Pennsylvania Department of Education

Office of Elementary and Secondary Education

January 28, 2019

PENN\*LINK

To: All LEAs

School District Superintendents

Charter School Chief Executive Officers

Career and Technical Education Executive Officers

Intermediate Unit Executive Directors

From: Matthew Stem, Deputy Secretary

Office of Elementary and Secondary Education

Subject: Availability of the 21st Century Community Learning Centers (CCLC)

2019-24 Request for Applications (RFA) and 21st CCLC Cohort 10 Grant Paper

Application and Instructions

The Pennsylvania Department of Education (PDE) is pleased to announce the availability of the 21st Century Community Learning Centers (CCLC) 2019-24 Request for Applications and the 21st CCLC Cohort 10 Grant Paper Application and Instructions. PDE will have approximately $23 million available for Cohort 10 grants.

**Program Purpose**

The purpose of the 21st CCLC program is to provide opportunities to establish or expand activities in community learning centers that:

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.

Examples of student opportunities:

* 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 programs
* 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

1. 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.

**Prior to Grant Award**

Allpotential applicants must complete the following steps:

1. Notify PDE via email of the applicant’s intent to submit an application. Include the legal name of entity, and either the AUN (school districts/charter schools/intermediate units) or EIN (all other organizations) and vendor number for the lead organization. Specify in the letter of intent to apply the target population to be served including grade levels, proposed site locations, district and school names, community based organization partners, etc. Email your letter of intent to N. Craig Scott at nscot@pa.gov **Due Date:**  **February 8, 2019.** Please note this is due prior to the paper application submission deadline. No extensions will be granted.

1. If your agency is not a school district, charter school or intermediate unit, or if you have never received a grant in prior cohorts, you will need to register for a vendor number. Non-Procurement Entities can apply for a brand-new vendor number using the following link: [www.vendorregistration.state.pa.us](http://www.vendorregistration.state.pa.us). Applicants must have a vendor number at the time they submit an application for funding in order to do business with the commonwealth. Once you have a vendor number, you will provide your vendor number on the Title Page form and grant agreement document. Applicants who already have a vendor number to do business with the commonwealth will use the previously received vendor number.
2. Include the DUNS number. DUNS, or data universal number system, is a unique nine-digit identifier for businesses. In accordance with the Federal Fiscal Accountability Transparency Act (FFATA), all grant recipients must have a valid DUNS number and must also be registered with the System for Award Management (SAM), the successor to the Central Contractor Registration (CCR) database. DUN’s numbers are issued by Dun and Bradstreet and are available for free to all entities required to register under FFATA.

To obtain a DUNS number, go to <http://fedgov.dnb.com/webform/>.

To register with the SAM database, go to [www.sam.gov](http://www.sam.gov).

Applicants are required to submit their DUNS number and expiration date of their SAM registration as part of the Electronic Web Enable Grant system (EWEG) application and must certify that they will ensure that their SAM registration will remain active for the entire grant period.

1. Consult with all eligible nonpublic entities located within the attendance area of the local education agency (LEA) regarding participation in the proposed 21st CCLC program. Complete and submit the Certification of Non-public Involvement Form located in the Appendix of the application. Provide eligible nonpublic entities adequate time before the application due date to receive and respond to the Certification of Non-public Involvement Form. The equitable participation and nonpublic involvement should be an ongoing process and applicants selected for funding will be required to retain documentation of all dates of verbal, written and oral communication. **Charter schools need not complete this process.**
2. Register to attend the pre-proposal webinar. The webinar will be on February 4, 2019 from 10am to 12pm.

Register in advance for this meeting at:

<https://paiu.zoom.us/meeting/register/d973a641782d8351dc2040ba88984b7b>

After registering, you will receive a confirmation email containing information about joining the meeting.

1. Review the Every Student Succeeds Act of 2015 for changes that will impact 21st CCLC program implementation effective July 1, 2017.

