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**NITA M. LOWERY 21st CENTURY COMMUNITY LEARNING CENTERS (21st CCLC)**CONSORTIUM GRANT APPLICATION (FY21) - (**CONSORTIUM APPLICATION VERSION**)

ONLINE APPLICATION & 21st CCLC FY21 MANDATORY FORMS DEADLINE:

May 1st FULLY SUBMITTED IN THE GRANTS MANAGEMENT SYSTEM BY EXACTLY 11:59 P.M. NO EXCEPTIONS

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**BEFORE GETTING STARTED:**

**First Steps: Eligibility Verification**

1. CAUTION. No more than six (6) schools in any given LEA may apply for 21st CCLC funding. Consortium applicants must ensure that LEA/Participating Member’s Sites included in a *21st CCLC Consortium Grant Application* do not bring the number of LEA’s schools applying for 21st CCLC grants over the maximum number of six (6) school site 21st CCLC grant applications per LEA.

- Any LEA who has authorized submission of more than the maximum number of six (6) applications will be disqualified from that year’s competition.

2. Before beginning the Application Process, complete the *21st CCLC* *Eligibility Verification Worksheet* below for each LEA/Participating Member’s Site that is considering applying under the Consortium application. The *Eligibility Verification Worksheet* determines eligibility for 21st CCLC grant funding for each Site applying for the 21st CCLC Grant under the Consortium.

- Site eligibility is based on minimum requirements for 21st CCLC funding. If a Site does not meet the requirements, do not add the Site to the application as funding as that Site will not be approved.

**21st CCLC Eligibility Verification Worksheet: Explanation of Questions**

**Absolute Priority**

1. Provide National School Lunch Program (NSLP) free/reduced-price percentage [*http://www.azed.gov/hns/frp/*](http://www.azed.gov/hns/frp/) or other verifiable risk factor data, including the data source, that shows that this Site serves students where at least 40% of the students qualify for free/reduced meals.
2. The Site meets the **Absolute Priority**.

21st CCLC Site Funding Is Determined by Funding Formula

The only variable in the 21st CCLC Consortium Grant Application funding formula is the projected number of students who attend the 21st CCLC program 30 days or more at each Site.

• The number of projected number of students must be based on the October 1st Enrollment for each of the LEA/Participating Members’ Sites.

• Funded programs may always serve additional students or be open for additional days when other resources are available, but these optional services will not be considered in calculating the 21st CCLC funding formula.

**Funding Formula**

1. 21st CCLC funding will not exceed the $120,000 maximum nor fall below the $50,000 minimum.
2. Enter the October 1st number of enrolled students at the Site. Number of Regular Attendees cannot be greater than 30% of the total student enrollment on October 1.
3. Number of Regular Attendees are students who will attend 30 days or more. The maximum number cannot be greater than 100 regular attendees and the minimum number cannot be less than 42 regular attendees. Total Enrollment x 30% = number of Regular Attendees.
4. 21st CCLC funding will be based on 120 days of service per year.
5. 21st CCLC funding will be based on $10 per student.
6. Enter the Funding Formula. Regular Attendees x 120 days x $10 per student = Total
7. Total Funds Requested

**Qualifying Questions**

1. If awarded, a Site Coordinator will be hired to be on Site during center hours.
2. Does the Site meet all of the minimum requirements to apply for 21st CCLC Funding**?**
* **Yes - Eligible Site for 21st CCLC funding.**
* **No - Ineligible Site for 21st CCLC funding. Do not add to the funding application.**

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| **21st CCLC Eligibility Verification Worksheet** |
|  | **ABSOLUTE PRIORITY** | **FUNDING FORMULA** | **Qualifying Questions**  |
| **Site Name:** | **Q. 1** | **Q. 2** | **Q. 3** | **Q. 4** | **Q. 5** | **Q. 6** | **Q. 7** | **Q. 8** | **Q. 9** | **Q. 10** | **Q.11** |
| **Click or tap here to enter text.** | **Click or tap here to enter text.** | **Choose an item.** | **Choose an item.** |  **Click or tap here to enter text.** | **Click or tap here to enter text.** | **Choose an item.** | **Choose an item.** | **Click or tap here to enter text.** | **Click or tap here to enter text.** | **Choose an item.** | **Choose an item.** |
| **EXAMPLE: ABC Elementary School** | **75% and other data if needed** | **Yes** | **Yes** | **140 total number of enrolled students (October 1st)** | **140 total enrollment x 30% = 42 regular attendees** | **Yes** | **Yes** | **42 regular attendees x 120 days x $10 per student = $50,400** | **$50,400** | **Yes** | **Yes- Eligible site for 21st CCLC funding.** |

If the answer is **Yes** for Q. 11, then the site meets all of the minimum requirements to apply for 21st CCLC grant.
If the answer is **No** for Q. 11, then the Site is not eligible to apply for the 21st CCLC grant. Do not add this Site to the funding application.

