



NITA M. LOWEY 21ST CENTURY COMMUNITY LEARNING CENTERS (21st CCLC) CONSORTIUM GUIDANCE (FY21)



May 1, 2020 FULLY SUBMITTED IN THE GRANTS MANAGEMENT SYSTEM (GME) BY EXACTLY 11:59 P.M. NO EXCEPTIONS. LATE SUBMITTALS WILL NOT MOVE ON IN THE APPLICATION PROCESS.

The Arizona Department of Education's Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) office is accountable to the United States Department of Education under the *Every Student Succeeds Act (ESSA), Title IV, Part B*.

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

1. Provide opportunities for academic enrichment, including providing tutorial services to help students, particularly students who attend low-performing schools, to meet the challenging State academic standards;
2. Offer students a broad array of additional services, programs, and activities, such as youth development activities, service learning, nutrition and health education, drug and violence prevention programs, counseling programs, art, music, physical fitness and wellness programs, technology education programs, financial literacy programs, environmental literacy programs, mathematics, science, career and technical programs, internship or apprenticeship programs, and other ties to an in-demand industry sector or occupation for high school students that are designed to reinforce and complement the regular academic program of participating students; and
3. Offer families of students served by community learning centers opportunities for active and meaningful engagement in their children's education, including opportunities for literacy and related education development.
4. Grants funded by the 21st CCLC program may supplement, NOT supplant, existing out-of-school funding or programs

NOTE: Funding is based on receipt of federal funds to ADE. If funding is decreased, a proportional decrease will be made to all awardees. All funding is contingent upon receipt of federal funds.

IMPORTANT Application Steps for Completion:

1. Review in its entirety and follow the *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 (FY21)*.



3. Complete the Mandatory Downloadable Forms A-E 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/>.
4. The Budget for each Participating Member's Sites must be completed in the Budget Section of the Grants Management System.
5. The Application for each Participating Member's Sites must be completed and uploaded as a Related Document in the Grants Management System. However, in order to fully submit the application, the remaining sections (highlighted below) in the Sections Page in GME must be completed with "N/A" or the appropriate buttons selected in all of the questions. The GME System will not allow applications to be fully submitted if any blanks are left. Check the Validation Messages for any errors.

	21st CCLC Yr 1 - New
	Arizona Department of Education - District Level Program(s) (999888999) ▼
	Budget
	Budget Overview
	Site Contact Information (0 Points)
	Priority (4 Points)
	Program Need (17 Points)
	Program Design and Implementation (17 Points)
	Adequacy of Resources (17 Points)
	Program Objectives and Activities (19 Points)
	Evaluation (13 Points)
	Sustainability (13 Points)
	Budget Year 1-5 Overview
	21st CCLC Yr 1 - New School Allocations
	Related Documents

6. A completed application includes the following items which are uploaded into the Related Documents section (highlighted below):
 - a. *21st CCLC CONSORTIUM Memorandum of Understanding (MOU)
 - b. *21st CCLC CONSORTIUM CERTIFICATION AND ASSURANCES OF LEA PARTICIPATING MEMBER
 - c. *21st CCLC Consortium Grant Application (FY21)
 - d. *21st CCLC Form A – PARTICIPANTS VERIFICATION FORM
 - e. *21st CCLC Form B – ADEQUACY OF RESOURCES FORM
 - f. *21st CCLC Form C – AFFIRMATION OF CONSULTATION FORM (Participation of Private School)
 - g. *21st CCLC Form D – STATEMENT OF ASSURANCE OF ORIGINAL WORK

h. *21st CCLC Form E – STATEMENT OF ASSURANCE OF COMMUNITY NOTIFICATION

*Required documents

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7. Application is considered fully submitted in GME when “LEA Business Manager Approval” and “LEA Authorized Representative Approved” are completed.

WHAT IS A CONSORTIUM UNDER THE 21ST CCLC GRANT?

A consortium is a group of LEA/Participating Members with Sites that apply under a Lead Fiscal Agent. Each LEA/Participating Member Site included in the *21st CCLC Consortium Application (FY21)* must meet the Arizona 21st CCLC Program eligibility requirements. The consortium applicant will serve as the Lead Fiscal Agent for each LEA/Participating Member and its Sites. There are three layers to a consortium application:

1. Lead Fiscal Agent
2. LEA/Participating Member
3. LEA/Participating Member Site

HOW IS A CONSORTIUM FORMED?

