**Nita M. Lowey 21st CENTURY COMMUNITY LEARNING CENTERS**

**(21st CCLC Yr 1 – New)**

**Fiscal Year 2024 (FY24) - GRANT APPLICATION (Word Version)**

ONLINE APPLICATION & 21st CCLC FY24 MANDATORY ASSURANCE FORMS DEADLINE:

**MUST BE FULLY SUBMITTED IN THE ADE GRANTS MANAGEMENT SYSTEM**

**MARCH 6th BY EXACTLY 11:59 P.M. NO EXCEPTIONS**

**Funding Disclaimer**

The Grantee acknowledges and agrees that the Arizona Department of Education's award and/or payment of funds under this agreement is contingent upon ADE receiving funds from Federal, State, or other funding sources to support the grant. Notwithstanding any other provisions of this agreement, in the event that ADE funding is reduced or rescinded by Federal, State, or other funding sources, ADE may immediately reduce the amount of funds awarded or terminate this agreement by written notice to the Grantee.

**FFATA & GSA Verification**

Check boxes and complete a short description of your project. This section must be completed and will not be scored by the Peer Reviewers.

1. The district/organization has submitted OR will be submitting the annual General Statement of Assurance
* Yes
1. The district/organization understands that if ADE is not updated with the organization's SAM.gov information, including CCR expiration, that funding for the organization can be placed on hold.
* Yes
1. Please provide a short description of your project in one to two paragraphs**:**

**Information/Instruction**

**ONLINE APPLICATION & 21st CCLC FY24 MANDATORY FORMS DEADLINE:**

**MUST BE FULLY SUBMITTED IN THE ADE GRANTS MANAGEMENT SYSTEM**

**MARCH 6TH BY EXACTLY 11:59 P.M. NO EXCEPTIONS**

**BEFORE GETTING STARTED:**

**IMPORTANT:**

1. Review the 21st CCLC Grant Application and the Grant Application Guidance in their entirety found in the Resource Library in the Grants Management System and at <http://www.azed.gov/21stcclc/application-information/>. The guidance provides critical information necessary to complete the application.
2. Complete the Mandatory Downloadable Forms A-E referenced below, which are part of the application.

**\*Note: Consortium Applicants must also complete additional Mandatory Downloadable Forms F & G. Request these forms by email to** **21stCCLCInbox@azed.gov****.**

**21st CCLC FY24 MANDATORY DOWNLOADABLE ASSURANCE FORMS**:

1. 21st CCLC FY24 Form A - PARTICIPANTS VERIFICATION FORM
2. 21st CCLC FY24 Form B - ADEQUACY OF RESOURCES FORM
3. 21st CCLC FY24 Form C - AFFIRMATION OF CONSULTATION FORM (Participation of Private School)
4. 21st CCLC FY24 Form D - STATEMENT OF ASSURANCE OF ORIGINAL WORK
5. 21st CCLC FY24 Form E - STATEMENT OF ASSURANCE OF COMMUNITY NOTIFICATION

Consortium Applications only must also include Forms F & G:

1. \* 21st CCLC FY24 Form F - CONSORTIUM CERTIFICATION & ASSURANCES
2. \* 21ST CCLC FY24 Form G - CONSORTIUM Memorandum of Understanding (MOU)

All Mandatory Assurance Forms are considered as part of the application. These Forms must be entirely completed including original or verified digital signatures and uploaded into Related Documents in the Grants Management System (GME) by 11:59 p.m. on March 6th. GME is accessed through ADEConnect at <https://home.azed.gov/Portal/>. No hand delivered, emailed, faxed, or photocopied Forms will be accepted.

Any additional documents uploaded into Related Documents in GME will **NOT** be considered in the rating of the application. Only the Mandatory Downloadable Forms A-E (Forms A-G for Consortium Applicants) will be reviewed.

**ABSOLUTE PRIORITY:**

To be eligible to apply for this grant, entities must serve students who attend schools where there is not less than 40 percent economically disadvantaged in the total school population. Grant awards will not be made to Lead Fiscal Agents that are substantially out of compliance with state or federal requirements.

