



Public Schools of North Carolina
State Board of Education | Department of Public Instruction

21st Century Community Learning Centers
Competitive Summer Mini-Grant Program



2021

Request for Proposal

Guidance and Planning Worksheets

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

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Part I: General Overview

Introduction and Purpose

The 21st Century Community Learning Centers (CCLC) Program is authorized under Title IV, Part B, of the Elementary and Secondary Education Act (ESEA) of 1965 as amended by the Every Student Succeeds Act (ESSA) of 2015. Beginning with grants initially funded in the 2017-2018 school year, 21st CCLC programs must comply with the provisions outlined in ESSA. Additional information about ESSA is located [HERE](#).

The U. S. Department of Education (USED) awards formula grants to the North Carolina Department of Public Instruction (NCDPI) which in turn makes competitive reimbursement grants available to eligible entities. Generally, a new competition is offered once every three years. Due to the emergency of the Coronavirus pandemic and extended public school closures, NCDPI will use expiring grant funds to fund a 21st CCLC Competitive Summer Mini-Grant Program to support students who have experienced significant disruptions to learning as identified by stagnant or declining academic progress during the 2020-2021 school year. Recent data highlights students across the country began the 2020-2021 school year on average three to five months behind in mathematics, and one and a half months behind in reading¹. It is projected because of continued school closures due to COVID-19 during the 2020-2021 school year students could lose an additional five to twelve months of learning by the end of June 2021¹.

The North Carolina Department of Public Instruction (NCDPI) anticipates appropriating at least \$4.8 million dollars (\$4,800,000) from their USED Title IV, Part B allocation to fund the Competitive Summer Mini-Grant Program for the 2021 summer. The 21st CCLC Competitive Summer Mini-Grant Program seeks to fund summer programs focused on closing the identified student learning gaps in math and/or reading further widened by COVID-19 within their districts. Research has shown that targeted, high-quality summer learning programs focused on academic outcomes in the areas of math and reading can support students to make and sustain academic progress into the upcoming school year². In addition, the program should be designed to engage students in quality enrichment opportunities. In general, enrichment activities are multi-disciplinary whereby the student must use academic skills from multiple subject areas. Enrichment activities should also broaden students' experiences by including the arts, recreation, health, and cultural activities.

Eligible Applicants

Under Section 4203 of the ESEA, the State must give priority to applications proposing to primarily serve students who attend schools eligible for Title I, Part A school-wide programs. Due to the short duration of the program **only existing or previously federally or state funded District/Charter/Lab/Non-PSU Organizations will be eligible to apply for the competition.**

¹ Dorn, E., Hancock, B., Sarakatsannis, J., & Viruleg, E. (2020, December 8). *COVID-19 and learning loss—disparities grow and students need help*. McKinsey & Company. <https://www.mckinsey.com/industries/public-and-social-sector/our-insights/covid-19-and-learning-loss-disparities-grow-and-students-need-help>

² Sloan McCombs, J., Augustine, C. H., Pane, J. F., & Schweig, J. (2020). *Every summer counts: A longitudinal analysis of outcomes from the national summer learning project*. *RAND Summer Learning Series*, xiv–xix. <https://www.wallacefoundation.org/knowledge-center/Documents/Every-Summer-Counts-A-Longitudinal-Analysis-of-Outcomes-from-the-National-Summer-Learning-Project.pdf>

- If you are a currently funded 21st CCLC grant recipient with more than 50% of your current year allotment remaining unspent at the time the application is due (March 10, 2021), you are ineligible to apply for additional funding.
- However, if you are a currently funded 21st CCLC grant recipient with less than 51% of your current year allotment remaining at the time the application is due (March 10, 2021), you are eligible to apply for the summer mini-grant program if:
 - the summer program is an expansion of existing programming. This means that any currently funded 21st CCLC applying for new funding may not apply for duplicate funding for the same program and schools/sites.
 - the organization’s original grant application included a summer program but the program has utilized the COVID-19 Waiver to run expanded full day programming during the school year and has exhausted the portion from the current year allotment budgeted to run the intended summer program.
 - the organization’s original grant application did not include a summer program component, but has now identified a community need to implement a summer program.

NOTE: In NC, local boards of education must offer kindergartens as a part of the public-school system for all children living in the local school administrative unit who are eligible for admission (§115C-47). While the ESSA does not expressly prohibit serving preschool children in the 21st CCLC program, North Carolina offers awards to sub-grantees that provide services to school-age children enrolled in kindergarten through high school grades.

