



# 21ST CENTURY COMMUNITY LEARNING CENTERS REQUEST FOR PROPOSALS TECHNICAL ASSISTANCE MEETING

**August 12, 2016**

**NC State McKimmon Center**

**Raleigh, NC**



**North Carolina Department of Public Instruction  
Federal Program Monitoring and Support Division**

**21<sup>st</sup> Century Community Learning Centers (CCLC)**

State Coordinator  
**Brandon Patterson**



Program Administrators

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# Topics to Be Discussed

- Welcome and Purpose
- Role of NC Dept. of Public Instruction
- 21st CCLC Grant Overview and Eligibility
- What's New in this Competition?
- Required Program Activities
- Key Roles and Responsibilities
- Proposal Resources and Structure
- Federal/State Fiscal Requirements
- Proposal Review Process and Timeline





# Purpose

## Why apply for the 21<sup>st</sup> CCLC Grant?

- Expanding *existing* program/ services to students (and families)
- Starting *new* program to serve kids (and families) in community
- It takes a village...





# ***Federal Program Monitoring and Support Division Mission:***

*To ensure that federal and state  
education funds contribute to the  
goal of all students meeting or  
exceeding rigorous state standards.*



Approximately \$514,000,000  
in federal funds provided to  
districts and schools each year

- Title I (Economically Disadvantaged Youth)
- Title II (Improving Teacher Quality)
- Migrant Education Program (MEP)
- School Improvement Grants 1003a and 1003g
- Neglected and Delinquent Programs
- 21<sup>st</sup> Century Community Learning Centers
- Rural Low-Income Schools (RLIS)
- Small Rural Schools Achievement Program (SRSA)
- McKinney-Vento Homeless Education Program

## Federal Initiatives

- ESEA Flexibility
- National Title I Distinguished Schools Program
- Federal Teacher Loan Forgiveness Program
- Comparability Reporting
- Prayer Certification
- Ed-Flex Authority
- Consolidated Federal Data Collection System (CFDC)
- Migrant Student Interstate Exchange Initiative (MSIX)
- 21 APR (21<sup>st</sup> CCLC)
- Section 504

## State Initiatives

- Superintendent's Parent Advisory Council
- After-School Quality Improvement Grant Program
- School Improvement Planning



# Role of Federal Program Monitoring and Support Division

Grants  
Administration

Program  
Monitoring

Data Collection  
and Reporting

Technical  
Assistance



# Additional Training Required

## Prior to application...

### Comprehensive Continuous Improvement Plan (CCIP) online grants management system

- Training session for CCIP is required for all first time applicants
- Training dates are still pending, but will begin in late August
- For training dates: go to:  
<http://www.ncpublicschools.org/21cclc/rfp/>





# How to Acquire an NCID

- What is an NCID?
  - Unique identifier for state, local, business, and individual access to state services and resources online; only need to acquire once
  - High degree of security and access control to real-time resources
- If not a school district or other local government agency, register as “business” entity
- For more info, see <https://ncid.nc.gov>





# 21<sup>st</sup> CCLC Overview

- Authorized under Title IV-B of Elementary and Secondary Education Act (reauthorized as *Every Student Succeeds Act*, December, 2015)
- Provides out-of-school academic and enrichment opportunities for children attending high poverty schools; grades K-12 **(in NC, Pre-K not eligible)**





# 21<sup>st</sup> CCLC Overview

## Who is eligible to apply for the grant?

- Community-based organizations
- School districts (also referred to as Local Education Agencies [LEAs])
- Faith-based organizations
- Civic/Governmental organizations
- Non-Profits
- For-Profits





# 21<sup>st</sup> CCLC Overview

## Eligibility Continued

- Current (sub)grantees are eligible, but should expect greater emphasis on current success and how new grant would expand existing services
- An organization serving in the role of the primary fiscal agent may only apply for one 21<sup>st</sup> CCLC Grant; even if the organization is proposing to serve multiple counties or communities, they are only eligible to submit one grant application (per tax ID or EIN #)





# 21<sup>st</sup> CCLC Overview

- Funds can be requested from \$100,000-\$400,000 (More info about award calculation discussed later)
- 21<sup>st</sup> CCLC is a reimbursement grant; recipients must expend own resources before requesting funds
- 3-year grant (**NEW**) with no automatic reduction of funds in years 2 or 3;
- Must include a plan for sustainability
- Continuation always contingent upon annual budget approval and availability of funds





# 21<sup>st</sup> CCLC Overview

- Annual allotment is dispersed in 3 installments
- Summer program component is no longer required, but applicants still have option to implement





# 21<sup>st</sup> CCLC Overview (continued)

- Proposal reviews are conducted by independent, contractors; **NCDPI does not score or select proposals**
- The State Board of Education has final approval of grant awards





# 21<sup>st</sup> CCLC Overview

What else is new with this competition?

Stay tuned...

