

NITA M. LOWEY 21ST CENTURY COMMUNITY LEARNING CENTERS

Application Guidance



IDAHO STATE DEPARTMENT OF EDUCATION
STUDENT ENGAGEMENT | 21ST CCLC

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UPDATED 11/15/2021

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INTRODUCTION

The Idaho State Department of Education (SDE) is pleased to announce the release of the Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) Request for Application (RFA). This document contains the guidelines that should be followed when applying for a 21st CCLC grant.

The 21st CCLC 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 program started in 1998 and was initially administered at the federal level. The reauthorization in 2001 turned over responsibility for administering this program from the U.S. Department of Education (ED) to the State Educational Agency (SEA) in each state. Each state's share of the ESSA funds is determined by a formula based on total Title I funds received, which is based on census data. Funding for this grant program is contingent upon continued funding from ESSA Title IV, Part B.

The purpose of the 21st CCLC is to:

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**, such as 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, mathematics, science, career and technical programs, internship or apprenticeship programs, and other ties to an in-demand industry sector or occupation for high school students that are designed to **reinforce and complement the regular academic program** of participating students; and
3. Offer **families of students** served by community learning centers opportunities for **active and meaningful engagement in their children's education**, including opportunities for literacy and related educational development (ESSA, Sec. 4201(a)).

ACCOUNTABILITY

This document is intended to be read in conjunction with the authorized statutes and applicable regulations that are relevant to the 21st CCLC Grant:

- Legislation: Title IV, Part B, 21st Century Community Learning Centers (p.233-244), of the ESEA, as amended by the Every Student Succeeds Act (ESSA) (20 U.S.C. 7171-7176) – <https://www.ed.gov/essa>
- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – <https://www2.ed.gov/policy/fund/guid/uniform-guidance/index.html>
- The Administrator’s Handbook on EDGAR – <https://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>
- Non-Regulatory Guidance – 21st Century Community Learning Centers Non-Regulatory Guidance (February 2003): <https://www2.ed.gov/programs/21stcclc/legislation.html>
- Idaho 21st CCLC Grantee Guidance - <http://www.sde.idaho.gov/student-engagement/cclc/index.html>
- 21st CCLC Grant Application and related revisions

EXPANDED LEARNING PROGRAM

At this time, the SDE does not have the capacity to offer expanded learning program activities as outlined in ESSA, Sec. 4204(a)(2).

RENEWABILITY OF AWARDS

The *Every Student Succeeds Act* (ESSA) allows a State Education Agency (SEA) to renew a 21stCCLC award based on a subgrantee’s performance during the previous subgrant period [§4204(j)]. The United States Department of Education (US ED) has provided further clarification that the renewability provision of ESSA may apply to subgrantees with a limitation of “one time for one to five years, consistent with the terms of the original subgrantee’s performance period.” The SDE’s intent for renewability is to provide continuous funding to high-quality programs with outstanding performance while promoting sustainability and staff retention.

The Idaho State Department of Education (SDE) is exercising its authority under the renewability provision of ESSA, extending eligible subgrantees one time for up to five years, based on satisfactory performance of the grantee in the previous program year. The scope of the renewability award is required to maintain consistency with the terms of the original approved grant application. This includes, but is not limited to the following; proposed average daily attendance, target populations, target schools, project design, number of centers and staffing models. SDE reserves the right to assign additional, reasonable conditions to the

funding, at its discretion. US ED may provide additional guidance on the renewability provision of ESSA. Pending further guidance, this policy should be considered provisional.

ELIGIBLE APPLICANT

The term ‘eligible applicant’ means a local educational agency, community-based organization, Indian tribe or tribal organization (as such terms are defined in Section 4 of the Indian Self-Determination and Education Act (25 U.S.C. 450b)), another public or private entity, or a consortium of two or more such agencies, organizations, or entities (ESSA, Sec. 4203).

To be eligible to receive a grant under Title IV, Part B, an eligible entity shall submit an application to the SDE at such time, in such manner, and including such information as the SDE may reasonably require (ESSA, Sec. 4204(b)(1)).

PARTNERSHIP APPLICATION

Partnerships are mandatory to be eligible to submit for peer review. In the case of an application where there is no such partnership available within the community, the applicant may submit a *Partnership Waiver Form* (ESSA, Sec. 4204(i)(2)). All Partnership Waiver Forms must be submitted to the SDE for prior approval. Applicants must demonstrate evidence of exhausting all available organizations within a reasonable geographic proximity.