If an applying site did not maintain Substantial Compliance in a previous 21st CCLC grant award, and is successful in obtaining an award, the site will enter under Special Conditions. Under these Special Conditions, the awarded site will receive more intensive technical assistance and heavy monitoring during year one to ensure site capacity. Because the site did not maintain Substantial Compliance in a previous award, the site must close the end of the first year of the new grant award in Substantial Compliance to be eligible to apply for continued funding beyond year one.

Note: Funding is based on receipt of federal funds to the Arizona Department of Education. In the event that anticipated federal funding is decreased, a proportional decrease will be made to all awardees. For additional information, please see the Funding Disclaimer on page 1.

**Eligibility Verification**

Before beginning the application process, complete the Eligibility Verification Worksheet to determine eligibility for each site applying for the Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) Grant. Note: Worksheet below must be copied and filled out for each site that is considering submitting an application.

**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 considered for funding.

**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. Applicants must use *The Oct1 – October 1 Enrollment Report* located in the AzEDS Portal in the Grants Management System. Within that Report, use the “Total Passed by School:” number for the Total Enrollment. This is the official October 1 enrollment count which will be verified by ADE. *Caution*: Do not use the “Total Enrollments by School:” number because this number includes students who may have been submitted but *were not counted* towards the official October 1 enrollment due to being counted elsewhere or not passing some other October 1 data integrity rule.

NOTE: October 1 enrollments are not finalized until mid-January. Applicants must check their October 1 enrollment after January 31 and before submitting the application in GME. ADE will verify that the enrollment number entered in the 21st CCLC application matches the number stated in the finalized October 1 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.

-- 5 sites is the maximum number a District can add to the Eligibility Worksheet. Click on the “add a site (+)” to add additional sites up to 5 sites are allowed. The Eligibility Worksheet must be completed for each site added.

-- **This worksheet is meant to assist in determining if a site meets the minimum requirements to apply for funding from 21st CCLC. If a site does not meet the minimum requirements, the District/Charter holder is advised to not add the site to the application.**

-- **Sites that do meet the eligibility requirements can add up to 5 sites in the funding application.**

**-- Once a site is added to the Eligibility Worksheet, that line of the Eligibility Worksheet cannot be removed. If the site was added in error, then contact the Grants Management Team for technical assistance at 602-542-3901 or by email at** [**https://helpdeskexternal.azed.gov**](https://helpdeskexternal.azed.gov/)**.**

**Worksheet Formulas**

**Absolute Priority**

1. Provide National School Lunch Program (NSLP) free/reduced-price percentage <http://www.azed.gov/hns/frp/> or other verifiable risk factor data, including the data source, that shows that this site serves students where there is not less than 40 percent economically disadvantaged in the total school population.
2. This Site meets the Absolute Priority.

NOTE: The Free and Reduced-Price Percentage Report will be updated by January 2023 This is the date ADE will use to verify the economically disadvantaged eligibility rate of each site.

**Funding Formula**

1. 21st CCLC funding will not exceed the $120,000 maximum nor fall below the $50,000 minimum.
2. 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.
3. 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.
4. 21st CCLC funding will be based on 120 days of service per year.
5. 21st CCLC funding will be based on $10 per Regular Attendee.
6. Enter the Funding Formula. Number of Regular Attendees x 120 days x $10 per Regular Attendee = Total Funds Requested
7. Total Funds Requested

**Qualifying Questions**

1. If awarded, a Site Program Coordinator will be hired to be on site during center hours.
2. Does the site meet the minimum requirements to apply for 21st CCLC Funding?