<http://www.ncpublicschools.org/21cclc/rfp/>





# 21st Century Community Learning Centers Request for Proposal

# Required Program Activities





# Required 21<sup>st</sup> CCLC Program Activities

- Aligned to NC Standard Course of Study
- Must focus on Reading/English-Language Arts and Mathematics
- **Must include family engagement opportunities**
- Must support the overall goal of increased academic student achievement
- Must align with federal “Principles of Effectiveness”





# Required 21<sup>st</sup> CCLC Program Activities

## Family Engagement

Funds may be used to support organized and meaningful parent/family activities. These may include:

- ESL
- Literacy and mathematics assistance
- GED preparatory or high school completion classes
- Family/parent focused education programs





# Additional 21<sup>st</sup> CCLC Program Activities

**In addition to academic support, program may include:**

- Focus on STEM activities
- Youth development
- Drug/violence prevention
- Health and fitness
- Character and arts education
- Entrepreneurship
- Community Service
- Other...





## 21st Century Community Learning Centers

# Key Roles and Responsibilities





# 21<sup>st</sup> CCLC Roles and Responsibilities

## ***Role of the Fiscal Agent Organization:***

- Eligible organization or individual authorized to receive funds from NCDPI and is responsible party for fidelity and ultimate oversight of the grant
- Fiscal Agent Organization Chief Administrator; signs assurances (in Related Documents of Funding Application in CCIP)
- During the application process, the Fiscal Agent Representative is usually main point of contact





# 21<sup>st</sup> CCLC Roles and Responsibilities

## *Role of the Program Director:*

- Responsible for day-to-day operations, staff supervision, recruitment, and retention
- May also serve in instructional or professional development role
- Likely main point of contact for grant partners
- Likely main point of contact for parents
- Not required to be full time; size of program/number of sites may deem whether full-time is “reasonable and necessary”





# 21<sup>st</sup> CCLC Roles and Responsibilities

## Other possible roles in the implementation of the 21<sup>st</sup> CCLC Grant:

- **Chief Finance Officer** (if necessary) – manages payroll, receipts, and tracks program expenditures; current title might be Finance Director, Bookkeeper, Accountant, Treasurer, CFO, etc.
- **Site Coordinator** – if multiple sites or large number of site staff, may need to help manage daily operations; if singular site, this role not likely necessary.





## 21st Century Community Learning Centers Request for Proposal

# Proposal Resources and Components

<http://www.ncpublicschools.org/21cclc/rfp/>

Check website in late August for updates





# Proposal Resources

- **Intent to Apply**
- **RFP Planning Worksheet**
  - Can use prior to training on CCIP (online grants management tool)
  - Can simply cut and “paste” data once in CCIP
- **21<sup>st</sup> CCLC RFP Guidance Document**





# Proposal Resources

## RFP Guidance Document includes:

- Basic information and Purpose
- Federal and State policy for 21<sup>st</sup> CCLC
- Scoring rubric
- Glossary of terms
- Sample documents
- Links to additional resources
- Selection process





# Proposal Components

- **Section I- Planning Tool**
  1. Needs Assessment
  2. Goals
- **Section II- Funding Application**
  1. Budget
  2. Grant Details
  3. Plan Relationships
  4. Related Documents





# 21st Century Community Learning Centers RFP Guidance Document

## Section I- Planning Tool





# Guidance Document: Section I- Planning Tool

- **Needs Assessment**
  1. Multiple data sets, compelling factors
  2. At least three years worth and recent
  3. Tell the story; make no assumptions of reviewer
  
- **Goals, Measurement, and Assessment**





# Section I- Planning Tool

## Goals, Measurement, and Evaluation

- Program goals, measurable objectives, activities, and evaluation processes should be based on scientific, research-based practices as defined in the RFP Guidance document
- Research must be cited and less than 10 years old
- Evaluation plans that reflect both qualitative and quantitative measurement instruments should be provided





# 21st Century Community Learning Centers Request for Proposal

# Section II- Funding Application





# Guidance Document: Section II- Funding Application

## Funding application includes these sections:

- Budget
- **Grant details**
- Plan relationships
- Related documents



# Section II-Funding Application Proposal Budget



- A broad one-year planning budget must be submitted with the proposal
  - **THIS PLANNING BUDGET IS NOT THE APPROVED BUDGET FOR RELEASE OF FUNDS**
- Broad distribution of budget must be explained in narrative form (Grant Details Section)
- Proposed budgets must not conflict with Federal or State policy (subsequent slides will provide more detail about general fiscal requirements)





# 21st Century Community Learning Centers Request for Proposal

## Section II-Funding Application Grant Details





# Section II-Funding Application Grant Details

## Includes the following:

- Amount requested and number of students to be served
- Absolute and competitive priorities
- Organization type
- Proposed structure (including centers, days/hours of operation, etc.)
- Program design (content focus, daily schedule)
- Family engagement





