



ARIZONA DEPARTMENT OF EDUCATION

21st Century Community Learning Centers

21st CCLC Cycle 15 Grant Application Guidance

Fiscal Year 2020

Cautions

- 1) All Needs Assessments and School/Community Level Data must be based on the current and prior years' statistics. Therefore, the school must have been open for at least one year prior to application submission to be eligible.
- 2) Review the entire application and reference guidance, including the "21st CCLC Grant Application Recommended Resources," prior to beginning work on the application to clarify what each item response should include.
- 3) It is highly recommended that applicants review the completed application in its entirety to ensure that each response is complete and correct and is in alignment with responses provided in other areas of the application.
- 4) Sites that ended a previous grant award or opted out in Out of Compliance or High-Risk Status (risk levels 3 and 4), may apply during a new competition under Special Conditions (see below).

These sites will enter under the following Special Conditions:

- a. The site will receive intensive technical assistance and monitoring during year 1 to ensure capacity.
- b. By the close of year 1 of the new grant award, the site must demonstrate Substantial Compliance to be eligible to apply for continued funding beyond year 1

Program Contact

Arizona Department of Education (ADE)

21st Century Community Learning Center (21st CCLC) Program Unit

All questions regarding the application must be submitted via email to

21stCCLCInbox@azed.gov

Funding Purpose / Priorities

For important information regarding this program, please review the *21st CCLC Grant Application Resources* and other information located on the *Application Information* Tab at the 21st CCLC website <http://www.azed.gov/21stcclc/>

The 21st CCLC programs must provide safe environments for students during non-school hours. Each grant program must serve students from one school site, where at least 40% of the students attending that school qualify for free/reduced meals; however, services may be offered at the school and at other locations. All centers must provide a range of high-quality services to support student learning and development.

Authorized under the Elementary and Secondary Education Act (ESEA), as amended by Every Student Succeeds Act (ESSA), Title IV, Part B administered by the Arizona Department of Education; the specific purposes of the law are to:

(1) Provide opportunities for academic enrichment, including providing tutorial services to help students, particularly students who attend low-performing schools, to meet the challenging State academic standards;

(2) Offer students a broad array of additional services, programs, and activities, such as youth development activities, service learning, nutrition and health education, drug and violence prevention programs, counseling programs, art, music, physical fitness and wellness programs, technology education programs, financial literacy programs, environmental literacy programs, mathematics, science, career and technical programs, internship or apprenticeship programs, and other ties to an in-demand industry sector or occupation for high school students that are designed to reinforce and complement the regular academic program of participating students; and

(3) Offer families of students served by community learning centers opportunities for active and meaningful engagement in their children's education, including opportunities for literacy and related education development.

(4) Grants funded by the 21st CCLC program may supplement, NOT supplant, existing out-of-school funding or programs.

Eligible Applicant(s)

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

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

Non-School "eligible entity":

1. Any "eligible entity" which is not a school must partner with an eligible school to serve the students targeted for assistance. OR
2. Any "eligible entity" is required to secure an agreement, as documented on Form F, which will be uploaded as part of a complete application.

Award Information

Proposals will be reviewed pending successful completion of **ALL** required components of the application which includes Forms A-F (Form F is required for non-school site applications only).

The number of applications awarded each year is usually between 40 and 50. This figure is based on the amount awarded from the U.S. Department of Education. ***In the event that anticipated federal funding is decreased or eliminated, a proportional decrease may be made to all awardees. All funding is contingent upon ADE's receipt of federal funds.***

The 21st CCLC award will be for three consecutive years, with applicants receiving 100% funding for each of the first three years of the program if the site demonstrates Substantial Compliance (see the 21st CCLC Fiscal & Program Accountability Guidance Handbook). Substantial Compliance is defined as compliance with the substantial or essential requirements of the 21st CCLC contract that satisfies its purpose or objective.

