Arizona Department of Education

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

Grant Application
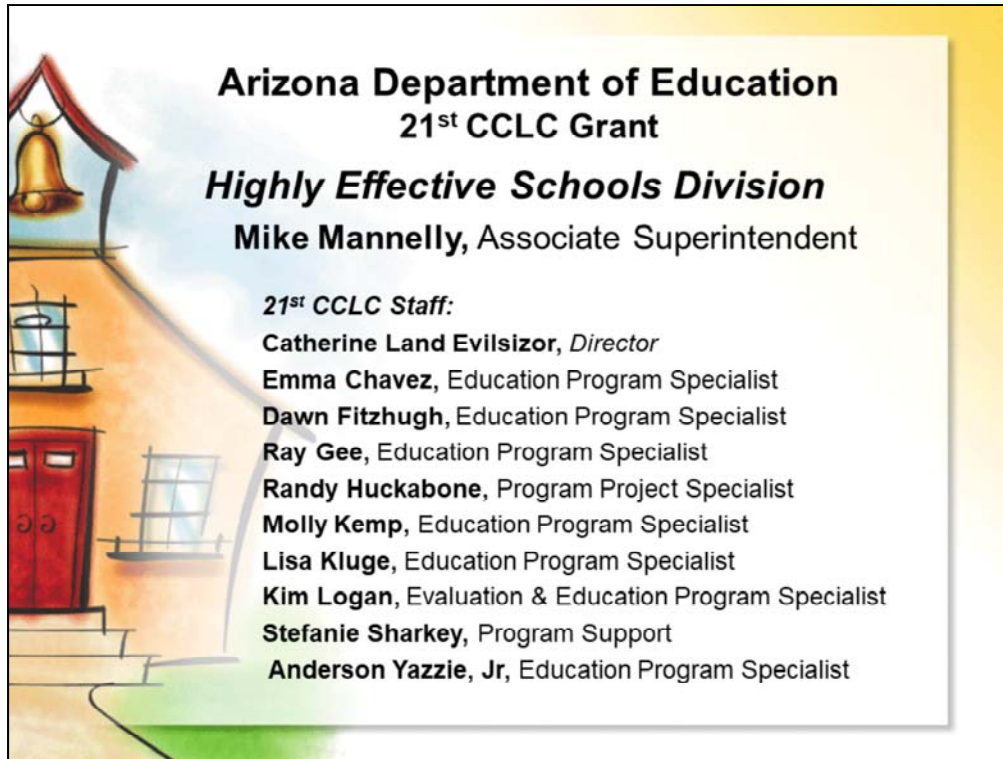Cycle 15

Recorded Webinar

Welcome to the Arizona Department of Education's presentation on the 21st Century Community Learning Centers Grant Cycle 15 new application.

Before we begin there are 2 very important disclaimers:

1. Viewing the pre-recorded webinar does not replace reading the Cycle 15 application guidance nor does it replace reviewing all of the all materials on the 21st CCLC application page. It is your responsibly to do the background research and complete the application as stated in the guidance and other resources available.

2. The Arizona Department of Education is not responsible for controlling or guaranteeing the accuracy, relevance, timeliness, or completeness of outside information. Further, the inclusion of information or a hyperlink or URL does not reflect the importance of the organization, nor is it intended to endorse any views expressed, or products or services offered.

Arizona Department of Education
21st CCLC Grant

Highly Effective Schools Division
Mike Mannelly, Associate Superintendent

21st CCLC Staff:
Catherine Land Evilsizor, *Director*
Emma Chavez, Education Program Specialist
Dawn Fitzhugh, Education Program Specialist
Ray Gee, Education Program Specialist
Randy Huckabone, Program Project Specialist
Molly Kemp, Education Program Specialist
Lisa Kluge, Education Program Specialist
Kim Logan, Evaluation & Education Program Specialist
Stefanie Sharkey, Program Support
Anderson Yazzie, Jr, Education Program Specialist

Here is the list of the 21st Century Community Learning Centers Grant staff at the Arizona Department of Education.

For the remainder of this recorded webinar, the 21st Century Community Learning Center Grant will be referred to as the "21st CCLC Grant"

The 21st CCLC grant is funded by a federal grant from the United States Department of Education under the Every Student Succeeds Act (known as ESSA), Title IV, part B, and administered by the Arizona Department of Education. From this point on the Every Student Succeeds Act will be referred to as ESSA.

This is a list of the 21st CC:C Grant Application recommended resources found on the 21st CCLC application website. You can click the link on the screen to access the Cycle 15 application guidance and a Microsoft Word Version of the application.

Please note that the required downloadable forms must be uploaded into the Grants Management System. Also note that Form F is new and only required for non-school sites applying for the 21st CCLC grant.

The 21st CCLC Grant Application Recommended Resources are found and listed on the 21st CCLC Website can also be valuable in building your 21st CCLC grant application.

21st CCLC Grant
Application Recommended Resources

21st CCLC Cycle 15 Grant Application Information (Word Document)
21st CCLC Cycle 15 Grant Application Guidance
21st CCLC REQUIRED Form A
21st CCLC REQUIRED Form B
21st CCLC REQUIRED Form C
21st CCLC REQUIRED Form D
21st CCLC REQUIRED Form E
21st CCLC REQUIRED Form F (New- Applicable for Non-School Sites Only)

21st CCLC Framework - Academics

21st CCLC Framework - Family Engagement

21st CCLC Framework - Safe & Healthy Environments

21st CCLC Framework - Youth Development

21st CCLC Grant Consideration Rubric

21st CCLC Measures of Effectiveness

21st CCLC School Improvement Guidance (by ADE Support & Innovation 2018-2019)

21st CCLC Tools - Budget Planning

21st CCLC Tools - Partner Planning

21st CCLC Tools - Program Planning

21st CCLC Writing SMART Outcome Objectives (PowerPoint Presentation with audio)

21st CCLC Writing SMART Outcome Objectives (PowerPoint PDF version)

21st CCLC Cycle 15 Grant Application Overview (PowerPoint Presentation with audio)

21st CCLC Cycle 15 Grant Application Overview (PowerPoint PDF version)
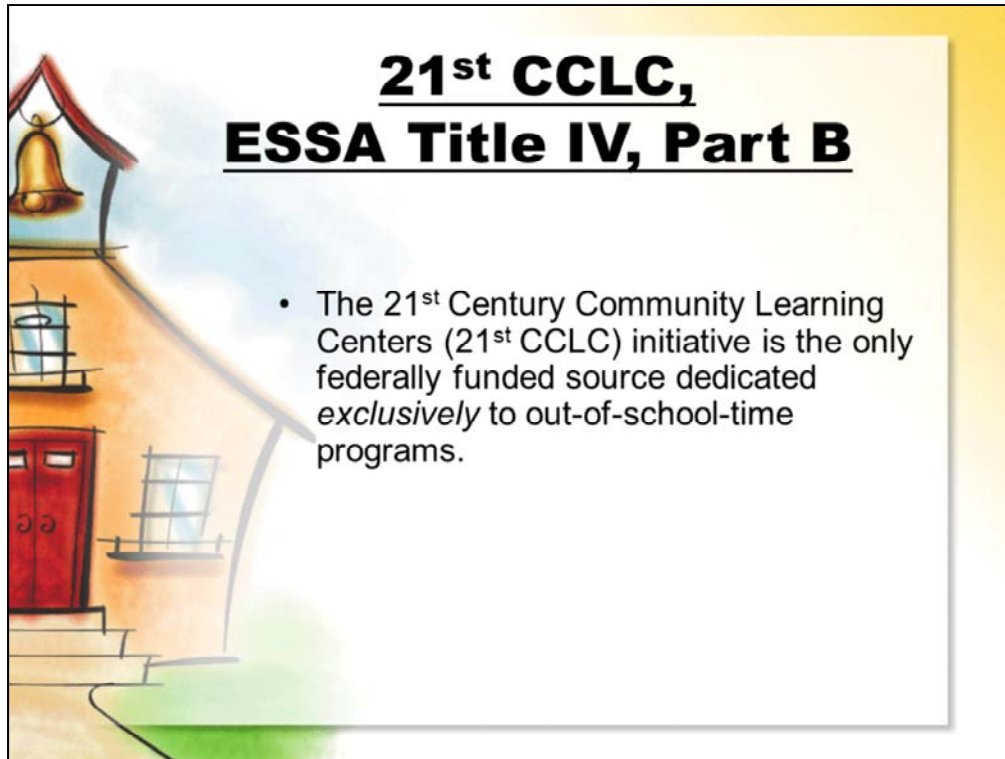
21st CCLC,
ESSA Title IV, Part B

• The 21st Century Community Learning Centers (21st CCLC) initiative is the only federally funded source dedicated *exclusively* to out-of-school-time programs

