The Nita M. Lowey 21st Century Community Learning Centers Grant Application (21st CCLC Grant)

1. Do you want additional funds to provide out of school time services for your students?
2. Does your site serve students where at least 40% of the students qualify for free/reduced meals?
3. Is your total enrollment on October 1, 2019 at 140 students or higher?

If you answered yes to all of the above questions, please stay to learn about the 21st Century Community Learning Centers grant application.

If you answered no to any of the above question, unfortunately your site would not be eligible to apply for the 21st Century Community Learning Centers grant application.
Welcome to the Arizona Department of Education’s presentation on the Nita M. Lowey 21st Century Community Learning Centers Grant Cycle 16 new application. From this point on the grant will be referred to as the 21st CCLC Grant.

1. Viewing this PowerPoint does not replace reading the Cycle 16 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.

The 21st CCLC grant is funded by a federal grant from the United States Department of Education under the Every Student Succeeds Act, 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.
Here is the list of the 21st CCLC Grant staff at the Arizona Department of Education.
21st CCLC Grant

Eligibility Checklist

We equip Arizona students to realize their potential.
Complete the Eligibility Checklist to see if the site is eligible to apply for the 21st CCLC Grant
The next few slides will cover an overview of the 21st CCLC Grant.
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 link to access the Cycle 16 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 applicants who are considering applying as a consortium OR are not public district schools or charter schools must contact the 21st CCLC Team at 21stcclcinbox@azed.gov for technical assistance. You may be eligible to apply and the 21st CCLC application team will follow up with the process.

The 21st CCLC Grant Application Recommended Resources are found and listed on the 21st CCLC Application Website.
• The 21st Century Community Learning Centers (21st CCLC) initiative is the only federally funded source dedicated exclusively to out-of-school-time programs.

READ SLIDE and state additional notes below

Read bullet 1 followed by…

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.

Adult Family member services can take place at any time of the day.
All components of 21st CCLC programs (academic, 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 also 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 are referred to in the Planning Tool in GME.

CNA and IAP are not required to be uploaded as part of the grant application but it should align with the application.
In addition to supporting student achievement, 21st CCLC grant programs must be used to support adult family members in assisting their children’s academic success.

Some examples of adult family services:

- Adult Classes (Reading and/or Math)
- Nutrition/Fitness Classes
- GED Classes
- Citizenship Classes
- Computer Literacy Classes
- Financial Literacy Classes
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.

READ SLIDE and after bullet #2 state:

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

A well written application will address many of these types of activities.
READ SLIDE and state:

Please refer to the 21st CCLC Cycle 16 application guidance for more information about eligible applicants.

Other sites are eligibly to apply such as consortiums.

A non-school entity may look into serving as an external contracted partner to a school site applying for the 21st CCLC grant.
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 FY21 Grant Application Guidance for more information about non-eligible applicants

READ SLIDE and state:

More detailed information on eligibility to apply can be found within the Initial Screening section of the Cycle 16 grant application guidance.

You can not make up data for a site so that is why you must be open for one year or more

Online schools do not have “regular school hours” so it is not possible to distinguish what is outside of the regular school day

JTEDs must serve the students of one site to apply

Private school students can attend 21st CCLC programming within the attendance area. Applicants must be aware of that and will need to sign an assurance that consultation was made before applying for the grant
Read bullet 1 followed by…

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.

Read bullet 2 followed by…

Original signatures for Form A must be obtained and uploaded into the Grants Management System with the other required forms.
Applicants will be required to identify the target population within their application.

**After Student bullet state:**

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.

**After Adult & Families bullets state:**

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?

- Minimum is $50,000 per site
- Maximum is $120,000 per site
- Maximum number of applicants per organization is 6 sites
- 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.

READ THIS ONLY (participant can read the slide):

What is the minimum or maximum a site can apply for in the Cycle 16 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.
To calculate the total funding each site application is eligible to request, use this formula:

READ THE SLIDE each line of the formula will appear with each click
READ SLIDE:

After bullet 1 state:
It is important to consult your internal business offices when building the 21st CCLC budget to ensure that expenses are coded correctly.

After bullet 2 state:
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.

After bullet 3 state:
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.
The next few slides will address some essential considerations when applying for the 21st CCLC grant.
BEFORE READING SLIDE STATE: How will grant applications be awarded?