If the site meets Substantial Compliance during the 3rd year, the applicant will be renewed for up to 2 additional years (year 4 and 5) at 75% of the original funding. Continued funding in years 4 and 5 is based on demonstrating Substantial Compliance each renewal year.

Applicants must apply for a minimum of \$50,000 or up to a maximum of \$120,000 in the first year.

Please note, geographic equity may be considered when awarding 21st CCLC sites.

Matching Requirement

No matching funds required; however, applicants may indicate cost sharing in the budget description when appropriate.

Staffing Requirement

Each entity must employ at least one site coordinator per site to be on site during center hours.

Site Principals cannot receive any 21st CCLC compensation and may not serve as the site program coordinator.

Budget

Do not check the box labeled, “*By checking this box the LEA is waiving allocation....*”

Budget Period *July 1, 2019 – June 30, 2020*

Target Population(s)

(1) ***Students:*** Students attending schools eligible for Title I school-wide programs or living within the district-defined service area of such schools, are eligible to participate. 21st CCLC Programs target pre-kindergarten to twelfth grade students who attend schools with a high concentration (40% or higher) of students from low-income families. The 21st CCLC program targets **at-risk students** especially those considered most academically at-risk.

(2) ***Adults and Families:*** In addition to students, the Elementary and Secondary Education Act enables sub-grantees to serve adult family members of those students **who are actively participating** in the regular 21st CCLC program by providing educational services or activities appropriate for adults and/or services for the purpose of advancing the academic achievement of the actively participating students. Programs **must** offer services to support family engagement and/or family literacy that support student learning.

REQUIRED DOWNLOADABLE DOCUMENTS

The following downloadable documents are required to complete a 21st CCLC application. Incomplete applications will not be considered for funding.

Signed Forms A - F (Form F if applicable) must be scanned and uploaded to the online application via the Grants Management System (GME), accessible through the ADEConnect portal found on the ADE Home Page by 5:00:00 p.m., May 6, 2019. No hand delivered, emailed, faxed or photocopied signatures will be accepted.

A. Form A Participants Verification

- Form A should demonstrate authenticity and provide evidence of buy-in. Those signing Form A are agreeing to the content of the submitted 21st CCLC grant application.

B. Form B Adequacy of Resources

- ADE monitors the capacity of awardees to implement these Federal grants and holds grant applicants to the promises made on this form and other parts of the application. If grantees are found not to have adequate resources to administer the grant, funding may be reduced or eliminated for that grantee.
- Grantees will be required to collect extensive ongoing data for submittal of an Annual Performance Report (APR) to the U. S. Department of Education. This report includes information such as student attendance, grades, number of classes, types of classes, teacher surveys, etc.

C. Form C Private School Consultation

- All information must be completed 100%. Please do not leave any information blank. Keep in mind, applicants will need to consult with the private schools within the service area boundaries of the school to complete Form C. If no private school is found within your district boundaries, then you will select “No”.

D. Form D Statement of Assurance of Original Work

- Grant applicants must provide ADE with assurances that the application is their own original work. If plagiarism is identified, applications will be disqualified.

E. Form E Statement of Assurance of Community Notification

- The U. S. Department of Education requires applicants to give notice to the community of their intent to submit an application. It is up to the applicant to determine the best way to notify the community. Please note that if you do not provide community notification, your application will be disqualified.

F. Form F (if applicable) Statement of Assurance for Programs at Non-school Sites

- All non-school applicants must provide ADE with assurance that the applicant has the necessary agreement from the school site leaders of the school whose students will be serviced by the 21st CCLC program.

OTHER REQUIREMENTS

General Statement of Assurance

See this link for information: <http://www.azed.gov/grants-management/gsa/>

- All organizations applying for the grant must have a **2019** General Statement of Assurances on file with ADE's Grants Management Department allowing access to the application online.
- All organizations applying for the grant must have **2020** General Statement of Assurances on file with ADE's Grants Management Department by May 31, 2019 in order to receive a funding allocation.