Student Services may only be provided outside of school day time which includes before school begins, after school ends and when schools are out for the summer
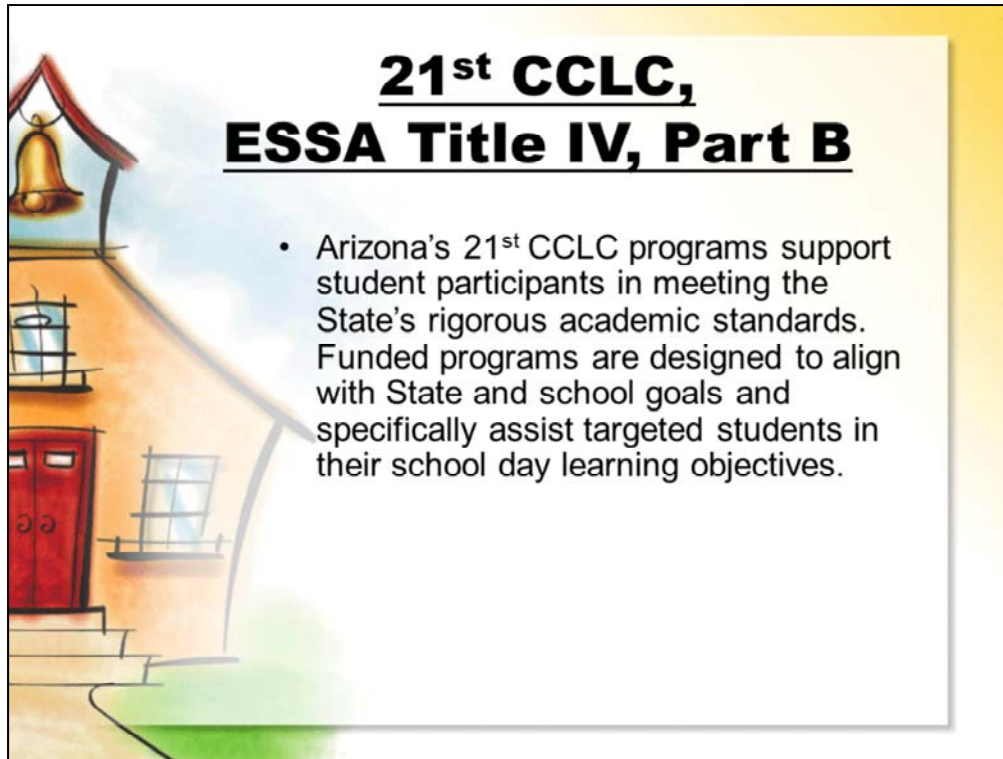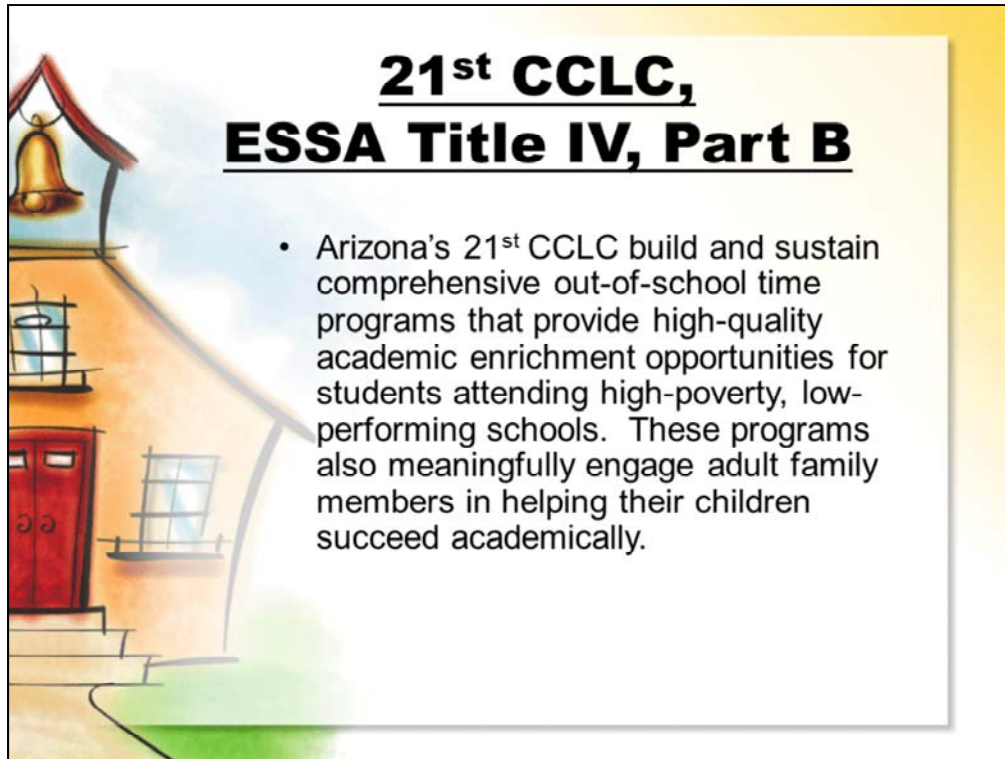
21st CCLC,
ESSA Title IV, Part B

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

21st CCLC,
ESSA Title IV, Part B

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

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 accomplish school goals and 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.
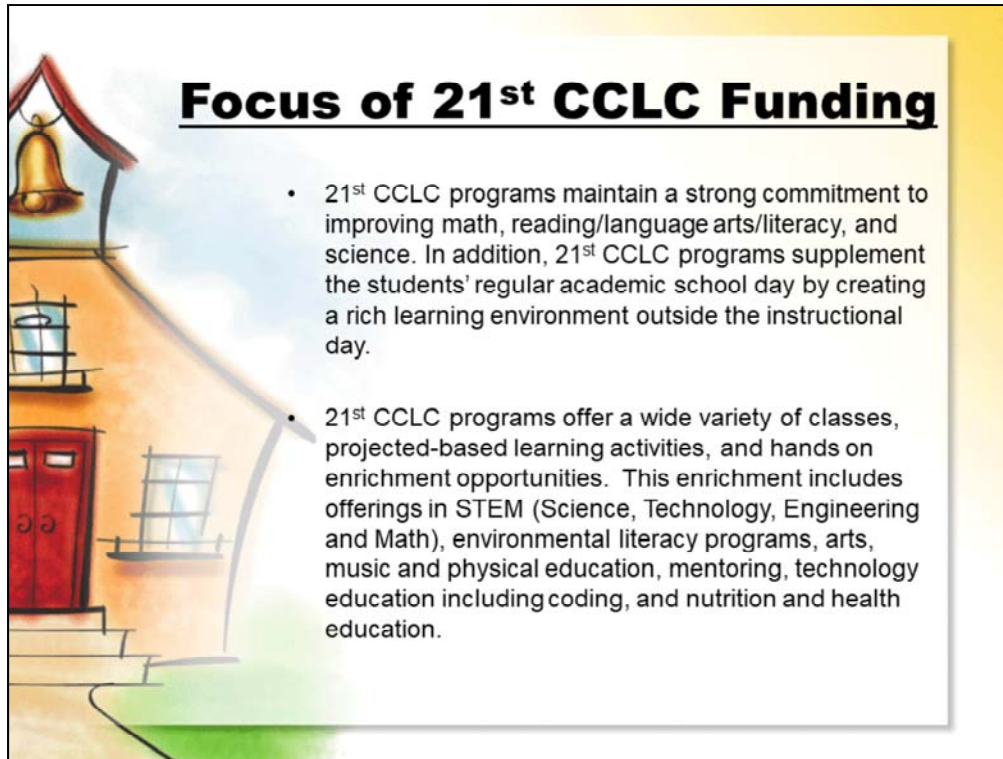
Arizona's 21st CCLC build and sustain comprehensive out-of-school time programs that provide high-quality academic enrichment opportunities for students attending high-poverty, low-performing schools. These programs also meaningfully engage adult family members in helping their children succeed academically

21st CCLC,
ESSA Title IV, Part B

• Arizona's 21st CCLC build and sustain comprehensive out-of-school time programs that provide high-quality academic enrichment opportunities for students attending high-poverty, low-performing schools. These programs also meaningfully engage adult family members in helping their children succeed academically.

In addition to supporting student achievement, 21st CCLC grant programs can be used to support adult family members in assisting their children

Focus of 21st CCLC Funding

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

- 21st CCLC programs offer a wide variety of classes, projected-based learning activities, and hands on enrichment opportunities. This enrichment includes offerings in STEM (Science, Technology, Engineering and Math), environmental literacy programs, arts, music and physical education, mentoring, technology education including coding, and nutrition and health education.

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

21st CCLC programs offer a wide variety of classes, projected-based learning activities, and hands on enrichment opportunities. This enrichment includes offerings in STEM (Science, Technology, Engineering and Math), environmental literacy programs, arts, music and physical education, mentoring, technology education including coding, and nutrition and health education.

21st CCLC grant funding can support a variety of learning activities that best meet the needs of the students identified as in need of these services. The activities listed in here align to the current ESSA law

ABSOLUTE PRIORITY - Applications proposing services to schools with less than 40% low-income students will <u>not</u> 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 Non-school "eligible entity" is required to secure an agreement, as documented on Form F, which will be uploaded as part of a complete application.

Please refer to the 21st CCLC Cycle 15 application guidance for more information about eligible applicants.

Non-school sites interested in applying for the 21st CCLC grant should review Form F because all non-school sites will be required to obtain the signatures/assurances from Form F when the application is submitted in the Grants Management System (GME).

If securing those signatures/assurances is problematic, a non-school entity may investigate serving as an external contracted partner to a school site applying for

the 21st CCLC grant.

Non-Eligible Applicant(s)

Non-Eligible Applicant(s)

• All Needs Assessments and School/Community Level Data must be based on the current and prior years' statistics. Therefore, the school must have been open for at least one year prior to application submission to be eligible.

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

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

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

NOTE: *See the 21st CCLC Cycle 15 Grant Application Guidance for more information about non-eligible applicants*

More detailed information on eligibility to apply can be found within the Initial Screening section of the Cycle 15 grant application guidance.

Collaboration with Community Partners

- All 21st CCLC sites are federally required to maintain at least one external community partner during each year of the grant.

- All applications must include *Form A: Participants Verification Form* and submit with the signatures of partners of the 21st CCLC Grant.

Partnerships were mentioned before in the previous slide.

Collaboration with Community Partners

• All 21st CCLC sites are federally required to maintain at least one external community partner during each year of the grant.

External community partners can participate as paid or in-kind partnerships. School districts cannot meet the external partnership requirement using other school district funds such as Title 1, as these are considered to be internal partnerships. Although Title 1 funding would not count as an external partner for this grant program, it is highly recommended to leverage other funds internally to supplement 21st CCLC services.

• All applications must include *Form A: Participants Verification Form* and submit with the signatures of partners of the 21st CCLC Grant.

Original signatures for Form A must be obtained and uploaded into the Grants Management System with the other required forms.

Target Populations

Students	Adults & Families
• **At-risk students** from pre-kindergarten to twelfth grade who attend schools with a high concentration of students from low-income families	• Adult family members of those students **who are actively participating** in the regular 21st CCLC program • Programs **must** offer families of students active and meaningful engagement in their children's education, including opportunities for literacy and related educational development

Students

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

It is the responsibility of the grant applicant to identify the "at-risk students" at the site and clearly state the factors that contribute to their risk. The primary intention of the 21st CCLC grant is to serve those students identified in the grant application. Although it would be wonderful to serve every student with the 21st CCLC grant, it is not programmatically or fiscally possible to attempt to serve all students at a site.