Good Standing

Organizations applying for funding must be considered in “Good Standing” to be eligible for grant funding for the summer of 2021. “Good Standing” for 21st CCLC grantees refers to the applicant organization being/having been in compliance as relates to any grant or subgrant received through federal or state funds during the past three years. Applicants must be/have been in compliance with:

- All expenditure reporting for grantee/sub-grantee was submitted in accordance with the reporting deadline and found by the NCDPI to be complete within three (3) months of the funding close-out period;
- All Program Monitoring and/or Fiscal Monitoring findings (if any) or any outstanding questioned costs for grantee/sub-grantee were found by the NCDPI to be resolved to the satisfaction of the NCDPI within three (3) months of the grantee close-out period; and
- All data collection and evaluation reporting for grantee/sub-grantee were submitted in accordance with NCDPI requirements.

An applicant organization may be deemed “Not in Good Standing” if they are out of compliance with any federal or state program or fiscal guidance for which they have received funds in the past three years. If the applicant organization is deemed “Not in Good Standing” at the time applications are screened for eligibility (March 11, 2021), the organization will not be eligible for funding during the current grant cycle and will not be included in the Level I review. Additionally, if the applicant organization is deemed “Not in Good Standing” at any point during the Level II or Level III reviews, the application will be identified as “Not Recommended” for funding to the SBE.

Priority for Awards

Absolute Priority

Under Section 4203 of the ESEA, the State must give priority to applications proposing to primarily serve students who attend schools eligible for [Title I, Part A schoolwide programs](#).

Competitive Priorities

Priority consideration shall be given to applications demonstrating models that propose all (100%) schools to be served are identified as Comprehensive Support and Improvement (CSI) Schools and/or Targeted Support and Improvement (TSI) Schools. (2 points if 100% of identified schools are designated as CSI, 1 point if 100% of identified schools are a combination of CSI and TSI). [Refer to the State CSI/TSI 2018-2019 list](#).

Priority consideration shall be given to applications intending to serve economically distressed counties (2 points for Tier 1, 1 point for Tier 2, 0 points for Tier 3) [based on the 2020 County Tier Designations](#)).

There will not be priority consideration based on the region served by the 21st CCLC summer program as Federal Program Monitoring Support will award a minimum of 2 mini-grants to each of the eight State Board of Education regions of the state.

In addition to a quality review score, all applications will receive a technical review to ensure all required and related documents are complete, including all official signatures on all required documents. Any required document(s) not completed or submitted in its entirety and/or is missing handwritten or official electronic signatures will be considered incomplete in its submission and will receive a point deduction(s) for each incomplete required document submitted. Any technical review point deductions will be applied to the final score of the application, reducing the final score.

NOTE: Any incomplete data on required documents must be resolved prior to the distribution of funds to an awardee. Failure to submit completed required documents by June 1, 2021, may result in loss of award.

Grant Awards and Duration

The U.S. Department of Education encourages State education agencies (SEAs) to consider awarding fewer but more substantial awards – large enough to fully implement comprehensive plans described in successful grant applications – rather than a larger number of small awards unlikely to have any measurable impact on student achievement.

For the purpose of the 21st CCLC Competitive Summer Mini-Grant Program Competition, applicants may request funds ranging from \$50,000, not to exceed \$300,000 based on:

- 1) needs identified in the community and schools;
- 2) scope of the program;
- 3) proposed number of students served; and
- 4) program design.

To determine the level of funding eligibility, NCDPI utilized the [Wallace Foundation Out-of-School Time Cost Calculator](#) to develop the suggested ranges below based on the number of students served, the duration of the program, and its physical location.

- 1) 50-75 students; 4 - 6 weeks; 20 - 29 hours per week; \$50,000 - \$125,000
50-75 students; 4 - 6 weeks; 30 - 40+ hours per week; -- up to \$175,000
- 2) 76-100 students; 4 - 6 weeks; 20 - 29 hours per week; \$75,000 - \$150,000
76-100 students; 4 - 6 weeks; 30 - 40+ hours per week; -- up to \$200,000
- 3) 101 + students; 4 - 6 weeks; 20 - 29 hours per week; \$100,000 - \$200,000
101 + students; 4 - 6 weeks; 30 - 40+ hours per week; -- up to \$300,000

Each sub-grantee can be awarded funds for the 2021 summer months starting on May 10th, 2021 and ending on September 1st, 2021. Reimbursement requests must be based on actual allowable expenditures versus encumbrances made prior to the September 1st deadline. There is no liquidation period. All unspent funds remaining at the end of the funding period will revert to the state.