Notes:

To be eligible for the competitive priority points associated with partnership/MOU’s, applicants must mark ‘yes’ to identify the application as a partnership application on the main menu and upload a fully executed MOU between partners.

MOU’s and Partnerships with target schools and ALL Local Educational Agencies (LEA) will be required to be eligible to submit applications for review.

LETTER OF INTENT TO APPLY

Eligible applicants that intend on applying must submit a *Letter of Intent to Apply* to Hillary Blackstone at hblackstone@sde.idaho.gov by **December 8, 2021**. Letters submitted after this date are allowed but may result in delayed access to the online application.

After submitting the Letter of Intent to Apply, it may take up to five (5) business days to gain access to the online application portal.

APPLICATION TIMELINE

The timeline for the 2022 21st CCLC Grant Application:

- November 16, 2021 and November 19, 2021 – Request for Application Workshops (Virtual)
- December 8, 2021 – Letter of Intent to Apply
- December 13, 2021- Application Portal Opens
- January 28, 2022 – **Application MUST be submitted by 4:00 PM (MT)***
- February – March 2022 – Peer Review Process of Applications
- April 2022 – Announcement of Awards
- July 1, 2022 – Grant Period of Performance begins
- July 2022 – New Grantee / Director’s Meeting

** Applications that are incomplete, submitted late, over allowed budget, or do not follow the Application Guidance (as outlined in this document) will not be considered for peer review.*

NO FACSIMILE, PRINTED, HAND DELIVERED OR EMAILED APPLICATIONS WILL BE ACCEPTED.

RIGOROUS PEER-REVIEW PROCESS

All eligible applications submitted within the required timeframe will enter a two-step review process:

1. Employees of the SDE who are familiar with the programs and activities under Title IV, Part B, will review all applications received for completeness and applicant eligibility (ESSA, Sec. 4201(b)(5)(A)). **Applications that do not meet at least 45 of the 85 competitive priority points are not submitted for peer review.**
2. 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)).

The SDE selects peer reviewers, who shall:

- Be selected for their expertise in providing effective academic, enrichment, youth development, and related services to children; and

- Not include any applicant, or representative of an applicant, that has applied in the current grant competition (ESSA, Sec. 4201(b)(5)(b)).

APPEALS PROCESS

Applicants that wish to appeal a grant competition decision may submit an *Application Appeal* to the SDE. More information may be found on the [21st CCLC Webpage](#).

ONLINE APPLICATION

All 21st CCLC applications must be completed in the SDE online application:

<http://www.sde.idaho.gov/student-engagement/cclc/index.html>

Applicant User Roles

There are two (2) primary roles within the application:

1. *Authorized Applicant Representative*: an individual with legal authority from organization to enter into a legal contract. Typically, it is the superintendent, CEO, or president of the organization. This individual will be the primary contacted source concerning the grant application.
2. *Project Director*: an individual with the responsibility of entering information into the grant application. This individual may be the secondary contacted source concerning the grant application.

The Authorized Applicant Representative and Project Director will both need a current ISEE account to access and submit their grant application (see letter of intent). The Authorized Applicant Representative will need to request the Authorized Signer Role with their ISEE account and the Project Director will need to request the 21st CCLC Applicant Role with their ISEE account. These roles are typically assigned at the district level. Non-LEA's can contact our support desk at support@sde.idaho.gov.

Application Submission Instructions

In order to submit the 21st CCLC grant application:

1. Authorized Applicant Representative **MUST** agree to the TERMS AND CONDITIONS; and Project Director **MUST** click the SUBMIT icon on the top MAIN MENU.

GRANT REQUIREMENTS

Afterschool Snack: All applicants must work with Child Nutrition or another organization to offer each participant a healthy snack option each day of programming. (e.g. [CACFP At-Risk Afterschool Centers](#), or [Afterschool Snack Program](#)).

Annual Performance Reporting: collect and report data to demonstrate the effectiveness of program, including but not limited to: student demographics, EDUID number, program attendance, state assessment scores, family engagement, staff development, and activities offered.

Application: an eligible entity may operate more than one (1) grant application and may submit more than one (1) grant application per award cycle, as long as no duplication of services for students are proposed. Please note eligible entities are permitted to submit more than one (1) grant application; however, each eligible entity is limited to one (1) subaward for this grant competition but may receive up to two (2) subawards if there is an insufficient number of eligible applications to allocate the total funding available.