Adults & Families

Adult family members of those students **who are actively participating** in the regular 21st CCLC program

Programs must offer families of students active and meaningful engagement in their children's education, including opportunities for literacy and related educational development

Please refer to the 21st CCLC Framework – Family Engagement on the 21st CCLC

application webpage as a resource to identify meaningful family engagement.

What is the Minimum/Maximum Amount of Award?

- $5 Million Total approx. funding
- Minimum is $50,000
- Maximum is $120,000
- Maximum number of applicants per organization is 6 sites
- 50 Estimated number of grants*

*ADE may consider geographic equity when awarding 21st CCLC sites

Note: In the event that anticipated federal funding is decreased, a proportional decrease will be made to all awardees. All funding is contingent upon receipt of federal funds.

What is the minimum or maximum a site can apply for in the Cycle 15 grant application?

The minimum award for a site is $50,000

The maximum award for a site is $120,000

A single organization/LEA can only apply for 6 or fewer grant applications. For example ABC School district may have 15 schools that meet absolute priority to apply for the 21st CCLC grant. The district would only be allowed to submit applications for up to 6 of those schools as 21st CCLC program sites within the district.

In the event that anticipated federal funding is decreased or eliminated, a proportional decrease will be made to all awardees. All funding is contingent upon ADE's receipt of federal funds.

Funding Allocation

The total 21st CCLC grant funding request for each site proposal must be justified by the following formula.

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

*A "regular attendee" is a student who has attended 30 days or more in the 21st CCLC program

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

To calculate the total funding each site application is eligible to request, use this formula:

The total 21st CCLC grant funding request for each site proposal must be justified by the following formula.

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

*A **"regular attendee"** is a student who has attended 30 days or more in the 21st CCLC program

Note: The projected number of students who will attend 30 days or more cannot exceed 25% of the most current number of enrolled students at the school.
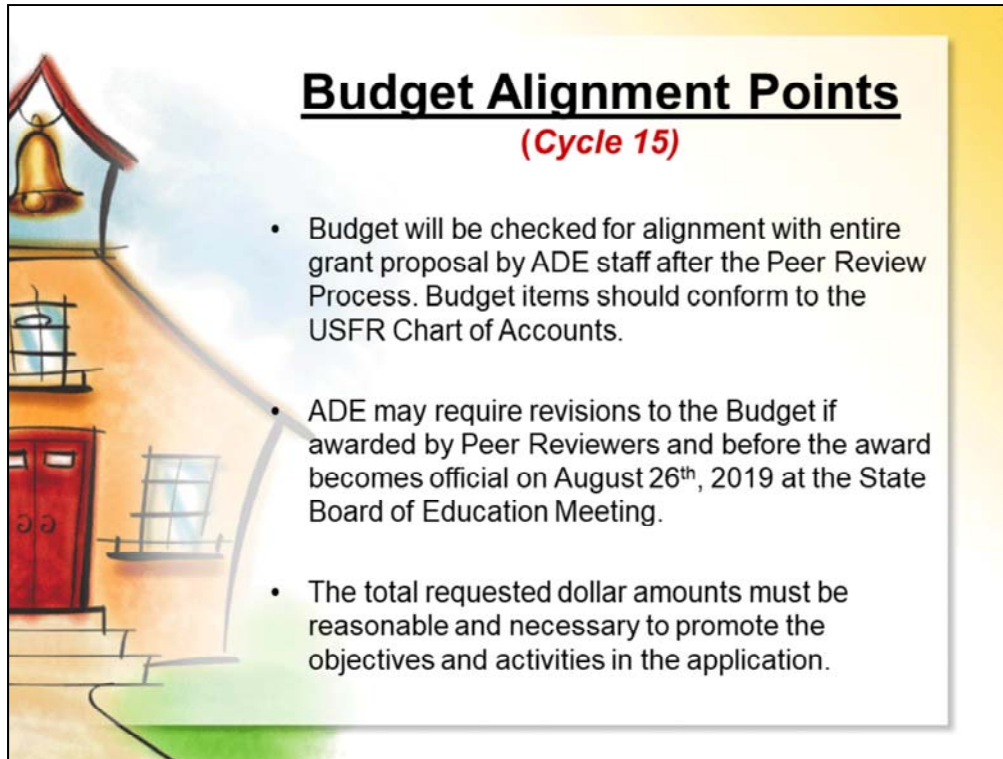
Budget Alignment Points
(Cycle 15)

Budget will be checked for alignment with entire grant proposal by ADE staff after the Peer Review Process. Budget items should conform to the USFR Chart of Accounts.

It is important to consult your internal business offices when building the 21st CCLC budget to ensure that expenses are coded correctly.

ADE may require revisions to the Budget if awarded by Peer Reviewers and before the award becomes official on August 26th, 2019 at the State Board of Education Meeting.

If site is conditionally awarded the 21st CCLC grant after the peer review process, your assigned education program specialist will contact you in the summer to meet the site leadership and outline the revisions needed for the application to be eligible to move on for recommendation to be awarded

The total requested dollar amounts must be reasonable and necessary to promote the objectives and activities in the application.

The funding allocation formula is designed to help ensure that sites are appropriately allocated a reasonable and necessary amount of funding to implement the 21st CCLC grant. Alignment of requested expenditures with the application's stated program design are the responsibility of the grant applicant.

Essential Considerations

Award Decisions

Grantees will be selected based on:

- Peer Review of qualified applications

- Geographic equity considerations of Arizona's 21ST CCLC sites

- If awarded by Peer Review, did the grantee make the ADE recommended revisions before the official award?

How will grant applications be awarded?

Grantees will be selected based on:

Peer Review of qualified applications

Highly qualified peer reviewers will assess grant applications in early June. Applicants with applications that move on from Peer Review will be contacted by an ADE education program specialist between mid-June and mid-August to go over what is needed. Should necessary revisions be completed in time, the applications will be presented to the scheduled meeting of the State Board of Education for approval (usually mid-to late August).

Geographic equity considerations of Arizona's 21ST CCLC sites

ADE will analyze the list of potential awardees to ensure that there is geographic diversity

If awarded by Peer Review, did the grantee make the ADE recommended revisions before the official award?

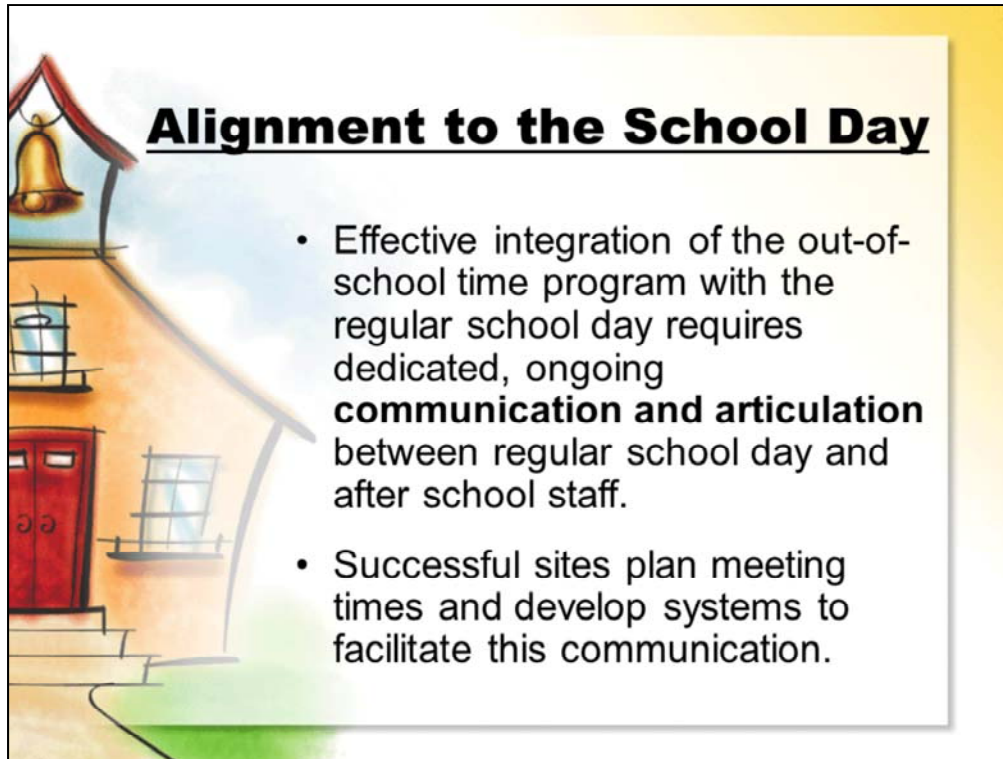If grantees make the required revisions, the site will be recommended to the Board for approval.
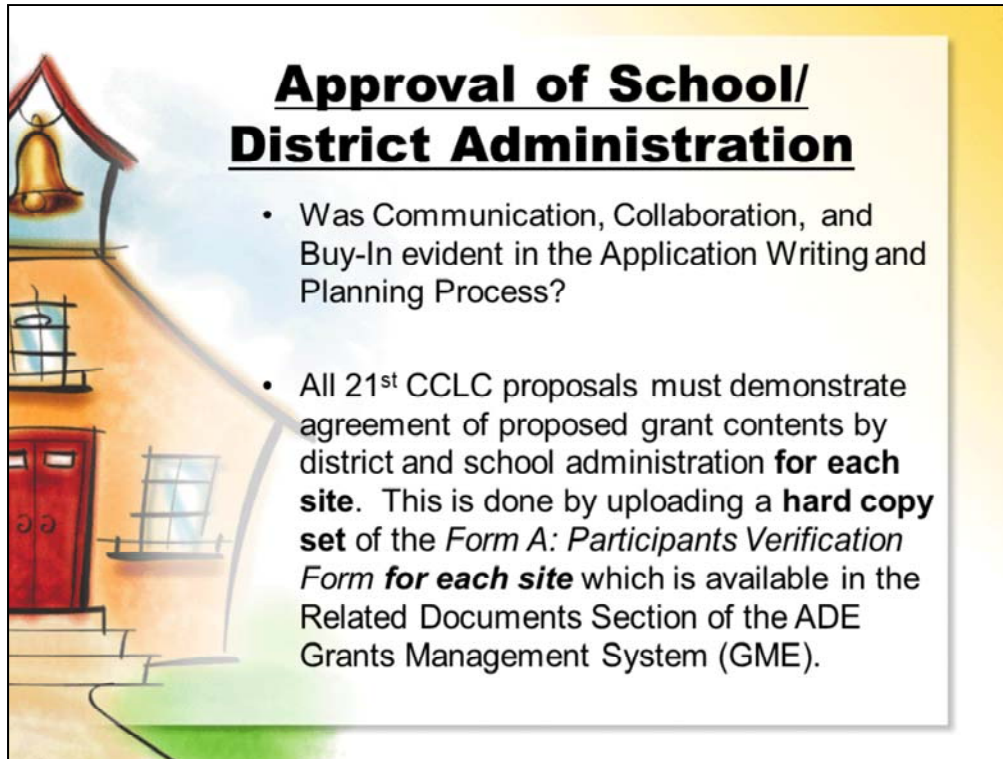
Approval of School/
District Administration

• Was Communication, Collaboration, and Buy-In evident in the Application Writing and Planning Process?