**Please Note:**

-This worksheet is meant to assist in determining if a Site meets the minimum requirements to apply for funding from 21st CCLC. If a Site does not meet the minimum requirements, the District/LEA/Charter holder is advised to not add the Site to the application.

-Sites that do meet the eligibility requirements can add up to 6 Sites in the funding application.

**IMPORTANT:**

1) Review in its entirety and follow *21st CCLC Grant Application Guidance Fiscal Year 2021 (FY21)* which is found on the 21st CCLC Application webpage at <http://www.azed.gov/21stcclc/application-information/>.

2) Review in its entirety and follow the *21st CCLC Consortium Guidance*

3) Complete the Mandatory Downloadable Forms which are part of the application. These forms and the 21st CCLC grant application guidance are provided in the 21st CCLC Application Information webpage at <http://www.azed.gov/21stcclc/application-information/>.

**MANDATORY FORMS:**

**21st CCLC FY21 MANDATORY DOWNLOADABLE CONSORTIUM FORMS**:

1. 21st CCLC CONSORTIUM Memorandum of Understanding (MOU)

2. 21st CCLC CONSORTIUM CERTIFICATION AND ASSURANCES OF LEA/ PARTICIPATING MEMBER

**21st CCLC FY21 MANDATORY DOWNLOADABLE FORMS**:

A. 21st CCLC FY21 Form A - PARTICIPANTS VERIFICATION FORM
B. 21st CCLC FY21 Form B - ADEQUACY OF RESOURCES FORM
C. 21st CCLC FY21 Form C - AFFIRMATION OF CONSULTATION FORM (Participation of Private School)
D. 21st CCLC FY21 Form D - STATEMENT OF ASSURANCE OF ORIGINAL WORK
E. 21st CCLC FY21 Form E - STATEMENT OF ASSURANCE OF COMMUNITY NOTIFICATION

All Mandatory Forms with original signatures must be uploaded to the Grants Management System (GME) accessed through ADEConnect at <https://home.azed.gov/Portal/> by 11:59 p.m., May 1st. No hand delivered, emailed, fax or photocopy signatures will be accepted.

**ABSOLUTE PRIORITY:**

To be eligible to apply for this grant, entities must serve students who attend schools where at least 40% of the students qualify for free/reduced meals.

Grant awards will not be made to Local Education Agencies (LEAs)/Fiscal Agents that are substantially out of compliance with state or federal requirements. If an applying Site did not maintain Substantial Compliance in a previous 21st CCLC grant award, and is successful in obtaining an award, the Site will enter under Special Conditions. Under these Special Conditions, the awarded Site will receive more intensive technical assistance and heavy monitoring during year 1 to ensure Site capacity. Because the Site did not maintain Substantial Compliance in a previous award, the Site must close the end of the first year of the new grant award in Substantial Compliance to be eligible to apply for continued funding beyond year 1.

**NOTE:** Funding is based on receipt of federal funds to the Arizona Department of Education. In the event that anticipated federal funding is decreased, a proportional decrease will be made to all awardees.

**General Information and Contact Information
(0 Points)**

**(Items 1-16)**

Contact Information

1. Lead Fiscal Agent Contact Information.
2. Lead Fiscal Agent’s Street Address
3. Lead Fiscal Agent’s Mailing Address
4. Lead Fiscal Agent’s City
5. Lead Fiscal Agent’s State
6. Lead Fiscal Agent’s Zip Code
7. Lead Fiscal Agent’s Phone Number (000) 000-0000 x 0000
8. Lead Fiscal Agent’s E-mail Address
9. Lead Fiscal Agent’s Business Manager
10. Lead Fiscal Agent’s Business Manager’s Phone Number
11. Lead Fiscal Agent’s Business Manager’s E-mail Address
12. LEA/Participating Member Contact Information.
13. LEA/Participating Member’s Street Address
14. LEA/Participating Member’s Mailing Address
15. LEA/Participating Member’s City
16. LEA/Participating Member’s State
17. LEA/Participating Member’s Zip Code
18. LEA/Participating Member’s Phone Number (000) 000-0000 x 0000
19. LEA/Participating Member’s E-mail Address
20. LEA/Participating Member’s Business Manager
21. LEA/Participating Member’s Business Manager’s Phone Number
22. LEA/Participating Member’s Business Manager’s E-mail Address

**LEA/Participating Member’s Site Information
(0 Points)**

**(Items 1-12)**

Enter the 21st CCLC Site information for EACH proposed Site.
If you have multiple 21st CCLC Sites (no more than 6), complete a separate page for each Site.