NOTES:

- *The proposed budget submitted with the 21st CCLC Competitive Summer Mini-Grant Program application is NOT the approved budget for release of funds. If the application is approved, sub-grantees must submit a final budget for the full amount of the award by line-item detail for review and approval prior to the release of funds.*
- *The 21st CCLC Competitive Summer Mini-Grant Program is a reimbursement grant that requires adherence with procedures as outlined in the [Education Department General Administration Regulations \(EDGAR\)](#). An entity may not apply on behalf of another. The agency completing the application and submitting through CCIP must be the operator of the 21st CCLC Competitive Summer Mini-Grant Program. Grant awards will be paid to the sub-grantee listed in the application. All bank accounts, correspondence and documentation must use the sub-grantee name for the duration of the program.*
- *The number of awards and the award amount will be based on the final number of quality proposals approved. The award period is contingent upon final SBE approval of the Allotment Policy Manual for the 21st CCLC Competitive Summer Mini-Grant Program.*

Budget Requirements

The proposed budget must clearly align with program activities, must be reasonable and necessary, and must provide a breakdown of costs by category.

The 21st CCLC Competitive Summer Mini-Grant Program Budget Worksheet reflecting requested funds by category and a cost per student calculation for the program must be completed and uploaded to CCIP under “Required Documents”.

Once the new grant proposals have been approved for funding and designated grantee staff have been provided technical assistance by the NCDPI, the awardees will be required to submit a detailed proposed budget under the appropriate Purpose Codes and Object Codes folders as described in the FPD 208 in the

[CCIP Document Library](#). Prior to the actual release of funds, the NCDPI must review and approve the detailed budget.

Subgrantee Data Collection and Evaluation Reporting

Grant recipients shall report to SERVE Center at the University of North Carolina at Greensboro (SERVE) summer mini-grant program implementation data, including number of students served, frequency/duration of services students received, eligibility of participants, and other measures as determined by the NCDPI. In addition, grant recipients will be required to upload an end-of-grant report deliverable on key performance measures (e.g., program attendance rates, academic outcomes, behavioral outcomes) in CCIP at the conclusion of the program. Thus, grantees should budget for and describe either internal evaluation capacity or external evaluator expertise in the data collection, analysis, and reporting as needed for the duration of the grant-funded period.

NCDPI 2021 PROPOSED TENTATIVE TIMELINE*

Date	Event
January 8, 2021	<u>Anticipated RFP Announcement</u> – Sent via mailing lists/posted on 21 st CCLC website.
January 22, 2021	<u>Notice of Intent Survey Due</u> - To gauge interest and potential number of applicants to guide Peer Reviewer Hiring
February 4, 2021	<u>State Board of Education 21st CCLC Competitive Summer Mini-Grant Program Proposal Review</u> <u>Allotment Policy and PRC Approved at SBE</u>
February 5, 2021	<u>Request for Proposals Announcement</u> – Sent via mailing lists/posted on 21 st CCLC website.
February 8, 2021	<u>RFP Planning and Guidance Document Available/CCIP Opens</u> – Editable document available on NCIDPI website and mailing lists.
February 10, 2021	<u>Technical Assistance Webinar</u> – Webinar (to be recorded) conducted for all potential applicants. Register .
February 16, 2021	<u>CCIP Virtual Training Session for new users - Register</u> .
March 10, 2021	<u>Applications Due</u> – Application submitted through CCIP as ‘Draft Completed’ and time stamped by 12:00 p.m. (NOON) Eastern Standard Time.
March 10-11, 2021	<u>Submitted Applications Pushed through ‘Chief Administrator Approved’</u>
March 11, 2021	<u>Login and Screening</u> – Applications list downloaded from CCIP.

Date	Event
March 12, 2021 – April 9, 2021	<u>Application Reviews</u> – Three-level review process.
April 21, 2021	<u>Submit documentation of recommended grantees to SBE for May 2021 agenda</u>
May 6, 2021	<u>State Board of Education Meeting</u> – Recommendations for SBE review and approval as Action on First Reading.
May 7, 2021	<u>Notifications to Approved/Not Approved Applicants</u> – Applicants notified of approval or non-approval. <u>Comment entered into CCIP</u> “This organization’s application for the 21 st CCLC Competitive Summer Mini-Grant Program was approved by the State Board of Education on May 6, 2021, and has been NCDPI Reviewed” <u>Also need to change Status to “NCDPI Reviewed”</u>
May 11, 2021	<u>21st CCLC Competitive Summer Mini-Grant Program Webinar (Part I)-</u> Reviews Funding Awards, Submitting the FPD Budget 208 for Approval and Next Steps Moving Forward
May 21, 2021	<u>Deadline for Submission of Budget 208 in CCIP</u>
May 24-28, 2021	<u>Grant Award Notification (GAN) letters distributed, and allotments dispersed</u>
June 8, 2021	<u>21st CCLC Competitive Summer Mini-Grant Program Webinar (Part II)-</u> Grant Data Collection and Reporting Requirements, and Subgrantee Monitoring

**NOTE: The proposed timeline is tentative and subject to change based on the number of applications received and any actions taken by the SBE.*

Part II: Application Process and Components

Application Process: How to Apply

For the 2021 21st CCLC Competitive Summer Mini-Grant Program, all applications must be completed on the web-based grants management system, the North Carolina Comprehensive Continuous Improvement Plan (CCIP).