ADE will confirm during the Best and Final process that District leadership and school leadership (or non-school entity leadership and school site leadership) communicated and collaborated during the entire application process. 21st CCLC programs can not function properly without buy-in from both site level and central administration level

• All 21st CCLC proposals must demonstrate agreement of proposed grant contents by district and school administration **for each site**. This is done by uploading a **hard copy set** of the *Form A: Participants Verification Form **for each site*** which is available in the Related Documents Section of the ADE Grants Management System (GME).
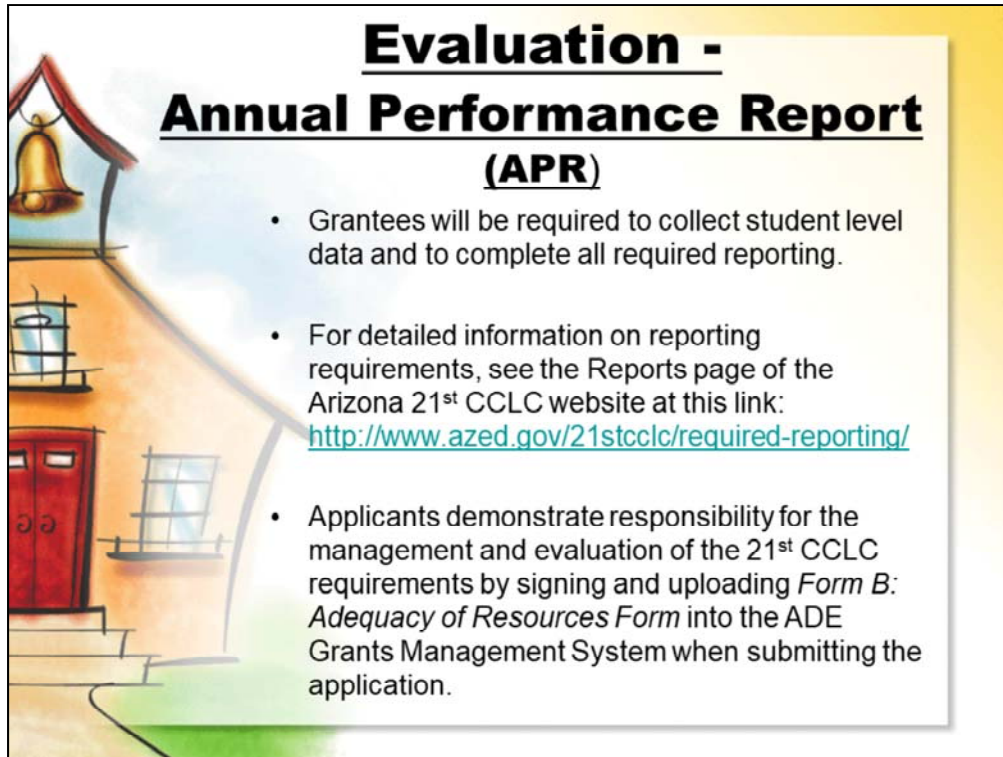
ADE will review all required forms including Form A to verify alignment of buy-in

Alignment to the School Day

- Effective integration of the out-of-school time program with the regular school day requires dedicated, ongoing **communication and articulation** between regular school day and after school staff.

- Successful sites plan meeting times and develop systems to facilitate this communication.

Alignment to the School Day is VERY important to the success of the 21st CCLC program.

• Effective integration of the out-of-school time program with the regular school day requires dedicated, ongoing **communication and articulation** between regular school day and after school staff.

• Successful sites plan meeting times and develop systems to facilitate this communication.

In order for students in the 21st CCLC program to show improvement, regular communication between the regular school day and the out-of-school time program must occur. One way to accommodate the communication is to set up regularly scheduled meeting times to develop curriculum, identify highly effective instructional practices, discuss student progress based on on-going student assessments and review of student data.

Evaluation -
Annual Performance Report
(APR)

- Grantees will be required to collect student level data and to complete all required reporting.

- For detailed information on reporting requirements, see the Reports page of the Arizona 21st CCLC website at this link: http://www.azed.gov/21stcclc/required-reporting/

- Applicants demonstrate responsibility for the management and evaluation of the 21st CCLC requirements by signing and uploading *Form B: Adequacy of Resources Form* into the ADE Grants Management System when submitting the application.

The US Department of Education requires all 21st CCLC grantees to provide Summer, Fall and Spring Term Annual Performance data for submission to the United States Congress. Daily program attendance is entered in each school's Student Information System. The Reports page of the Arizona 21st CCLC website is the location of required reporting templates, due dates and updated reporting guidance.

Evaluation -
Annual Performance Report (APR)

• Grantees will be required to collect student level data and to complete all required reporting.

• For detailed information on reporting requirements, see the Reports page of the Arizona 21st CCLC website at this link: http://www.azed.gov/21stcclc/required-reporting/

• Applicants demonstrate responsibility for the management and evaluation of the 21st CCLC requirements by signing and uploading *Form B: Adequacy of Resources Form* into the ADE Grants Management System when submitting the application.

Applicants will be required to find current people within their organization who will fulfill all of the requirements in Form B. Form B must be uploaded into the Grants Management System (GME) along with the other required forms.
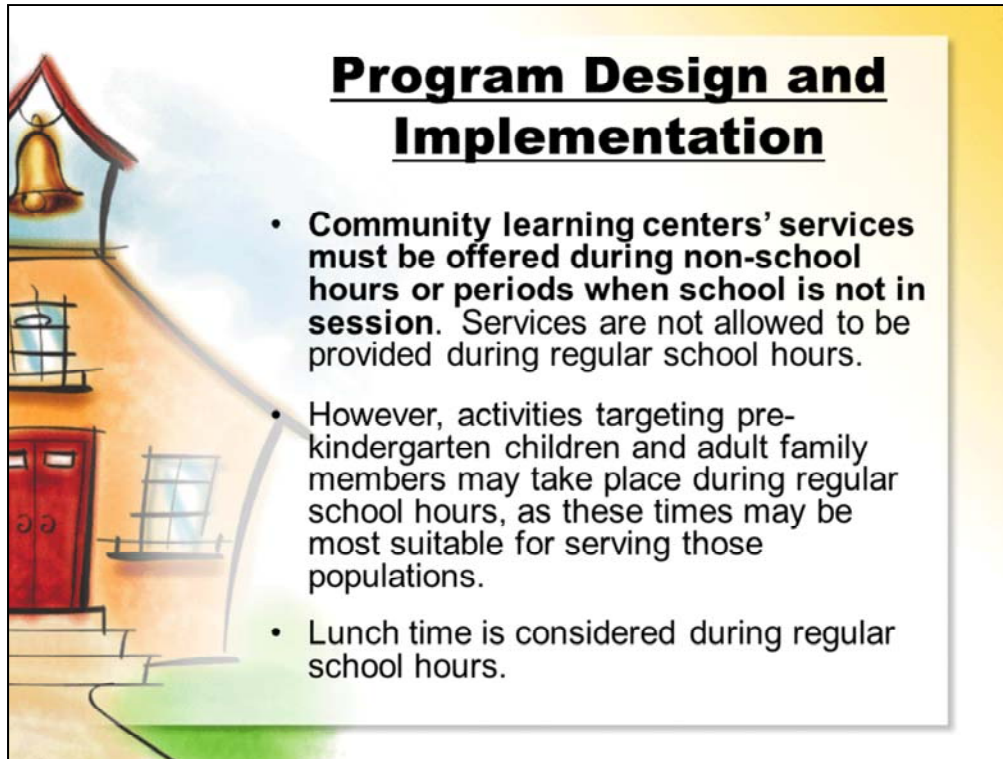
Program Design and Implementation

• Community learning centers' services must be offered during non-school hours or periods when school is not in session. Services are not allowed to be provided during regular school hours.

• However, activities targeting pre-kindergarten children and adult family members may take place during regular school hours, as these times may be most suitable for serving those populations.

• Lunch time is considered during regular school hours.

The program plan should:

-Provide targeted intervention in core content areas (math and reading) to boost specifically targeted students' achievement

-Balance remedial education activities with fun and engaging academic/enrichment classes

-Provide activities that address Arizona's 21st CCLC Framework for Youth Development which is located on the 21st CCLC application website under Recommended Resources

-Supplement but does NOT supplant existing services

Generation of 21st CCLC Program Income

- Generation of 21st CCLC program income* is **NOT** allowed by ADE. This includes any program income, including fees for student participation.

- ADE does **NOT** allow program income* to be generated by charging fees for students to participate in 21st CCLC programs.

- Participant fees can result in exclusion. Even if scholarships are offered, or the fees seem nominal to program staff or leaders, some students or their families may not even apply to participate if they see or become aware of a fee for the program. As there is no way to prove that this type of exclusion is not happening, and it is the intent of the law to ensure that exclusion does not occur, ADE does not allow 21st CCLC participant fees.

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

The generation of 21st CCLC program income is now specifically addressed in the Cycle 15 application guidance.

This information may be new for returning sites so be cautious if your application plan includes generation of income as part of the sustainability plan

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.