CTDS Number

A CTDS number is required before an applicant can submit a grant application. CTDS stands for County, Type, District, and School.

Current schools can find their CTDS number at the following link:

<http://www.ade.az.gov/edd/>

- a. To apply for a CTDS number, applicants must complete an Entity Profile Form. Instructions are found on the ADE website at the following link:
<http://www.azed.gov/finance/entity-profile-form-instructions/>
Note: If the applicant is a new site, please use CTDS# 00-00-00-001 when completing the form and select "School Finance" as your LEA Account Analyst.
- Contact the Arizona Department of Education's School Finance Department at 602-542-5695 with any questions regarding obtaining a CTDS number, or regarding the Entity Profile Form.

Student Attendance

Each site will be required to take 21st CCLC student attendance in their current Student Information System (SIS) and submit it as part of the upload to the Arizona Department of Education (ADE). Daily attendance is required for all 21st CCLC program activities, and it is expected that student attendance data is uploaded through your SIS at least weekly to ADE.

Application Due Date

MAY 6, 2019 by exactly 5:00:00 P.M.

The due date refers to the date of receipt online in the ADE Grants Management System (GME), accessible through the ADEConnect portal found on the ADE Home Page. A complete application will include the electronic application and downloaded Forms A, B, C, D, and E. In addition, Form F is required for Non-School site applications. Forms A, B, C, D, E, and F must be complete with signatures.

NO EXCEPTIONS.

On Line Application

The Cycle XV 21st CCLC grant application for FY 2020 will be available on March 1st, 2019 in the ADE Grants Management System, accessible through the ADEConnect portal found on the ADE Home Page.

You may log in at <https://home.azed.gov/Portal>. If you have not worked with ADEConnect in the past, or are not certain you have the proper credentials, please see this link <http://www.azed.gov/aelas/adeconnect/>. You may also contact the ADEConnect Call Center at (602) 542-7378 or adesupport@azed.gov.

Note: Log in information for the old Common Logon system will NOT work with ADEConnect.

If you need technical assistance in completing the on-line application, please see the ADE Grants Management website at <http://www.azed.gov/grants-management/>. If you need additional technical assistance or have questions in submitting the on-line application, please contact Grants Management Staff at 602-542-3901 or by email at grants@azed.gov.

21st CCLC Grant Application Recommended Resources Tools

For application-specific guidance and support materials please visit the ADE 21st CCLC website at <http://www.azed.gov/21stcclc/application-information/>. Current support materials for applicants, including a Word version of the application, will be available on the ADE 21st CCLC website on February 1st, 2019; however, all applications MUST be submitted on line in the Grants Management System, accessible through the ADEConnect portal found on the ADE Home Page.

Initial Screening

The Arizona Department of Education will conduct an initial screening of all applications.

Initial Screening Process:

If any of the following criteria is not met the application will be disqualified and will not move on to the Peer Review Process.

1. Application and Forms A-F (Form F if applicable) are signed and submitted by the due date and time

Grant applicants must adhere to the grant submittal deadlines. No extensions will be granted. Late submissions will be automatically disqualified.

2. 40% or higher Low-Income Students

Each 21st CCLC grant must propose to serve the students who attend a school where at least 40% of the students are low income. This will be verified by free/reduced cost meals data or alternative data may be considered if it demonstrates low income status of students from the previous year.