Only applications submitted through CCIP will be reviewed and evaluated. Applications must be submitted through CCIP by NOON 12:00 p.m. EST on March 10, 2021. Applications received after NOON 12:00 p.m. EST on March 10, 2021 will not be accepted.

- **Select and register to participate in the informational webinar.**

Technical assistance is provided to potential applicants to describe general requirements of the 21st CCLC Competitive Summer Mini-Grant Program application and required documents templates to upload. NCDPI will conduct a webinar (to be recorded) on **February 10, 2021**. To register for the live webinar, [CLICK HERE](#).

- **Prepare to use the Comprehensive Continuous Improvement Plan (CCIP).**

The Comprehensive Continuous Improvement Plan (CCIP) is a unified grants application and verification system used by NCDPI to collect funding application materials. A valid NCID is required to access CCIP. If you do not have one, please [CLICK HERE](#) to register. To be made “known” to the system, submit your NCID username (NOT password) to Anita Harris at anita.harris@dpi.nc.gov along with the PSU/Non-PSU Organization Code.

For new users of CCIP that need assistance on navigating the CCIP system for the completion of the 21st CCLC Competitive Summer Mini-Grant Program application, please register [HERE](#) to attend a **CCIP Training Webinar on February 16, 2021**.

Funding Application Guidance

When applicants first log into CCIP, they will only need to work on the Budget Section and Related Documents Section within CCIP; these are highlighted with red boxes on the screen shot to the right. Before an applicant can begin uploading any related Documents they will need to click on the “Draft Started” link on the Section Page of CCIP.

Application Status: Not Started

Change Status To: [Draft Started](#)

[View NCDPI History Log](#)

[View Change Log](#)

Description (View Sections Only View All Pages)	
All	
<input type="checkbox"/>	History Log
	History Log
	Create Comment
<input type="checkbox"/>	Allotments
	Allotments
<input type="checkbox"/>	Contacts
	Contacts
<input type="checkbox"/>	21 st CCLC Summer
	Budget
	Related Documents
<input type="checkbox"/>	Assurances
	Assurances
All	

As a reminder, please ensure applicants are working on the 21st CCLC - Summer funding application within CCIP.

FUNDING APPLICATION: BUDGET SECTION

Below is a screen shot of the Budget Section page. Applicants will need to *self-insert* these budget figures totaling your exact requested grant award amount. Applicants can use the Total Cost Worksheet and sample Budget 208 template (located within the Related Documents Section) with approved budget line-item codes to determine your overall amounts for each section listed here. On the left-hand side are the Purpose Code Categories for the 5000's (Instructional Services or activities dealing directly with students) the 6000's (System Wide Supports to support the program regardless of where they are located) such as administrative, technical, personal or logistical support, and then the 8000's (non-programmed charges) which for the purpose of the 21st CCLC Competitive Summer Mini-Grant Program include "Indirect Costs" for maintaining the grant.

Across the top are additional columns of "Object Codes" which include the 100's for Salaries, the 200's for Benefits, the 300's for purchased contracted services and the 400's for supplies and materials. Please note the 500's for Capital Outlay are not allowable by the 21st CCLC Competitive Summer Mini-Grant

Program and have been removed from the Budget Section of the funding application. Also please note here that if applicants have any dollars allocated in the 300's section and on the Budget 208, they should upload any executed and signed contracts into the Optional Documents Section on the Related Documents page.

For additional Budget support including the [NCDPI Chart of Accounts](#), please click this link.

Once the new grant proposals have been approved for funding and designated grantee staff have been provided technical assistance by the NCDPI, the awardees will be required to submit a detailed proposed budget under the appropriate Purpose Codes and Object Codes folders as described in the FPD 208 in the [CCIP Document Library](#). Prior to the actual release of funds, the NCDPI must review and approve the detailed budget.

