21st Century Community Learning Centers Grant Pre-Proposal Webinar

February 4, 2019

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TimeLine

- Cohort 10 Released date Monday, January 28, 2019

- Preproposal Webinar Monday, February 4, 2019

- Notice of Intent to Apply due Friday, February 8, 2019

- RFA Questions must be emailed to: RA-21stCCLC@pa.gov before noon Friday, March 1, 2019.

- Grant Applications due by noon on Tuesday, March 5, 2019

- Peer Review Monday, April 8 to Friday, April 11, 2019

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21ˢᵗ CCLC Program

Purpose

To provide opportunities to establish or expand activities in community learning center that:

1. provide academic enrichment, including 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

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 educational development

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21st CCLC Program

Purpose Examples

- Academic enrichment
- Tutorial services
- Youth development activities
- Service learning
- Nutrition and health education
- Drug and violence prevention programs
- Counseling programs
- Arts
- Music
- Physical fitness and wellness program

- Technology education programs
- Financial literacy programs
- Environmental literacy programs
- Math
- Science
- Programs tied to in-demand occupations
- Career and technical programs
- Internship or apprenticeship programs
- Parental engagement
- Family literacy
- Family educational development

21st CCLC Program Conditions

Eligible Participants

- Public and private/non-public school students,

- Pre-kindergarten through grade 12

- Target the ages/grades deemed to be at greatest risk and those students who are academically below proficiency

- Adult family members of students participating in the Community Learning Center must also be served through educational activities that are appropriate for adults

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21st CCLC Program Conditions

Evidence Based Programs

- Engage in timely and meaningful consultation with a broad range of stakeholders

- Examine relevant data

- Determine the most pressing needs of students, schools, and/or educators and the potential root causes of those needs

- Select afterschool interventions supported by higher levels of evidence as these methods are more likely to produce the desired student outcomes

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21st CCLC Program Conditions

Equitable Participation

- Send Certification of Non-Public Involvement form to non-public schools within the attendance area

- Obtain signatures from the appropriate non-public official

- Provide a return date for the forms

- Mail all non-public forms with your 21st CCLC paper application using the directions with the 21st Cohort 10 Grant Paper Application and Instructions for 2019-24 document

- Provide four copies and one original of each form

- Charter schools need not complete this Certification of Non-Public Involvement form

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21ˢᵗ CCLC Program Conditions

Partnerships

- Applicants must clearly detail their focus on student academic improvement and high-quality resiliency-based programming that involves strong public and private sector collaboration and partnerships.

- Community-based organizations partnering with local districts, private and non-public schools will be limited to a maximum of six annual awards per lead agency to provide services through partnerships with local districts, private and non-public schools.

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21st CCLC Program Conditions

Academic Enrichment

- Capture and build on children's academic strengths and needs
- Use authentic resource materials
- Provide technology/computer education
- Employ innovative instructional strategies such as service learning, small group and intergenerational tutoring
- Academic efforts should be coordinated with local curricula and assessments
- Budget a minimum of 50 percent of the annual award on academic enrichment activities

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21st CCLC Program Conditions

Family Engagement

- Must include opportunities for parental involvement and family engagement activities

- Provide parent leadership, family literacy, and parent education programs for parents of regularly participating students

- Centers may host quarterly open house meetings

- Two parents may participate on the community focus group and attend regular meetings

- Budget a minimum of 1 percent on parental involvement and family engagement activities per program year

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21st CCLC Program Conditions

Programming Hours

- Minimum of **12-20** hours of consistent programming each week during the school year

- Minimum of **36** weeks of afterschool programming per project year, not including summer programming

- Minimum of **16-30** summer hours per week

- Minimum of **four** weeks of summer programming (if proposing summer)

- Additional learning time will advance student academic achievement

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21ˢᵗ CCLC Program Conditions

National, State, and Regional Conferences

Grantees agree to send a minimum of two program representatives to the following during each program year of the grant:

- The United States Department of Education - sponsored Summer Institute when offered during the contract period of the grant.

- One Pennsylvania state grantee meeting.

- The PDE - sponsored Promising Practices Proven Strategies: Extended Learning Opportunities Conference in Pennsylvania.