1. Enter Entity ID Number of the Site.
2. Enter the grade levels that are currently enrolled at the Site.
3. Enter regular school day hours (example: 8:00 to 2:30 every day)
4. Enter proposed 21st CCLC hours (example: 7:00-8:00 am and 2:30-5:30 pm, M-Th)
5. Enter name of Site Principal
6. Site-Street Address
7. Site-Mailing Address
8. Site-City
9. Site-State
10. Site-Zip Code
11. Site-Telephone
12. Site-Principal E-mail Address

**Priority
(4 Priority Points Possible)**

**(Item 1-2)**

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1. A 21st CCLC program that serves students attending a school with an Arizona A-F School Letter Grade of “D” or “F” and/or a Federal accountability label of “Comprehensive Support & Improvement” School or “Targeted Support & Improvement” School will earn 2 additional priority points. No other labels will qualify for these 2 additional priority points. Select the current label that applies to the school.

LABELS WILL BE VERIFIED <https://www.azed.gov/improvement/>

* “Comprehensive Support & Improvement” School
* “Targeted Support & Improvement” School
* “D” School letter grade
* “F” School letter grade
* Not Applicable
1. A 21st CCLC program that serves students attending a school with 80% or more of students who qualified for free/reduced meals will earn 2 additional priority points. Does the school currently serve a student population where 80% or more qualify for free/reduced meals?

LABELS WILL BE VERIFIED

* Yes
* No

**Program Need
(17 Points)**

**(Items 1-4)**

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

Each text box field is limited to 8,000 characters including spaces, punctuation, tables, charts, etc.

1. 21st CCLC grant programs must carry out a broad array of activities that support student participants in meeting the State’s rigorous academic standards. Using the most current School Report Card and State Mandated Assessment data and/or other District Mandated assessment data, describe the percentage of the entire student population in the school not reaching grade level benchmarks in Math and Reading/Language Arts.
2. Identify issues that are related to the impact they have on student success for students who are struggling to meet academic expectations. The Comprehensive Needs Assessment (CNA) should address: Risk Factors, Impact of Risk Factors, Specific Needs, and Inadequacy of Current Resources. Describe the needs assessment process. What were the data findings? The Program Design and Implementation section of the application should address these identified needs.
3. Describe the academic needs of the school’s most at-risk students that will be targeted for services.
4. Describe how the identified program needs will align with the Site's continuous improvement plan and school goals.

**Program Design and Implementation
(17 Points)**

**(Items 1-21)**

Describe design requirements for the Site’s 21st CCLC program.

Each text box field is limited to 8,000 characters including spaces, punctuation, tables, charts, etc.

Direct Student Services identified below must be provided for the entire duration of the life of the grant.

1. Identify when the services will be available to the students (check all that apply).
	1. Before School
	2. After School
	3. Weekends
	4. Extended Breaks
	5. Summer
2. Minimum Number of Hours per Week students will be served during the ACADEMIC year.
	1. 8 hours per week
	2. 8.5 hours per week
	3. 9 hours per week
	4. 9.5 hours per week
	5. 10 or more hours per week
3. Minimum Number of Days per Week students will be served during the ACADEMIC year.
	1. 4 days per week
	2. 5 or more days per week
4. Minimum Number of Hours per Day students will be served during SUMMER.
	1. 4 hours per day
	2. 4.5 hours per day
	3. 5 or more hours per day
5. Minimum Number of Days per Week students will be served during SUMMER.
	1. 4 days per week
	2. 5 days per week
6. Minimum Number of Weeks students will be served during SUMMER.
	1. 3 weeks per summer break
	2. 4 or more weeks per summer break
7. Describe Site’s plan to identify, recruit, and retain targeted students in the proposed program. Selection of students targeted for regular attendance will primarily be based on the needs identified in the Program Need section of the application and should be students identified as those who could benefit from an intervention of this program design.
8. For Year One Only: Provide tentative dates in a timeline format listing (NOT NARRATIVE) when the 21st CCLC program will be providing direct student services. Show beginning and ending dates of proposed 21st CCLC program, including any breaks, such as intersession, when the 21st CCLC program will not be operating.
9. (Yes or NO) The Site will provide Adult Family Services/Family Engagement Services for the entire duration of the life of the grant.
10. Describe the Family Engagement Plan to recruit and retain adult family members of 21st CCLC student participants in supporting their child’s education.
11. Enter the Projected number of family members of 21st CCLC students who will participate in ongoing family engagement activities.

