



ARIZONA DEPARTMENT OF  
**EDUCATION**

**NITA M. LOWEY 21<sup>st</sup> CENTURY  
COMMUNITY LEARNING CENTERS  
(21<sup>st</sup> CCLC)**

**GRANT APPLICATION GUIDANCE**

**CYCLE 22 - FY2027  
(Cohort 2)**

**APPLICATION DEADLINE: October 13, 2026,  
11:59pm in Grants Management Enterprise (GME)**



The Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) Title IV-B afterschool 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/>



## 21<sup>st</sup> CCLC NEW APPLICATION TIMELINE

### Cycle 22 – FY2027 – 2<sup>nd</sup> Competition



| DATE(S)                           | ACTIVITY                                                                                                          |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>July 2026</b>                  |                                                                                                                   |
| 07/30                             | 21 <sup>st</sup> CCLC Bidder's Conference – 1 <sup>st</sup> Opportunity                                           |
| <b>August 2026</b>                |                                                                                                                   |
| 08/03-08/07                       | Grant Writing Training from NTAC (3-part series)                                                                  |
| 08/03                             | Grant Application<br>(Word Version) & Resources posted to 21st CCLC website                                       |
| 8/11                              | 21 <sup>st</sup> CCLC Bidder's Conference – 2 <sup>nd</sup> Opportunity                                           |
| <b>September 2026</b>             |                                                                                                                   |
| 09/01                             | 21 <sup>st</sup> CCLC New Grant Application Opens in GME<br>(open for 6 weeks)                                    |
| <b>October 2026</b>               |                                                                                                                   |
| 10/13                             | Grant Application Closes at 11:59pm in GME                                                                        |
| 10/14-10/16                       | <b>Phase I: Pre-Screening Applications (3 days)</b>                                                               |
| 10/14-11/13                       | Phase I- Pre-Screening Appeal window (30 days)                                                                    |
| 10/26                             | Peer Review Training                                                                                              |
| 10/27-11/10                       | <b>Phase II: Peer Review (2 weeks)</b>                                                                            |
| <b>December 2026/January 2027</b> |                                                                                                                   |
| 12/7                              | State Board of Education Board Meeting – Approval of<br>FY27 Awards ( <b>4<sup>th</sup> Monday of the Month</b> ) |
| 12/7                              | <b>Phase III: Board Approval-Grant Award Notification in<br/>GME</b>                                              |
| 12/7/2027                         | Project Begins- Funding available for 21 <sup>st</sup> CCLC Yr1 New<br>Sub-grantees                               |
| 12/7-1/6/27                       | Phase III: Board Approval Appeals window for applicants<br>NOT awarded (30 days)                                  |

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# 21<sup>st</sup> CCLC Acronyms & Key Terms

**21<sup>st</sup> CCLC:** 21<sup>st</sup> Century Community Learning Centers

**ADE:** Arizona Department of Education

**ADEConnect:** ADE's portal for accessing multiple applications such as Grants Management, budget tracking, and required reporting/monitoring.

**Adults and Families:** Any adult(s) with an ongoing role in raising a **student who actively participates** in the 21<sup>st</sup> CCLC program are eligible for Direct Family Services provided and funded through the grant.

**ESSA:** Every Student Succeeds Act, authorizing legislation of Title IV-B funding. Program Authority: [Title IV, Part B of the ESEA, as amended by the Every Student Succeeds Act \(ESSA\) \(20 U.S.C. 7171-7176\)](#).

**FERPA:** [Family Educational Rights and Privacy Act](#)

**Funding Formula:** **Regular Attendee # x 120 days x \$10 per regular attendee**

**GME:** Grants Management Enterprise- ADE's grant management system

**LEA:** Local Education Agency

**Measures of Effectiveness:** Statute specific guide used to identify and implement programs and activities that directly enhance student learning outcomes.

**OEE:** Other Eligible Entity, an eligible entity that is applying on behalf of a specific site that is not the school site's LEA.

**Program:** 21<sup>st</sup> CCLC specific activities that take place at a site.

**Regular Attendee:** Student enrolled in the 21<sup>st</sup> CCLC program and attends 30 days or more annually. This number is the first part of the funding formula.

**SBE:** School Board of Education

**Site:** The physical location of a 21<sup>st</sup> CCLC program where activities and services will be provided.

**Subgrantee:** Awardee/21<sup>st</sup> CCLC grant funding recipient.

**Supplant:** Use of 21<sup>st</sup> CCLC funds to replace other Federal, State, and/or local funding streams for **required** educational programs and services.

**Supplement:** **Expand** additional educational programs and services with 21<sup>st</sup> CCLC funds.

**Target Population:** Identified at-risk students, especially those considered academically at-risk to be served by the 21<sup>st</sup> CCLC program.

## Purpose of Title IV-B FUNDING

A funded Nita M. Lowey 21<sup>st</sup> Century Community Learning Center (21<sup>st</sup> CCLC) assists students in meeting Arizona's challenging academic standards, provides students with academic enrichment activities, and offers a broad array of other activities during non-school hours or periods when school is not in session that—

- Reinforce and complement the regular academic programs of the schools attended by participating students; and
- Are targeted to students' academic needs and align with the instruction students receive during the school day.

