



21st CCLC Grant Competition Technical Assistance Workshop

Extended Learning Programs February 2019

Agenda

- Overview of 21st Century Community Learning Centers (CCLC) grant
- Review process
- Grant award
- Application procedure
- Application components
- Required documents
- Charter School Applicants
- ePlan simulation
- Helpful Hints

21st Century Community Learning Centers (CCLC)

- The 21st Century Community Learning Centers (21st CCLC) program provides federal funding to establish or expand community learning centers.
- Current guidelines for the administration of the 21st CCLC grant can be found under Title IV B of the Every Student Succeeds Act (ESSA)[20 U.S.C. 7171-7176].

21st CCLC Activities

Approved Activities

Remedial Education	Recreational Activities
Academic Enrichment	Technology Programs/Telecommunication
Math & Science Activities	Expanded Library Hours
Arts & Music Activities	Parent Involvement/Family Literacy
Limited English Proficient Classes	Drug & Violence Prevention
Tutoring & Mentoring Programs	Counseling Programs
Assistance to Truant, Suspended, or Expelled Students	Character Education
	Entrepreneurial Education

Overview – 21st CCLC

■ Eligible Applicants

- Local educational agencies (LEAs), community-based and faith-based organizations, and other public or private organizations are eligible to apply for funding.

■ Absolute Priority

- Grants will be awarded to programs that primarily serve students who attend schools with a high concentration of low-income students. This is specifically defined as schools eligible for designation as a Title I school-wide program.

Overview – 21st CCLC

■ Program Hours

- Grades K–6: Minimum 12-15 hours per week of programming
- Grades 7–12: Minimum 10-12 hours per week of programming

Expanded Learning Time

- An applicant may propose to use funds to provide expanded learning programs to support enrichment and engaging academic activities that:
 1. are included as part of an expanded learning program that provides students at least 300 additional program hours before, during, or after the traditional school day;
 2. supplement but do not supplant regular school day requirements;
 3. are carried out by entities that meet the eligibility requirements
- **Applicants choosing the expanded learning time option must upload a detailed plan in the Related Documents section of the application in ePlan.**

Overview – 21st CCLC

■ Principles of Effectiveness

- a) be based upon an assessment of objective data regarding the need for before and after school programs ... (including during summer recess periods) and activities in the schools and communities;
- b) be based upon an established set of performance measures aimed at ensuring the availability of high quality academic enrichment opportunities; and
- c) if appropriate, be based upon scientifically based research that provides evidence that the program or activity will help students meet the State and local student academic achievement standards.

Review Process

- Each application will be reviewed by panel of reviewers
- Reviewer's Approach
 - objectively review the application and score based on the merits of what has been presented
 - score each application independently without comparing one application to another
 - provide clear, concise feedback on the strengths and weaknesses of the application based on the rubric

Grant Awards and Renewability

- The minimum awarded amount is \$50,000
- There is no maximum cap on project awards
- Matching funds are not currently required
- 21st CCLC grants are awarded for a 5 year period depending upon the availability of funds.
- The grants are not renewable. At the end of the 5 year period the grantee will reapply for funding.

Application Procedures

- Submit ePlan user access form to obtain access to ePlan application for all responsible parties
- Enter information for all sections of the application into ePlan
- Upload all requested/related documents
- Complete the Assurances section of the application
- Submit the application for approval within the agency
- **Paper copies of the application will not be accepted**

Application Components

- **Statement of Need (10 points)**
 - The applicant should describe the process for conducting a needs assessment prior to applying for the grant.

- **Project Design (50 points)**
 - Note, the applicant should provide evidence that the project design was developed in collaboration with key stakeholders

Application Components – Project Design

- There are 3 key areas to the Project Design section:
 - Prior history implementing an extended learning program
 - Program logistics
 - Performance goals and indicators
- Re-applicants should describe prior experience implementing the 21st CCLC grant including successes and lessons learned.

Application Components – Program Logistics

- Student recruitment and retention
- Program schedule and transportation
- Nutritional programs and physical activity
- Special needs/private school students

Application Components – Performance Goals & Indicators

- Performance Goal 1: All students will reach high academic standards at a minimum attaining proficiency or better in reading/language arts and mathematics.
- Performance Goal 2: All students will exhibit positive behavior changes that support academic and social growth.

Application Components - Performance Goals & Indicators

- Performance Goal 3: The percentage of students who are chronically absent from school will decrease.
- Performance Goal 4: Family engagement will be embedded in the entirety of the program.