3. Correct Applications

Note: Incorrect applications which are rejected will be disqualified on a site-by-site basis. It is possible for the fiscal holder to have one or more sites disqualified, with the remaining sites forwarded for consideration in the Peer Review Process.

a. Funding Formulas must meet the criteria stated in item 58 of the application

b. Applications must be Site Based

A Fiscal Agent may submit an application which includes up to 6 different 21st CCLC grant proposals. Each of these proposals should include site specific content. No more than one school's students may be served per 21st CCLC proposal. Wherever site information is requested on the application, content is to be specific to the school each proposal is written to serve.

c. Online Schools may not apply for 21st CCLC funding

Given that this funding may not serve students during their instructional day, and given the "supplement, not supplant" rule, the 21st CCLC grant program cannot fund a Center serving students who attend an online school. By nature, online education is available 24/7, so these schools do not have the option of setting a defined instructional day separate from the time that 21st CCLC services would be offered. By law, 21st CCLC programs and activities must be offered before or after the school day.

d. Joint Technological Education District (JTED) sites are not eligible to apply for 21st CCLC funding to serve students from multiple schools

Given that applications must be site based (see b. above) and may not serve students from multiple schools, a JTED serving as the 21st CCLC program site may only apply if its application is solely based on serving students from one school. Similarly, if it is discovered that a JTED site is serving students from multiple schools after a site has been awarded, it may be grounds for losing the grant award. A JTED must submit Form F as part of the completed application.

e. Private schools may not serve as the 21st CCLC program site.

Although, private school students and teachers are eligible to participate in 21st CCLC (Title IV, Part B) programs, private schools may not receive or have control of these federal funds.

4. Complete Application

Incomplete applications will not be accepted. Responses to each application question must include a narrative text response. Place holders such as an asterisk or hyphen will not be considered an acceptable response. It is the responsibility of the applicant to ensure that it has submitted a complete application to ADE in the Grants Management System.

Note: Applications will receive a second screening for completeness. If an incomplete application is discovered during Peer Review, it will be disqualified at that point.

If any of the following criteria is not met, the application may not move on to the Peer Review Process.

1) Charter Board Compliance Check – good standing

2) Grants Management Enterprise (GME) – good standing

General Statement of Assurances (GSA) has been submitted

LEA does not have any outstanding issues

- Outstanding Completion Report(s)
- Outstanding Refund(s)
- Outstanding Hold(s)

LEA does not have any programmatic Hold(s)

3) Budget Alignment

- Budget will be checked for alignment with entire grant proposal
- Budget items should conform to the USFR Chart of Accounts
- The requested dollar amounts are reasonable and necessary
- Appropriate staffing requirements are reflected in the budget (One Site Coordinator must be on site during center hours)

Recommended Budgetary Guidelines

- Administrative costs do not exceed 25% of total budget
- External evaluator/consultant costs do not exceed 5% of total budget
- Capital costs do not exceed 10% of the total budget and are necessary to proposed programs/services
- Transportation costs do not exceed 4% of total budget.
- Indirect Costs charged to the grant may not exceed the negotiated restricted indirect cost rate. Indirect Costs may not be charged on capital expenditures. If Indirect Cost Rates have not been loaded into the Grants Management System, and the applicant plans to charge the grant, then applicant will write a narrative to this effect in the budget narrative description in the support services supply line (as a placeholder). The narrative should clearly indicate that this is a temporary placement of an allocation for anticipated Indirect Costs, and once the Indirect Cost Rate is approved, the applicant will revise the budget to include the final negotiated indirect costs in the Indirect Costs line of the budget.
- Field trips are allowable under certain conditions as described in the Fiscal & Program Accountability Guidance Handbook

4) Generation of 21st CCLC Program Income

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

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

Scoring Sheet

- The Application Guidance describes what is to be included in each section of the Application.
- Proposal reviewers will refer to the Rating Guidelines to evaluate the answers in each section.
- Proposal reviewers will then assign a total score for each section based upon how well the applicant responds to the questions listed in each section.
- The application is based on a 100-point scale.