Community learning centers also offer families of participating students' opportunities for active and meaningful engagement in their children's education, including opportunities for literacy and related educational development.

§4201(a)(1)(2)(3)

Applicants are encouraged to visit the [Nita M. Lowey 21st Century Community Learning Centers \(Title IV, Part B\) | U.S. Department of Education](#) website to learn more about the funding source.

## Purpose of Grant Application Guidance

The ADE is committed to hosting a fair and equitable 21<sup>st</sup> CCLC Grant Competition for Cycle 22 FY27 (Cohort 2). As part of this process, application guidance has been created to:

- Clarify Instructions
- Improve Submission Quality
- Increase Fairness & Consistency
- Increase Accessibility

It is recommended that an applicant use this grant application guidance side-by-side as they build their 21<sup>st</sup> CCLC application.

The 21<sup>st</sup> CCLC Cycle 22 FY27 (Cohort 2) opens on September 1, 2026, in GME. Any questions regarding the competition **after September 1, 2026**, must be communicated via email to: [21stCCLCInbox@azed.gov](mailto:21stCCLCInbox@azed.gov). All questions submitted to the inbox will be responded to and answers will be published weekly on the [Frequently Asked Questions \(FAQs\)](#) section of our website. This process ensures that all applicants have access to the same information. It is recommended that applicants check the FAQ section weekly as they develop their application(s) during the open competition.

**Good LUCK!**

# Grants Management Enterprise (GME) Technical Assistance

## **Access the Application**

The 21st CCLC grant application for FY27 will be available on **September 1, 2026**, via the ADE Grants Management Enterprise (GME), accessible through the ADEConnect portal.

The Competitive Funding Applications found in GME are titled:

- **21<sup>st</sup> CCLC Yr 1 – New** (to be used by LEA applicants)
- **21<sup>st</sup> CCLC Yr 1 – New - OEE** (to be used by Other Eligible Entity applicants)

Applicants may log into ADEConnect at [ADEConnect - Home page](#).

- If an applicant, does not have an ADEConnect account,
  - please visit [ADEConnect | Arizona Department of Education \(azed.gov\)](#) or,
  - contact the ADE Support at (602) 542-7378.
- If an applicant needs technical assistance in completing the online application,
  - please visit [the ADE Grants Management website](#) or,
  - contact Grants Management Staff at (602) 542-3901/(866) 577-9636 or,
  - submit a service request online at <https://helpdesk.azed.gov/>.

## **Complete the Application**

An application must have a C.T.D.S number and School Entity ID number.

- **“C.T.D.S.”** = County, Type, District and School. The district has a specific C.T.D.S. number and each school also has a specific Entity ID number.
- Contact your Grants Management “LEA User Access Administrator” for the School Entity ID number.

To get started, applicants may utilize the “FY27 Application” Word document located at: [New Application Information | Arizona Department of Education](#). The application will be submitted in GME, if the Word document is utilized, the information may be transferred from the Word document into the GME text boxes.

All text boxes must be complete with narrative responses. Placeholders such as asterisks or hyphens will not be considered an acceptable response.

Related Documents section can be utilized, however only the GME sections will be scored. Any documents uploaded will not be reviewed or scored.

## **Submit the Application**

**The ADE recommends that applicants submit at least three business days before the due date, **October 7 2026** - **March 4, 2026**.** This allows applicants sufficient time to manage technical difficulties. Not submitting an application due to technical difficulties is not acceptable. Late submissions will not be accepted.

**Technical assistance from the ADE 21<sup>st</sup> CCLC or Grants Management Staff is NOT available after 5:00 pm on the application due date.**

# Current 21<sup>st</sup> CCLC Sub-Grantees

Arizona's FY26 21<sup>st</sup> CCLC sub-grantees can be found here:

[21st CCLC Subgrantee list FY26.xlsx](#).

All previously awarded 21<sup>st</sup> CCLC grants are public information and housed in GME. Current login credentials are needed to access previously awarded Grant Applications.

## **How to View Previously Awarded 21<sup>st</sup> CCLC grants in GME:**

**Current GME users** sign-In with current login and password and use the SEARCH option to find an organization that has been awarded the “21<sup>st</sup> CCLC-Yr 1-New” grant.

**Non-GME users** go to this web address in your browser for public access: <https://gme.azed.gov/> and use the SEARCH option to find an organization that has been awarded the “21<sup>st</sup> CCLC-Yr 1-New” grant.



1. Click on the hyperlink of the organization in the “Organization Name” column.
2. From the blue menu in the upper left corner, select Funding, then Funding Applications.
3. Scroll to the Competitive Funding Application and select 21<sup>st</sup> CCLC Yr 1-New. Ensure the status is “SEA 21<sup>st</sup> Century Community Learning Centers Yr 1 – New Director Approved”. This status means the application was approved for funding.

The 21<sup>st</sup> CCLC Yr2-5 applications are continuing applications and will not include the information required for a **new** application.