NOTES:

- *The proposed budget submitted with the 21st CCLC Competitive Summer Mini-Grant Program funding application is NOT the approved budget for release of funds. If the application is approved, sub-grantees must submit a final budget for the full State Board of Education approved amount of the award by line-item detail for review and approval prior to the release of funds.*
- *Since 21st CCLC Competitive Summer Mini-Grants are made available on a reimbursement basis, it is strongly encouraged that applicants have secured sufficient funding or a line of credit to operate the 21st CCLC Competitive Summer Mini-Grant Program until allotments are disbursed.*
- *This section is solely for costs that will be paid from the 21st CCLC Summer Mini-Grant Program budget and does not include any matching contribution. Matching contributions are not required.*

Object Code	Salaries 100	Employer Provided Benefits 200	Purchased Services 300	Supplies and Materials 400	Total
Purpose Code					
5000 - Instructional Services	0.00	0.00	0.00	0.00	0.00
6000 - System-Wide Support Services	0.00	0.00	0.00	0.00	0.00
8000 - Non-Programmed Charges	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00
Adjusted Allocation					
Remaining					

FUNDING APPLICATION: RELATED DOCUMENTS SECTION

There are 10 Required Documents that must be completed and uploaded to CCIP for your application to be considered complete. Review, complete, sign (by all appropriate parties as indicated), and upload all Required Documents. There are additional Optional Documents that may be uploaded as supplemental information to the application.

Required Documents

- Summer Mini-Grant Application (See Appendix I)
- Basic Organization Information
- Statement of Assurances
- Debarment Certification
- Criminal Background Certification
- Proposed Feeder Schools and Low-Performing Status
- Private School Consultation
- Conflict of Interest Form
- Total Cost Worksheet
- Competitive Summer Mini-Grant District Collaboration Form

Optional Documents

- Budget FPD 208 Form
- Partnership Agreement with PSUs (only for nonprofits working in collaboration with PSUs - template provided)
- Other Collaborative Agreement(s) (no template provided)

Related Documents Descriptions:

Required Documents

Summer Mini-Grant Application – (template provided)

For the purposes of the 21st CCLC Competitive Summer Mini-Grant Program, the Funding Application Grant Details are to be entered into this editable document. All information and signatures must be completed by an authorized representative of the applying organization. The Narrative sections of this Application will be reviewed and scored by peer reviewers during the Level I Review of the competition.

Basic Organization Information – (template provided)

For the purposes of the 21st CCLC Competitive Summer Mini-Grant Program, the Fiscal Agent is generally the eligible entity that is authorized to receive funds from the NCDPI. All information and signatures must be completed by an authorized representative of the applying organization. During the application process, the Fiscal Agent will be the primary point of contact used to notify the applicant as to the status of the application whether it is approved or not approved.

Among other things, the Fiscal Agent is responsible for receiving, managing, and administering all financial costs and expenditures in accordance with program requirements, and maintains the documentation needed to support the use of funds. The Fiscal Agent is responsible for ensuring that sub-grantees (including other partners when the sub-grantee is a group or partnership) and contractors are aware of the requirements associated with maintaining verifiable fiscal records associated with the services or other contributions provided by the organization. If at any time the Fiscal Agent changes from the one identified in the approved proposal, it is the responsibility of the Fiscal Agent to notify the NCDPI Federal Program Monitoring and Support Division of any changes.

Assurances – (template provided)

Applicants should read carefully all Assurances listed on the 21st CCLC Competitive Summer Mini-Grant Program Application. Any questions on these Assurances may be discussed during the technical assistance webinar. The Assurances page must be signed by an authorized representative of the organization (i.e., Fiscal Agent) seeking the grant in order for the application to be considered.

Debarment Certification – (template provided)

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). The Debarment Certification page must be signed by an authorized representative of the organization (i.e., Fiscal Agent) seeking the grant in order for the application to be considered.

Criminal Background Checks Certification – (template provided)

All staff and volunteers working with students must undergo criminal background checks at the federal, state, and local level. A current and accurate criminal history check must be completed for all individuals, paid or unpaid, working with children either in person or via phone/internet in the program prior to that individual working with students including, but not limited to certified teachers, any school district staff, and any person that will be tutoring or directly working with students. No staff or volunteers may begin working with students in the 21st CCLC Competitive Summer Mini-Grant Program until the criminal background checks have been completed and cleared. Background checks obtained/submitted by employees or volunteers must not be accepted. Any persons that are or have been convicted of any heinous crime against youth or any violent criminal acts must automatically be disqualified from employment.

21st CCLC Proposed Feeder School(s) with School Poverty & Performance Status – (Excel Spreadsheet)

Applicants must complete the Excel template provided with appropriate information completed for all schools the 21st CCLC Competitive Summer Mini-Grant Program proposes to serve including the related poverty percentages and low performing status of each.