Points Distribution

Sections	Max. Score
III. Priority	4
IV. Program Need <ul style="list-style-type: none"> • Does the applicant clearly describe the community? • Does the applicant cite the factors that place students at risk of educational failure? 	17
V. Program Design and Implementation <ul style="list-style-type: none"> • Does the applicant clearly describe and elaborate on recruitment and retention strategies? • Are the intervention and academic enrichment activities tailored to address the specific needs of program participants? • Is there a clear plan for how communication will occur between day and afterschool programs? 	17
VI. Adequacy of Resources <ul style="list-style-type: none"> • Has the applicant explained the fiscal holder's capacity to manage fiscal resources? • Does the applicant clearly explain how program management and staffing requirements will be met? 	17
VII. Program Objectives and Activities <ul style="list-style-type: none"> • Are the program objectives SMART? • Is there a plan demonstrating principal support and buy-in for the 21st CCLC program? • Are the activities and methods comprehensive and effective and likely to result in achievement? 	19
VIII. Evaluation <ul style="list-style-type: none"> • Is the evaluation plan comprehensive? • Does evaluation plan include an effective approach likely to impact student success? 	13
IX. Sustainability <ul style="list-style-type: none"> • Has the applicant described how 21st CCLC activities will coordinate with other funding streams and partnerships? • Are identified partners involved not only in the application process but also involved with program activities? • Are plans described to continue key components of 21st CCLC services beyond the scope of the grant? 	13
Total Score	100

Rating Guidelines

Not Addressed	Poor	Basic	Good	Exceptional
Does not address the criteria or simply re-states the criteria.	<ul style="list-style-type: none"> ✓ Does not meet criteria, ✓ fails to provide information, ✓ provides inaccurate information, ✓ or provides information that requires substantial clarification as to how the criteria are met. 	<ul style="list-style-type: none"> ✓ Limited information as to how the criteria are met is provided and information lacks specificity or relevance. ✓ Provides little focus, detail and/or evidence. ✓ Some minor inconsistencies and weaknesses exist. 	<ul style="list-style-type: none"> ✓ Adequate information as to how the criteria are met is provided and is accurate and pertinent. ✓ Provides focus, detail and evidence. ✓ Few inconsistencies or weaknesses exist. 	<ul style="list-style-type: none"> ✓ Proposal exceeds all minimum requirements. ✓ Complete, detailed, and clearly articulated information as to how the criteria are met. ✓ Provides specific, convincing and comprehensive evidence. ✓ Ideas are thoroughly developed and well-conceived. ✓ No inconsistencies or weaknesses exist.



21ST CCLC AT-A-GLANCE REQUIREMENTS

General Statement of Assurance (GSA)

A Fiscal Year 2019 GSA for the fiscal agent must be on file with the Arizona Department of Education's (ADE) Grants Management Department in order to receive access to the application. If awarded, a FY 20 GSA will need to be on file by May 31, 2019.

County, Type, District and School NUMBER (C.T.D.S.)

A C.T.D.S. number is required before you can submit a grant application. "C.T.D.S." stands for County, Type, District and School. The fiscal holder (such as a school district) has a specific C.T.D.S. number and each school also has a specific C.T.D.S. number. Any organization applying that does not have a C.T.D.S. number should see the "OTHER REQUIREMENTS" section of the Application Guidance above.

Entity ID Number

An Entity ID Number will need to be entered in the application for each school. Please see the ADE Home Page at <http://www.azed.gov/> and click the "Find A School" icon.

Application Tips

- An Application can have up to a maximum of 6 sites/schools. If an applicant is applying for more than one school, then each school becomes a separate site with its own budget and set of on-line Forms A, B, C, D, E, and F (if applicable).
- You can copy & paste text from a word document to the on-line application. If you experience difficulties, type directly into the application cell.
- Remember to enter information into each question's text box. Application will be incomplete if any text boxes are left blank. Responses to each application question must include a narrative text response. Place holders such as an asterisk or hyphen will not be considered an acceptable response.
- Review a printed copy for completeness prior to submitting on-line.
- There is a limit of 8000 characters for each answer. This includes commas, periods, spaces, etc.
- ADE recommends submitting applications at least three business days before the due date. This allows you plenty of time should you encounter any difficulty with submittal.