**Application Process**

The 2019-24 21st Century Community Learning Centers (21st CCLC) application and all attachments are available online on the Pennsylvania Department of Education (PDE) 21st CCLC website at [www.education.pa.gov](https://www.education.pa.gov/), keywords 21st CCLC. Applications for the 2019-24 Cohort 10 21st CCLC grant will be created, submitted, collected and competed via a paper application process. Applications received with all required documents by the **noon March 5, 2019** due date at the Division of Student Services will proceed to the peer review and will be rated on the criteria contained in this document and in the *2019-24 Paper Application and Instructions* document. The narrative format of the proposal must follow the same order as the application evaluation criteria in application. 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. All applicants are encouraged to follow the *2019-24 Request for Applications Guidelines*.

Applicants are required to 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 to Ms. Maribel Martinez at PDE’s Division of Student Services at the address listed below by **noon** on **Tuesday, March 5, 2019**. No sections of the paper application are optional. Faxed and emailed copies will not be accepted. Originals, paper copies and attachments received after the deadline **will not** be reviewed. Failure to submit the required number of application copies by the deadline or to include copies of all attachments and narrative sections will result in the disqualification of the grant application and denial to proceed to the peer review. Applicants must submit one original and four copies of the completed narrative application with attachments and required signatory documents to:

Ms. Maribel Martinez, Fiscal Management Specialist

Pennsylvania Department of Education

Division of Student Services

333 Market Street, 3rd Floor

Harrisburg, PA 17126-0333

Applications may be hand delivered to PDE at the above address, or sent via overnight mail or United States Mail. All applications must be postmarked as received by PDE no later than the **March 5, 2019 noon** deadline in order to proceed to the peer review. Please note that grant applications received through application overnight mail submission and or travel to PDE is not a reimbursable expense under any cohort.

**Pre-Proposal Webinar**

PDE will conduct a pre-proposal webinar on February 4, 2019. It is strongly recommended that all applicants participate in the pre-proposal webinar, including prior grantees, PDE will provide information about the goals and priorities of the 21st CCLC, application procedures, evaluation criteria and technical assistance.

Register in advance for this meeting at:

<https://paiu.zoom.us/meeting/register/d973a641782d8351dc2040ba88984b7b>

After registering, you will receive a confirmation email containing information about joining the meeting.

**Federal Funding Priorities**

As mandated by the Elementary and Secondary Education Act of 1965, **highest funding priority** will be given to applications:

1. Proposing to target services to:
   1. Students who primarily attend schools that:
      1. 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; **and**
      2. Enroll students who may be at risk for academic failure, dropping out of school, involvement in criminal or delinquent activities, or who lack strong positive role models; **and**
   2. The families of students described in clause (i).
2. Submitted jointly by eligible entities consisting of not less than:
   1. One LEA receiving funds under part A of Title I; **and**
   2. Another eligible entity; **and**
3. Demonstrating that the activities proposed in the application
   1. Are, as of the date of the submission of the application, not accessible to students who would be served; **or**
   2. Would expand accessibility to high-quality services that may be available in the community.
      1. Special Rule - The state educational agency (SEA) shall provide the same priority under paragraph (1) to an application submitted by LEA if the LEA demonstrates that it is unable to partner with a community-based organization in reasonable geographic proximity and of sufficient quality to meet the requirements of this part.
      2. Limitation- An SEA may not give a priority or a preference to eligible entities that seek to use funds made available under this part to extend the regular school day.
      3. Renewability of Awards – An SEA may renew a sub grant provided under this part to an eligible entity, based on the eligible entity’s performance during the preceding sub grant period.

In determining whether an application has been “submitted jointly,” PDE will look for evidence of:

1. Collaboration in the planning and design of the program;
2. Substantial roles for each partner in the delivery of services and management and oversight of the program;
3. Shared grant resources to carry out roles;
4. One partner serving as the fiscal agent; and
5. Integration with the regular school day program.

Only one contract will be issued for each application selected for funding, even for joint proposals. Communities or organizations may apply together to share resources, so long as statutory requirements are met. PDE has determined that for the purpose of the 21st CCLC grant, the following constitute an eligible consortium: two or more individual companies, community-based organizations, service related organizations, or educational entities that partner together to benefit the students at the educational site locations targeted for program implementation for the purpose of the grant and who actively contribute to and collaborate on the 21st CCLC-funded project.

