



# 21<sup>ST</sup> CCLC NEW LEADERSHIP BOOT CAMP August 15, 2024

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# HOUSEKEEPING FOR TODAY



**Please write your NAME, and District in the chat box**



**Feel free to drop your questions in the chat during the presentation**



**Friendly reminder this session is designed to support Year I sites**



**Content and examples will reference Year I requirements**

# WELCOME AND CONGRATULATIONS!



# 21st CCLC NEW LEADERSHIP BOOT CAMP

## Objective

This session provides NEW 21st CCLC leaders with information necessary for successful grant implementation and effective out of school time (OST) management.

## Agenda

- Program Basics
- Reporting Systems 101
- Tips and Resources





# WHAT IS THE 21<sup>ST</sup> CCLC GRANT PROGRAM?



BEFORE SCHOOL BEGINS • WHEN SCHOOL IS OUT FOR THE SUMMER • AFTER THE SCHOOL DAY ENDS

NITA M LOWEY  
**21<sup>ST</sup> CCLC**  
PROGRAM

We equip Arizona students  
to realize their potential



# **SECTION I: PROGRAM BASICS**

# GRANT FAMILIARITY?



- A. I could recite it from memory.
- B. I've read it and have a good understanding.
- C. I've skimmed it but could use a refresher.
- D. People have told me what's in it.



# 21<sup>ST</sup> CCLC COMPETITIVE GRANT APPLICATION

Title IV Part B - SEC. 4204. 20 U.S.C. 7174

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Site Information (0 Points)

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Priority (8 Points)

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Program Need (15 Points)

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Program Design and Implementation (19 Points)

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Adequacy of Resources (15 Points)

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Program Objectives and Activities (19 Points)

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Evaluation (12 Points)

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Sustainability (12 Points)