4. Click the 21<sup>st</sup> CCLC Yr 1-New hyperlink to access the application. Then click the “District Level” dropdown and choose a site. This will open the site-specific sections required for a complete application.

## 21<sup>st</sup> CCLC Yr 1 - NEW APPLICATION SECTIONS IN GME

### Funding Disclaimer

Funding is based on receipt of federal funds to the Arizona Department of Education. If anticipated federal funding is decreased, a proportional decrease will be made to all awardees.

In addition, 21<sup>st</sup> CCLC project dates and proposed program design may be subject to change based on federal or state program changes associated with the funding received.

Read and acknowledge this statement by checking the box. Peer Reviewers will not score this section.

### Federal Funding Accountability and Transparency Act (FFATA) & General Statement of Assurance (GSA) Verification

Ensure that the written FFATA statement is aligned to the 21<sup>st</sup> CCLC grant funding.

All entities applying for the grant must have a 2027 General Statement of Assurances (GSA) and Self-Assessment on file with ADE's Grant Management Enterprise by **March 1, 2026**, to receive a funding allocation.

Check boxes and complete a brief description of your project. Peer Reviewers will not score this section.

### General Education Provisions Act (GEPA)

The GEPA statement should be specific to the activity funded by the 21<sup>st</sup> CCLC grant and responsive to local context. Stating, "No barriers" or "N/A" will not be an acceptable narrative response. Peer Reviewers will not score this section.

### For Profit/Non Profit Disclaimer & Attestation

Identify your For Profit or Non Profit status. All applicants must hold Non Profit status in order to receive funds. Peer Reviewers will not score this section.

## Program Information

This section of the application provides the applicant with essential information, dates, and contacts to reference as you complete the application.

**No action is needed by the applicant.** This section will not be scored by the Peer Reviewers.

If the “eligible entity” applying **is** the school site’s LEA, then they will select and use the: **21<sup>st</sup> CCLC Yr 1-New** application in GME.

If the “eligible entity” applying **is not** the school site’s LEA, then the entity must apply as an **Other Eligible Entity (OEE)**. The OEE will select and use the: **21<sup>st</sup> CCLC Yr 1-New OEE** application in GME.

The OEE applicant will establish a data-sharing relationship with the school site(s) and LEA to ensure the timely submission of all required data. This relationship will be governed by a Memorandum of Understanding (MOU) outlining the roles, responsibilities, and processes necessary to facilitate effective and compliant data exchange.

Student level data is protected under FERPA and access to this information is necessary to complete required annual federal and state reporting for this grant (20 U.S.C. § 1232g; 34 CFR Part 99).

## Eligibility Verification

21<sup>st</sup> CCLC eligibility is based on minimum requirements for 21<sup>st</sup> CCLC funding. The minimum requirements are Absolute Priority and the Funding Formula based on October 1 enrollment through AzEDS Oct1 – October 1 Enrollment Report.

Each 21<sup>st</sup> CCLC award is site specific and may serve only the students of one qualifying school site within the state of Arizona. An eligible entity may apply for a maximum of 5 sites.

### Absolute Priority

Entities must serve students who attend a school where there is not less than 40 percent economically disadvantaged students in the total school population.

Applicants will confirm by **checking yes** that they meet Absolute Priority. The ADE will verify the absolute priority data during Phase I: Pre-Screening.

### Funding Formula

The total 21<sup>st</sup> CCLC grant funding request for each site will be based on the Funding Formula calculated in the Eligibility Verification Worksheet.

The total funds requested may not exceed the \$120,000 maximum or fall below the \$50,000 minimum. The total enrollment of each school site must be greater than 138 students on October 1 to be eligible to apply for the 21<sup>st</sup> CCLC Grant.

## Sample Eligibility Verification Worksheet

|            | Absolute Priority                  | Funding Formula                     |                   |           |                |                       | Eligibility Verification |
|------------|------------------------------------|-------------------------------------|-------------------|-----------|----------------|-----------------------|--------------------------|
| Site Name  | (Income Eligibility 40% or higher) | Enrollment (Total Passed by School) | Regular Attendees | Days open | \$ per student | Total Funds Requested |                          |
| ABC School | yes                                | 438                                 | 100               | 120       | 10             | \$ 120,000            | yes                      |
| DEF School | yes                                | 140                                 | 42                | 120       | 10             | \$ 50,400             | yes                      |
| GHI School | yes                                | 135                                 | 41                | 120       | 10             | \$ 48,600             | no                       |
| JKL School | no                                 | 420                                 | 100               | 120       | 10             | \$ 120,000            | no                       |

### Examples:

#### ABC School –

- Income eligibility is 98% based on AzEDS Oct1 data. Absolute Priority = [Check Yes](#).
- AzEDS Oct 1 report, Total Passed by School = 438 Enrollment
- Regular attendee calculation  $438 \times 30\% = 131.4$ . Request 100 Regular attendees as that is the maximum allowable.
- Total Funds Requested is calculated for you.
- [Check Yes](#), ABC School is Eligible to apply.