If you need technical assistance or have questions in submitting the on-line application, please see the Online Application section of the Application Guidance above.

Program Need

In this section provide justification that establishes a need for a 21st CCLC grant.

Program Design and Implementation

21st CCLC services for **students** must be offered during non-school hours or periods when school is not in session. Services are not to be provided during regular school hours. Lunch time is considered part of the regular school hours. However, activities targeting pre-kindergarten children and adult family members of 21st CCLC student participants may take place during regular school hours as these times may be most suitable for serving those populations.

Online services for students:

Online Schools may **not** apply for 21st CCLC funding:

Given that this funding may not serve students during their instructional day, and also given the “supplement, not supplant” rule, the 21st CCLC grant program cannot fund a Center serving students who attend an online school. By nature, online education is available 24/7, so these schools do not have the option of setting a defined instructional day separate from the time that 21st CCLC services would be offered. By law, 21st CCLC programs and activities must be offered *before* or *after* the school day.

Online classes or activities **may** be offered:

The section above regarding online **schools** does not in any way rule out schools that offer online study **options**. Schools may offer online study options during the school day, when these options are offered as part of the normal classroom instructional day offerings at a school site. Similarly, online classes or activities may also be offered during the before or after school 21st CCLC program.

JTED services for students:

JTED Schools may **not** apply for 21st CCLC funding:

Given that applications must be site based and may not serve students from multiple schools, a JTED may only apply if its application is solely based on serving students from one school. Similarly, if it is discovered that a JTED site is serving students from multiple schools after a site has been awarded, it may be grounds for losing the grant award.

JTED Schools **may** offer 21st CCLC services under the following conditions:

- JTED may serve as the 21st CCLC program site if it serves the students of only one school
- JTED schools may offer services to one or more 21st CCLC program sites as a partner to a 21st CCLC program

The program plan should describe how implementation of services will accomplish the following objectives:

- Targeted intervention
 - designed to boost students’ abilities in core content areas (math and reading/language arts) and
 - that specifically recruits the students identified as in need of this long term academic assistance program
- Balanced program that combines remedial education activities with fun and engaging academic enrichment classes

- Program activities address Arizona’s 21st CCLC youth development framework and philosophy
- Supplement but does not supplant existing services

All components of 21st CCLC program design should be backed by ideas that research and practice have shown to be effective.

TOTAL CENTER SERVICES must include both Direct Student Services and Adult Family Services.

DIRECT STUDENT SERVICES are those services where the vast majority of enrolled student participants are able to participate. EVERY STUDENT in the program must be afforded the full hours of programming planned (e.g., an applicant cannot serve boys on Monday and girls on Tuesday. Individual students would only receive half the total programming). Each 21st CCLC program must commit to providing services for at least these minimum lengths of time:

- 120 days per fiscal year
- 3 weeks summer school
- 4 days per week (academic and summer school)
- 8 hours per week (does NOT include teacher planning/preparation time).

Ongoing regular student attendance is important in maximizing the impact of the program on student achievement and behavior. For a student to be considered a regularly attending student, they must attend the program for 30 days or more. 21st CCLC is intended to be a long term academic intervention targeting the students who need it most, not a “drop-in” program.

ADULT FAMILY SERVICES are services provided to adult family members of those students who are actively participating in the regular 21st CCLC program. Unlike student 21st CCLC services which must be offered during non-school hours, family engagement activities may occur at any time, including during the students’ instructional day.

The intent of family engagement is to engage adult family members of those students who are ACTIVELY participating in the 21st CCLC program in opportunities for active and meaningful engagement in support of their children’s education and success. Family engagement opportunities should be part of an ongoing, systematic plan to engage families towards these goals.

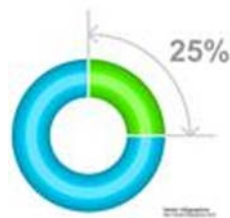
Refer to the 21st CCLC Grant Application Recommended Resources on the 21st CCLC website for ideas for successful family engagement strategies.