Only one partner will be named as the grantee if selected for funding and will have the fiduciary and fiscal responsibilities for the grant. Consequently, every joint application must identify **only one** organization to be designated as the grantee and the fiscal agent on behalf of all members of the consortium. That entity will have fiscal and contractual responsibility for carrying out the proposed grant program. PDE strongly encourages joint collaborators to identify a grantee that has expertise in managing the fiscal and contractual obligations required by 21st CCLC**.** Members seeking payment for services will be considered providers rather than partners.

Letters of endorsement are not by themselves sufficient evidence that organizations or school districts have substantially been involved in the design of a program. Letters of support of applications received will not be reviewed as part of the peer review process. Please refrain from submitting letters of support.

**Pennsylvania’s Funding Requirements and Priorities**

For the purposes of this application Pennsylvania’s highest funding prioritywill be given to qualified applicants proposing to provide before school, afterschool, summer, and holiday services to academically struggling students attending schools designated for “CSI or ATSI” . **All applicants must meet this Pennsylvania requirement to receive highest funding priority consideration.**

**The following defines** **CSI and ATSI Schools:**

**CSI schools:** Schools designated under Pennsylvania’s ESSA accountability indicators for **C**omprehensive **S**upport and **I**mprovement.  States are required to identify the bottom 5 percent of Title I schools for CSI.

**ATSI schools:** Schools designated under Pennsylvania’s ESSA accountability indicators for Additional **T**argeted **S**upport and **I**mprovement based upon performance of student subgroups.

To identify CSI and ATSI school eligibility, go to the [PDE website](http://www.education.pa.gov/), key words CSI and or ATSI schools

**Target Population Focus**

PDE will consider target populations that propose to serve students who attend a school site that is eligible for designation as a Title I school-wide program. To be eligible for this designation at least 40 percent or more of the students must qualify to receive free or reduced-price meals through the National School Lunch Program.

**Requirements and Eligibility**:

Eligible entities include but are not limited to: LEAs, private schools, nonprofit agencies, city or county government agencies, faith-based organizations, institutions of higher education, Indian tribes or tribal organizations, and for-profit corporations.

Non-LEA applicants must provide documentation that they have the full support of the LEA to which services are targeted. Likewise, LEA applicants must clearly demonstrate cross-collaboration with relevant school and community groups, agencies, and entities. This cross-collaboration should occur through every stage of 21st CCLC program development, including proposal creation, program implementation and process, and outcome evaluation.

A local applicant or organization does not have to demonstrate prior afterschool programming experience to be eligible to apply for a grant; however, an organization must demonstrate promise of success in providing educational and related activities that will enhance the academic performance, achievement, and positive youth development of the students. Such applicants must, however, describe the likelihood of successful implementation and capability to provide activities and services outlined in the proposal.

The federal legislation contains several provisions about the importance of collaboration in Section 4204(b) (2) (H) of Title IV, Part B. Pennsylvania requires districts applying for local grants to provide a description of the partnership between a local educational agency, a community-based organization and other public or private organizations, if appropriate.

If the local applicant is another public or private organization, it must provide an assurance that its program was developed and will be carried out in active collaboration with the schools the students attend. In addition, Section 4204(i) (1) (B) of Title IV, Part B requires that Pennsylvania give priority to applications submitted jointly by an LEA receiving Title I funds and a community-based organization or other agency proposing to serve students in schools in need of improvement under Section 1116.

In addition to the focus areas highlighted in the Funding Guidelines and Priorities Section on page 9, Pennsylvania has the following priorities:

