLC Team



- Should you have a general question about the Application Process, email the 21st CCLC Inbox at 21stCCLCInbox@azed.gov
- Questions not answered today or from reading the complete application and guidance can be submitted to the 21st CCLC Inbox at 21stCCLCInbox@azed.gov these answers will be posted on the 21st 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 21st CCLC Inbox as stated. Questions related to best practices or additional individualized guidance for writing the 21st 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.

21st CCLC Grant



We equip Arizona students
to realize their potential

This concludes the presentation. Thank you for your interest in the 21st CCLC grant application.