**If the answer is Yes for Q. 11, then the site is eligible to apply for the 21st CCLC grant.
If the answer is No for Q. 11, then the site is not eligible to apply for the 21st CCLC grant. Do not add this site to the funding application.**

**21st CCLC Eligibility Verification Worksheet**

|  |
| --- |
| **Eligibility Verification Worksheet** |
| **Site Name** | **ABSOLUTE PRIORITY** | **FUNDING FORMULA** | **Qualifying Questions**  |
| **Q. 1** | **Q. 2** | **Q. 3** | **Q. 4** | **Q. 5** | **Q. 6** | **Q. 7** | **Q. 8** | **Q. 9** | **Q. 10** | **Q.11** |
| **Click or tap here to enter text.** | **Click or tap here to enter text.** | **Choose an item.** | **Choose an item.** |  **Click or tap here to enter text.** | **Click or tap here to enter text.** | **Choose an item.** | **Choose an item.** | **Click or tap here to enter text.** | **Click or tap here to enter text.** | **Choose an item.** | **Choose an item.** |
| **EXAMPLE: ABC Elementary School** | **75% and other data if needed** | **Yes** | **Yes** | **140 total number of enrolled students (October 1st)** | **140 total enrollment x 30% = 42 regular attendees** | **Yes** | **Yes** | **42 regular attendees x 120 days x $10 per student = $50,400** | **$50,400** | **Yes** | **Yes- Eligible site for 21st CCLC funding.** |

**General Information and Contact Information
(0 Points)**

**(Items 1-16)**

**Contact Information**

1. Street Address for Applicant Agency or Entity
2. PO Box
3. City
4. State
5. Zip Code
6. 21st CCLC Program Director: The Program Director is the main contact for all the program sites (up to 5 different 21st CCLC site grant proposals applying for awards in the application)
7. 21st CCLC Program Director’s Street Address
8. 21st CCLC Program Director’s Mailing Address
9. 21st CCLC Program Director’s City
10. 21st CCLC Program Director’s State
11. 21st CCLC Program Director’s Zip Code
12. 21st CCLC Program Director’s Phone Number (000) 000-0000 x 0000
13. 21st CCLC Program Director’s E-mail Address
14. Business Manager
15. Business Manager’s Phone Number
16. Business Manager’s E-mail Address

**Site Information
(0 Points)**

**(Items 1-12)**

Enter the 21st CCLC site information for EACH proposed site.

If you have multiple 21st CCLC sites (no more than 5), complete a separate page for each site.

1. Enter Entity ID Number of the School.
2. Enter the grade levels that are currently enrolled at the school.
3. Enter regular school day hours (example: 8:00 to 2:30 every day)
4. Enter proposed 21st CCLC hours (example: 7:00-8:00 am and 2:30-5:30 pm, M-Th)
5. Enter name of Site Principal
6. Site-Street Address
7. Site-Mailing Address
8. Site-City
9. Site-State
10. Site-Zip Code
11. Site-Telephone
12. Site-Principal’s E-mail Address

**Priority
(8 Priority Points Possible)**

**(Item 1-2)**

Review the *21st CCLC Grant Application Guidance* in its entirety before completing this section.

1. Select the current label that applies to the school.

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

* “Comprehensive Support & Improvement” (CSI) School = 2 points
* “Targeted Support & Improvement” (TSI) School = 2 points
* Not Applicable = 0 points
1. Select the current classification that applies to the school.

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

* “City” = 0 points
* “Suburb” = 0 points
* “Town” = 4 points
* “Rural” = 6 points
* Classification not listed in NCES database = 0 points

**Program Need
(15 Points)**

**(Items 1-4)**

In the following section provide justification that establishes the need for a 21st CCLC grant.
Each text box field is limited to 8,000 characters including spaces, punctuation, tables, charts, etc. Review the *21st CCLC Grant Application Guidance* in its entirety before completing this section.

1. 21st CCLC grant programs must carry out a broad array of activities that support student participants in meeting the State’s rigorous academic standards. Using the most current School Report Card and State Mandated Assessment data and/or other District Mandated Assessment data, describe the percentage of the entire student population in the school not reaching grade level benchmarks in Math and Reading/Language Arts.
2. Identify issues that are related to the impact they have on student success for students who are struggling to meet academic expectations. A needs assessment should cite the factors that place students at risk of educational failure such as: Risk Factors, Impact of Risk Factors, Specific Needs, and Inadequacy of Current Resources. Describe the needs assessment process and the data findings. In the next section, Program Design & Implementation is the space to answer how the proposed center will address these needs.
3. Describe the academic needs of the school’s most at-risk students that will be targeted for services.
4. Describe how the identified program needs will align with the site's continuous improvement plan and school goals.