# 21<sup>ST</sup> CCLC COMPETITIVE GRANT ASSURANCES



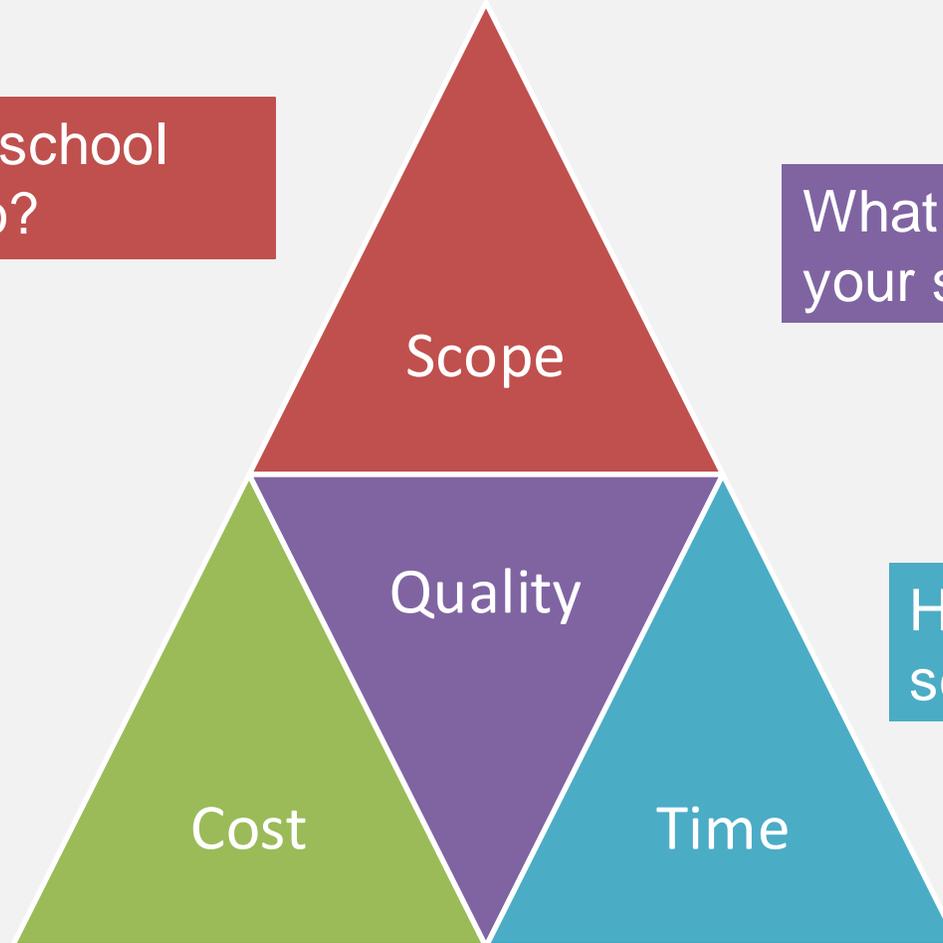
# KNOW YOUR APPROVED GRANT APPLICATION

What did your school say it would do?

What quality indicators did your school propose?

What budget did your school propose?

How much time does your school have to do the work?





ARIZONA DEPARTMENT OF  
**EDUCATION**

"We are a service organization committed to raising  
academic outcomes and empowering parents."

**Nita M. Lowey**

**21st Century Community  
Learning Centers Grant**

# Guidance Handbook

**Fiscal Year 2025 edition**



Photos courtesy of Dos Pios Elementary School, Union Elementary School District No. 60 21<sup>st</sup> CCLC Grants

The Nita M. Lowey 21st Century Community Learning Centers (21<sup>st</sup> CCLC) Title IV-E 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/21cclc/>

# HANDBOOK



# MINIMUM EXPECTATIONS

21st CCLC Guidance Handbook –  
FY'25, page 31

## Services to Students

Grantees must adhere to the fundamental program requirements as outlined in the original awarded grant by serving the number of “regularly attending” students (30 days or more) and offering services for the number of days promised. Total budget allocation is substantially based on this projection, as the purpose of the funding is to serve students at least for the minimum number of days that usually produces a boost in academic success.

$$\text{Funding Formula} = \$ \text{ per student} \times \text{days of programming} \times \text{number of projected regularly attending students}$$

In recognition that programs may initially need time during the first year of the grant award to implement programming and build the “Out of School time” culture to meet program requirements, the following minimum expectations have been established:

Year in 5 Yr. Grant Cycle	Service to % of promised number of regular attendees as identified in the funding formula	Year in 5 Yr. Grant Cycle	Program offered the % of promised number of days as identified in the funding formula
1	Must serve at least 75%	1	Must serve at least 75%
2	Must serve at least 90%	2	Must serve at least 100%
3	Must serve at least 90%	3	Must serve at least 100%
4	Must serve at least 90%	4	Must serve at least 100%
5	Must serve at least 90%	5	Must serve at least 100%

**120 days X 100 regularly attending students**



# FAMILY ENGAGEMENT SERVICES

21st CCLC Guidance Handbook – FY'25, page 7-8

**4. Family Services** identified below must be provided for the entire duration of the life of the grant.

\* a. The site will serve at **MINIMUM 30%** of the Projected Number of Family Members of ACTIVELY PARTICIPATING 21ST CCLC STUDENTS in literacy and related educational development activities.

ONLY adult family member(s) of ACTIVELY PARTICIPATING 21ST CCLC STUDENTS are eligible for services paid for through this grant.

- Yes
- No

\* b. The site will make available ongoing literacy and related education development services to family members of enrolled 21st CCLC students during the Academic Year and Summer Term. Ongoing services for families may occur at any time of day or any day of the week. Note: See guidance for details located in the 21st CCLC FY25 Application Guidance.