#### DEF School –

- Income eligibility is 56% based on AzEDS Oct1 data. Absolute Priority = [Check Yes](#).
- AzEDS Oct 1 report, Total Passed by School = 140 Enrollment
- Regular attendee calculation  $140 \times 30\% = 42$ . Request 42 Regular Attendees based on enrollment of 140.
- Total Funds Requested is calculated for you.
- [Check Yes](#), DEF School is Eligible to apply.

#### GHI School –

- Income eligibility is 45% based on AzEDS Oct1 data. Absolute Priority = [Check Yes](#).
- AzEDS Oct 1 report, Total Passed by School = 135 Enrollment
- Regular attendee formula  $135 \times 30\% = 40.5$  Do not use decimals, follow regular rounding rules. Request 41 Regular Attendees based on enrollment of 135.
- Total Funds Requested is calculated for you. Total Funds requested would be 48,600 which is below the 50,000 minimum.
- [Check No](#), **GHI School is NOT Eligible to apply.**

#### JKL School –

- Income eligibility is 32% based on AzEDS Oct1 data. Absolute Priority = [Check No](#).
- [No need to continue](#), **JKL School is NOT Eligible to apply.**

## Eligible Entity Contact Information

The applicant will enter the LEA or OEE contact information. There is a separate section where site information will be entered.

## Assurances

Assurances authorize the eligible entity to enter into an agreement for the purpose of providing 21st CCLC educational and related activities that will complement and enhance students' academic performance and achievement.

The eligible entity agrees to comply with applicable federal and state statutes, rules, and regulations. The eligible entity shall be the Lead Fiscal Agent and shall thereby incur and record all expenditures of funds available per applicable program provisions, rules, and regulations.

The applying eligible entity, through the authorized representative, and any partnering organization fully understand each assurance and the responsibility for compliance placed upon the applicant by the assurances.

Most assurance statements relate to post-award program activities. The assurance statements below relate to activities prior to grant submittal that are federally mandated:

- **Assurance #6** states that each applicant has informed their community of the intent of submitting a FY27 21<sup>st</sup> CCLC Grant Application and will make the application available to the public after submission.
- **Assurance #8** states that each applicant has established a process to consult with Private Schools about the 21<sup>st</sup> CCLC grant funding opportunity and subsequent equitable services for eligible private school students.

## Budget Resources

A complete budget for the 21<sup>st</sup> CCLC proposed program will be submitted in GME as part of the application. Peer Reviewers will not score this section.

**GME Budget section:** By checking this box the LEA is waiving funds. Leave the box unchecked to receive possible funding.

### Budget

Go To ▶

☐ By checking this box the LEA is waiving allocation for this grant and acknowledges that choosing to waive this grant will result in the reallocation of these funds.

| Indirect Cost                                   |        |
|-------------------------------------------------|--------|
| Total Allocation                                | \$0.00 |
| Budgeted Amount (Contributing to Indirect Cost) | \$0.00 |

**Budget Period** –December 7, 2026 – June 30, 2027

A **Budget Narrative & Template** example is available as a resource at [New Application Information | Arizona Department of Education](#). *The budget narrative guidance & template example is intended to provide general information and examples of budget narratives and does not guarantee to be correct and complete.*

Budget narrative guidance and general examples that meet ADE's minimum requirements for grant applications are available here: [Budget Narrative Guidance for Grant Writing](#).

The applicant **MUST** contact the entity's **Finance & Accounting Office** for guidance on developing the budget using the most current budget coding and the entity's **Human Resources Office** for guidance on Salary Placement Schedules and Hiring Procedures.

The **Arizona Auditor General** website provides appropriate accounting and financial reporting information:

- USFR Chart of Accounts for School Districts [USFR | Auditor General](#)
- USFR Chart of Accounts for Charter Schools [USFRCS | Auditor General](#).

Each budget submitted must align with the site-specific grant proposal and objectives. The requested amounts must be reasonable and necessary for the implementation of the proposed 21<sup>st</sup> CCLC program.

## Recommended Budgetary Guidelines

1. Administrative costs (2100 and 2300 Function Code) should not exceed 30% of total budget.

| Examples of Non-Instructional Costs: Function Codes 2100 or 2300 series. |                                                                                                                     |
|--------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| Costs that <u>DO</u> count towards the 30% Administrative threshold      | Costs that do <u>NOT</u> count towards the 30% Administrative threshold                                             |
| Site Coordinator Salary and Benefits                                     | Transportation Services (some expenditures include salaries and benefits for drivers and fuel)                      |
| District Coordinator Salary and Benefits                                 | Crossing Guard Salary and Benefits                                                                                  |
| Internal Evaluator Salary and Benefits                                   | Security Guard Salary and Benefits                                                                                  |
| Supplies and Capital Costs for above positions                           | Family Engagement Activities to meet the goals of the 21 <sup>st</sup> CCLC Grant                                   |
|                                                                          | Para-Professional Direct Student Services (such as working with a group of students)                                |
|                                                                          | Professional Development, Training, Curriculum Development, and Planning activities for 21 <sup>st</sup> CCLC Staff |