READ SLIDE

After bullet 1 state:

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 in late June 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).

After bullet 2 state:

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

After bullet 3 state:

If grantees make the required revisions, the site will be recommended to the Board for approval.
READ SLIDE:
After bullet 1 state:
ADE will confirm during the 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 cannot function properly without buy-in from both site level and central administration level.

After bullet 2 state:
ADE will review all required forms including Form A to verify alignment of buy-in.
Alignment to the School Day is VERY important to the success of the 21st CCLC program.

READ BULLET
After bullet 1 state:
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 and develop systems to facilitate this communication.
READ THIS STATEMENT:
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.

READ BULLET 3 and:
Applicants will be required to upload Form B into the Grants Management System (GME) along with the other required forms.
READ SLIDE and then state the following:
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
The generation of 21st CCLC program income is now specifically addressed in the Cycle 16 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 and/or for fundraising purposes.

READ SLIDE
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).
Read Academics section and then state:

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 16 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.

Read Youth Development and Family Engagement sections and then state:

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 Objective and Process 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.

READ SLIDE

After 1st bullet state:

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 out of substantial compliance and could jeopardize continued funding.

After 2nd bullet state:

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.

After 3rd bullet state:

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 out of substantial compliance and could jeopardize continued funding.

After 4th bullet state:

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

After 5th bullet state:
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.
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.

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 direct student services on those identified in the application.
READ SLIDE:
After bullet 2 state:
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.
READ SLIDE

After Bullet 1 state:
Programs offer an array of targeted academic enrichment opportunities diverse and interesting enough to keep children participating regularly

After Bullet 2 state:
Learning opportunities must be intentional and can be embedded within all after-school activities

After Bullet 3 state:
Highly effective 21st CCLC programs are led by effective leaders and staff who understand working with children

After bullets 4 state:
After school activities can be exciting and engaging, yet still be aligned with state and local academic standards

After bullet 5 state:
The more time children can spend engaged in learning activities, the better they will perform
Refer to The Measures of Effectiveness found on the 21st CCLC application page under the 21st CCLC Grant Application Recommended Resources.

READ SLIDE:
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.
https://home.azed.gov/Portal/
After bullet 2 state:

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.**

If applicant does not contact the 21st CCLC inbox by March 2nd, then there is no guarantee that the applicant will received an Entity ID and CTDS number by the application deadline.
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 16 grant then you must collaborate with that individual to submit a complete 21st CCLC grant application online in GME.
Before reading slide state:

This webinar is available to all individuals interested in the 21st CCLC Cycle 16 grant application. It will continue to be available after the grant application opens in GME.

READ SLIDE

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 “Nita M. Lowey 21st CCLC Grant Application Guidance and Resources” section of the Application Information page.
READ SLIDE
After reading all of the Forms state:
The 21st CCLC Cycle 16 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.

Remember: All forms are located in GME. 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 disqualified the application and it will not move on to the Peer Review Process.

After Reading the Red Section state:
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 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.

Note: This is public information and available to all. Use with caution! The Cycle 16 application has changed and there is a range of quality in approved applications.

READ SLIDE then state:

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.

Applicants will sign Form D which is an assurance of original work.
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.

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

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.
FAQs Application, Continued

• If you experience trouble copying from Word document to application – type directly into the GME system.

• 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 plenty of time should you encounter any difficulty with submittal.
Technical Questions Regarding the Grant Management System

- Grant Management's phone number is (602) 542-3801

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

- Regarding the due date (May 1st, 2020 by 11:59 PM exactly – NO EXCEPTIONS), 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.
Here are some critical reminders.
READ SLIDE:

After bullet 4 state:

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.
READ SLIDE:
After bullet (check) 2 state:
Original signatures are required. Please take this very seriously. Forms missing original signatures will result in disqualification.

After bullet (check) 3 state:
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 2021. 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.

Applications are fully submitted when they have reached, “LEA Authorized Representative Approved” Status

Read Note
Appeal Process

- Refer to the Nita M. Lowey 21st CCLC Grant Application Guidance FY2021 for detailed information on the Appeal Process.
READ SLIDE:
After bullet 1 state:

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.
Thank you for your interest in the 21st CCLC cycle 16 grant application.