**Program Design and Implementation
(19 Points)**

**(Items 1-19)**

Describe design requirements for the site’s 21st CCLC program.

Each text box field is limited to 8,000 characters including spaces, punctuation, tables, charts, etc.

Review the *21st CCLC Grant Application Guidance* in its entirety before completing this section.

**Direct Student Services** identified below must be provided for the entire duration of the life of the grant.

1. Identify when the services will be available to the students (check all that apply).
	1. Before School
	2. After School
	3. Weekends
	4. Extended Breaks
	5. Summer
2. Minimum Number of Hours per Week students will be served during the ACADEMIC year.
	1. 8 hours per week
	2. 8.5 hours per week
	3. 9 hours per week
	4. 9.5 hours per week
	5. 10 or more hours per week
3. Minimum Number of Days per Week students will be served during the ACADEMIC year.
	1. 4 days per week
	2. 5 or more days per week
4. Minimum Number of Hours per Day students will be served during SUMMER.
	1. 4 hours per day
	2. 4.5 hours per day
	3. 5 or more hours per day
5. Minimum Number of Days per Week students will be served during SUMMER.
	1. 4 days per week
	2. 5 days per week
6. Minimum Number of Weeks students will be served during SUMMER.
	1. 4 weeks per summer term
	2. 5 or more weeks per summer term
7. Describe Site’s plan to identify, recruit, and retain targeted students in the proposed program. Selection of students targeted for regular attendance will primarily be based on the needs identified in the Program Need section of the application and should be students identified as those who could benefit from an intervention of this program design.

1. Describe how your program design offers evidence-based, specific, realistic, and comprehensive targeted intervention and academic enrichment opportunities. The program design should address the needs assessment identified in the Program Need section of the application.
2. (Yes or No): The Site will open for at least 120 days each program year.
3. (Yes or No): The Site will serve the amount of “regular attendees” identified in the FUNDING FORMULA each program year.

**Family Engagement**

1. Describe the Family Engagement Plan to recruit and retain adult family members of 21st CCLC student participants with meaningful opportunities to be active participants in supporting their child’s education.
2. Enter the Projected number of family members of 21st CCLC students who will participate in ongoing family engagement activities.

\*ONLY adult family members of ACTIVELY PARTICIPATING 21st CCLC STUDENTS are eligible for services paid for through this grant.

1. (Yes or No) The Site will provide ongoing Adult Family Engagement Services for the entire duration of the life of the grant. Note: The program year includes both academic year and the summer months of the 21st CCLC program.

**Alignment to School Day**

1. Describe how 21st CCLC program staff, school administration, and school day staff will collaborate on a regular basis to assess and enhance program design and individual student academic progress.

**Safe and Healthy Learning Environment**

1. Identify the location(s) of the Program Site.
2. (A) If all services will be on the school property, then write, “All services will be provided on secured school property.”

**~OR~**

(B) If program services will be provided at an alternative site other than the school~~,~~ then explain the following:

* + - 1. How the applicant will ensure that the alternative site will be at least as available, safe, and accessible to the students to be served as if the program were located at the school; and
			2. How the applicant will ensure that regular and effective collaboration will occur between the school and the alternative site regarding student/school level data (Reference the FERPA law from the guidance).
			3. How students will travel from the school property to the Program Site.
1. Describe the transportation needs of participating students and how students will travel safely between 21st CCLC Program Site and home.
2. Applicants are required to provide afterschool snacks and summer meals. Adequate nutrition leads to improved academic outcomes. Describe how afterschool snacks and summer meals will be acquired and distributed to participating students on a daily basis when the program is in operation. Afterschool snacks and summer meals must follow all federal School Nutrition Guidelines.