Center: the site or location where programming occurs. Each application may have up to four centers. For applications proposing (a) kindergarten or pre-K services **AND** (b) afterschool services, an applicant may choose to track as two separate centers.

Evaluation: conduct a local, independent program evaluation during the third year of grant to demonstrate the program's effectiveness. Additionally, each subgrantee is required to submit an annual fiscal audit or annual financial statement for their program.

Family & Parent Engagement: promote and offer five (5) family literacy services and three parent involvement opportunities.

Participation: the proposed number of students listed in the grant application will be served on a daily basis.

Professional Development: at least one (1) individual participates in a two-day new grantee training, fall director's meeting and spring director's meeting. Offer ALL program staff opportunities for staff development and training based on the needs of program staff.

Program Income: the generation or collection of fees, co-pays, and/or income is unallowable for Idaho 21st CCLC funded programs. All 21st CCLC funded programs must be offered at no cost to families. This does not apply to other non-21st CCLC programs that your

district/organization manages. All applicants are required to check the program income assurance statement on the main menu of the application. Applicants that do not mark this assurance statement will NOT be eligible for submission.

School Year Program: Provide school year program services at least 100 days and for a minimum total of 300 hours.

Summer Program: operate a minimum of 40 hours during the summer break.

BUDGET REQUIREMENTS

Total Funding Amount: \$650,000

Approximate Number of Awards: Six (6)

Minimum Award Amount: \$75,000

Maximum Award Amount: \$175,000

Award Amount: Grant budget proposals should be based on reasonable and necessary costs for meeting the needs of the estimated number of regular attendees to be served following the funding guidelines above. Current programs that staff a full-time grant director expend on average \$1,200 to \$2,000 per student cost in a school year and summer program. The SDE reserves the right to determine final grant award amounts and may adjust awards based upon available funding. The number of grants awarded will ultimately depend on the number of qualifying proposals received, reviewer's scores, and the availability of grant funds. All awards are subject to availability of federal funds, satisfactory implementation of the proposed grant activities and satisfactory progress on proposed objectives.

The SDE reserves the right to reduce initial award amounts to maximize statewide impact. The SDE also reserves the right to reduce or eliminate award amounts if key performance indicators are not met. Year-to-year funding will be based on meeting program goals and objectives through measureable outcomes concerning student achievement, participation, and family engagement and reasonable expenditures. Reduction of grant funds is based upon an analysis of per-pupil expenditures. Funding for this program is contingent upon continued funding from ESSA, Title IV, Part B.

Budget Definitions:

- **Personnel** (2 C.F.R. §200.430): Costs incurred for employment people to meet the goals and objectives of program operations.
- **Fringe Benefits** (2 C.F.R. §200.431): Cost incurred that supplement an employee’s salary such as health insurance, retirement, PERSI, and so forth.
- **Travel/Professional Development** (2 C.F.R. §200.474): Costs incurred for employees to participate in training, professional development, and conferences. Costs may include travel, Per Diem, lodging, registration fees, conferences (2 C.F.R. §200.432), and other such costs.
- **Supplies** (2 C.F.R. §200.94): All tangible personal property other than those described in equipment and/or a computing device is a supply if the acquisition cost is less than \$250.
- **Equipment** (2 C.F.R. §200.33 and 2 C.F.R. §200.313): All (1) tangible personal property having a useful life of more than one year and (2) a per-unit acquisition cost which equals or exceeds \$250. Computing devices are classified as equipment. Costs incurred for equipment must be used to carry out program operations are allowable if directly connected to the program objectives and design.
- **Purchased Services:** Costs incurred when purchasing a service, which includes contracts (2 C.F.R. §200.22 – a legal instrument by which the sub-grantee purchases property or services needed to carry out the program project).
- **Transportation:** Costs incurred for the transportation of program participants to travel safely to and from the 21st CCLC site and off-site locations including academic enrichment activities and home. This may include mileage reimbursement, contracted bus driver services, and or flat bus rates.
- **Indirect Cost** (2 C.F.R. §200.56): Costs incurred (1) for a common or joint purpose benefitting more than one cost objective, and (2) not readily assignable to the cost objectives specifically benefitted. Costs must be set at the restricted indirect cost rate.