1. **Literacy and Mathematics**: Preference for funding will be given to qualified applicants with demonstrated prior experience and success in providing services to elementary students in grades 2-5 who propose offering programs that increase literacy and/or math skills through a blended approach using researched-based curriculums and materials. Applicants could be eligible for up to **10 extra priority points** based on the quality of their proposal.
2. **Drug and Alcohol Prevention:** Preference for funding will be givento qualified applicants with demonstrated prior experience and success in providing services to students in grades 2-12 who propose offering programs that provide innovative and varied instructional approaches that will be used to incorporate drug and alcohol prevention programming that will add to the academic enrichment activities, provide for additional classroom materials and other resources. Applicants could be eligible for up to **10 extra priority points** based on the quality of their proposal.
3. **STEM:** Preference for funding will be given to qualified applicants with demonstrated prior experience and success in providing services to students in grades 2-12 who propose offering programs that build skills in science, technology, engineering, and mathematics, including computer science, and that foster innovation in learning by supporting nontraditional STEM education teaching methods. Applicants could be eligible for up to **10 extra priority points** based on the quality of their proposal.
4. **Workforce/Career Readiness/College Readiness:** Preference for funding will be given to qualified applicants with demonstrated prior experience and success in providing services to middle and high school students in grades 6-12 that partner with in-demand fields of the local workforce or build career competencies and career readiness and ensure that local workforce and career readiness skills are aligned with the Carl D. Perkins Career and Technical Education Act of 2006 and the Workforce Innovation and Opportunity Act, assist students in preparing for meaningful engagement in preparing for postsecondary education, workforce training, career pathways, and increase college and career readiness. Grant funds cannot be used to pay for job shadowing or internships for students and must occur in an out-of-school time setting. Certification towards apprenticeship can be covered only if the certification is not part of the regular course of school programming as this would be supplanting. Any entity that wishes to use grant funds towards certification must submit a detailed description of the program and certification to PDE for prior approval.

Applicants must document evidence of expanding career connections for students while promoting career-technical and college routes. Career and college readiness programming must offer the following: alignment with realistic college attendance aspirations, academic planning for college and career readiness, academic enrichment opportunities to improve grades and college or technical school eligibility; offer assistance in paper and online applications, helping students to prepare for careers and technical school or college, provide structured homework help, college counseling services and afterschool and summer learning programs also provide engaging learning opportunities for youth by connecting learning to careers, college, and other future plans. Applicants could be eligible for up to **10 extra priority points** based on the quality of their proposal.

1. **Transitional Vocational/Technical Services Planning:** Preference for funding will be given to qualified applicants who have demonstrated prior experience and success in providing transitional planning services to middle/high school students in grades 6-12. Transitional services planning will involve sustainable processes and exploring means to identify student’s talents and interests. Through these services students will be assisted in identifying post-secondary careers, career acquisition, career retention/advancement, and entrepreneurial development.

Applicants who provide these additional resources will be reinforcing, through interaction with local business and industry partners, the importance of specific career clusters and vocational/technical skills that are achieved when pursuing career and technical education. Applicants could be eligible for up to **10 extra priority points** based on the quality of their proposal.

1. **High School Credit Recovery:** Preference for funding will be given to qualified applicants offering credit recovery to high school students in grades 9-12 through a blended approach. An applicant may propose to use 21st CCLC program funds for a before or after school program or activity for which participants may receive credit toward high school graduation requirements if: (1) such a program or activity is an expansion of the options for receiving high school credit in a particular area that would not have been provided without the 21st CCLC program; and (2) the program or activity does not replace or reduce the courses and programs normally provided by a local school district or private school (i.e., there is no reduction in the course offerings or costs in that particular academic area). Drop-in programs are unallowable, credit recovery students must attend the program for all portions of the program, and credit recovery must include a blended approach of face-to-face instructor-led components and online programming. The online component cannot be 100 percent of the teaching methodology. Applicants could be eligible for up to **5 extra priority points** based on the quality of their proposal.

The entity or district is responsible for recording the credit. The application must include a letter of agreement between the LEA and the grantee clarifying the responsibility of recording the credits.

1. **Community Poverty Levels:** Preference for funding will be given to qualified applicants who reside in communities where poverty percentages are above the state average poverty percentage rate of **16.81** percent. Census Poverty Data information can be found through the PDE link: <https://www.education.pa.gov/Teachers%20-%20Administrators/Federal%20Programs/Pages/Federal%20Programs.aspx>

Applicants could be eligible for **up to 15 extra priority points.**

**Period of Availability**

The grant period will range from **July 1, 2019 to June 30, 2024.**

The total grant period is five years, which is anticipated to begin July 1, 2019 and to end June 30, 2024, subject to availability of funds from the U.S. Department of Education and satisfactory performance of the grantee in the previous year. Following the initial award, 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 2019-24* *Request for Applications and Guidance and**21st Cohort 10 Grant Paper Application and Instructions for 2019-24* for which funding was provided.