- The Lead Fiscal Agent interested in forming a consortium contacts LEAs to determine interest and eligibility.
- The Lead Fiscal Agent must notify 21st CCLC (via email to the 21st CCLC Inbox at 21stcclcinbox@azed.gov) of its intent to form a consortium to obtain the necessary forms.
- Lead Fiscal Agent secures completed:

- *21st CCLC Consortium Certification and Assurances of LEA Participating Member* from the LEA/Participating Members for each of its Sites whose students will be served by a 21st CCLC program.
- *21st CCLC Consortium Memorandum of Understanding (MOU)* from the LEA/Participating Members.
- **Entity ID Number & CTDS Number**
An Entity ID Number and CTDS number are required for all consortium applicants. If the applicant does not have an assigned Entity ID Number and CTDS Number from ADE, then contact the 21st CCLC Inbox at 21stCCLCInbox@azed.gov no later than March 2nd, 2020 to start the process to obtain an Entity ID number. If the applicant does not contact the 21st CCLC Inbox by March 2nd, then there is no guarantee that the applicant will receive an Entity ID and CTDS number by the application deadline.

WHO MAY JOIN A CONSORTIUM?

- An LEA may choose to join a consortium as a LEA/Participating Member.
- An Application can have up to a maximum of 6 Sites/schools. No more than six (6) schools in any given LEA may apply for 21st CCLC funding.

NOTE:

- Consortium applicants must ensure that LEA/Participating Member's Sites included in a 21st CCLC Consortium Grant Application (FY21) 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.
- If a Consortium Application includes the submissions of a LEA/Participating Member who has authorized submission of more than the maximum number of six (6) applications, then **both** the *21st CCLC Consortium Grant Application (FY21)* **and** the *Nita M. Lowey 21st CCLC Grant Application (FY21)* will be **disqualified** from that year's competition.

21st CCLC CONSORTIUM GRANT APPLICATION TIPS

- Lead Fiscal Agent, LEA/Participating Members and LEA/Participation Member's Sites acknowledge and understand the fiscal management of the 21st CCLC Consortium Grant is ultimately Lead Fiscal Agent's responsibility.
- The Lead Fiscal Agent will collaborate with participating members to design one application which DOES NOT combine the allocations of all participating members.
- An *21st CCLC Consortium Memorandum of Understanding (MOU)* must be created, completed, and agreed upon by the Lead Fiscal Agent and by each LEA/Participating Member of the consortium.
- The Lead Fiscal Agent will collaborate with LEA/Participating Members and disseminate funds separately for each LEA/Participating Members and its sites.

- Budget items must be clearly detailed in the grant application for each LEA/Participating Member and its LEA/Participating Member's sites. A budget narrative description must be provided for any items or services. Each separate site must enter its own budget line item. The budget narrative description for each site must also be included.
 - If multiple sites are contributing to one specific expense to benefit all participating members, they must show the breakdown within each site's budget narrative. Some examples include: Indirect Costs, consultants, administrative fees paid to the Lead Fiscal Agent, etc.

	Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
Remove	6100 - Salaries	1000 - Instruction	1	1	\$33,000.00	\$33,000.00
<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; background-color: #0056b3; color: white; margin: -1px -1px 1px -1px;">Narrative Description</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Participating Member Site: ABC School</p> <ul style="list-style-type: none"> ■ 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 - 4 Teachers @ \$25 hr. x 1 hr. per day x 4 days per week x 30 weeks = \$12,000.00 </div> </div>						
<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; background-color: #0056b3; color: white; margin: -1px -1px 1px -1px;">Narrative Description</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Participating Member Site: DEF School</p> <ul style="list-style-type: none"> ■ 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 </div> </div>						

- The Lead Fiscal Agent will keep all separate budget plans on file and disseminate the appropriate funds to each LEA/Participating Member. The grant application will separately identify each LEA/Participating Member's budget.

ROLES AND RESPONSIBILITIES OF THE LEAD FISCAL AGENT

Role: The Lead Fiscal Agent assumes the responsibility of completing and submitting the 21st CCLC application, reimbursement requests, and completion report on behalf of the consortium.