Private Schools Consultation – (template provided)

Section 8501 of the Every Student Succeeds Act (ESSA) requires timely and meaningful consultation occur between any entity receiving 21st CCLC Competitive Summer Mini-Grant

Program funds and private school officials prior to any decision that affects the opportunities of eligible private school children, teachers, and other educational personnel to participate in programs under this Act, and shall continue throughout the implementation and assessment of activities under this section.

The organization must annually notify private schools operating within the 21st CCLC Competitive Summer Mini-Grant Program area of availability, of the opportunity for private school student participation at no cost. The private schools included must be listed to include any private schools operating in the attendance area of the 21st CCLC Competitive Summer Mini-Grant Program and the *Consultation and Statement of Assurances for the Provision of Equitable Services to Private School Children for Title IV-A* form must be uploaded to CCIP where indicated. If no private schools are operating, the applicant must upload a statement indicating there are no schools are operating.

Due to short application window, if there are private schools in your service area, applicants should submit the intent forms with date for consultation pending grant award approval. You can upload a list of private schools and one private school form filled out at the top for your organization and sign. On the list of private schools, identify the date of your tentative consultation meeting. If awarded, then all private school documents would need to be uploaded by time of budget approval for release of grant funds.

NOTE: The current list of North Carolina conventional non-public schools (i.e., private schools) is available at: <http://www.ncdnpe.org/convnonpub.aspx>.

Conflict of Interest – (template provided)

All potential conflicts of interests should be avoided. According to the general procurement standards, the non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity. (EDGAR 2 CFR §200.318)

Within the 21st CCLC Competitive Summer Mini-Grant Program, conflicts of interest could include:

- Employing immediate family members as contract labor for services.
- Having a program employee serve as a vendor.
- Purchasing supplies from a company in which a program employee has a financial

interest.

NOTE: North Carolina General Statute (G.S. 115C-12.2) defines "immediate family member" as a spouse, parent, child, brother, sister, grandparent, or grandchild. The term also includes the step, half, and in-law relationships.

Total Cost Worksheet – (Excel Spreadsheet)

Applicants must list by line item all funding sources for the proposed program including requested grant amounts.

21st CCLC Competitive Summer Mini-Grant Program District Collaboration Form – (template provided)

This template captures the coordination of services between the organization hosting the 21st CCLC Competitive Summer Mini-Grant Program and the feeder school(s)/district(s), including the summer program location, and whether the program will be face-to-face, hybrid, or remote.

Optional Documents

Budget Form FPD 208

Applicants do NOT need to complete this form for the initial proposal. This form will be required for approved applications to complete prior to the release of SBE approved grant award amounts.

Partnership Agreement – (optional template provided)

This document should outline the specific roles and responsibilities of each partnering agency, entity, or organization participating in a joint submittal. The MOU must be signed and dated by each agency, entity, or organization participating in the joint submission where required.

NOTE: Applicants who are not submitting an application jointly, may include an MOU to reflect their level of collaboration with other organizations or agencies who will provide services or resources to the project even though they may not share fiduciary responsibility.

Letters of Commitment

The establishment of collaborative partners is critical to both the implementation and sustainability of the 21st CCLC Competitive Summer Mini-Grant Program. A collaborative partner provides routine, regular, and ongoing services to the program as outlined in a signed partnership agreement (e.g., the regular use of facilities and equipment, mentors/tutors, etc.). Although Letters of Commitment are in the Optional Document section, applicants can demonstrate efforts to establish and maintain partnerships for implementing the grant by including signed Letters of Commitment in the application.

Submit the application in CCIP by NOON 12:00 p.m. EST on March 10, 2021

Once the organization has all completed the Application all items, including accompanying Required Documents, must be entered on the CCIP web-based grant management system. Only those proposals submitted through CCIP as **Draft Completed by NOON 12:00 p.m. EST March 10, 2021** (and whose organizations/agencies are deemed in Good Standing as previously defined), will be reviewed and/or evaluated. Please note that once the application is submitted, no changes can be made to the proposal.