2. Instruction costs (1000 Function Code) should not fall below 50% of total budget.
3. Transportation costs should not exceed 4% of total budget.
4. External evaluator/consultant costs should not exceed 5% of total budget. (An external evaluator is not required). Internal evaluator costs will be included in the administrative cost percentage.
5. Capital costs should not exceed 10% of total budget.
6. Indirect Costs charged to the grant may not exceed the negotiated restricted indirect cost rate. **The applicant must apply for the Indirect Cost rate via GME. [GME Indirect Cost Mini Guide](#)**

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

Generation of 21<sup>st</sup> CCLC program income is NOT allowed by the ADE. This includes any fundraising by 21<sup>st</sup> CCLC programming or charging fees for students to participate in 21<sup>st</sup> CCLC programs. *Participant fees can result in student exclusion.*

## Site Information

The applicant will enter the site contact and program information.

## Priority Points

### **(+2 to +14 Points Possible)**

The ADE will be responsible for verifying information and awarding priority points during Phase I: Pre-Screening.

There will be 14 priority points possible in addition to the points from the scored sections.

**No action is needed by the applicant in this section.**

## Program Narrative Questions

There are six required program narrative questions developed according to federal statute and guidance for the purpose of implementing a quality 21<sup>st</sup> CCLC funded program. Be sure to address all components of each question. Each narrative question will be scored if the applications are moved from Phase I: Pre-Screening to Phase II: Peer Review. The [21<sup>st</sup> CCLC Guidance Handbook](#) is a resource that explains 21<sup>st</sup> CCLC grant requirements, once awarded. Applicants should reference this document to assist in the alignment of their proposed project.

Each text box field is limited to 10,000 characters including spaces, punctuation, tables, charts, etc.

## Program Need

### **(17 Points)**

All Needs assessments and school/community level data must be based on the current and prior year's statistics. Therefore, the school must have been open for at least one year prior to application submission.

## Program Design and Implementation

### **(17 Points)**

The applicant will demonstrate that the eligible entity will use best practices, including research- or evidence-based practices, to provide education and related activities that will complement and enhance the academic performance, achievement, post-secondary education and workforce preparation, and positive youth development of the students.

## Adequacy of Resources

### (15 Points)

The applicant will describe in detail the capacity to successfully manage a 21<sup>st</sup> CCLC grant award. This may include:

- Program management
- Fiscal management
- Recruitment & Retention of High-Quality Staff/Volunteers
- Ongoing Professional Learning

## Program Objectives and Activities

### (17 Points)

All components of 21<sup>st</sup> CCLC programs should help accomplish the primary purpose of the 21<sup>st</sup> CCLC funding, which is to boost students' academic growth in core content areas of math and language arts. 21<sup>st</sup> CCLC programs can be a significant resource to help achieve objectives in the School Integrated Action Plan (SIAP) and other schoolwide goals.

The applicant will include well-written and clearly defined SMART objectives that identifies priorities and targets toward achieving the outcome goals for each focus area: academics, youth development, and family engagement.

All applicants will use the same stated process objective for 3.1 Family Engagement Objective: By the end of the program year, thirty percent (30%) of the regular attendee goal of 21<sup>st</sup> CCLC family members will participate in one or more literacy and/or related educational development opportunities as evidenced by attendance collection.

All program objectives are intended to be annual SMART objectives which will be measured at the end of each program year of the 5-year grant cycle.

**Specific** – Who is the target population? What is the expected result?

**Measurable\*** – Is the objective quantifiable? What measurement tool will be used?

**Achievable** – Can the objective be accomplished with the available resources and support for the targeted population?

**Relevant** – Does the objective address specific community and school needs assessments?

**Timebound** – Does the objective include a timeline when the objective will be evaluated within the program year?

The time-bound portion of the objective should state **“By the end of the program year,”** without a specific date.

*\*State assessments should not be used as a progress measure; these scores are not available within the current program year. Formative or benchmark assessments can provide meaningful outcome data for determining student progress on grant program objectives within the program year.*

# Evaluation

## (17 Points)

ESSA requires all applications to use the [Measures of Effectiveness](#) to connect to the rationale behind their program design. ESSA has a [Tiers of Evidence Framework](#) to evaluate the effectiveness of interventions in schools, with tiers determined by study design and rigor.

An applicant must describe in its application how its proposed program and activities will meet these measures of effectiveness. §4204(b)(2)(E)