Responsibility: Distribute the required *21st CCLC Consortium Certification and Assurances of LEA/Participating Member* documents to each participating member.

Responsibility: Abide by and communicate all grant due dates and deadlines.

Responsibility: Submit *21st CCLC Consortium Memorandum of Understanding (MOU)*, or alternate agreement, that outlines how the consortium will meet all 21st CCLC grant requirements. This *MOU*, or alternative arrangement, must be signed by the Lead Fiscal Agent Representative and the Superintendents or Designee of the Participating Members agreeing to be members of the consortium. A sample *MOU* is provided as part of the *21st CCLC Consortium Memorandum of Understanding (MOU)* document packet in the 21st CCLC Consortium application (FY21).

Responsibility: Obtain any and all information from Participating Members necessary for submission of the original application, application revisions, reimbursement requests, and completion reports.

Responsibility: Ensure all sections of the funding application have been completed and the Grant Application has been uploaded into the Related Documents in the Grants Management System.

Responsibility: Upload all required documents to the consortium application.

Role: The Lead Fiscal Agent is the point of contact with 21st CCLC for all communication regarding the 21st CCLC application.

Responsibility: Seek technical assistance as needed from the 21st CCLC grant specialists for itself and the Participating Members in the consortium.

Responsibility: Communicate to Participating Members all changes regarding the funding application as requested in the History Log of the application by grant specialists.

Role: The Lead Fiscal Agent is responsible for ensuring that Participating Members in the consortium fulfill their fiscal and programmatic responsibilities under Title IV, Part B

Responsibility: Verify each Participating Member's budget is accurate.

Responsibility: Ensure the professional development requirement has been included in each LEA member's budget.

Responsibility: Ensure direct administrative costs do not exceed 25% of the original allocation amount. No more than 5% may be used by the Lead Fiscal Agent with the remaining 20% to be used towards evaluation, site coordinators and other administrative costs by the LEA/Participating Members.

Responsibility: Confirm members have not violated the supplement, not supplant requirement.

ROLES AND RESPONSIBILITIES OF THE LEA/PARTICIPATING MEMBERS AND SITES

Role: Participating Members and Sites must comply with all 21st CCLC grant requirements.

Responsibility: Read and acknowledge the required 21st CCLC Program Assurances included in the *21st CCLC Consortium Certification and Assurances of LEA/Participating Member* document packet provided by the Lead Fiscal Agent.

Responsibility: Confirm Lead Fiscal Agents receive information needed for all grant due dates and deadlines.

Responsibility: Confirm professional development for 21st CCLC Site Leadership has been included in the 21st CCLC budget.

Responsibility: Verify supplanting does not exist.

1. Supplanting exists if a Participating Member uses 21st CCLC funds to provide programs and/or services that the Participating Member is required to make available under State or local laws, or other Federal laws.


2. Supplanting exists if a Participating Member uses 21st CCLC funds to provide services that the Participating Member provided in the prior year with State, local, or other Federal funds.


Responsibility: Ensure budget requests are a minimum of \$50,000 or up to a maximum of \$120,000 under the 21st CCLC grant requirements per site.




Responsibility: Ensure direct administrative costs do not exceed 25% of the original allocation amount. No more than 5% may be used by the Lead Fiscal Agent with the remaining 20% to be used towards evaluation, site coordinators and other administrative costs by the LEA/Participating Members.

Responsibility: Notify the Lead Fiscal Agent to submit an application revision for each fiscal and/or programmatic change to an approved budget.