Any public or private organization that meets the eligibility requirements can apply for 21st CCLC funding. This includes public school districts, charter schools, private schools, nonprofit agencies, city or county government agencies, faith-based organizations, institutions of higher education, Indian tribes or tribal organizations, and for-profit corporations.

All applicants must target students in the lowest 5 to 10 percent of Title I schools or those identified by PDE as low-performing schools. To be eligible for this grant, at least 85 percent of the students, an applicant is proposing to serve, must be in:

1. Grades in schools not currently served by 21st CCLC

2. Attend schools implementing Comprehensive Supports, and Improvement (CSI) activities or Additional Targeted Support and Improvement (ATSI) activities under section 1111 (d) of ESSA or other schools determined by the local educational agency (LEA) to be in need of intervention and support to improve student academic achievement and other outcomes; and

3. Have schools servicing students who may be at risk for academic failure, dropping out, involvement in criminal or delinquent activities, or who lack strong positive role models; and

4. Other schools determined by the LEA to be in need of intervention and support

5. Schools that offer family services; and

6. LEAs proposing to serve students that are eligible for schoolwide programs: under Title I, Section 1114 of ESSA and the families of these students (for the purposes of this request for applications, “local educational agencies” are defined as public schools and districts, private schools, and charter school)

7. Schools where students are a recipient of a school intervention grants

A complete List of Eligible Schools, as of June 19, 2018 can be located at the following link: https://www.education.pa.gov/Documents/Teachers-Administrators/Federal%20Programs/Title%20I/2017-2018%20Schoolwide%20Buildings.pdf

All programs must be implemented through a partnership that includes at least one (1) LEA receiving funds under part A of Title I and at least one (1) nonprofit agency, city or county government agency, faith-based organization, institution of higher education, Indian tribe or tribal organization, or for-profit corporation with a demonstrated record of success in designing and implementing before school, after school, summer learning, or expanded learning time activities.

**Application Information**

Detailed information outlining grant terms, conditions, and additional program requirements, program eligibility, pertinent regulations including expenditure guidelines, evaluation and program accountability requirements and additional resources are contained in the complete 21st Century Community Learning Centers Grant Request for Applications (RFA) and Guidance for Fiscal Years 2019-24 and in the 21st Century Community Learning Centers Cohort 10 Grant Paper Application and Instructions for 2019-24which can be accessed by:

* Visiting PDE’s website: [www.education.pa.gov](https://www.education.pa.gov/), keywords 21st CCLC.
* Email additional questions to: RA-21stCCLC@pa.gov.

**Due Process for Unsuccessful Applicants**

Under section 76.401 of EDGAR, PDE must provide an opportunity for a hearing if the applicant alleges that the “[d] approval or failure to approve the application or project” violates a federal statute or regulation.

* Applicants not selected for funding may submit a request on agency letterhead to PDE within **four weeks** of award notification requesting information on the ranking and scoring of their application to [nscot@pa.gov](mailto:sdannunzio@pa.gov). Please include the name of the applicant agency in your request.
* Applicants have 30 days from the time they are informed of their right to a hearing to request such a hearing.
* PDE will conduct that hearing within 30 days of the request for a hearing. PDE will issue a final written ruling within ten days from the date of the hearing, including findings and reasons for the final ruling.
* If PDE does not rescind its ruling, the applicant may apply to the Secretary of the U.S. Department of Education within 20 days of the applicant receiving a written notification of the results of the hearing.
* PDE will make available records pertaining to the review or appeal process, including the records of other applicants.

For additional program information, please contact:

Pennsylvania Department of Education

N. Craig Scot, 21st CCLC Program Supervisor  
333 Market Street, 3rd floor

Harrisburg, PA 17126-0333  
Phone: 717.346.3251 Fax: 717.783.4392  
nscot@pa.gov