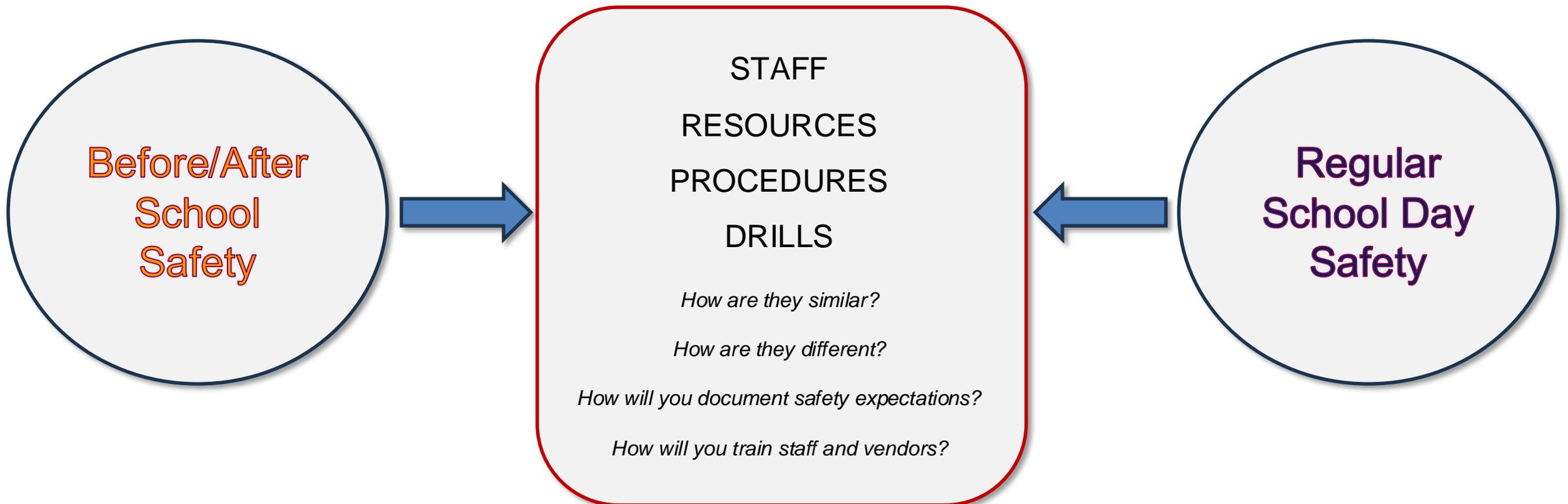
- Yes
- No

\* c. Describe Site's **plan** to recruit and retain family members to receive services and participate in activities that will effectively support their student's academic success.

# 21<sup>ST</sup> CCLC SAFETY PLAN

21st CCLC Guidance Handbook – FY'25, page 8

Principal and 21<sup>st</sup> CCLC Site Coordinator must jointly develop a plan of action for safety and communication relevant to their student needs and community during out of school time programming.



# AFTER SCHOOL SNACK & SUMMER MEALS

21st CCLC Guidance Handbook – FY'25, page 9

- Arizona's 21st CCLC programs must provide after school snack and summer meals.
- This is a program requirement; therefore, time for students to eat is considered a part of the program hours.
- Arizona's 21st CCLC snacks and meals are funded by USDA child nutrition programs reimbursements through the Arizona Department of Education's Office of Health and Nutrition.
- 21st CCLC programs are responsible for applying for reimbursement through this program.



# REQUIRED LOGO/LANGUAGE

## Mandatory 21st CCLC Logo and Language

**Mandatory** funding statement and Arizona 21st CCLC logo are required in publications to acknowledge that programming is being funded and supported through federal 21st CCLC grants awarded by the Arizona Department of Education.

All publications such as:

- Brochures
- Flyers
- Newsletters
- Registration Forms
- Websites
- Social Media Posts
- Banners
- Other printed materials used for your 21st CCLC must include the Arizona 21st CCLC logo and language.