**Equity and Access**

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

Describe how the program will ensure equitable participation of all program participants (include how Students with Disabilities <https://www.azed.gov/specialeducation> and Unique Populations <https://www.azed.gov/uniquepopulations> will be identified and served).

**Adequacy of Resources
(15 Points)**

**(Items 1-5)**

Describe the applicant’s capacity to successfully manage the 21st CCLC program.

Each text box field is limited to 8,000 characters including spaces, punctuation, tables, charts, etc.

Review the *21st CCLC Grant Application Guidance* in its entirety before completing this section.

1. Explain how 21st CCLC funds will supplement and not supplant existing resources.
2. Explain the fiscal holder's capacity to manage funds in accordance with applicable Federal and State statues, regulations, program plans, and General Statement of Assurance. Include any local, state and/or federal grants your agency administered.
3. Describe the plan to provide relevant professional development for all 21st CCLC staff. Describe how 21st CCLC staff training will be integrated with the school-based training related to academic achievement.
4. Describe the use of qualified volunteers including senior citizens, high school students, college students, adult mentors, etc. Include how the appropriately qualified volunteers will be screened and trained before having contact with students. If no volunteers are planned, describe why they are not utilized.
5. Describe what actions the site principal will demonstrate throughout each Program Year to increase buy-in and support for staff involvement, family engagement, and student achievement to meet the identified objectives and activities. Explain the applicant’s capacity to fulfill the staffing requirements (including site program coordinator, teachers, clerks, aides, etc.) of this grant.

**Program Objectives and Activities
(19 Points)**

**(Items 1-6)**

Identify SMART goals that will provide clear measures of success. Describe the broad array of activities that will support each objective. All activities should be designed to have an impact on the 21st CCLC programs academic outcome objectives.

Each text box field is limited to 8,000 characters including spaces, punctuation, tables, charts, etc.

Review the *21st CCLC Grant Application Guidance* in its entirety before completing this section.

**Academics**

1. Provide a minimum of two and no more than three SMART -Specific, Measurable, Achievable, Realistic, and Time-bound 21st CCLC grant program outcome objectives [aligned to the school’s Comprehensive Needs Assessment (CNA) and other school goals] in Academics. Number each objective (e.g., 1.1, 1.2, and 1.3).
2. For each of the Academic objectives, describe specific activities that will clearly allow the program to progress towards the stated objectives. Each activity identified must reference the specific objective number. Following each activity, indicate the timeframe in which the activity will be occurring during the Academic year AND during the Summer months.

**Youth Development**

1. Provide a minimum of one and no more than two SMART outcome program objectives in the area of Youth Development. Number each objective (e.g., 2.1, 2.2).
2. For each of the Youth Development objective(s), describe specific activities that will clearly allow the program to progress towards the stated objectives. Each activity identified must reference the specific objective number. Following each activity, indicate the timeframe in which the activity will be occurring during the Academic year AND during the Summer months.

**Family Engagement**

1. Provide one SMART process objective in Family Engagement related to the opportunities offered in your Family Engagement plan. Number the objective 3.1.
2. For the Family Engagement objective, describe specific activities that will clearly allow the program to progress towards the stated objective. Each activity identified must reference the specific objective number. Following each activity, indicate the timeframe in which the activity will be occurring during the Academic Year AND during the Summer months.

**Evaluation
(12 Points)**

**(Items 1-6)**

Present a comprehensive program level evaluation plan that enables ongoing program assessment and quality improvement.

Each text box field is limited to 8,000 characters including spaces, punctuation, tables, charts, etc.

Review the *21st CCLC Grant Application Guidance* in its entirety before completing this section.