- One approved and PDE sanctioned regional training related to the 21st CCLC program each program year

21st CCLC Program Conditions

Evaluation

Grantees must:

- Conduct an **external,** local-level evaluation annually

- Allocate 5 to 8 percent of annual funds for the evaluation process and report

- Submit a local report to designee no later than July 31 of each year.

- Have an independent, third-party evaluator to conduct the external local level evaluation

- Describe:

  - data to be collected,

  - types of data,

  - designs and methods to be used,

  - instruments to be developed and when,

  - how the data will be analyzed,

  - when reports of results and outcomes will become available, how information will be used by the program

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21ˢᵗ CCLC Program Conditions

 Multi – Year Program Design Form

- Indicators shaded in red in the RFA are defined at the federal level through the Government Performance and Results Act (GPRA)

- All grantees will be held to the GPRA measures/targets that apply to the grade levels the program will serve

- Select any other indicators that apply to your program and represent annual change, **not** cumulative change over multiple years

- For each GPRA indicator selected, choose a performance target based on your needs assessment.

- Performance targets should be reasonable, yet challenging

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21ˢᵗ CCLC Program Conditions

Required Program Descriptions

- Activities to be funded

- Transportation

- Dissemination of information

- Anticipated results

- Coordination of federal, state and local programs

- How the program will meet the principles of effectiveness

- Partnerships

- Evaluation of community needs and available resources

- Eligible organization's experience and use of qualified seniors

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21st CCLC Program Conditions

Additional Program Requirements

- Maintain 85 percent of their proposed student attendance

- Submit all program and fiscal reports by the established due dates.

- Scan **and upload** monthly expense verification reports and supporting documentation

- Submit via U.S. mail a monthly expenditure report

- Submit quarterly program status reports

- Establish a local 21st CCLC focus group

- Equipment and Residual Supplies Forms

- Clearances

- Written Emergency Readiness Plan

- Professional Development Plan

- Sustainability Plan

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21st CCLC Program Conditions

Assurances

- Safe and easily accessible facility;

- Program was developed and will be carried out in active collaboration with the schools that the students attend;

- Program will primarily target students who attend schools eligible for Title I schoolwide programs and their families;

- Funds under the program will be used to increase the level of state, local and other non-federal funds that would, in the absence of these federal funds, be made available for authorized programs and activities, and will not supplant federal, state, local, or non-federal funds;

- Community was given notice of the applicant's intent to submit an application;

- Public availability and review of the application and any waiver request; and

- Preliminary plan for continuation of the center after federal funding ends.

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Cohort 10 Grant Round

Changes

- Grant Performance Period 5 Years

- Additional spending limits

- External organizations profile application and services

- Increased number of applications per school district per LEA or CBO

- Revised list of allowable activities

- Specific number of field trip requests

- SAM registration https://uscontractorregistration.com/sam-registration/

- Underserved geographic location priority – separate grant release and peer review for Rural & Suburban/Urban

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Cohort 10 Grant Round

Changes Continued for Competition

Rural

- Underserved geographic location priority

- Amount of funding between $75,000 - $600,000

- Approximate maximum per pupil cost of $2,000-$2,300

- Transportation is the largest consideration

Suburban/Urban

- Amount of funding between $50,000 - $400,000

- Approximate maximum per pupil cost of $1,200-$1,500

No funds will be available for summer only

Separate peer review **Suburban/Urban & Rural**

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Cohort 10 Grant Round

Number of Applications

Number of Students in District	Maximum Number of Awarded Grants to Schools in each District
0-1,000	1 grant application
1,001-7,000	2 grant applications
7,001-30,000	3 grant applications
30,000-60,000	4 grant applications
60,000-90,000	5 grant applications
90,000-132,000	6 grant applications

Cohort 10 Funding

Local Use of Funds

To be **allowable** under federal awards, costs must meet the following general criteria:

- Be **necessary** and **reasonable** for **proper and efficient performance** and administration of Federal awards.

- Be **consistent with policies, regulations, and procedures** that apply uniformly to both Federal awards and other activities of the governmental unit.

- Be **adequately documented**.

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Cohort 10 Funding

Authorized Extended Learning Opportunities

An approved entity that receives an award from PDE under section 4204 may use program funds for a broad array of activities that:

- Advance Student academic achievement;

- Contain supports for student success (including before and afterschool, summer, Saturdays and holiday programming)

- Provide:

  - academic enrichment learning programs,

  - mentoring programs,

  - remedial education activities

  - tutoring services, that are aligned with:

    – The challenging state academic standards

    – Local academic standards

    – Local curricula that are designed to improve student academic achievement.