Part III: Appendices

Appendix A: 21st CCLC Competitive Summer Mini-Grant Program Application

21st Century Community Learning Centers (CCLC) Competitive Summer Mini-Grant APPLICATION

I. Basic Information	
Public School Unit (PSU)/Non-PSU Organization Name:	
Public School Unit (PSU)/Non-PSU Organization Code:	
PSU Organization Type:	<input type="checkbox"/> District <input type="checkbox"/> Charter School <input type="checkbox"/> Lab School
Non-PSU Organization Type:	<input type="checkbox"/> Community Based Org <input type="checkbox"/> Faith Based Org <input type="checkbox"/> Non-Profit Org <input type="checkbox"/> For Profit Org <input type="checkbox"/> Institutions of Higher Education <input type="checkbox"/> City or County Government Agency <input type="checkbox"/> Private Org
Fiscal Agent Chief Administrator Name:	
Fiscal Agent Chief Administrator Email Address:	
Fiscal Agent Chief Administrator Phone Number:	
County:	
Grant Amount Requested:	
Proposed Number of Students to be Served:	
Proposed Number of Weeks/Dates of Programming:	
Proposed Number of Hours of Programming per Week:	
What Plan is the Local Public School District Currently Operation On:	<input type="checkbox"/> Plan A (100% Face to Face) <input type="checkbox"/> Plan B (Hybrid) <input type="checkbox"/> Plan C (100% Virtual)
Indicate the Plan your 21 st CCLC Summer Program will Operate On:	<input type="checkbox"/> Face to Face <input type="checkbox"/> Hybrid <input type="checkbox"/> Virtual
Indicate the Grade Level(s) of Students to be Served:	<input type="checkbox"/> Grades K-5 <input type="checkbox"/> Grades 6-8 <input type="checkbox"/> Grades 9-12
Proposed Number of Sites:	
Time Period:	May 10 th through September 1 st , 2021
II. Eligibility Checklist	
<p>All applicants for the 21st CCLC Competitive Summer Mini-Grant must meet both of the following eligibility requirements (e.g. both boxes must be checked to move forward):</p> <p><input type="checkbox"/> Applicant is an existing or previously federally- or state-funded PSU/Non-PSU Organization</p> <p><input type="checkbox"/> Applicant's 21st CCLC Summer Mini-Grant Project will primarily serve students in grades K-12 who attend schools eligible for Title I, Part A school-wide programs</p> <p>Additional Eligibility Requirements for current 21st CCLC Grantees only:</p> <p>Are you a current 21st CCLC Grantee? <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, please complete the following eligibility criteria below)</p> <p>Are you a proposing <i>new programming</i> by serving additional feeder-schools and targeted students not currently being served by the existing 21st CCLC program? This means that any currently funded 21st CCLC</p>	

organizations applying for new funding may not apply for duplicate funding for the same project and schools/sites.

If yes, describe specifically how the new program differentiates from your current 21st CCLC program:

If no, go to the next eligibility check-list section below.

If the Current 21st CCLC Grantee Applicant is not proposing new programming, to be eligible your organization must have **less than 51% of their current year allotment** remaining at the time the application is due (March 10, 2021):

- Current Year Allotment Amount:
- Remaining Cash Balance:
- Is Balance less than 51%: Yes No

AND must select the applicable option(s) that best describes your circumstances below:

Current 21st CCLC Grantee Applicant's original grant application included a summer program, but the grantee has utilized the COVID-19 Waiver to run expanded full day programming during the school year and has exhausted the portion from the current year allotment budgeted to run the intended summer program.

Please provide a brief explanation:

Current 21st CCLC Grantee Applicant's original grant application did not include a summer program component but has now identified a community need to implement a summer program.

Please provide a brief explanation:

III. Priority Level Determination

1. Absolute Priority: Legislation requires that the State award grants only to applicants that will primarily (51% or more) serve students who attend public schools with high concentrations of low-income students defined as those schools with a minimum forty percent (40%) poverty rate. **List below, the names of participating feeder schools for the proposed 21st CCLC summer program and indicate the average percentage of low-income children attending the public feeder school.** A "feeder school" is the school that participating students attend during the school day. The poverty percentages for all public schools is listed at: [NC Public School Poverty Percentage List](#)

List the name(s) and poverty percentage(s) of the proposed Feeder School(s):

2. Competitive Priorities: Indicate which of the competitive priorities will be met through the proposed program. Check all that apply.

Priority consideration shall be given to applications demonstrating models that propose all (100%) schools to be served are identified as Comprehensive Support and Improvement (CSI) Schools and/or Targeted Support and Improvement (TSI) Schools. (2 points if 100% of identified schools are designated as CSI, 1 point if 100% of identified schools are a combination of CSI and TSI). [Refer to the State CSI/TSI 2018-2019 list.](#)

Priority consideration shall be given to applications intending to serve economically distressed counties (2 points for Tier 1, 1 point for Tier 2, 0 points for Tier 3) [based on the 2020 County Tier Designations.](#)

IV. Grant Narrative

Program Abstract (1 Page Limit)

In the space below provide a clear overview of the proposed 21st CCLC summer program that communicates the program goals and intended impact, clearly frames the intent of the proposed project, and describes how the proposed project will meet the needs of the target population.