How to intentionally design and implement 21st CCLC programs that positively impact student academic performance.

All applicants should review the information on **Arizona's 21st CCLC website** http://www.azed.gov/21stcclc/ to design a successful 21st CCLC application

The Application Information page of the website is especially critical to review http://www.azed.gov/21stcclc/application-information/

It is highly recommended to be familiar with the tools and resources on the 21st CCLC Application Information webpage prior to completing a 21st CCLC application

The Arizona 21st CCLC website, particularly the Application Information page is highly recommended viewing for applicants prior to completing and submitting the grant application in the Grants Management System (GME).

Program Objectives

Academics:

Minimum of 2 SMART objectives; Maximum of 3 SMART objectives

One objective must be math related

One objective must be reading related

If a third objective is submitted, it can be math, reading or another academic area

SMART objectives are Specific, Measurable, Achievable, Realistic and Time-Bound. It is important to note that Arizona does not allow State Assessments as a progress measure for 21st CCLC grant program SMART objectives. All Program objectives in the Cycle 15 application are intended to be annual objectives, measurable within one Program Year. State Assessment scores are not available within the current program year, which results in a lag in information about student progress and program impact.

Note: Formative assessments or benchmark data can provide meaningful outcome data for determining student progress on grant program objectives within the Program Year.

Youth Development:

Minimum of 1 SMART objective; Maximum of 2 SMART objectives

Remember to refer to the Application Information page of Arizona's 21st CCLC website for critical guidance and resources on Youth Development and Family Engagement.

Prior to developing grant program objectives, it is highly recommended to review the 21st CCLC Writing SMART Objectives PowerPoint presentation found in the 21st CCLC Grant Application Recommended Resources section of the Application Information page.

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

Operational Requirements for Centers

Although sites may determine how to design individual programs, the following **MUST** be followed for **Direct Student Services Operational Requirements**:

Minimum of 120 Days per Fiscal Year

Sites will be funded based on the formula for 120 days per fiscal year. It is possible to serve for additional days. HOWEVER, if more than 120 days are stated in the application and the site does not meet the requirement in any of the 5 potential years of funding, the site will be considered as substantially out of compliance and could jeopardize continued funding.

Minimum of 3 Weeks Summer School

Newly awarded sites should plan to hold at least 3 weeks of summer school after the completion of the first academic school year with the 21st CCLC grant.

Minimum of 8 Hours per Week of <u>DIRECT STUDENT</u>

SERVICES during the Academic Year

Any site that is not open annually for a minimum of 8 hours per week for direct student services during the academic year will be considered as substantially out of compliance and could jeopardize continued funding.

Minimum of 4 Days per Week of DIRECT STUDENT SERVICES during the Academic Year

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

In addition, sites must describe the FAMILY ENGAGEMENT Plan that will support their children's education

The Family Engagement Plan must align with the Family Engagement Process Objective stated in the Program Objectives. The intent of family engagement is to engage adult family members of those students who are ACTIVELY participating in the 21st CCLC program in supporting their children's education and success. Family engagement opportunities should be part of an ongoing, systematic plan to engage families towards these goals.
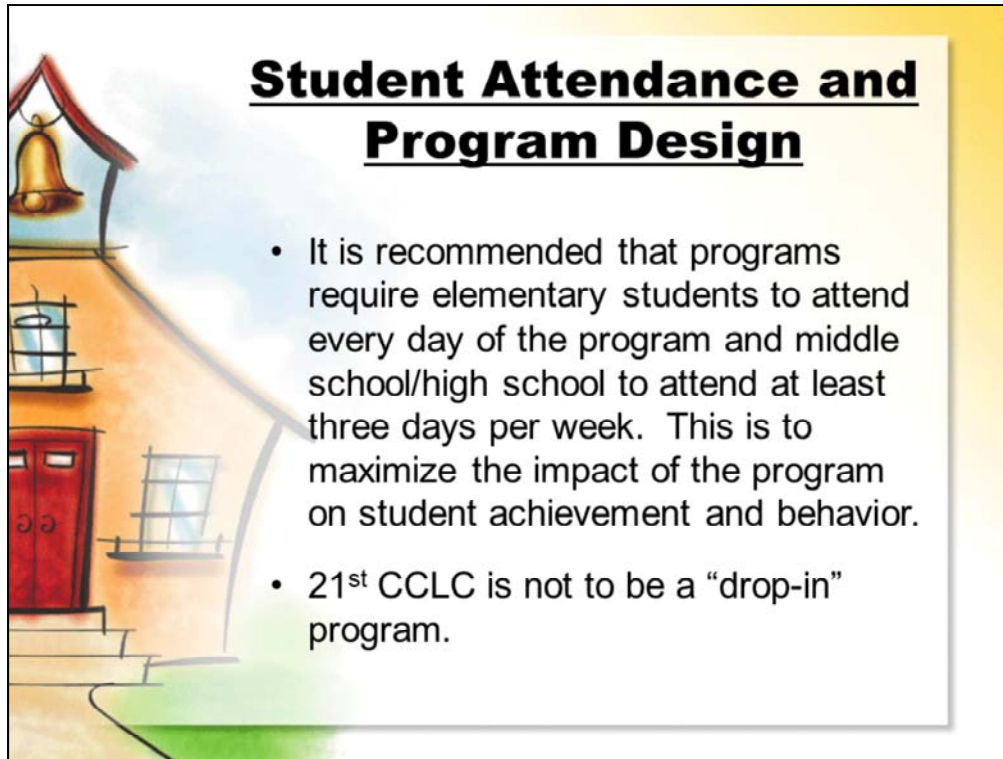
Student Attendance and Program Design

It is recommended that programs require elementary students to attend every day of the program and middle school/high school to attend at least three days per week. This is to maximize the impact of the program on student achievement and behavior.

21st CCLC is not to be a "drop-in" program.

Student Attendance and Program Design

• It is recommended that programs require elementary students to attend every day of the program and middle school/high school to attend at least three days per week. This is to maximize the impact of the program on student achievement and behavior.

Dosage matters. For a student to be considered a regularly attending student, he/she must attend the program for at least 30 days or more. 21st CCLC is intended to be a long term academic intervention targeting the students who need it most.

• 21st CCLC is not to be a "drop-in" program.

At-risk students should be identified and invited to participate in 21st CCLC programs. Every effort should be made to retain these students so they can benefit from the program while some other students may also be included in the program, the first priority should be to focus services on those identified as in need of these services in the application.

Support and Innovation

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

While expectations under law are the same for every program, each community develops very different programs to best meet their students' needs. This flexibility enables teachers to offer innovative, high quality, project-based learning, such as creative long term STEM exploration; and enables students to reengage with learning, or engage for the first time. These gains translate to the school day, often transforming and improving school day practices at the school site and even transforming whole districts through the models developed in 21st CCLC programs.

• 21st CCLC programs can be an Innovation Playground. Each site can develop very different programs to best meet their students' needs.
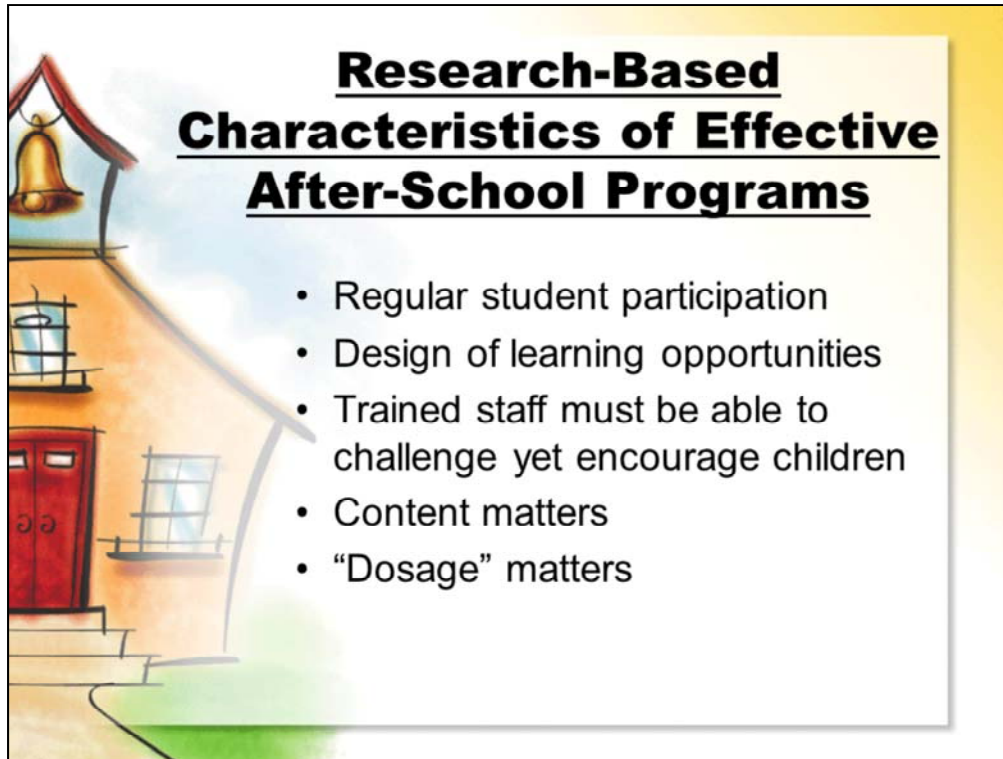
Research-Based Characteristics of Effective After-School Programs

• Regular student participation

Programs offer an array of targeted academic enrichment opportunities diverse and interesting enough to keep children participating regularly

• Design of learning opportunities

Learning opportunities must be intentional and can be embedded within all after-school activities

• Trained staff must be able to challenge yet encourage children

Highly effective 21st CCLC programs are led by effective leaders and staff who understand working with children

• Content matters

After school activities can be exciting and engaging, yet still be aligned with state and local academic standards

• "Dosage" matters

The more time children can spend engaged in learning activities, the better they will perform

Program Effectiveness

- Grantees must identify and implement programs and activities that can directly enhance student learning based on ESSA *Measures of Effectiveness*

- Address the needs of the students, their families, and the community

- Continuously evaluated using school data as performance measures

- Evaluation activities must result in refining individual students' program

- Sites respond to evaluation findings, both on-going and for future program design