21st CCLC Guidance Handbook –  
FY'25, page 9

# **SECTION II: REPORTING SYSTEMS 101**



# REPORTING & THE CONTINUOUS IMPROVEMENT PROCESS

Title IV Part B - SEC. 4205. 20 U.S.C. 7175



# REQUIRED REPORTING

Title IV Part B - SEC. 4205. 20 U.S.C. 7175



## 21<sup>st</sup> CCLC Required Reporting Calendar



### Program Year 2023-2024

Date	Reports	Notes
<b>New</b> 9/30/2024 <del>9/11/2024</del>	APR Summer and Academic Term 2023-2024 – Outcome Data Reporting	Submit in 21 <sup>st</sup> CCLC APR Data Reporting System
9/28/2024	Completion Report FY24	Submit to GME

### Program Year 2024-2025

Date	Reports	Notes
9/25/2024	Program At-A-Glance 2024-2025	Submit via EMAC
9/25/2024	Summer 2024 Student Attendance in AzEDS	Confirm Summer 2024 attendance accurate in AzEDS (via CCLC20 report in AzEDS Portal)
1/29/2025	Summary of Classes (I) 2024-2025	Submit via EMAC
1/29/2025	Fall 2024 Student Attendance in AzEDS	Confirm Fall 2024 attendance accurate in AzEDS (via CCLC20 report in AzEDS Portal)
5/28/2025	Continuing Application FY26	Submit to GME
6/4/2025	Revisions FY25- Last Day for Revisions	Submit to GME
6/4/2025	Spring 2025 Student Attendance in AzEDS	Confirm Spring 2025 attendance accurate in AzEDS (via CCLC20 report in AzEDS Portal)
6/4/2025	Summary of Classes (II) 2024-2025	Submit via EMAC
6/11/2025	Site Evaluation Report 2024-2025	Submit via EMAC
6/18/2025	APR Summer and Academic Term 2024-2025 – Process Data Reporting	Submit in 21 <sup>st</sup> CCLC APR Data Reporting System
9/10/2025	APR Summer and Academic Term 2024-2025 – Outcome Data Reporting	Submit in 21 <sup>st</sup> CCLC APR Data Reporting System
9/28/2025	Completion Report FY25	Submit to GME

Calendar Color	Definition
RED	End of Year Reporting. Must be submitted on or before due dates to maintain substantial compliance. FAILURE TO SUBMIT ON OR BEFORE DUE DATES AS CONTRACTUALLY OBLIGATED WILL RESULT IN OUT OF COMPLIANCE STATUS which may result in reduction or termination of funds.
COPPER	Required documentation that must be submitted on or before due dates to maintain compliance.

**Student  
Information  
System  
(SIS)**

**EMAC**

**AzEDS Portal**

**Annual  
Performance  
Report  
(APR)**

**Systems of 21<sup>st</sup>  
CCLC**



# EMAC

## ADEConnect

Your connection to all ADE applications

**WHAT** - Educational Monitoring, Assistance, and Compliance (EMAC)

**WHERE** - An application in ADEConnect

**WHO** - All 21<sup>st</sup> CCLC sites

**WHEN** – Refer to Reporting Calendar for due dates

**WHY** - To submit state level programmatic reports to your ADE 21<sup>st</sup> CCLC Specialist

### Basic Introduction to EMAC



## First steps to EMAC

1. ADE Connect
2. EMAC Access
3. Assigned to the Monitoring Program

## Considerations

1. Who will enter information?
2. How will staff communicate that the report is complete?
3. Who will review the report?
4. Who will submit the report?

## EMAC ACCESS

**Tricia Sullivan**

[tricia.sullivan@azed.gov](mailto:tricia.sullivan@azed.gov)

602-364-2324

# Program At-A-Glance (PAG)

## 21st CCLC Program At-A-Glance

Continued funding is assured when 21st CCLC programs are in good standing. Once approved by the SBE, the United States Education Department (ED) expects that grant recipients will operate 21st CCLC programs with fidelity to the original approved application. The following outline of services and objectives stated in your APPROVED 21st CCLC application gives staff and administration a guide to some of the most critical expectations for your own program throughout each year of your grant. This document should be kept readily available with the required records. Sites are encouraged to use this as a tool to communicate with stakeholders the purpose and objective of the 21st CCLC grant.

**Education Organization**

**Current Year 21st CCLC Budget Dollar Amount\***

Include original allocation plus enhancements.