1. For each of the 21st CCLC program’s Academic objectives, describe the evaluation plan and performance indicators that will be used to monitor the program’s progress towards meeting the objectives (reference the specific objective numbers). The plan must clearly identify the instruments and method(s) for assessing each of the objectives, including the method for data analysis. Indicate a timeline as to when and how often assessment will be completed and identify the responsible person(s) by job title for completing the assessment.
2. For each of the 21st CCLC program’s objective(s) describe the evaluation plan and performance indicators that will be used to monitor the program’s progress towards meeting the objective(s) (reference the specific objective number). The plan must clearly identify the instruments and method(s) for assessing each of the objectives, including the method for data analysis. Indicate a timeline as to when and how often the assessment will be completed and identify the responsible person(s) by job title for completing the assessment.
3. For the 21st CCLC program’s Family Engagement objective, describe the evaluation plan and performance indicators that will be used to monitor the program’s progress towards meeting its Family Engagement Objective.
4. Identify the lead person(s) for the 21st CCLC evaluation process by job title only for the 21st CCLC grant, and any qualifications and responsibilities this person(s) has to lead the evaluation process. Do not provide the name of any contracted evaluation service provider(s).

-ANNUAL STATE AND FEDERAL REPORTS ARE REQUIRED.

-AN EXTERNAL EVALUATOR IS NOT REQUIRED.

<https://www.azed.gov/21stcclc/required-reporting>

1. Indicate how the program will utilize in-school data evidence collected and the evaluation results to refine, improve, strengthen, and drive programming.
2. Describe the methods and strategies to disseminate and share data about the project, including services and evaluation outcomes to parents, staff, students, community members and other stakeholders.

**Sustainability
(12 Points)**

**(Items 1-3)**

Describe the applicant’s sustainability plan for the 21st CCLC program.

Each text box field is limited to 8,000 characters including spaces, punctuation, tables, charts, etc.

Review the *21st CCLC Grant Application Guidance* in its entirety before completing this section.

1. Identify community/ external partner(s). Describe how these partner(s) were involved in the development of the application. Describe how each partners’ contribution(s) will help meet the program’s needs and objectives. Note: Your response to this question should be supported in the 21st CCLC Form A - PARTICIPANTS VERIFICATION FORM where it identifies Community Partner Organizations for the 21st CCLC program at this site.
2. Describe how activities carried out will be combined and coordinated with other federal, state and/or local programs to make the most effective use of public resources (may include in-kind contributions).
3. Outline a preliminary plan for sustainability that ensures the most critical components of program services and lessons learned will continue to benefit the students at the school once the grant funding decreases and ends.

**Budget Year 1-5 Overview**

*Before submitting the 21st CCLC application, applicants MUST contact their Finance & Accounting Office for guidance on developing the budget and for information on the most current budget coding. In addition, 21st CCLC applicants MUST consult their Human Resources Office for guidance on Salary Placement Schedules and Hiring Procedures.*

*The Arizona Auditor General website is* [*https://www.azauditor.gov/*](https://www.azauditor.gov/) *for USFR Chart of Accounts for School Districts and Charter Schools and other important fiscal resources.*

Arizona’s 21st CCLC Grants are awarded for 5 years. The first 3 years are 100% funded. Two additional continuation years are possible. Applicants are only eligible for the continuation years if they have demonstrated Substantial Compliance in the preceding year. Continuation years are funded at 75%.

Provide the total budget costs for EACH SITE for YEARS 1-5. Funding will be provided per site for a minimum of $50,000 and a maximum of $120,000. Budgets are based on individual site's needs as stated in the application.

|  |  |
| --- | --- |
|  | Year 1 Total |
|  | Year 2 Total |
|  | Year 3 Total |
|  | Year 4 Total (Continuation Year) |
|  | Year 5 Total (Continuation Year) |
|  | Total for the 5 Years |

**Related Documents**

**ALL INFORMATION SUBMITTED TO ADE IS PUBLIC INFORMATION. Organizations uploading documents to GME must ensure that the information contained in the document does not include sensitive data such as student information, social security numbers, or any other information that could constitute a FERPA violation. Submission of such documents will result in delay of approval or other action in GME until the document is removed.**



**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:**[**http://www.azed.gov/21stcclc/**](http://www.azed.gov/21stcclc/)

***Equity for all students to achieve their full potential.***