- Details about your evaluation plans are requested and should be aligned in the application sections: Adequacy of Resources and Evaluation Plan

Refer to The Measures of Effectiveness found on the 21st CCLC application page under the 21st CCLC Grant Application Recommended Resources. In having an effective program

Program Effectiveness
Grantees must identify and implement programs and activities that can directly enhance student learning based on ESSA *Measures of Effectiveness*

Address the needs of the students, their families, and the community

Continuously evaluated using school data as performance measures

Evaluation activities must result in refining individual students' program

Sites respond to evaluation findings, both on-going and for future program design

Details about your evaluation plans are requested and should be aligned in the application sections: Adequacy of Resources and Evaluation Plan
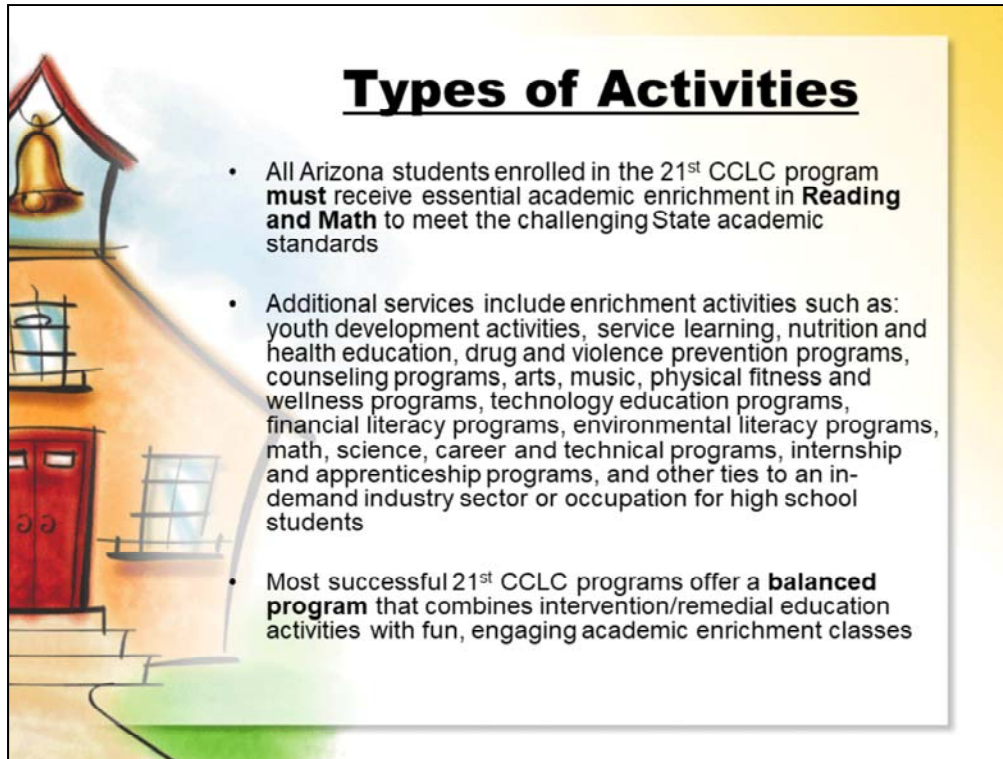
Types of Activities

No matter how the program is designed to meet the needs of the school community, all components of 21st CCLC programs (academic/enrichment, youth development, and family engagement) should help accomplish the primary purpose of the 21st CCLC funding, which is to boost students' academic growth in core content areas of math and reading/language arts.

All Arizona students enrolled in the 21st CCLC program **must** receive essential academic enrichment in **Reading and Math** to meet the challenging State academic standards

Additional services include enrichment activities such as: youth development activities, service learning, nutrition and health education, drug and violence prevention programs, counseling programs, arts, music, physical fitness and wellness programs, technology education programs, financial literacy programs, environmental literacy programs, math, science, career and technical programs, internship and apprenticeship programs, and other ties to an in-demand industry sector or occupation for high school students

Most successful 21st CCLC programs offer a **balanced program** that combines intervention/remedial education activities with fun, engaging academic enrichment classes

Grant Management Enterprise (GME) Basics

Questions Regarding CTDS Numbers

- A "C.T.D.S." number is also required before you can submit a grant application. "C.T.D.S." stands for County, Type, District, and School. The website to find the site's CTDS number is: http://www.ade.az.gov/edd/

- For questions regarding C.T.D.S. numbers, please call School Finance at (602) 542-5695 or by email at SchoolFinance@azed.gov

 Questions Regarding
CTDS Numbers

A "C.T.D.S." number is also required before you can submit a grant application. "C.T.D.S." stands for County, Type, District, and School. The website to find the site's CTDS number is: http://www.ade.az.gov/edd/

For questions regarding C.T.D.S. numbers, please call School Finance at (602) 542-5695 or by email at SchoolFinance@azed.gov

If you can not obtain Grants Management access or a CTDS number before the application deadline, you will not be allow to submit a 21st CCLC application. **_No exceptions._**

**General Statement
of Assurances (GSA)**

All organizations applying for the grant must have a 2019 and 2020 General Statement of Assurances on file with ADE's Grants Management Department

The instructions for General Statement of Assurances are located at this website: http://www.azed.gov/grants-management/gsa/

For questions regarding GSA, please contact Grants Management at (602) 542-3901 or by email at grants@azed.gov

As the viewer of this webinar you may or may not have the permissions to submit the General Statement of Assurances (GSA). However if your organization has access to GME then there is someone within your organization who has the permissions to work with the GSA. If you are interested in applying for the 21st CCLC Cycle 15 grant then you must collaborate with that individual to submit a complete 21st CCLC grant application online in GME.

Accessing the Application

- The 21st CCLC grant application for fiscal year 2020 will be available on March 1st, 2019 in the ADE Grants Management System (GME), accessible through the ADEConnect portal found on the ADE Home Page

- Instructions to access the On Line application can be found on the *21st CCLC Cycle 15 Grant Application Guidance*
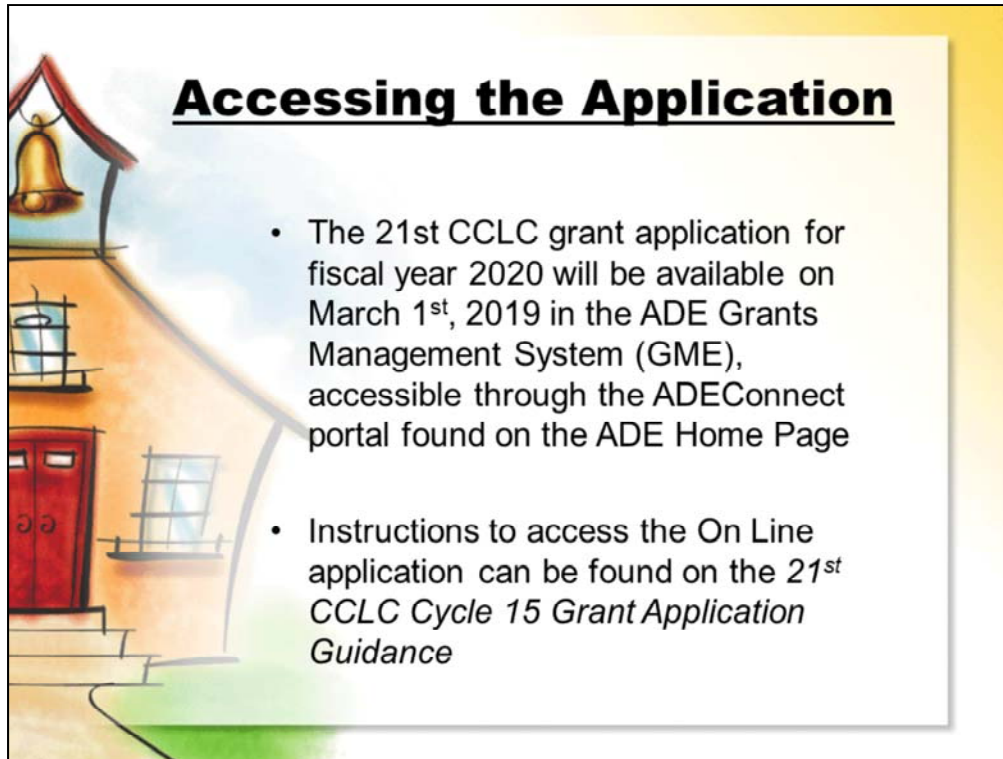
This webinar is available to all individuals interested in the 21st CCLC Cycle 15 grant application. It will continue to be available after the grant application opens in GME.

Accessing the Application

The 21st CCLC grant application for fiscal year 2020 will be available on March 1st, 2019 in the ADE Grants Management System (GME), accessible through the ADEConnect portal found on the ADE Home Page

Instructions to access the On Line application can be found on the *21st CCLC Cycle 15 Grant Application Guidance*

The grant application guidance can be found, along with other tools and resources critical to successful writing of a 21st CCLC application, on the Application Information page of Arizona's 21st CCLC website at this link: http://www.azed.gov/21stcclc/application-information/. The guidance is one of the items under the "21st CCLC Grant Application Recommended Resources" section of the Application Information page.

ALL 21st CCLC Grant Applications MUST be Submitted On-Line on the GME System

In addition, required downloadable documents are required <u>per site</u> to be uploaded into the GME System. These documents are:

1. Form A - Participants Verification Form
2. Form B - Adequacy of Resources Form
3. Form C – Affirmation of Consultation Form
4. Form D – Statement of Assurance of Original Work
5. Form E – Statement of Assurance of Community Notification
6. *Form F - Statement of Assurance for Programs Offered at Non-school Sites (Form F only applicable to non-school sites)

The 21st CCLC Cycle 15 guidance has an explanation for each of the forms. The

guidance is located on the 21st CCLC application webpage. It is highly recommended that all applicants review it thoroughly.

Note: School sites each have 5 required downloadable documents.

     *Non-school sites each have 6 required downloadable documents.

It is important to reiterate that non-school sites will have 6 required downloadable documents. If non-school sites find it difficult to secure Form F, it is possible for the non-school site to serve as an external partner for a school that is applying for the 21st CCLC grant.