**Principal\***

**Site Coordinator(s)\***

**Cycle\***

20-Year 1

### Direct Student Services

#### Dosage\*

- In alignment with the originally approved application, the subgrantee assures that the site will meet the following requirements:

#### Total # proposed Student Regular Attendees (30 days or more)\*

Sites are required to meet 75% in year 1 and 90% in Years 2-5 of the promised number of regular attendees in the funding formula.

100

#### Total # of Days Site is required to be open for Student Services\*

Sites are required to offer 75% in Year 1 and 100% in Years 2-5 of the promised number of days as identified in the funding formula.

120

**Academic Year Minimum # of Hours per week\***

**Academic Year Minimum # of Days per week\***

5

5

**Summer Minimum # of Hours/Day\***

**Summer Minimum # of Days/Week\***

**Summer Minimum # of Weeks/Year\***

5

5

3

**Total Hours open for summer**

75



# Program At-A-Glance (PAG)

## Direct Adult Family Services \*

### Dosage \*

- In alignment with the originally approved application, the subgrantee assures that the site will meet the following requirements:

### Total # of proposed Adult Family members to be served. \*

Based on the Grant Award Modification (latest approved objective), this should equal 30% of promised regular attendees in the funding formula.

30

For the Family Engagement objective, describe specific evidenced-based literacy and related educational development activities that will clearly allow the family members to effectively support their student's academic success. Following each activity, indicate the timeframe in which the activity will occur during the Academic Year AND Summer Term. \*

#### CARVER

This school has planned to make a variety of ongoing family services available that build on the school's long-standing strong relationships with the surrounding community and the school's families. Activities are planned in two categories:

Adult Family Services (extended-duration activities leading to sustainable family changes):

- An adult ESL class will meet for a three-hour session once a week for the duration of the program. It will serve the adult family members of active student participants in the 21st Century program.

Family Engagement Opportunities (scheduled events allowing two-way communication and actively involving parents in student academic learning) Whole-School Engagement Days (celebrations and performances to build relationships with families)

- Parent-Teacher Conferences (to engage parents in the academic life of their children)
- Family Engagement Nights (to build literacy, STEM, and fitness strategies for families)
- Cobra Student Awards Lunches (to celebrate academic and life-skills achievements)

#### July

Meet and Greet

#### September

21st Century program begins (first adult ESL class)

#### October

Parent Teacher Conferences

Family Engagement Night (STEM focus)

Fall Festival

Student Award Lunch

#### November

Family Engagement Night (Literacy focus)

Student Award Lunch

#### December

Family Engagement Night (Walk-fit focus)

Student Award Lunch

#### January

Family Engagement Night (STEM focus)

#### January

Student Award Lunch

#### February

Carver Day (family engagement activities all day)

February Family Engagement Night (Literacy focus)

February Student Award Lunch

#### March

Family Engagement Night (Walk-fit focus)

#### March

Parent Teacher Conferences

Student Award Lunch



# Program At-A-Glance (PAG)

## Objectives\*

In alignment with the subgrantee's latest approved objectives, the program design will be based on the following:

### Academic Objectives\*

#### Academic Objective 1.1\*

List the approved SMART Objective

1.1 (Primary Reading) During each year of the grant, 65% of 1st through 2nd-grade regular program attendees will increase their reading proficiency score from Fall to Spring as measured by district-approved assessment.

#### Academic Objective 1.2\*

List the approved SMART Objective

1.2 (Intermediate Reading) Each year of the grant, 65% of 3rd through 5th-grade regular program attendees will increase their reading proficiency score, as measured by meeting "expected growth" from fall to spring on the district-approved ELA assessment.

#### Academic Objective 1.3\*

List the approved SMART Objective

1.3 (Math) Each year of the grant, 65% of 1st through 5th-grade regular program attendees will increase their math proficiency score from Fall to Spring as measured by either meeting "expected growth" on the district benchmark math assessment or increasing their score on a common math assessment.

### Youth Development Objectives\*

#### Youth Development Objective 2.1\*

List the approved SMART Objective

2.1 During each of the five years of the grant, 75% of 21st CCLC all regular program participants in grades 1 - 5 will show growth in total points earned from fall pre-program AVID inventory of Learning Strategies to the Spring post-program AVID inventory.