NAVIGATING THE 21ST CCLC APPLICATION IN GRANTS MANAGEMENT ENTERPRISE (GME) SYSTEM

Lead Fiscal Agent Tasks <u>Before</u> Application Submission		21 st CCLC Program Area Action
Obtain user access in ADEConnect to Grants Management Enterprise (GME) system. Funding applications live in GME.		N/A
Notify 21 st CCLC Program Area via email to 21stCCLCInbox@azed.gov of intent to apply as a Consortium.		<p>Contact Grants Management to make available consortium funding application.</p> <p>Verify applicant is consortium qualified. Provide link to the required documents via the 21st CCLC InBox. Communicate through the 21stCCLCInbox@azed.gov</p>

Lead Fiscal Agent Tasks for Application Submission		21 st CCLC Program Area Action
<p>Compile individual members' budgets and submit the 21st CCLC Consortium application (FY21) on behalf of the consortium in GME. Confirm with all LEA/Participating Members that required professional development has been included in the budget application. Ensure direct administrative costs do not exceed 25% of the original allocation amount. No more than 5% may be used by the Lead Fiscal Agent with the remaining 20% to be used towards evaluation, site coordinators and other administrative costs by the LEA/Participating Members.</p> <p>Once the funding application is open in GME:</p> <ol style="list-style-type: none"> 1. Complete the Budget and Budget Narratives within the Grants Management System. 2. Upload required Word version of 21st CCLC Grant Application (FY21) documents for each LEA/Participating Member's Site(s) into the GME System in the Related Documents section. 3. Upload required 21st CCLC Consortium Memorandum of Understanding (MOU) documents for each participating consortium member into the GME System in the Related Documents section. 4. Upload required 21st CCLC Consortium Certification and Assurances of LEA/ Participating Member documents completed for each participating consortium member into the GME System in the Related Documents section. 		<p>Communicate through the 21st CCLC - FAQs webpage</p>

Lead Fiscal Agent Tasks <u>After</u> Grant Approval		21 st CCLC Program Area Action
<p>Submit the 21st CCLC Consortium application (FY21) revisions on behalf of the consortium.</p> <p>Note: Application revisions must be submitted with every fiscal or programmatic change to the original approved application.</p>		<p>Conduct fiscal and programmatic review of the 21st CCLC Consortium application (FY21) revisions. Communicate changes as needed through the History Log.</p>
<p>Submit timely and regular 21st CCLC reimbursement requests on behalf of the consortium.</p> <p>Note: Justifications must be provided in the History Log for any requests exceeding 20% of the budget.</p>		<p>No action needed from 21st CCLC, Grants Management will process 21st CCLC reimbursement requests and collaborate with 21st CCLC, as needed.</p>
<p>Submit 21st CCLC Consortium Completion Reports (CR) on behalf of the consortium.</p> <p>Note: Ensure the CR Program Details section is completed. For each LEA/Participating Member, complete and upload one LEA Member Final Expenditures Report found in the CR Required Documents section.</p>		<p>No action needed from 21st CCLC. Grants Management will process 21st CCLC completion reports and collaborate with 21st CCLC, as needed.</p>

LEA/Participating Member Checklist for a Successful Grant Submission

Are the **21st CCLC Consortium Certification and Assurances of LEA/ Participating Member** documents completed and returned to the Lead Fiscal agent?

Is the required professional development included in the budget?

Do all budget requests meet the supplement, not supplant requirement?

Are direct administrative expenses within the allowable less than 25% with no more than 5% used by the Lead Fiscal Agent with the remaining 20% used towards evaluation, site coordinators and other administrative costs by the LEA/Participating Members?

Are budget requests correctly coded to meet USFR Chart of Accounts requirements?

Do the narratives in the application have clear and sufficient information?

Is the math correct?

Lead Fiscal Agent Checklist for a Successful Grant Submission

Are the *21st CCLC Consortium Memorandum of Understanding (MOU)* forms completed and uploaded to the application?

Are the *21st CCLC Consortium Certification and Assurances of LEA/ Participating Member* documents completed for each member?

Did all members include the required professional development in their budget?

Did each member abide by the less than 25% limitation for direct administrative expenses with no more than 5% used by the Lead Fiscal Agent with the remaining 20% used towards evaluation, site coordinators and other administrative costs by the LEA/Participating Members?

Does the total of budget for each member match their individual request?

Do all items listed in the budget narrative descriptions equal the budget line item totals?

Does the Lead Fiscal Agent acknowledge ultimate responsibility for the fiscal management of this grant?

21st CCLC Program Contact

Arizona Department of Education (ADE)

Nita M. Lowey 21st Century Community Learning Center (21st CCLC) Program Unit

All questions regarding the application must be submitted via email to: 21stCCLCInbox@azed.gov

Grants Management Contact

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

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/>