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Cohort 10 Funding

Requests

- Dependent upon the range and extent of services

- No summer only applications

- Number of participants to be served and special needs demonstrated by the targeted student population

- Programs that propose both school year and summer programming

- No match required

- Written sustainability plan in place

        -Examples: leverage additional funds from public and private sources, in-kind services, other grants

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Cohort 10 Funding

Five Year Funding

Period of Performance July 1, 2019 through June 30, 2024

- Period of Availability for Year One: July 1, 2019 through June 30, 2020

- Period of Availability for Year Two: July 1, 2020 through June 30, 2021

- Period of Availability for Year Three: July 1, 2021 through June 30, 2022

- Period of Availability for Year Four: July 1, 2022 through June 30, 2023

- Period of Availability for Year Five: July 1, 2023 through June 30, 2024

Cohort 10 Funding

Funds Available

- Approximately $23 million available for Cohort 10 grants

- Annual grant awards will range from a minimum of $50,000 to a maximum of $400,000 per year for Suburban/Urban applicants and a minimum of $75,000 to a maximum of $600,000 per year for Rural applicants

- Requests for funding should be based upon a maximum per pupil cost of $1,200 - $1,500 for Suburban/Urban applicants and $2,000 - $2,300 for Rural applicants

- Period of Availability for Year One: July 1, 2019 – June 30, 2020

Cohort 10 Funding

Federal Funding Priority

- Highest funding priority is for students who primarily attend schools that:

  - Are implementing Comprehensive Support and Improvement (CSI) activities or

  - Additional Targeted Support and Improvement (ATSI) activities under section 1111(d) or

  - other schools determined by the local education agency (LEA) to be in need of intervention and support to improve student academic achievement and other outcomes

Cohort 10 Funding

Federal Funding Priority

- CSI schools

    - Schools <u>identified</u> under Pennsylvania's ESSA accountability indicators for:

        - **<u>C</u>**omprehensive **<u>S</u>**upport and **<u>I</u>**mprovement

    - States are required to identify

        - The bottom **<u>5 percent</u>** of Title I schools for CSI

    - To identify CSI and ATSI school eligibility, go to the PDE website at <u>www.education.pa.gov,</u> key words CSI and or ATSI schools.

Cohort 10 Funding

Federal Funding Priority

- ATSI schools

  - Schools identified under Pennsylvania's ESSA accountability indicators for:

    - Targeted Support and Improvement

      - *based upon performance of student subgroups*

  - To identify CSI and ATSI school eligibility, go to the PDE website at www.education.pa.gov, key words CSI and or ATSI schools.

Cohort 10 Funding

Pennsylvania's Funding Priority

1. Literacy and Math
2. Drug and Alcohol Prevention
3. STEM
4. Workforce/Career /College Readiness
5. Transitional Vocational/Technical Services Planning
6. High School Credit Recovery
7. Community Poverty Levels

Cohort 10 Application Process

Before You Write

- Register for a vendor number

- Email your letter of intent by February 2, 2019

- Provide your DUNS number

- Complete the Federal Fiscal Accountability Transparency Act (FFATA) form

- Register with the SAM database, go to https://uscontractorregistration.com/sam-registration/

- Consult with non-publics and complete and submit the Certification of Non-public Involvement Form

Cohort 10 Application Process

Before You Write

- Read everything before completing anything

- No questions are optional; answer every question

- Provide all required attachments

- Designate a point person for the grant; stay involved through implementation

- Send program questions to RA- 21st CCLC@pa.gov

- Carefully review eligibility requirements and allowable and unallowable budget items

Cohort 10 Application Process

Applying for the Grant

- Follow all paper application formatting instructions in the 21st Cohort 10 Grant Paper Application and Instructions for 2019-24 (RFA) document.

- Follow the RFA and Paper Application and Instructions for 2019-24.

- Review the Every Student Succeeds Act of 2015

- Follow the required order for narrative and attachments

- Retain a copy of your completed application

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Cohort 10 Application Process

Applying for the Grant

- Application and all attachments are available online on the Pennsylvania Department of Education (PDE) 21st CCLC website at www.education.pa.gov.