\*ONLY adult family members of ACTIVELY PARTICIPATING 21st CCLC STUDENTS are eligible for services paid for through this grant.

1. For Year One Only: Provide tentative dates in a timeline format listing (NOT NARRATIVE) when the 21st CCLC will be providing services for adult family members of 21st CCLC students. Show beginning and ending dates of proposed 21st CCLC program, including any breaks, such as intersession, when the 21st CCLC will not be operating.
2. Describe how your program design offers specific, realistic and comprehensive targeted intervention and academic enrichment opportunities. The program design should address needs identified in the Program Need section of the application.
3. (Yes or No): The Site will open for at least 120 days.
4. (Yes or No): The Site will serve the amount of “regular attendees” identified in the FUNDING FORMULA.

**Alignment to School Day**

1. Describe how 21st CCLC program staff, school administration, and school day staff will communicate on a regular basis to assess and enhance individual student academic progress.

**Safe and Healthy Learning Environment**

1. Identify the location of the Program Site.
2. If services will be provided at another location than the location of the Program Site, then explain the following:
	* + 1. How the applicant will ensure that the off-Site location will be at least as available, safe, and accessible to the students to be served as if the program were located at the school; and
			2. How the applicant will communicate between school and alternative Site.
3. Describe how students will travel safely between school, 21st CCLC Program Site (if other than the school), and home.
4. Applicants are required to provide afterschool snacks and summer meals. Adequate nutrition leads to improved academic outcomes. Describe how afterschool snacks and summer meals will be acquired and distributed to participating students on a daily basis when the program is in operation. Afterschool snacks and summer meals must follow all federal School Nutrition Guidelines.

**Equity and Access**

1. Describe how the program will ensure equitable participation of all program participants (include how students with disabilities will be identified and served).

**Adequacy of Resources
(17 Points)**

**(Items 1-6)**

Describe the applicant’s capacity to successfully manage the 21st CCLC program.

Each text box field is limited to 8,000 characters including spaces, punctuation, tables, charts, etc.

1. Explain how 21st CCLC funds will supplement and not supplant existing resources.
2. List any local, state and/or federal grants your agency administered, and the total for each grant, during the previous school year.
3. Explain the fiscal holder's capacity to manage funds in accordance with applicable Federal and State statues, regulations, program plans, and General Statement of Assurance.
4. Describe professional development plan for all 21st CCLC staff. Be sure to describe how 21st CCLC staff training will be integrated with the Site's training related to academic achievement.
5. Describe the use of qualified volunteers including senior citizens, high school students, college students, adult mentors, etc. Include how the appropriately qualified volunteers will be screened and trained before having contact with students. If no volunteers are planned, describe why they are not required.
6. Explain the Lead Fiscal Agent’s, LEA/Participating Member’s, and the LEA Participating Member’s Site’s capacity to fulfill the staffing requirements (including Site coordinator, teachers, clerks, aides, etc.) of this grant. Include the communication process between the 3 layers.

**Program Objectives and Activities
(19 Points)**

**(Items 1-8)**

Describe the activities for each objective. Youth Development activities and Family Engagement services should be designed to have an impact on the 21st CCLC program’s academic outcome objectives.

Each text box field is limited to 8,000 characters including spaces, punctuation, tables, charts, etc.

**Academics**

1. Provide a minimum of two and no more than three SMART -Specific, Measurable, Achievable, Realistic, and Time-bound 21st CCLC grant program outcome objectives [aligned to the school’s Comprehensive Needs Assessment (CNA) and other school goals] in Academics. Number each objective (e.g., 1.1, 1.2, and 1.3).
2. For each of the Academic objectives describe specific activities that will clearly allow the program to progress towards the stated objectives. Following each activity, indicate the timeframe the activity will be occurring (e.g., “daily throughout the year,” “monthly throughout the year,” “daily during summer session,” etc.). Each activity identified must reference the specific objective number.

**Youth Development**

1. Provide a minimum of one and no more than two SMART outcome program objectives in the area of Youth Development. Number each objective (e.g., 2.1, 2.2).
2. For each of the Youth Development objective(s) describe specific activities that will clearly allow the program to progress towards the stated objective(s). Following each activity, indicate the timeframe the activity will be occurring (e.g., “daily throughout the year,” “monthly throughout the year,” “daily during summer session,” etc.). Each activity identified must reference the specific objective number.