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

For example:

If 3 sites apply, 1 <u>set </u>of forms per site are required = 3 <u>sets</u> of forms total for 3 sites.

The forms are available in the "Related Documents" in the Funding Application. After following the instructions and completing the forms, they must be uploaded back into the Funding Application in the GME system

If your application includes more than one 21st CCLC program site, remember each program site is required to have its own application and complete set of forms.
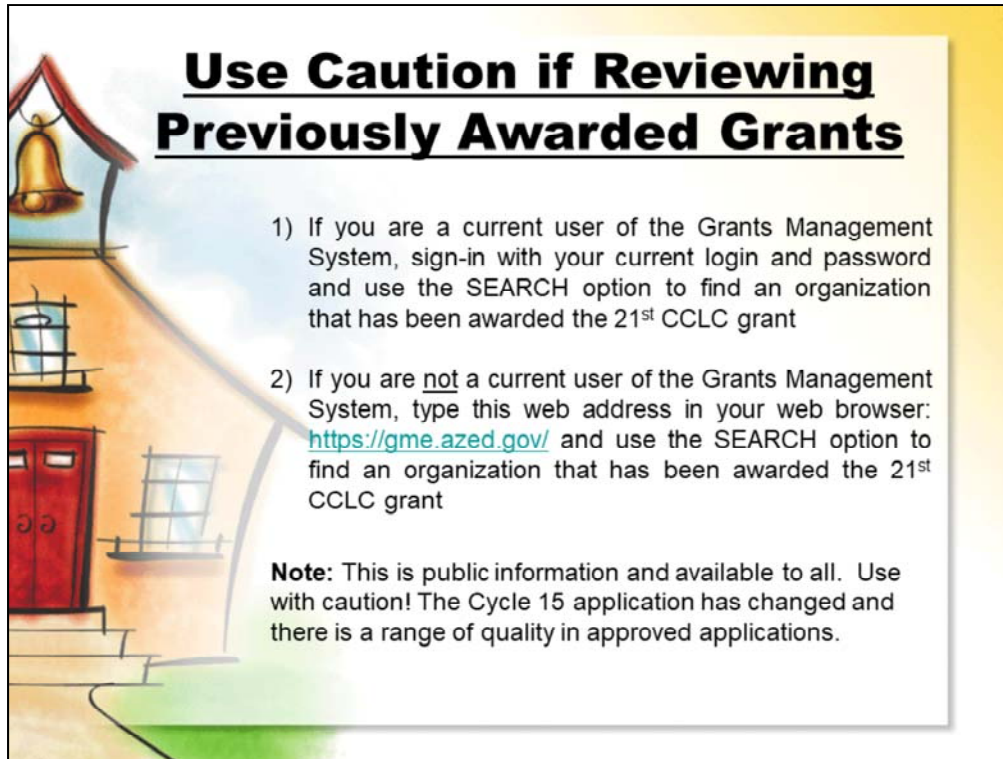
Use Caution if Reviewing Previously Awarded Grants

1) If you are a current user of the Grants Management System, sign-in with your current login and password and use the SEARCH option to find an organization that has been awarded the 21st CCLC grant

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

Note: This is public information and available to all. Use with caution! The Cycle 15 application has

changed and there is a range of quality in approved applications.

Work must be the original work of the applicant. ADE has the right to remove the grant application from funding consideration at any time should plagiarism be discovered.
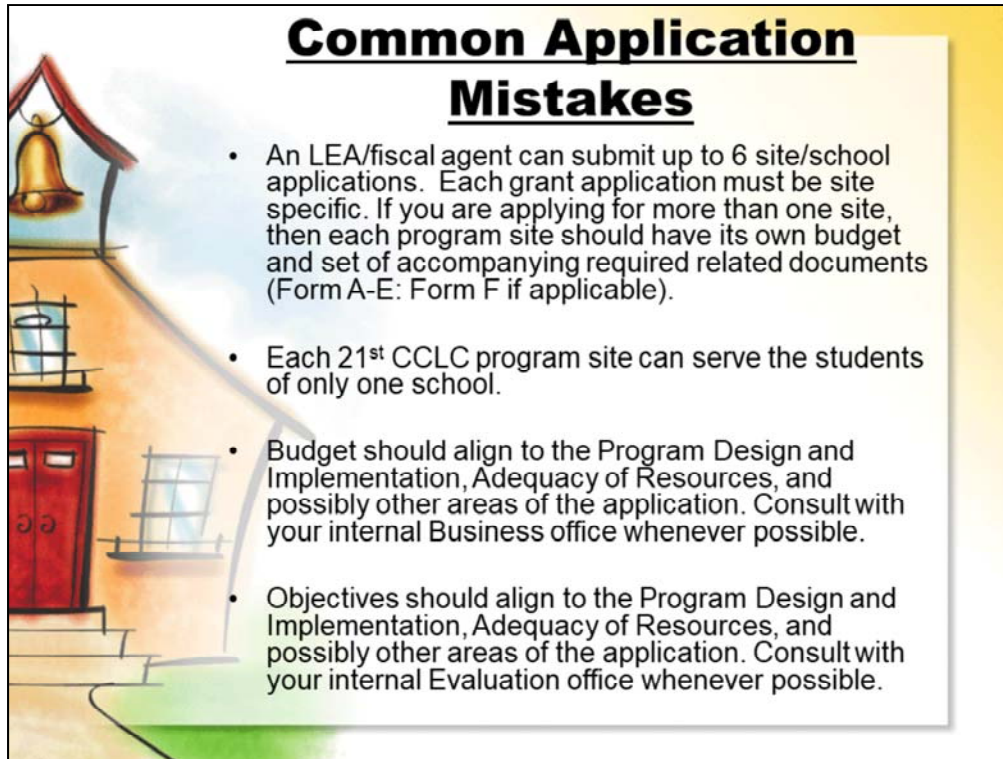
Common Application Mistakes

• An LEA/fiscal agent can submit up to 6 site/school applications. Each grant application must be site specific. If you are applying for more than one site, then each program site should have its own budget and set of accompanying required related documents (Form A-E: Form F if applicable).

Required Downloadable Documents (1 set per site) with original signatures must be uploaded into the Funding Application in GME before the Funding Application is submitted to ADE. Do not change the status of the application in GME to "LEA Authorized Representative Approved" until you are sure that the application is complete with the required downloadable documents.

• Each 21st CCLC program site can serve the students of only one school.

• Budget should align to the Program Design and Implementation, Adequacy of Resources, and possibly other areas of the application. Consult with your internal Business office whenever possible.

Please refer to the 21st CCLC Tools – Budget Planning document for examples of budget narratives. After creating the budget, consult with your Business Office.

• Objectives should align to the Program Design and Implementation, Adequacy of Resources, and possibly other areas of the application. Consult with your internal Evaluation office whenever possible.

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

Common Application Mistakes, Continued

• Copying from Word document to application – if you experience trouble, type directly into the GME system text box.

• Remember to enter an actual narrative response into each question's text box. Application will be incomplete if any text boxes are left blank. Responses to each application question must include a narrative text response. Place holders such as an asterisk or hyphen will not be considered an acceptable response.

• Review a printed copy for completeness prior to submitting on-line.

• ADE recommends submitting applications at least three business days before the due date. This allows you plenty of time should you encounter any difficulty with submittal.

Technical Questions Regarding the Grant Management System

• Grant Management's phone number is (602) 542-3901

• Remember 8,000 is the maximum number of characters you may type for each question. This includes commas, periods, spaces, etc.

• Regarding the due date **(May 6th, 2019 by 5:00:00 PM exactly)**, remember to allow yourself plenty of time to be able to access assistance from Grant Management's staff should you have technical difficulties. There are no exceptions to the deadline.
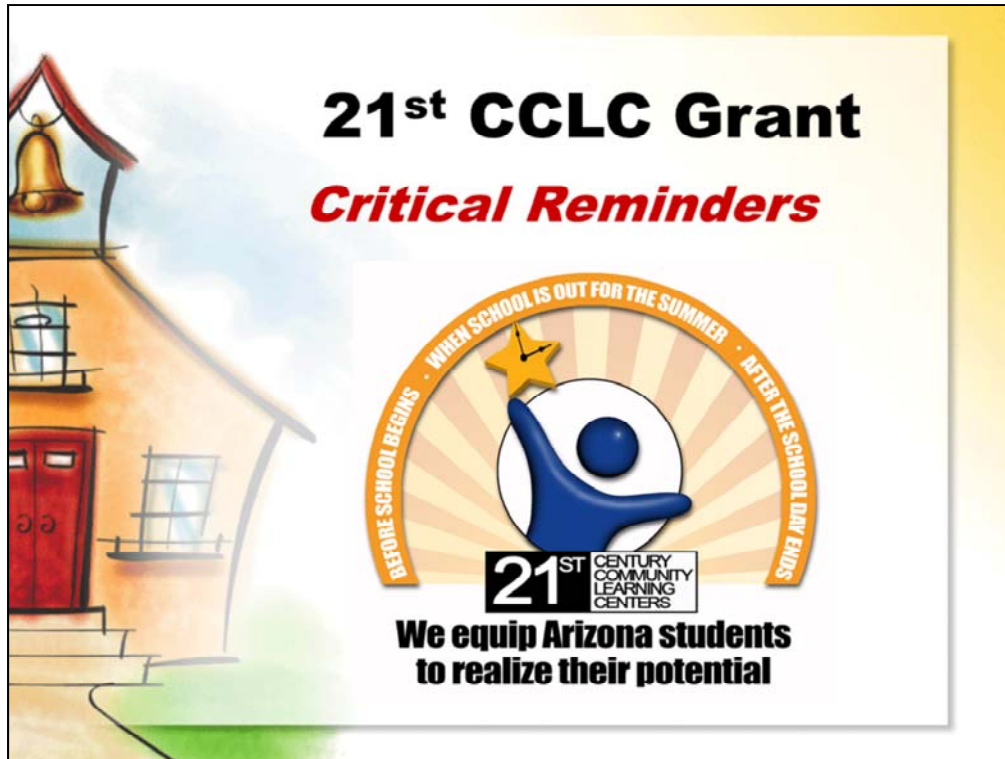
Critical Reminders

Grant Timeline

- **Grant applications due online by *exactly* 5:00:00 PM, May 6th, 2019. If application is not completely submitted, it will be considered late and will not be read!**

- Required Downloadable Documents **(1 set per site)** with **original signatures** must be uploaded into the Funding Application in GME before the Funding Application is submitted to ADE.