### UNDERSTANDING THE ESSA TIERS OF EVIDENCE

|                                                                                                                          |  <b>Strong Evidence</b> |  <b>Moderate Evidence</b> |  <b>Promising Evidence</b> |  <b>Demonstrates a Rationale</b> |
|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
|  <b>Study Design</b>                    | Well-designed and implemented experimental study, meets WWC standards without reservations               | Well-designed and implemented quasi-experimental study, meets WWC standards with reservations              | Well-designed and implemented correlational study, statistically controls for selection bias <sup>a</sup>   | Well-defined logic model based on rigorous research                                                                 |
|  <b>Results of the Study</b>           | Statistically significant positive effect on a relevant outcome                                          | Statistically significant positive effect on a relevant outcome                                            | Statistically significant positive effect on a relevant outcome                                             | An effort to study the effects of the intervention is planned or currently under way                                |
|  <b>Findings From Related Studies</b> | No strong negative findings from experimental or quasi-experimental studies                              | No strong negative findings from experimental or quasi-experimental studies                                | No strong negative findings from experimental or quasi-experimental studies                                 | N/A                                                                                                                 |
|  <b>Sample Size &amp; Setting</b>     | At least 350 participants, conducted in more than one district or school                                 | At least 350 participants, conducted in more than one district or school                                   | N/A                                                                                                         | N/A                                                                                                                 |
|  <b>Match</b>                         | Similar population <i>and</i> setting to your setting                                                    | Similar population <i>or</i> setting to your setting                                                       | N/A                                                                                                         | N/A                                                                                                                 |

a. Findings from experimental and quasi-experimental studies that either (a) meet the first three criteria for Tiers 1 and 2 but not the sample size, setting, or match requirements, or (b) do not meet WWC standards but statistically control for selection bias between the treatment and comparison groups are also eligible to meet Tier 3 Promising Evidence.

## Sustainability

### (15 Points)

The applicant will provide a description of a preliminary plan for how the community learning center will continue after the funding ends.

All 21<sup>st</sup> CCLC sites are federally required to maintain, at a minimum, one external partner annually for the duration of the grant. The ADE compiles a list of pre-screened external partners that have worked with other 21<sup>st</sup> CCLC programs in the state and may be available to provide services, resources, and technical assistance for your out-of-school time programs.

[FY26 Community Partner List.pdf](#)

### 21<sup>st</sup> CCLC Funding Year 1-5 Overview

The applicant will enter the total funds requested from the eligibility verification worksheet as the Year 1 Total. Years 2-5 will be calculated by GME based on the funding entered in Year 1. This section provides the applicant with an overview of the funding that can be anticipated during each year of the 5 Year grant cycle.

In the examples below, ABC school would enter \$120,000 and DEF School would enter \$50,400. **GHI and JKL schools would not be applying as they are not eligible.**

#### **Sample Eligibility Verification Worksheet**

|            | Absolute Priority                  | Funding Formula                     |                   |           |                |                       | Eligibility Verification |
|------------|------------------------------------|-------------------------------------|-------------------|-----------|----------------|-----------------------|--------------------------|
| Site Name  | (Income Eligibility 40% or higher) | Enrollment (Total Passed by School) | Regular Attendees | Days open | \$ per student | Total Funds Requested |                          |
| ABC School | yes                                | 438                                 | 100               | 120       | 10             | \$ 120,000            | yes                      |
| DEF School | yes                                | 140                                 | 42                | 120       | 10             | \$ 50,400             | yes                      |
| GHI School | yes                                | 135                                 | 41                | 120       | 10             | \$ 48,600             | no                       |
| JKL School | no                                 | 420                                 | 100               | 120       | 10             | \$ 120,000            | no                       |

|                                                                                                                                                                              |   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| Application Submission Checklist                                                                                                                                             | ✓ |
| Is the Eligibility Verification Worksheet complete and accurate for each proposed site?                                                                                      |   |
| Is the Assurances section acknowledged by signing and accepting responsibility for compliance? Have the assurances been shared with necessary stakeholders?                  |   |
| Does the proposed budget Supplement (Expand) and not Supplant existing funds? Does the budget align to the proposed program?                                                 |   |
| Have all 6 narrative sections been answered completely, ensuring that all components of each question have been answered?                                                    |   |
| Has the Applicant established a process for consulting private schools about this grant opportunity?                                                                         |   |
| Has the Applicant given notice of intent to apply for this grant opportunity to the community?                                                                               |   |
| Is the Applicant in "good standing" in GME? The GSA has been submitted and there are no GME outstanding issues (Outstanding Completion Reports or Fiscal/Programmatic Holds) |   |
| Is the new 21 <sup>st</sup> CCLC Grant Application at LEA Authorized Representative Approved status in GME by March 4 <sup>th</sup> at 11:59pm?                              |   |

## Post-Application Submission Overview

The ADE recognizes the demanding work that goes into researching and writing a 21<sup>st</sup> CCLC grant application. For this reason, once an application is received in GME it is reviewed according to the following procedures to ensure equity and fairness. Refer to the Application Timeline at the beginning of this document regarding the FY27 competition.

### Phase I: Pre-Screening

During this phase, all successfully submitted 21<sup>st</sup> CCLC Grant Applications will be pre-screened by the ADE. The ADE will ensure all applicants are eligible to apply and meet absolute priority criteria. Priority points will be awarded to grant applications that will serve populations that are:

- Identified through the Office of School Improvement (CSI/TSI)
- Geographically Classified as 'Town or Rural'
- Underrepresented counties in Arizona
- New to the 21<sup>st</sup> CCLC grant (not awarded to the site in the last 5 years)

There will be 14 priority points possible in addition to the points from the scored sections. If an application during Phase I is determined to be late, incomplete, or not meeting absolute priority criteria it will be disqualified.

Grant applications not moving forward following Phase I will be notified in a timely manner.