**Family Engagement**

1. Provide one SMART process objective in Family Engagement related to the opportunities offered in your Family Engagement plan. Number the objective 3.1.
2. For the Family Engagement objective, describe specific activities that will clearly allow the program to progress towards the stated objective. Following each activity, indicate the timeframe the activity will be occurring (e.g., “daily throughout the year,” “monthly throughout the year,” “daily during summer session,” etc.). Each activity identified must reference the specific objective number.

**Effectiveness**

1. Describe what actions the Site principal will demonstrate throughout each Program Year to increase buy-in and support for staff involvement, family engagement and student achievement to meet the identified objectives and activities. Include how the principal will communicate with the Lead Fiscal Agent and the LEA/Participating Member.
2. Describe how the proposed activities will improve student academic achievement. Address each of the points in the Measures of Effectiveness which are found in the 21st CCLC Grant Application Guidance and Resources tab at the 21st CCLC Application Information Page of the 21st CCLC Website.

**Evaluation
(13 Points)**

**(Items 1-6)**

Describe the applicant’s evaluation plan for the 21st CCLC program.

Each text box field is limited to 8,000 characters including spaces, punctuation, tables, charts, etc.

1. For each of the 21st CCLC program’s Academic objectives, describe the evaluation plan that will be used to monitor the program’s progress towards meeting the objectives (reference the specific objective numbers). The plan must clearly identify the instruments and method(s) for assessing each of the objectives, including the method for data analysis. Indicate a timeline as to when and how often assessment will be completed and identify the responsible person(s) by job title for completing the assessment.
2. For each of the 21st CCLC program’s Youth Development objective(s) describe the evaluation plan that will be used to monitor the program’s progress towards meeting the objective(s) (reference the specific objective number). The plan must clearly identify the instruments and method(s) for assessing each of the objectives, including the method for data analysis. Indicate a timeline as to when and how often the assessment will be completed and identify the responsible person(s) by job title for completing the assessment.
3. For the 21st CCLC program’s Family Engagement objective, describe the evaluation plan that will be used to monitor the program’s progress towards meeting its Family Engagement objective and how it will be used to confirm that the opportunities offered supported the goals of its Family Engagement Plan.
4. Identify the lead person(s) for the 21st CCLC evaluation process by job title only for the 21st CCLC grant, and any qualifications and responsibilities this person(s) has to lead the evaluation process. Do not provide the name of any contracted evaluation service provider(s).

-ANNUAL STATE AND FEDERAL REPORTS ARE REQUIRED.

-AN EXTERNAL EVALUATOR IS NOT REQUIRED.

1. Indicate how the program will utilize in-school data evidence collected and the evaluation results to refine, improve, strengthen and drive programming. Include how the information will be communicated with the Lead Fiscal Agent and LEA/Participating Member.
2. Describe the methods and strategies to disseminate and share information about the project, including services and evaluation outcomes to parents, staff, students, community members and stakeholders.

**Sustainability
(13 Points)**

**(Items 1-3)**

Describe the applicant’s sustainability plan for the 21st CCLC program.

Each text box field is limited to 8,000 characters including spaces, punctuation, tables, charts, etc.

1. Identify community/ external partners. Describe how these partners were involved in the development of the application. Describe the type and amount of the partners’ contribution(s). Describe how each partners’ contribution(s) will help meet the program’s needs and objectives. Note: Your response to this question should be supported in the 21st CCLC FY21 Form A - PARTICIPANTS VERIFICATION FORM where it identifies Community Partner Organizations for the 21st CCLC program at this Site.
2. Describe how activities carried out will be combined and coordinated with other federal, state and/or local programs to make the most effective use of public resources (may include in-kind contributions).
3. Outline a sustainability plan that ensures that the most critical components of program services and lessons learned will continue to benefit the students of the school once the grant funding decreases and ends.

**Budget Year 1-5 Overview**

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

Arizona’s 21st CCLC Grants are awarded for 3 years. The first 3 years are 100% funded. Two additional renewal years are possible. Applicants are only eligible for the renewal years if they have demonstrated Substantial Compliance in the preceding year. Renewal years are funded at 75%.

Provide the total budget costs for EACH SITE for YEARS 1-5. Funding will be provided per Site for a minimum of $50,000 and a maximum of $120,000. Budgets are based on individual Site's needs as stated in the application.

|  |  |
| --- | --- |
|  | Year 1 Total |
|  | Year 2 Total |
|  | Year 3 Total |
|  | Year 4 Total (Renewal Year) |
|  | Year 5 Total (Renewal Year) |
|  | Total for the 5 Years |

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The Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) afterschool program is funded by a federal grant from the U.S. Department of Education and administered by the Arizona Department of Education.  For more information visit:  <http://www.azed.gov/21stcclc/>