# Section II-Funding Application Grant Details

- Project administration (staff recruitment and retention, staff PD, and evaluation, transportation)
- **Capacity to implement, partner and sustain**
- Program evaluation and use of data
- **Budget narrative**
- Dun and Bradstreet (DUNS) Number;  
Each (Fiscal Agent Organization) applicant is required to obtain a DUNS number  
<http://fedgov.dnb.com/webform>





# Section II-Funding Application Related Documents

- Basic information
- Assurances
- Debarment certification
- Criminal record checks certification
- Written fiscal procedures
- Audit statement (or explanation why not available)
- **Private school consultation**
- **Partnership agreement**





# Section II-Funding Application Related Documents

## Private School Consultation

- Federal regulation
- Must contact all private schools in attendance zones of targeted schools (charters are exempt)
- Must document efforts to consult
- See *21<sup>st</sup> CCLC Request for Proposals Guidance* for link to private school list, or  
<http://www.ncdnpe.org/convnonpub.aspx>





# Section II-Funding Application Related Documents

## Partnership Agreement

- Collaborative partnerships/ signed partnership agreements (earns priority points)
- Partnerships not mandatory but highly recommended
- Letters of support are not considered partnerships
- **Vendors are not considered collaborate partners; they are paid contractors who provide specific, time-limited services**





# 21st Century Community Learning Centers Request for Proposal

## Federal and State Fiscal Requirements





# 21<sup>st</sup> CCLC Fiscal Requirements

- Transportation must be available for participating students if a prohibitive factor
- Sustainability plan should provide strategies for continued funding after the grant cycle ends
- All expenses must be “reasonable and necessary”
- May supplement; may not *supplant*:
  - Would activities still be funded by another source if the 21<sup>st</sup> CCLC funds were not available?





# 21<sup>st</sup> CCLC Fiscal Requirements

- **Limit on administrative costs including salaries for administrative staff and indirect costs may not exceed twelve percent (12%) of the total annual award**
- Any external program evaluation limited to 3% of annual budget





# 21<sup>st</sup> CCLC Fiscal Requirements

## Non- allowable use of federal funds:

- Costs for developing the proposal;
- Entertainment or any costs associated with entertainment;
- Land acquisition;
- Building or renovation costs;
- Purchase of vehicles;
- For more, access Education Department General Administrative Regulations (EDGAR), the federal guidelines on the allowable uses of funds





# 21st Century Community Learning Centers Request for Proposal

# Proposal Review Process





# Proposal Review Process

- **INITIAL LOGIN AND SCREENING (TECHNICAL REVIEW)** - reviewed for basic components
- **LEVEL I REVIEW-** Outside contractor
  - 3 reviewers, scores averaged, five quality bands
  - Excellent, Strong, Average, Weak, Unacceptable





# Proposal Review Process

## LEVEL II REVIEW

- Recommended Proposals reviewed by NCDPI management
- Competitive priority points criteria
  1. Joint Submission
  2. Geographic Area Needs
  3. Socioeconomic Needs (Focus and Priority Schools)
  4. Novice Programs





# Proposal Review Process

## LEVEL II REVIEW (continued)

- Number of Projects/ Total Funding Received
- Absolute Priority
  - verify feeder schools listed are at least an average of 40% poverty
  - <http://www.ncpublicschools.org/program-monitoring/titleIA/>





# Proposal Review Process

## LEVEL III REVIEW

- Final evaluation prior to SBE recommendation for funding
- Upon approval from SBE, contact person will be notified via email and letter





# 21<sup>st</sup> CCLC Competition Timeline

- **May –August, 2016** Regional Statewide Technical Assistance Meetings
- **Sept-Nov, 2016** Comprehensive Continuous Improvement Plan (grants management system) Training for 21<sup>st</sup> CCLC at NCDPI
- **Aug-Sept, 2016** 2017-2018 21<sup>st</sup> CCLC Application Opens in CCIP
- **January, 2017** 21<sup>st</sup> CCLC Application Due **(TENTATIVE)**
- **Feb-April, 2017** 21<sup>st</sup> CCLC RFP Review/ Prepare State Board Materials
- **May, 2017** Recommendations to State Board for approval
- **June, 2017** Proposed State Board Approval of 2017-18 awardees
- **July, 2017** 21<sup>st</sup> CCLC Technical Assistance Meeting for New Awardees
- **July- Aug, 2017** Final 2017-2018 Proposed Budget Submission





# 21<sup>st</sup> CCLC Competition Timeline

**Aug-October, 2017**      Ongoing Technical Assistance,  
Budget Approvals (TENTATIVE)

**NOTE:** Availability of the first allotment installment of 21<sup>st</sup> CCLC funds is contingent upon approval of Federal and State budget, which traditionally occurs in **September**





# Questions



# North Carolina Department of Public Instruction Federal Program Monitoring and Support Division

For more information:

<http://www.ncpublicschools.org/21cclc/rfp/>

919-807-3964

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Program Administrators



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Thank you for your attention and interest in serving the children and families in your community through the 21<sup>st</sup> Century Community Learning Centers Grant.

Safe travels,

The State 21<sup>st</sup> CCLC Team

