21st Century Community Learning Centers (21st CCLC) FY2020 Continuing Grant Application Guidance

Year 1 of the 21st CCLC Grant is competitive and Years 2-5 are Continuing based on maintaining program eligibility requirements outlined in the Continuing Application.

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

The link to log in via the ADEConnect portal is found on the ADE Grants Management web page http://www.azed.gov/grants-management/. This page also offers system guidance and contact information for Grants Management.

You will need an ADEConnect user name and password to submit your Continuing Application.

The 21st Century Community Learning Centers - Continuing[1] Grant Application is available in the Grants Management System (GME) which is accessible in the ADEConnect portal found on the ADE Home Page. **It will be posted on March 1, 2019. The Continuing Application will be due June 7, 2019.**

---

[1] The 21st Century community Learning Centers - Continuing Grant Application was formerly called the RENEWAL application.

If necessary, you may make minor revisions to your 21st CCLC grant in the Continuing Grant Application. However, it is important that the integrity of the initially awarded application is not compromised. **Any changes must receive pre-approval from your assigned program specialist.**

Significant changes or insufficient information in the "Program Details" reporting area or in the budgets of each site and narrative information explaining the budget expenditures being requested may delay approval.

Any fiscal/programmatic holds will need to be resolved before your 21st CCLC Continuing Application will be approved.

Remember that **in order to submit an application, it must be approved all the way up to the "LEA Authorized Representative Approved" level**.
Once the application is LEA Authorized Representative Approved, ADE can then review and approve applications.

⚠ Updates FY20 Continuing Grant Application

General Information & Contact Information section

- Questions #4 and #14 – Current Mailing Address for Main Grant Contact & Site Contact

Program Implementation section

- Questions #21, #22 and #23 - Narrative should align with the site's final *Summary of Classes* and should be reported by terms. This will allow for more accurate and clearer descriptions of the 21st CCLC Program offered at the site. Classes that offer both academic and enrichment support will be counted in both categories. For example: A Newspaper Club will have multiple objectives in both Literacy and Enrichment so that class should be counted in both categories.
  - Tip: Complete the June Summary of Classes prior to submitting the Continuing Application so it can be used to count the number of offerings per term for these questions.

  Example of Continuing Application Responses:

  21. During the PROGRAM YEAR (Summer 2018 – Spring 2019), how many LITERACY classes were offered in the 21st CCLC program?

  Summer 2018 = 5 classes; Fall 2018 = 8 classes; Spring 2019 = 8 classes   TOTAL = 21 classes

  22. During the PROGRAM YEAR (Summer 2018 – Spring 2019), how many STEM classes were offered in the 21st CCLC program?

  Summer 2018 = 5 classes; Fall 2018 = 8 classes; Spring 2019 = 9 classes   TOTAL = 22 classes

  23. During the PROGRAM YEAR (Summer 2018 – Spring 2019), how many ENRICHMENT classes were offered in the 21st CCLC program?

  Summer 2018 = 8 classes; Fall 2018 = 11 classes; Spring 2019 = 12 classes   TOTAL = 31 classes

- Question #31 – Number of "days open" is reported only. "Weeks open" will no longer be reported in the Continuing Application. It will be reported on the *Program At A Glance*.

Alignment to the School Day section (new heading)

Safe & Healthy Environment section (new heading)

- Questions #37 & #38 - New questions reflect the importance and accountability of safety and afterschool snacks/meals.

Sustainability section (new heading)

- Question #41 – New question for monitoring sustainability.

How to build your 21ˢᵗ CCLC grant budget

Before submitting the 21ˢᵗ CCLC application ALWAYS contact your Business Manager for guidance on the most current budget coding information.

Be specific when completing the budget narrative descriptions.

Provide the following information in your budget application:

- Staffing Requirement - Must employ at least one site coordinator per site to be on site during center hours. Note: School Administrators with contracts requiring them to be available to work 24/7 may not perform paid work in the 21ˢᵗ CCLC program, as that would be considered supplanting.

- Supplies – You may show items and dollar amount per type. Example: Curriculum Software (identify) = $500, Classroom Supplies – pencils, paper and consumables at $200 per class x 15 classes = $3,000; Copier Supplies – Toner – 8 cartridges at $50 each = $400

- Salaries - Show the formula indicating the number of staff/title x dollar amount per hour x number of hours per day x number of days per week x number of weeks = total.
  List staff for both the academic year and for summer school. Examples:

  -ACADEMIC YEAR - 5 Academic Instruction Teacher @ $25 hr. x 1 hr. per day x 4 days per week x 30 weeks = $15,000.00
  -ACADEMIC YEAR - 2 Academic Enrichment Teachers @ $25 hr. x 1 hr. per day x 4 days per week x 30 weeks = $6,000.00
  -SUMMER TERM - 2 Teachers @ $25 hr. x 1 hr. per day x 4 days per week x 30 weeks = $6,000.00
  -ACADEMIC YEAR - 1 Paraprofessional (working directly with students) @ $12 hr. x 1 hr. per day x 4 days per week x 30 weeks = $1,440.00
  -ACADEMIC YEAR - 1 Paraprofessional (working as clerical support) @ $12 hr. x 1 hr. per day x 4 days per week x 30 weeks = $1,440.00
  -Substitute Teachers to enable teachers to attend professional development @ $100 x 3 substitute days = $300.00

- External Evaluators/Consultants – Show the formula indicating the evaluator's/consultant's name, description of service x dollar amount per hour x number of hours per day x number of days per week x number of weeks for academic year and summer school = total. <u>An external evaluator/consultant is not required.</u>

  > XYZ Education Inc., provide evaluation services @ $50.00/hr. x 4 hrs. per day x 1 day per month x 10 months = $2,000

- Capital Expenses – Consult with your Business Office or Internal Auditor to decide if furniture and equipment should be put in Capital or Instructional Supplies. Also, indicate if the capital items will be used exclusively for the 21st CCLC program or if there is a cost-share with the regular school day which will allow the regular school day to use the capital items for an appropriately proportioned amount of time.

- Vendors – While you may have been solicited by a vendor or contractor, be advised that the Arizona Department of Education does not endorse vendors. We do however, encourage you to seek quality services at a reasonable cost that help you meet the objectives stated in your grant. If you choose to contract professional services, make sure the budget narrative includes:

  > a) vendor name
  > b) number of students/families who will benefit from the service
  > c) number of hours provided
  > d) cost per hour of service
  > e) duration of service

  > Example: ACADEMIC YEAR - XYZ Contractor (identify contractor) to provide physical education services to approximately 15-20 students @ $75.00 per session x 20 1-hour sessions = $1500.00

- Generation of program income - Generation of 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.
  > Reason: 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.
  > * Program income is income generated using 21st CCLC resources.