#### Youth Development Objective 2.2\*

List the approved SMART Objective

NA

#### Family Engagement Objective 3.1\*

List the approved SMART objective - Thirty percent (30%) of the regular attendee goal of 21st CCLC family members will participate in one or more literacy and/or related educational development opportunities as evidenced by attendance collection.

3.1 Stated Process Objective: Thirty percent (30%) of the regular attendee goal of 21st CCLC family members will participate in one or more literacy and/or related educational development opportunities as evidenced by attendance collection

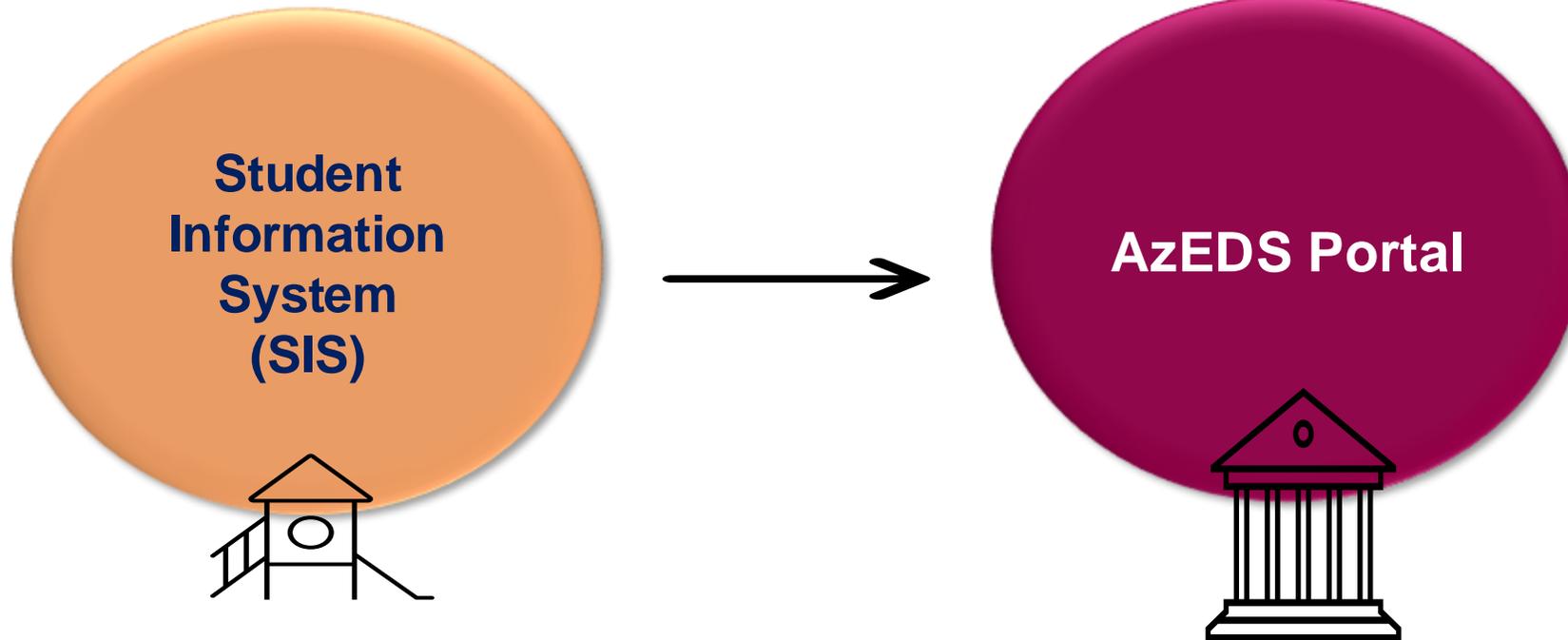
### Assurances\*

In alignment with the originally approved application, the subgrantee assures that the site will reference the GME application and the 21st CCLC Guidance Handbook to fulfill program requirements.