### Phase II: Peer Review

During this phase, the grant applications that have successfully advanced through Phase I: Pre-Screen will go through a rigorous peer review. This includes at least three unique reads of an application where trained peer reviewers utilize **Scoring Tools** (below) to determine an overall rating. Neither the ADE nor the Peer Reviewers will seek clarification to responses during this phase; scores are based on responses at the time of submission.

Peer Reviewers will review and rate the applications on whether the applications meet the requirements under sections 4204(b) and 4205 of the ESEA and evaluate the quality of each application. (Section 4201(b)(5)). The ADE's role is to facilitate the Peer Review process in accordance with federal and state statutes and regulations.

Score each Program Narrative Section using the Rating Rubric and Scoring Scales to determine a point value.

| Poor                                                                                                                                                                                                                                                                                                              | Basic                                                                                                                                                                                                                                                                               | Good                                                                                                                                                                                                                                                                | Exceptional                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Completeness</u><br>(Work Quality)<br>Section answers are <b>weak and incomplete</b> or do not address question requirements.                                                                                                                                                                                  | <u>Completeness</u><br>(Work Quality)<br>Section answers are <b>adequate and minimally address</b> expectations of question requirements.                                                                                                                                           | <u>Completeness</u><br>(Work Quality)<br>Section answers are <b>complete and address</b> all expectations of question requirements.                                                                                                                                 | <u>Completeness</u><br>(Work Quality)<br>Section answers are <b>complete, of high quality, and exemplary responses</b> to question requirements.                                                                                                                 |
| <u>Evidence Based</u><br>(Impact of Performance)<br>Section answers include <b>no evidence</b> to examine the effects of such activity, strategy, or intervention.<br><br>Practices described require significant clarification to understand the proposed model. <b>Little to no impact of student outcomes.</b> | <u>Evidence Based</u><br>(Impact of Performance)<br>Section answers include <b>limited evidence</b> to examine the effects of such activity, strategy, or intervention.<br><br>Practices described with additional planning would have <b>potential to impact student outcomes.</b> | <u>Evidence Based</u><br>(Impact of Performance)<br>Section answers include <b>sufficient evidence</b> to examine the effects of such activity, strategy, or intervention.<br><br>Practices described would result in <b>sufficient impact of student outcomes.</b> | <u>Evidence Based</u><br>(Impact of Performance)<br>Section answers include <b>strong evidence</b> to examine the effects of such activity, strategy, or intervention.<br><br>Practices described would result in <b>significant impact of student outcomes.</b> |

#### SCORING SCALES

|        | Poor    | Basic   | Good      | Exceptional |
|--------|---------|---------|-----------|-------------|
| 15 pts | 0-5 pts | 6-9 pts | 10-12 pts | 13-15 pts   |
| 17 pts | 0-5 pts | 6-9 pts | 10-13 pts | 14-17 pts   |

#### SMART Objective Criteria

| <u>Specific</u>                                                   | <u>Measurable</u>                                                         | <u>Achievable</u>                                                                                       | <u>Relevant</u>                                                             | <u>Time-bound</u>                                                                                   |
|-------------------------------------------------------------------|---------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| Who is the target population?<br><br>What is the expected result? | Is the objective quantifiable?<br><br>What measurement tool will be used? | Can the objective be accomplished with the available resources and support for the targeted population? | Does the objective address specific community and school needs assessments? | Does the objective include a timeline when the objective will be evaluated within the program year? |

| Scored Sections                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Max. Score |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>Program Need</b> (§4204(b)(2)(I))<br><br>This section provides justification that establishes the need for a 21 <sup>st</sup> CCLC grant. All needs assessments and school/community level data must be based on the current and prior year's statistics.                                                                                                                                                                                                                                                                                                                          | 17         |
| <b>Program Design and Implementation</b> (§4204(b)(2)(A)(i)), §4204(c), §4203(a)(10), §4204(b)(2)(A)(ii), §4204(b)(2)(C)<br><br>This section will describe the 21 <sup>st</sup> CCLC program design and implementation plan. The applicant will demonstrate that the eligible entity will use best practices, including research- or evidence-based practices, to provide education and related activities that will complement and enhance the academic performance, achievement, post-secondary education and workforce preparation and positive youth development of the students. | 17         |
| <b>Adequacy of Resources</b> (§4204(b)(2)(C), §4204(b)(2)(G), §4204(b)(2)(M))<br><br>This section will describe the applicant's capacity to successfully manage the 21 <sup>st</sup> CCLC program.                                                                                                                                                                                                                                                                                                                                                                                    | 15         |
| <b>Program Objectives and Activities</b> (§4204(b)(2)(A)(B) and §4204(b)(2)(J))<br><br>This section will describe the 21 <sup>st</sup> CCLC program objectives and related activities. This section includes well-written and clearly defined SMART objectives that identifies priorities and targets toward achieving the outcome goals for each focus area.                                                                                                                                                                                                                         | 17         |
| <b>Evaluation</b> (§4205(b), §4204(b)(2)(E), §4204(A)(iii), §4205(b)(2)(B)(i))<br><br>This section will describe a comprehensive evaluation plan that measures program effectiveness and quality improvement. ESSA requires all applications to use the Measures of Effectiveness to connect to the rationale behind their program design using the ESSA Tiers of Evidence Framework. This allows for program design to be intentional and targeted to the Needs Assessment for the community served using data and effective strategies.                                             | 17         |
| <b>Sustainability</b> (§4204(b)(2)(H)(K))<br><br>The section will provide a description of a preliminary plan for how the community learning center will continue after the funding ends. This plan will describe the factors that influence sustainability for the 21 <sup>st</sup> CCLC program.                                                                                                                                                                                                                                                                                    | 15         |
| <b>Total Narrative Score</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>98</b>  |
| <b>Priority Points</b> (§4204(f)(i)(I)(C)(i)(I)(C)(ii))<br><br>The applicant may qualify for up to 14 Priority Points. See the Priority Points section of the 21 <sup>st</sup> CCLC Application Guidance for information on how priority points are verified and distributed by the ADE.                                                                                                                                                                                                                                                                                              | 14         |
| <b>Total Scored Sections + Priority Points</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>112</b> |