- Applications will be created, submitted, collected and competed via a paper application process

- Applications must be received with all required documents by the **noon February 28, 2019**

- Applications will proceed to the peer review and will be rated on the criteria contained in *the 2019-24 Paper Application and Instructions* document

Cohort 10 Application Process

Applying for the Grant

- The narrative format of the proposal must follow the same order as the application evaluation criteria in the RFA.

- Applications that do not follow this required format order will not be reviewed and will be disqualified from the competitive process without exception.

- Applications missing any required attachments will be disqualified.

- Complete each section of the 21st CCLC paper application explained in the *21st Cohort 10 Grant Paper Application and Instructions for* 2019-24 document and submit the completed application prior to the deadline.

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Cohort 10 Application Process

Grant Requirements

Applications must include descriptions of:

- Before-and after-school, summer, or other non-school time activities to be funded;

- How students will travel safely to and from the center and home;

- How the organization will disseminate information about the center (including its location) to the community in a manner that is understandable and accessible;

- How the activities are expected to improve student achievement;

- Federal, state, and local programs that will be combined or coordinated with the proposed program for the most effective use of public resources; and

- How the program will meet the principles of effectiveness.

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Cohort 10 Application Process

Paper Application Order

- Application Table of Contents

- Abstract – Single-sided two-page limit only, (not included in 15 page limit)

- Program Narrative

- Follows correct order format

- No more than 15 pages (pages over 15 will be discarded and will not be read or scored)

- 11-point Arial font with 1 inch side, top, and bottom margins

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Cohort 10 Application Process

Narrative Order

- Program Eligibility

- Needs Assessment

- Program Design

- Center Operation

- Application Overview

- PA Funding Priorities

- Management Plan

- Program Evaluation section responses and

- Multi-Year Program Design and Performance Form

- Adequacy of Resources and Program Sustainability

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Cohort 10 Application Process

Required Application Attachments

1. 21st CCLC Summary Budget Form & Matching Budget Narrative (2019-24)
2. Certification of Non-Public Involvement Form
3. Agency and District Letters of Agreement
4. Advance Payment Request Letter on Agency Letterhead
5. Title Page Form
6. Contact Information Form
7. Federal Funding Accountability and Transparency Act Sub-recipient Data Sheet (FFATA)
8. Copy of Agency/Applicant Travel Reimbursement Policy
9. Sample One-Month Operating Schedule
10. Parent Programming Plan
11. Multi-Year Program Design and Program Performance Form
12. Current and Prior Grantee History Capacity
13. Site Summary and Abstract
14. Entity Procurement Policy
15. Anticipated Equipment Chart

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Cohort 10 Application Process

Submission Procedure

- Applications must be submitted via U.S. Mail or hand delivered to Student Services

  - **Include 4 printed paper copies** of your completed application <u>with all attachments</u>

- Print a paper copy of your completed paper application with all attachments for your records

- Email, facsimile or any method other than the approved mailed paper submission will not be accepted

- Applications submitted via overnight mail must be received at PDE's Division of Student Services no later than **noon** on **Tuesday, March 5, 2019**

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Cohort 10 Application Process

Scoring Rubric

- In the 21st 2019-24 Cohort 10 Paper Application and Instruction document

- Based on a total of up to 160 points with up to an additional 70 points possible for Pennsylvania's funding priorities

- Use as a guide when writing your application

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Cohort 10 Application Process

Selection and Notification Procedure

Funding availability disseminated through:

- Publication in the *Pennsylvania Bulletin*,

- Pennsylvania Department of Education's website;

- Direct notification of all local educational agencies through Penn*LINK; and

- Email to interested parties who have contacted PDE in the past two years.

- Telephone communication

- Notification of non-selection

- Request scoring within one month of notification

- Award notification letter

  - With restricted indirect cost rate

  - Without approved restricted indirect cost rate

Cohort 10 Application Process

After Award Notification

- Sign and return the 21st CCLC Master Grant Agreement Document signed in blue ink plus three copies

- Upon notification of funding, modifications may be required

- Subsequent award years will be contingent upon:
    1. availability of funding from the specific funding authority;
    2. satisfactory performance by the grantee as evaluated by PDE, and
    3. compliance with all grant requirements and meeting all conditions set forth within the 21st CCLC cohort 10 documents

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Cohort 10 Application Process