Completed On: 07/05/2024



# Your SIS to our AZEDS

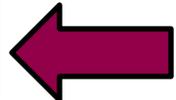
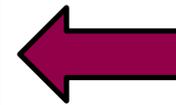


# AZEDS

What is AzEDs? It is the clearing house based on the attendance data entered through the SIS.

Program Year 2024-2025

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# 21<sup>st</sup> CCLC Attendance Next Steps

## What should I be doing in August/September for Student Attendance Data?

- Have you set up your program in SIS?
- Who will be entering attendance?
- Who will be monitoring AzEDS?
- Who do I contact for Data support?

[21stcclc.datainbox@azed.gov](mailto:21stcclc.datainbox@azed.gov)



**SAVE THE  
DATE**



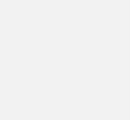
ARIZONA DEPARTMENT OF  
**EDUCATION**



**21st CCLC Technical Assistance:  
Setting up Attendance and Activities  
for reporting in APR**

**Thursday, SEPTEMBER 5<sup>th</sup>, 2024  
3:30-4:30 PM**

*w/ Chandler Weaghtington and Rhonda Rhudy*



# Annual Performance Report – APR

GPRA, or Government Performance and Results Act, indicators are measures established by Congress to assess the performance of the 21<sup>st</sup> CCLC program. The U.S. Department of Education reports annually on these measures to Congress. Most measures are calculated using aggregated data from grades, State assessments, or teacher reported behaviors as provided by States.

<b>States are required to report on all five (5) GPRA measures for the 21stCCLC program:</b>	
<b>GPRA #1</b>	Aggregate State Assessments Performance for Students in grades 4-8 who demonstrated growth in Reading and Language Arts and Mathematics.
<b>GPRA #2</b>	Aggregate GPA performance for students in grades 7-8 and 10-12 with prior-year unweighted GPA of less than 3.0 who demonstrated an improved GPA.
<b>GPRA #3</b>	Aggregate School Day Attendance performance for students in grades 1-12 who had a school day attendance rate at or below 90% in the prior school year and demonstrated an improved attendance rate in the current school year.
<b>GPRA #4</b>	Aggregate Behavior performance for students in grades 1-12 who experienced a decrease in in-school suspensions compared to the previous school year.
<b>GPRA #5</b>	Aggregate Engagement in Learning performance for students in grades 1-5 who demonstrated an improvement in teacher-reported engagement in learning.



## Why we use the APR?

Ownership of the process of collecting data remains with the State.

States are responsible for directing the use of federal funds appropriately. If a contractor is doing anything contrary to what the Department of Education (ED) is asking, States have the responsibility to ensure that the contractor adheres to ED rules, regulations, and policies.

The ADE 21<sup>st</sup> CCLC APR System securely stores your Data and once approved, it is shared through an automated system, to the US Department of Education.



# APR

## Located through ADE Connect

ADEConnect

Home Applications Reports Help Feedback Account

ADEConnect  
Your connection to all ADE applications

Welcome Chandler Weaghtington

No announcements available

**Applications**  
Access and use ADE applications.  
[View Applications](#)

**My Profile**  
Manage your profile.  
[View My Profile](#)

**Help**  
Find help regarding the portal.  
[Help and FAQ's](#)

For Data Questions and Concerns  
[21stCCLC.DataInbox@azed.gov](mailto:21stCCLC.DataInbox@azed.gov)



# **SECTION III: TIPS AND RESOURCES**



**TIPS FROM A 21<sup>ST</sup>  
CCLC  
EXPERT**



# 21<sup>ST</sup> CCLC TECHNICAL SUPPORT

**NTAC is designed to be your go-to resource for the latest in OST support, including:**

- Curated resources selected especially for OST programs
- Blog posts on timely topics
- Practical tools and evidence-based strategies
- Innovative ideas to help elevate your programs
- Interactive webinars
- Learning modules and online courses to fit your schedule, and more!





ARIZONA DEPARTMENT OF  
**EDUCATION**

**THANK YOU!**



N I T A M L O W E Y  
**21<sup>ST</sup> CCLC**  
P R O G R A M

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/>.