Application Components – Performance Goals & Indicators

- In this section, the applicant should describe the following:
 - Specific program activities that will be implemented to address each performance goal and target
 - Relevant professional development activities pertaining to each goal
 - How progress towards performance goals will be shared with stakeholders such as parents, students and school/community partners.

Application Components – Partnerships

- **Partnerships (10 points)**

- The applicant should describe how partnerships have or will be formed to carry out the project goals.
- The applicant should describe the services offered by the partner, the frequency of such services, and how frequently partnership meetings will occur.

Application Components - Sustainability

■ Sustainability (10 points)

- General statements about seeking other grants is insufficient.
- The applicant should discuss how other funds will be leveraged to continue the program and how partnerships can be utilized to defray some program expenses in the future.
- The applicant should include in this section a list of in-kind contributions that includes the source and approximate dollar amount.

Program Income and Fees

- As a part of the sustainability plan, applicants may propose to generate program income or collect program fees.
- Program Income is the gross income earned by the state or subgrantee/grantee that is directly generated by a supported activity or earned as a result of the federal award (21st CCLC) during the period of performance ([2 CFR §200.80](#))

Program Income and Fees

- A simple definition of sub-recipient/grantee program income is revenue generated as a direct result of the 21st CCLC award and that is in addition to the federal funds provided by the state through its competitive grant application process.

Program Income and Fees

- The state requests approval from the US Department of Education to review, approve or deny grantees' requests to generate program income. Program Income generated **without written prior approval from the US Department of Education and the state** must be deducted from the funds awarded under the federal grant ([2 CFR §200.307\(b\)](#)).

Program Income and Fees

Deduction

- Ordinarily, program income must be deducted from total allowable costs to determine the net allowable costs. Program income must be used for current costs unless the U.S. Department of Education authorizes otherwise. The program income **must be used for the purposes and under the conditions of the 21st CCLC grant award.**

Program Income and Fees

- **Example of grantee program income:** A Tennessee grantee wants to sell healthy snacks at afterschool events and re-invest the proceeds into its 21st CCLC program. If 21st CCLC program funds were used to purchase the snacks and other materials, then the revenue generated would be considered program income.

Program Income and Fees

- In order to invest the program income into the 21st CCLC program, the state must first, submit a request for written prior approval to earn program income and to invest the program income into its 21st CCLC program.
- Upon receiving written approval from the U.S. Department of Education, the state must then give prior written approval to the sub-recipient/grantee to generate and re-invest program income into its program (if the state's request is approved by the department).

Program Income and Fees

Program Fees

- Program fees are permissible; however, applicants must establish a nominal fee that takes into account the relative poverty of students and families targeted for services.
- **No child can be excluded** from the program if the student's family is incapable of paying the fee.
- Applicants that choose to establish a fee structure must provide a narrative that explains the fee structure and how the fees will be administered and managed. **Per federal program guidance, fees may only be used to fund activities specified in the grant application.**

Program Income and Fees

- **Program Fee Example:** A grantee charges a nominal fee for parents of students in its after school program and does not request written prior approval from the state to collect the fees. The parent fees are program income. Without written prior approval from the state, the program income would be deducted from the amount of the funds awarded the grantee. The amount of fees collected also would have to be deducted from the amount of grant funds awarded to the state.

Program Income and Fees

- Applicants proposing to generate program income and/or collect program fees must **upload into the related documents section** of ePlan the written policies for these activities. The **plan** for generating **program income** should include a detailed:
 1. Explanation of why program income is needed
 2. Description of how program income will be generate
 3. Description of how the income will be used to offset program expenses for activities that are specified in the 21st CCLC grant application
 4. Description of who will be responsible for oversight and the specific accounting procedures and internal controls that will be used to make sure all income is generated according to applicable statute and federal and state guidelines.

Program Income and Fees

- The **plan** for collecting **program fees** should include a detailed:
 1. Description of how the nominal fee was determined
 2. Explanation of how the grantee will insure that students will not be excluded from the program if family members cannot pay the fee
 3. Description of how the fees will be used to offset program expenses for activities that are specified in the 21st CCLC grant application
 4. Description of who will be collecting fees, the frequency of the collection, and the specific accounting procedures that will be used to make sure all income is generated according to applicable statute and federal and state guidelines.