After Award Notification

Due Process

- Written request within four weeks of award notification

- Request ranking and scoring information on application

- Thirty days from the date of notification to request a hearing

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Cohort 10 Grant Guidance

Federal & State Reporting Requirements

- Report program data annually to the United States Department of Education 21APR system at https://21apr.ed.gov/login

- PDE will create your 21APR account and assign your grants

- Provide program data, as requested, for state evaluation purposes, at the discretion of PDE

- Current information about 21st CCLC state, federal, and local evaluation can be found at: http://www.aiu3.net/evaluations by following the link for 21st CCLC, but is subject to change based on state and federal needs

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Cohort 10 Grant Guidance

EDGAR and Uniform Guidance

- Basic standards for allowable costs have remained the same and continue to include the following: necessary, reasonable, allocable and documented expenses.

- EDGAR Parts 75 to 99 beginning 12/26/14 becomes EDGAR Parts 75-79 and 81-99.

- EDGAR Part 80 becomes part of the Uniform Guidance under Part 200. Please be sure to review the entire document.

- The following sections of Part 200, Uniform Guidance, and Subpart E- Cost Principles are an area all applicants should familiarize themselves with as they pertain to 21st CCLC.

- https://ed.gov/policy/fund/guid/uniform-guidance/index.html

Cohort 10 Funds Management

Budget Documents

Summary Budget Form

- Self-calculating form
- Check original budget box
- Based upon budget narrative form

- Do not write in shaded blocks
- Submit one-year budget plan

Budget Narrative Form

- Self-calculating form
- Specifies cost bases for all items

- Must provide all line item details and cost bases
- Submit one year budget plan

PDE reserves the right to reduce requested grant amounts

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Cohort 10 Funds Management

Budget Limits

Subcontractors	Cannot receive more than 20% of total award funds.
Full-Time Director	15% Annual Cap (Suburban/urban): includes salary and benefits 10% Annual Cap (Rural): includes salary and benefits
Technology	Non STEM/STEAM programs are limited to 5% annually.
STEM/STEAM technology	Year 1 = 7%, Year 2 = 6%, Year 3 = 5% Year 4 = 4% *Technology in year 3 of the grant must be prorated
Parent Involvement	A minimum of 1% of the total budget.
External Evaluation	Between 5-8% of total budget required for quality external evaluation.

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Cohort 10 Funds Management

Budget Limits Continued

Internal evaluation- data entry	Cannot exceed 2% of total budget
Professional Development	No more than 2% of the total budget, excludes required regional, state, and national conferences
Gift Cards/Cash	No gift cards or cash
Rentals/Leases	No vehicle rentals or leases, no airport car rentals
Field Trips	Request must be received 8 weeks prior. Total number of trips: Must be a reasonable amount with strong links to the academic components of the afterschool program
Snacks/Food	Food purchases for cooking- related classes must be well documented, approved in advance and in writing by PDE. Grant funds for food and/or snacks must also be pre-approved.

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Cohort 10 Funds Management

Unallowable Expenses

- Pre-award costs

- Unapproved out-of-state or overnight field trips including retreats, lock-ins, etc.

- Incentives in excess of $25 (no direct cash to students, no screen printed T shirts, no gift cards, tokens)
Purchase of facilities or vehicles *(e.g., buses, vans or cars)*

- Land acquisition

- Capital improvements and permanent rénovations

- Supplanting federal, state or local funds

- Direct charges for items/services that the indirect cost rate covers

- Training and professional development materials that are available to grantees at no cost

- Dues to organizations, federations or societies for personal benefits

- Religious worship, instruction or proselytization

For additional information, consult EDGAR, RFA Guidance, and the Uniform Grant Guidance

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Cohort 10 Funds Management

Budget Do's and Don'ts

- Must be reasonable, allowable and allocable
- Don't exceed budget limits
- Personnel costs
- Equipment pre-award costs may not be charged against the grant.
- Include state and national conferences
- Program expenses
- Budget should reflect program design
- Employee clearances
- Fees for service
- Field trips
- Professional Development for staff

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Contacts and PDE Mission

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For more information on the 21st Community Learning Centers grant please visit PDE's website at www.education.pa.gov.

The mission of the department is to academically prepare children and adults to succeed as productive citizens. The department seeks to ensure that the technical support, resources and opportunities are in place for all students, whether children or adults, to receive a high quality education.

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