## **Board Approval**

During this phase, all grant applications that have successfully advanced through Phases I and II will be part of the SBE Consent Agenda for: Consideration to approve the contract between the State Board and awarded Eligible Entities for 21<sup>st</sup> CCLC Title IV-B funds.

Once the contract is approved, the applicant becomes a Cycle 22 subgrantee and receives their Grant Award Notification (GAN) in GME. Applicants not selected will receive their Grant Rejection Notification (GRN) in GME.

Conditional Award Status may be given to an applicant that does not end FY26 in Substantial Compliance.

## Peer Review Public Records Request

Applicants may submit a Public Records Request to receive a summary from Phase II: Peer Review. The summary includes the final application score and peer reviewer comments from each of the six scored sections. The summary will allow applicants to receive feedback on their proposals, which can be used to improve the quality and effectiveness of the programs they have proposed.

### Peer Review Public Records Request Process:

- ONLY the LEA Authorized Representative or Authorized Entity Signer as identified in GME may submit a Public Records request.
- The Peer Review Public Records Request must be submitted within 30 calendar days of the Grant Award Notification (GAN) or Grant Rejection Notification (GRN) in GME.
- The Peer Review Public Records Request must be submitted through the Data Request Form [Public Record Requests | Arizona Department of Education](#)
  - From landing page, scroll down to 'Data Request Form' and click on 'Request for public records'
  - Scroll down page, and click to acknowledge that Peer Review Public Records are not included public data sets
  - Click 'Next Page' to complete the 'Data Request Form'
    - Complete all fields (First and Last Name, Email, Job Title, Phone # and select 'Requestor Type' and 'Organization Type,' if applicable.
  - Click 'Next Page' to complete 'Information Requested'
    - Enter: "21<sup>st</sup> CCLC New-Cycle 22 Peer Review Score and Comments."
    - Select 'Method of Delivery'
    - Acknowledge Privacy Policy Statement
  - Click 'Next Page' to indicate 'Level of Aggregation' and select 'LEA Level' and 'School Level'
    - Click 'Next Page' to complete 'Data Description' enter: "21<sup>st</sup> CCLC New-Cycle 22 Peer Review Score and Comments."
    - Enter: NA for Intended Use for Data
    - Select '2022-2023' for School Year & 'Other Support Program' for 'Aggregation'
    - Select N/A in Acknowledge drop-down
    - Acknowledge Privacy Policy Statement and Click 'Next Page'
    - Select 'Yes' to Acknowledge your submitted Public Record Request
  - Click 'Submit'

**Questions regarding this request should be directed to:** [DataRequestMailbox@azed.gov](mailto:DataRequestMailbox@azed.gov).

# Appeal Process

All appeals will be handled in accordance with 20 U.S.C. § 1231b-2, 34 CFR § 76.401, and A.A.C. R7-2-805. A written appeal and request for hearing may be filed if the eligible entity believes that the ADE violated a state or federal statute or regulation by disapproving or failing to approve an application.

Applicants shall file the appeal with the Superintendent of Public Instruction within 30 days of the Grant Rejection Notification communicated in GME. The appeal shall be sent to the Superintendent of Public Instruction by certified mail with a copy sent to the 21<sup>st</sup> CCLC Program State Director via email at the following address:

[21stCCLCInbox@azed.gov](mailto:21stCCLCInbox@azed.gov).

If the applicant is or represents a school district, authorization to seek a hearing must come from the district's governing board. The written appeal must set forth the nature of the complaint and the facts on which the complaint is based.

A hearing will be held before an appeals panel within 30 days of receipt of the written appeal. The ADE will notify the applicant of the hearing date at least 10 days prior to the hearing. Hearings will be held in accordance with A.A.C. R7-2-805(D). No later than five days after the hearing, the appeals panel will forward its recommendation to the Superintendent of Public Instruction for review. The Superintendent of Public Instruction shall issue a written ruling, including findings of fact and reasons for the ruling within 10 days after the hearing.