Application Components - Budget

■ Budget (20 points)

- The agency will submit a one year budget.
- These are reimbursement grants.
- Grantees are encouraged to maintain two to three calendar months operating capital to provide programming between payment requests.
- Carry-over funds are not allowed.
- Funding for 21st CCLC is available July 1 (or contract start date for CBOs) – June 30 of the fiscal year.

Application Components - Budget

- **Key things to consider:**
 - Supplement/ Supplant
 - Allowable Costs
 - Per Student Allocation and Participation
 - Salaries/Wages
 - Professional Development and Childcare Guidelines
 - Technology
 - Program Fees
 - Capital Purchases
 - Indirect Costs

Application Components - Budget

- There are 3 components to the budget section of the application:
 1. Project Timeline
 2. Budget Line Items
 3. Budget Narrative

Application Components – Competitive Priorities

- **Competitive Priority I (5 points)**
 - Competitive priority is given to applications that both propose to serve students who attend schools identified as a *Priority School* (pursuant to Section 1116 of Title I) **and** that are submitted **jointly** between at least one LEA receiving funds under Title I, Part A and at least one public or private community organization.

Application Components – Competitive Priorities

- **Competitive Priority II (2 points)**
 - To expand the geographic distribution of programs, priority points will be awarded to applications that propose to serve students in the follow counties: Benton, Chester, Clay, Franklin, Hickman, Houston, Meigs, and Moore.

Application Components – Competitive Priorities

- **Competitive Priority III (3 points)**
 - Competitive priority points will be awarded to applicants proposing to address youth mental health issues.

Related Documents

- Consultation with private schools form(s) (community based organizations only)
- 501c(3) determination letter (community based organizations only)
- IRS 990 (community based organizations only)
- Most recent audit or financial review (all applicants). If a financial audit or review has not been conducted in the last two years, then the applicant must submit a current copy of the organization's operating budget.

Related Documents

- Proof of D-U-N-S and System for Award Management (SAM) registration (all applicants). Information on how to register can be found [here](#).
- Memorandum of Agreement (all applicants)
- Partnership Agreement forms (all applicants)
- Plan for offering Expanded Learning Time (if applicable)
- Plan for generating program income and/or collecting program fees (if applicable)

Charter School Applicants

The application process will vary slightly for our charter applicants.

The charter applicant will:

1. Complete all components of the application (including the budget) and save it as pdf document. An excel spreadsheet can be used for the budget.
2. Submit the application and all required documentation as a pdf to the appropriate district personnel. District personnel will upload the application documents under the related documents section in ePlan for the 21st CCLC and/or LEAPs grant.

Charter School Applicants

The district will:

1. Provide the charter applicant (or the department) the contact information for the person who will upload the charter application documents into ePlan.
2. Upload the charter application documents into the ePlan related documents section
3. If awarded funding, work with the charter to prepare a revised budget in ePlan

Charter School Applicants

- Reviewers will score and provide feedback on both the district's and the charter's applications.
- Reviewers will also make funding recommendations on the basis of program sites (district and charter).
- The district will serve as the fiscal agent for all grants awarded.

ePlan Simulation

Helpful Hints

- Spell out acronyms
- Use clear and concise language to describe the project
- Do not assume that the reviewer is familiar with your district, agency, or program
- Do not assume that the reviewer is familiar with every curriculum, assessment, or educational tool
- Check spelling and grammar

Helpful Hints

- It takes two to six weeks to receive your SAM or DUNs numbers if they are not current. Simply upload a copy of the email notification from the SAM administrator. SAM numbers need to be updated on a yearly basis.
- Summer programming can be a component of the project. However, we will not fund projects that serve students only in the summer.
- Bring all stakeholders to the table and write the grant collaboratively.

Helpful Hints

- Conduct a needs assessment prior to writing
- Propose project activities that are relevant to the performance indicators and relevant to the needs of the target population
- Properly cite sources of data or information that is referenced in the application
- Show the math - prepare a detailed budget that shows how you arrived at the line item amount

Questions

- Questions about the application process should be emailed to Extended.Learning@tn.gov

Fraud, Waste, or Abuse

Citizens and agencies are encouraged to report fraud, waste or abuse in State and Local government.

NOTICE: This agency is a recipient of taxpayer funding. If you observe an agency director or employee engaging in any activity which you consider to be illegal, improper or wasteful, please call the state Comptroller's toll-free Hotline:

1-800-232-5454

Notifications can also be submitted electronically at:

<http://www.comptroller.tn.gov/hotline>