



Process for Application Appeals

21st Century Community Learning Centers

INTRODUCTION

The 21st Century Community Learning Centers (21st CCLC) program is authorized under Title IV, Part B, of the Elementary and Secondary Education Act (ESEA), as amended by Every Student Succeeds Act (ESSA) of 2015.

The Idaho State Department of Education (SDE) is responsible for the administration and supervision of the 21st CCLC program. One aspect of the administration of the program is to ensure that funds are awarded to eligible entities on a competitive basis through a rigorous peer-review process (ESSA, Sec. 4203(a)(4)). The SDE follows a two-step process for reviewing and awarding applications:

- Employees of the SDE who are familiar with the programs and activities under Title IV, Part B, review all applications for completeness and applicant eligibility (ESSA, Sec. 4201(b)(5)(A)); and
- The SDE selects peer reviewers to review and rate the applications based on an established scoring rubric to determine the extent to which the applications meet the application requirements (ESSA, Sec. 4201(b)(5)(C)).

Award decisions are made by the peer review committee based on the scoring rubric and merit of each application. The SDE's role is to facilitate the review process in accordance with state and federal statutes and regulations.

Appeals based on a disagreement with the professional judgment of the peer reviewers will not be considered. Peer reviewers are non-SDE employees recruited based on background and expertise in providing effective academic, enrichment, youth development, and related services to children (ESSA, Sec. 4201(b)(5)(B(i))).

Appeals are limited to the grounds that the SDE failed to correctly apply the standards and process for reviewing the application as specified in the Request for Application Guidance and supporting documents.

LETTER OF APPEAL

Eligible entities that wish to appeal a grant application decision must submit a full and complete written appeal, including the issue(s) in dispute, the legal authority or other basis for the appeal position, and the remedy sought.

The letter must be on applicant's letterhead and include an original signature of the authorized applicant representative.

An original letter and two (2) copies of the appeal should be delivered or mailed to the SDE.

The SDE must receive the letter of appeal within 30 calendar days of the written notification of decision. Upon review of the appeal, a response will be provided to the appellant within 30 calendar days.

SDE Mailing Address

ATTN: 21st CCLC Program
Idaho State Department of Education
650 W. State St., 2nd Floor
Boise, ID 83720-0027