Adequacy of Resources

The total 21st CCLC grant funding request for each site proposal must be justified by the following formula. To calculate the total funding each site application is eligible to request, use this formula:

- (a) _____ The projected number of students who will attend 30 days or more (regular attendees)
- (b) X 120 days (21st CCLC Funding will be based on 120 days of services per year).
- (c) X \$10 (dollar amount set for 21st CCLC Funding)
- (d) = \$ _____ Total Funds Needed

The projected number of students who will attend 30 days or more cannot exceed 25% of the most current number of enrolled students at the school.



A number not to exceed 25% of the total current student enrollment at the school site to be served will be used to determine the maximum number of students that may be targeted for 21st CCLC services in the funding formula.

Examples:

- A. If the 21st CCLC program at the site will run for 120 days and will serve 100 students on a regular (30 days or more) basis, then the funding formula would be calculated in the following manner:

120 days X 100 regular attendees X \$10 = \$120,000 Total Funds Needed;
Total Funds Requested= \$120,000.

Note: Even if the formula provided in the site proposal demonstrates that more than \$120,000 is needed to run the program, no more than \$120,000 can be requested from the 21st CCLC grant. Any funds necessary above the \$120,000 21st CCLC funding limit would have to come from another source.

- B. If the 21st CCLC program at the site will run for 120 days and will serve 42 students on a regular (30 days or more) basis, then the funding formula would be calculated in the following manner:

120 days X 42 regular attendees X \$10 = \$50,400 Total Funds Needed;
Total Funds Requested= \$50,400.

Describe the applicant's capacity to successfully manage an out-of-school time program, including, but not limited to the program and fiscal management of this grant; maintaining and recruiting high quality staff; relevant professional development; and on-going evaluation practices. Be cautious not to use these new federal funds to supplant existing resources or services, staff salaries or programs, but to supplement or expand on what is already in existence.

Note: If awarded funding, it is anticipated that first disbursement will be made by October 1, 2019.

Program Objectives and Activities

For each of the program areas (Academics, Youth Development, and Family Engagement), write **SMART** objectives that can be *measured annually* and are:

- ☐ **S**pecific,
- ☐ **M**easurable,
- ☐ **A**chievable,
- ☐ **R**ealistic and
- ☐ **T**ime-bound

Arizona does not allow State Assessments as a progress measure for 21st CCLC grant program SMART objectives. Formative assessments or benchmark data can provide meaningful outcome data for determining student progress on grant program objectives within the Program Year.

Reason:

All Program objectives are intended to be annual SMART objectives. These should be measurable within one Program Year, thus enabling annual assessment and reporting to be completed at the end of the Program Year. State Assessment scores are not available within the current program year, which results in a lag in information about student progress and program impact.

- Academics Minimum of 2 SMART objectives;
 Maximum of 3 SMART objectives
 - one objective must be math related
 - one objective must be reading related
 - if a third objective is submitted, it can be math, reading, or another academic area
- Youth Development Minimum of 1 SMART objective;
 Maximum of 2 SMART objectives
- Family Engagement Provide 1 Process objective

All components of 21st CCLC programs (academic/enrichment, youth development, and family engagement) should help accomplish the primary purpose of the 21st CCLC funding, which is to boost students' academic growth in core content areas of math and reading/language arts.

21st CCLC programs can be an important resource to help achieve objectives in the school's Comprehensive Needs Assessment (CNA) and Integrated Action Plan (IAP) which together are referred to as the Planning Tool in GME and to accomplish other school goals.

Evaluation

To ensure quality programming and student performance, each grantee must utilize continuous formative evaluations to assess its progress toward achieving its goal of providing high-quality opportunities for academic enrichment. The evaluation must be based on the factors included in the *Measures of Effectiveness*.