- **Projected AZ State Board of Education approval: August 26th, 2019**

- **21st CCLC Leadership Conference: October 18th, 2019**

All newly awarded grantees will be required to attend the 21st CCLC Leadership Conference. During the conference, attendees will learn about the reporting requirements, how to stay fiscally compliant and other tips to run a highly effective 21st CCLC grant
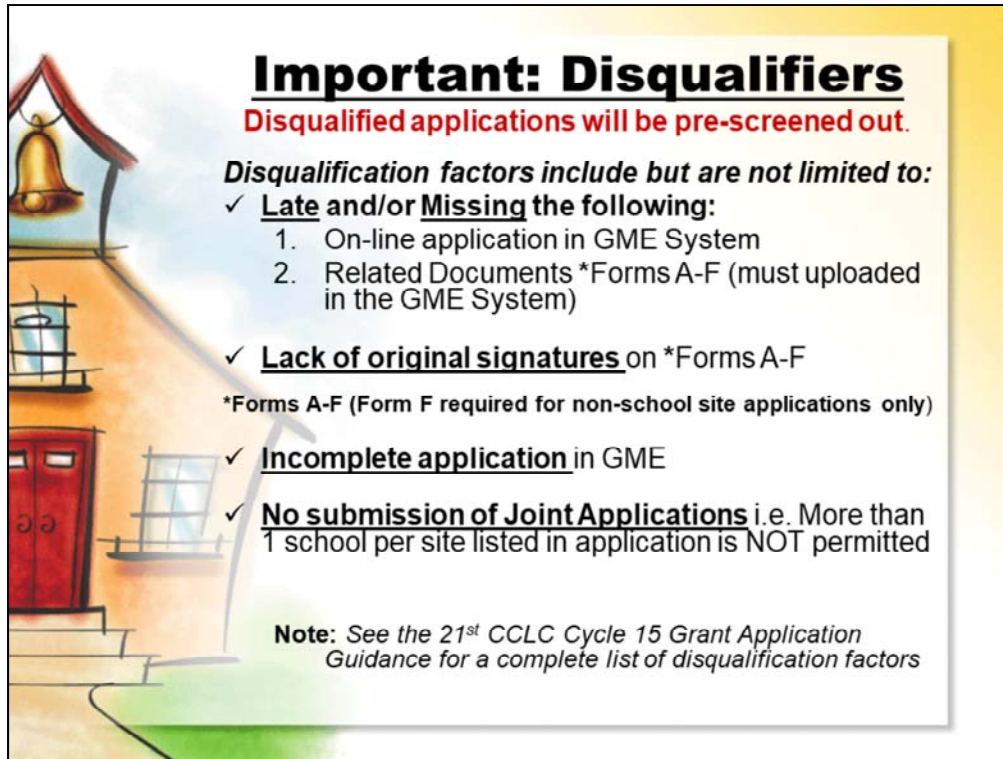
Important: Disqualifiers

Disqualified applications will be pre-screened out.

Disqualification factors include but are not limited to:

✓ **Late** and/or **Missing** the following:

1. On-line application in GME System
2. Related Documents *Forms A-F (must uploaded in the GME System)

✓ **Lack of original signatures** on *Forms A-F

Original signatures are required. Please take this very seriously. Forms missing original signatures will result in disqualification.

***Forms A-F (Form F required for non-school site applications only**)

✓**Incomplete application** in GME

Placeholders for application questions will be considered incomplete. The only time you can use a placeholder is if your organization has not applied for Indirect Cost Rate for Fiscal Year 2020. Organizations can apply now because the window is already open. If you do not have an approved Indirect Cost Rate, see the 21st CCLC grant application guidance with information about how to use a placeholder in the budget narrative.

✓**No submission of Joint Applications** i.e. More than 1 school per site listed in application is NOT permitted

> **Note:** *See the 21st CCLC Cycle 15 Grant Application Guidance for a complete list of disqualification factors*

Applications are fully submitted when they have reached, "LEA Authorized Representative Approved" Status
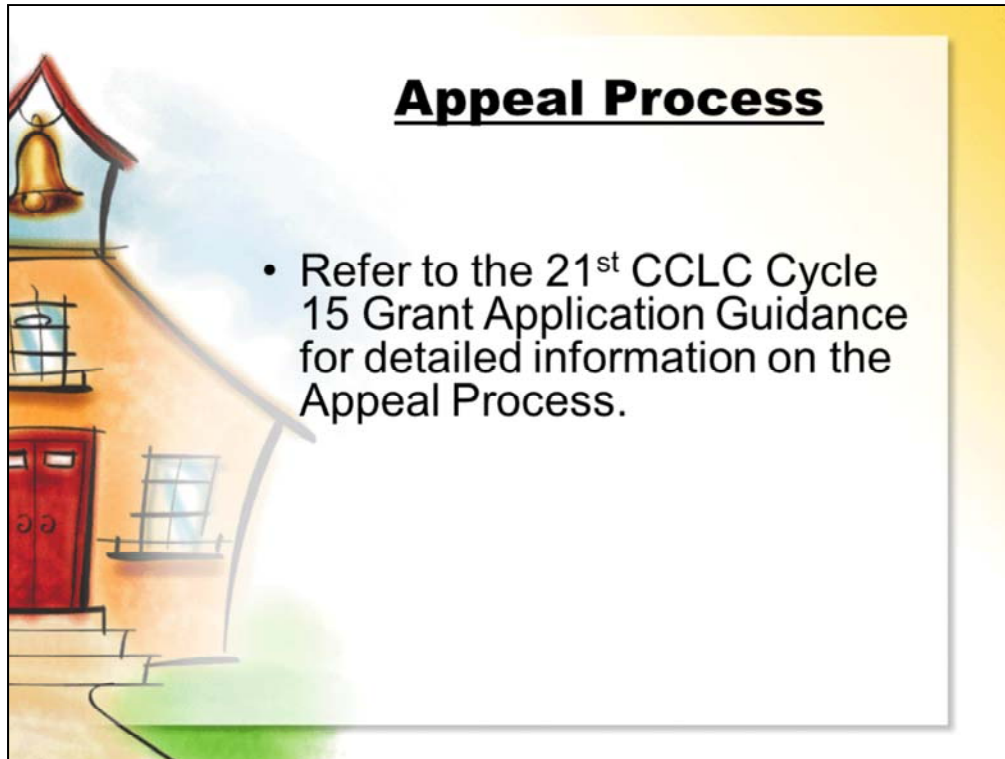
Appeal Process

• Refer to the 21st CCLC Cycle 15 Grant Application Guidance for detailed information on the Appeal Process.
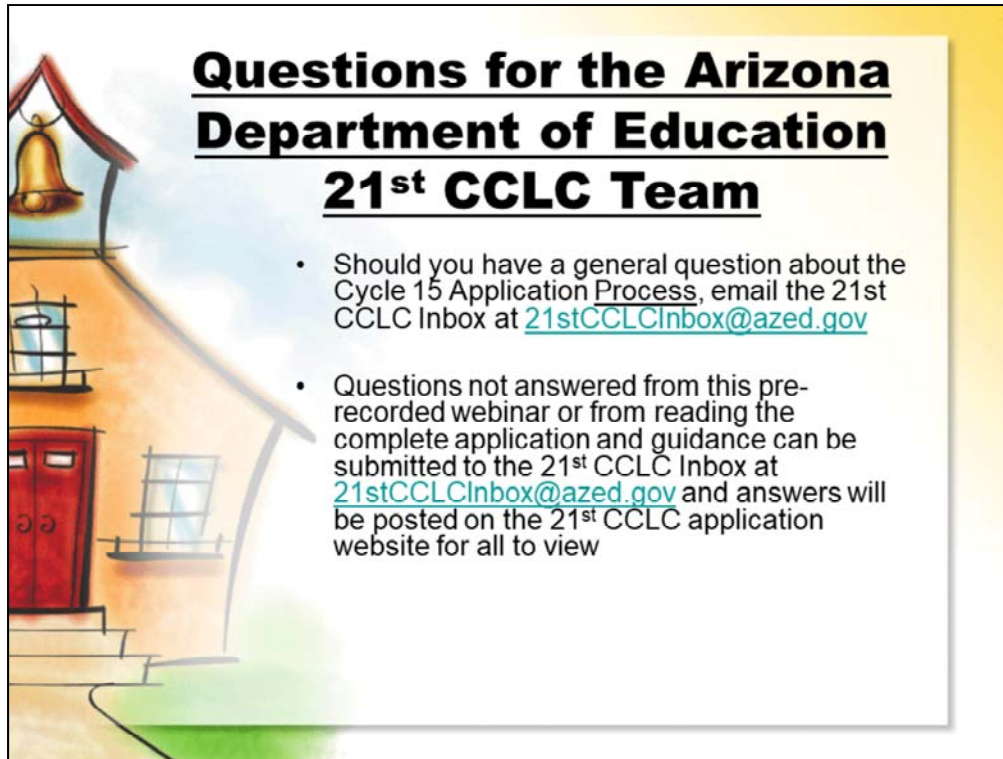
Questions for the Arizona Department of Education 21st CCLC Team

• Should you have a general question about the Cycle 15 Application Process, email the 21st CCLC Inbox at 21stCCLCInbox@azed.gov

Before you submit an application process question, you should review the application and application guidance for the answers. If it is not addressed submit the question to the 21st CCLC Inbox as stated. Questions related to best practices or additional individualized guidance for writing the 21st CCLC will not be answered. This is a highly competitive grant and it would be unfair to answer questions that would benefit one site over another.

• Questions not answered from this pre-recorded webinar or from reading the complete application and guidance can be submitted to the 21st CCLC Inbox at 21stCCLCInbox@azed.gov and answers will be posted on the 21st CCLC application website for all to view

Thank you for your interest in the 21st CCLC cycle 15 grant application.