1. Program Design (6 Page Limit inclusive of 1a Program Schedule)

In the space below describe: a) the needs of students proposed to be served to offset stagnant or declining academic progress during the 2020-2021 school year due to disruptions caused by COVID-19, and how the needs were determined, including what needs data was used (i.e., progress reporting, attendance data, teacher surveys or interviews, parent input); b) the proposed academic improvement activities to help students meet Reading and/or Math [State academic standards](#) and close learning gaps; c) enrichment and other activities that complement the regular academic program components; and d) the rationale for why the proposed program activities (both academic and enrichment) are expected to benefit the specific low-performing school partner(s) and targeted students as a result of the disruption in educational services and subsequent shift to remote learning due to COVID-19.

1a. Sample Program Schedule

Provide a detailed sample schedule for one-week of programming for the summer program. If multiple sites are planned, a sample schedule should be provided for each site. Ensure to include all proposed academic and enrichment learning activities.

2. Operational Capacity (4 Page Limit)

Describe below the organization's: a) past experience/success or capacity to provide high-quality academic and enrichment summer programming to meet the academic needs of targeted students; b) description of key leaders' experience and proposed staffing plan including a staff to student ratio; and c) proposed collaboration with partnering school principal(s) and/or community organizations, including respective roles, responsibilities, and resources committed.

3. Evaluation Capacity (3 Page Limit)

In the space below, describe a) the key student academic outcomes (i.e. Reading and/or Math) and associated performance measures for which student data will be collected, analyzed, and reported, and assurances that the organization has access to the data described; b) the organizational plan for collecting participation and outcome data on students served; and c) organizational capacity (internal or external) to completing a required end-of-grant evaluation report on the impact of services provided.

4. Budget Narrative and Alignment (2 Page Limit)

In the space below, provide a budget and budget narrative that: a) aligns costs with the proposed program components; and b) demonstrates that costs that are reasonable and necessary, including a calculated cost estimate per student served.

Include detailed projected costs for each of the following budgetary areas:

- a. Salaries and benefits
- b. Operational costs (includes transportation, rental/leased space, utilities, etc.)
- c. Purchased services (includes contracts for professional development, contracted educational programs, and field trips, etc.)
- d. Supplies and materials
- e. Equipment and furniture purchases

V. Signatures

Printed Name of PSU/Non-PSU Fiscal Agent Chief Administrator or Designee:	Signature of PSU/Non-PSU Fiscal Agent Chief Administrator or Designee:	Date:

Appendix B: 21st CCLC Competitive Summer Mini-Grant Program SCORING
 RUBRIC – Maximum of 70 points

1. PROGRAM DESIGN (6 PAGES MAX)	Max Pts 30
Clear summary of the needs of students proposed to be served to offset stagnant or declining academic progress during the 2020-2021 school year due to disruptions caused by COVID-19, and describe how the needs were determined, including what needs data was used (i.e., progress reporting, attendance data, teacher surveys or interviews, parent input).	10
b. Description of the proposed academic improvement activities to help students meet Reading and/or Math State academic standards and close learning gaps.	5
c. Description of the enrichment and other activities that complement the regular academic program components.	5
d. Clear description and rationale for why the proposed program activities (both academic and enrichment) are expected to benefit the specific low-performing school partner(s) and targeted students as a result of the disruption in educational services and subsequent shift to remote learning due to COVID-19.	5
e. Detailed sample schedule of weekly academic and enrichment activities for the summer program (if multiple sites are planned, a schedule should be provided for each site).	5
2. OPERATIONAL CAPACITY (4 PAGES MAX)	Max Pts 15
a. Describe organizational past experience/success or capacity to provide high-quality academic and enrichment summer programming to meet the needs of targeted students.	5
b. Provide description of key leaders’ experience and proposed staffing (including a staff to student ratio).	5
c. Describe proposed collaboration with partnering school principal(s) and/or community organizations, including respective roles, responsibilities, and resources committed.	5
3. EVALUATION CAPACITY (3 PAGES MAX)	Max Pts 15
a. Identification of key student academic outcomes (i.e., Reading and/or Math) and associated performance measures for which student data will be collected, analyzed, and reported; and assurances that the organization has access to the data described	5

b. Organizational plan for collecting participation and outcome data on students served	5
c. Description of capacity (internal or external) for completing the required end-of-grant reporting	5
4. BUDGET NARRATIVE AND ALIGNMENT (2 PAGES MAX)	Max Pts 10
a. Description of how costs are aligned to proposed program components	5
b. Description of how the proposed budget demonstrates costs are reasonable and necessary including a calculated cost estimate per student served	5
TOTAL POSSIBLE POINTS	Max Pts 70