Each grantee must:

- Conduct ongoing **formative** evaluation to assess progress toward achieving outcome objectives throughout each year of the grant;
- Complete an annual **summative** evaluation prescribed by ADE that assesses whether objectives were met.

Sustainability

All 21st CCLC sites are federally required to maintain at least one external partner during each year of the 5-year grant. The fiscal agent is the entity responsible for receiving and managing grant funds. In most cases, the fiscal agent is the LEA/district; therefore, the LEA and its funded programs cannot be considered an external partner. Example: Title 1 funds can be leveraged internally to supplement 21st CCLC services but cannot be counted as an external partner for this grant.

Responses in this section should reflect the information in the Participant Verification form (Form A).

This section should describe:

- the process used to identify partners and how they will contribute to the success of the program.
- the collaboration efforts that will be undertaken to foster and promote the success of the program.
- the sustainability efforts that will be undertaken to maintain the success of the program after 21st CCLC funding is decreased or no longer available.

Related Documents

Form A Participants Verification Form

Form B Adequacy of Resources Form

Form C Affirmation of Consultation Form (Participation of Private School Students)

Form D Statement of Assurance of Original Work

Form E Statement of Assurance of Community Notification

Form F Statement of Assurance for Programs Offered at Non-School Sites

Previously Awarded Grants

On the 21st CCLC website's <http://www.azed.gov/21stcclc/whatis21stcclc/>, see the link to the *21st CCLC Grant Program Sites In Arizona (FY2019)* to locate sites that have previously been awarded grants.

- Awarded grants are public information and are available to all.
- Review with caution! There is a range of quality and completeness to the answers provided; and one site's solutions may not work for another school community at all.
- Work must be the original work of the applicant. ADE has the right to remove the grant application from funding consideration. Similarly, if plagiarism is discovered after a site has been awarded, it may be grounds for losing the grant award.

To access previously awarded grant applications:

See the next page for the steps to access previously awarded grant applications.

To Access Previously Awarded Grant Applications

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

The screenshot shows the GME Home page. On the left is a blue navigation menu with links: GME Home, Search, Contact ADE, Document Library, Help, and GME Sign-In. Below the menu are links for Public Access and Production. The main content area is titled 'Search Organizations' and contains search filters: Organization Name (with a 'Begins With' dropdown), Organization Number, and County (with a dropdown). At the bottom of the search filters are 'Search' and 'Reset' buttons.

- 3) Click on the hyperlink of the organization in the “Organization Name” column.
- 4) From the blue menu in the upper left corner, select Funding ➤ Funding Applications.
- 5) The “21st Century Community Learning Centers – New” applications that are at the SEA 21st Century Community Learning Centers – New Director Approved status are complete applications that were approved for funding. You may need to go back to Fiscal Year 2017 or older.
 - Caution: The “21st Century Community Learning Centers – Continuing” applications are renewal applications after award and are NOT the original comprehensive application that new applicants complete to apply for funding and would be less helpful for new applicants to review.
- 6) When the application is open, you must click on the dropdown menu to the right of the “District Level” portion of the application to reveal the sections that each site completed for the site-specific proposal.
 - When a site is selected, the “Related Documents” link is revealed. This is where the required Forms A – F (Form F if applicable) are uploaded for each site proposal.

Appeal Process

Rejections of Applications will be made once all 21st CCLC program funding has been accepted by subgrantees. Applicants will be notified of the Application Rejection, including the reason(s) for not receiving a grant award, within five business days of acceptance by all subgrantees.

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 Fiscal Agent/LEA believes that the Department 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 Application Rejection notification. The appeal shall be sent to the Superintendent by certified mail with a copy sent to the 21st CCLC Program State Director via email at the following address: Catherine.Evilsizor@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 the receipt of the appeal. The Department 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 for review. The Superintendent shall issue a written ruling, including findings of fact and reasons for the ruling within 10 days after the hearing.