Expenses: All expenses should follow Statutory Requirements outlined in *Elementary and Secondary Education Act*, Sec. 4205(a) - Authorized Activities. Below is a list of common expenses with 21st CCLC grant funds (for a more detailed list see *EDGAR*, 4th Edition, p. 138-162):

Cost	Status	Citation	Notes
Advertising & Public Relations	Allowable with Restriction	2 C.F.R. §200.421	For recruitment of personnel, procurement of

Cost	Status	Citation	Notes
			goods or services, or disposal of scrap metal.
Advisory Councils	Allowable with Restriction	2 C.F.R. §200.422	
Alcoholic Beverages	Unallowable	2 C.F.R. §200.423	
Alumni/ae Activities	Unallowable	2 C.F.R. §200.424	
Conferences	Allowable with restrictions.	2 C.F.R. §200.432	National Conferences on the pre-approved list are allowable; national conferences not on the pre-approved list must be pre-approved by the SDE.
Contributions & Donations	Unallowable	2 C.F.R. §200.434	
Capital expenditures for general purpose equipment, buildings, and land	Unallowable	2 C.F.R. §200.439	
Capital expenditures for special purpose equipment	Allowable	2 C.F.R. §200.439	
Curriculum	Allowable		
Decorative Items	Unallowable		
Entertainment	Unallowable	2 C.F.R. §200.438	Costs for entertainment, amusement, diversion, and social activities.
Facilities	Unallowable		

Cost	Status	Citation	Notes
Field Trips	Allowable with Restriction		Out of state field trips must be pre-approved by the SDE.
Fund Raising and Investment Management Costs	Unallowable	2 C.F.R. §200.442	
Gifts	Unallowable		This may include prizes, gift cards, awards, and other items that appear to be gifts.
Goods or Services for Personal Use	Unallowable	2 C.F.R. §200.445	
Government Costs	Unallowable	2 C.F.R. §200.444	
Grant Writing Services	Unallowable		
Incentives	Unallowable		
Indirect Costs	Allowable with Restriction	2 C.F.R. §200.56	
Lobbying	Unallowable	2 C.F.R. §200.450	
Participant Support	Allowable with Restriction	2 C.F.R. §200.456	Prior approval by the Federal Award Agency.
Personnel & Fringe Benefits	Allowable		
Pre-Award Costs	Unallowable		
Program Operations that take place during the Regular School Day	Unallowable	Sec. 4201(b)(1)(A)	
Remodeling Existing Facility Costs	Allowable with Restriction		Up to \$500

Cost	Status	Citation	Notes
Rental Costs of Real Property and Equipment	Allowable with Restriction	2 C.F.R. §200.465	Rates are comparable to that of other rental property in the locale.
Scholarships and Student Aid	Allowable with Restriction	2 C.F.R. §200.466	Prior approval by the Federal Award Agency.
Selling and Marketing	Unallowable	2 C.F.R. §200.467	
Student Activity	Allowable with Restriction	2 C.F.R. §200.469	
Supplies and Materials	Allowable		
Training and Education (Professional Development)	Allowable	2 C.F.R. §200.472	
Transportation	Allowable	2 C.F.R. §200.473	
Travel	Allowable	2 C.F.R. §200.474	Allowable for transportation, lodging, subsistence, and related items incurred by employees traveling on official business.
Vehicle	Unallowable		

Mandatory Budget Items:

- Staff Professional Development;
- Two-Day New Grantee Meeting (Boise) – transportation, lodging, per diem.
- Fall Director’s Meeting (location to rotate annually)-transportation, lodging, per diem.
- Spring Director’s meeting (location to rotate annually)-transportation, lodging, per diem.

Match / In-Kind: applications are encouraged to match 10% of the total proposed award amount with funds from (1) outside of the applicant organization and (2) may not be derived

from other Federal or State funds (ESSA, Sec. 4204(d)(1)). Eligible Entities are permitted to provide all or any portion of such match in the form of in-kind contributions and may secure match and/or in-kind contributions from more than one entity. All match or in-kind contributions must be substantiated by a MOU or Letter of Commitment.

Minimum Award Amount: applications cannot request a maximum award less than \$50,000 per year of grant (ESSA, Sec. 4204(h)).

Restricted Costs:

- **Remodeling:** No more than \$500 of the grant award; (SDE must pre-approve)
- **Equipment:** No more than 7% of the grant award
- **Indirect Cost:** Set at the restricted indirect rate of the school district that is the applicant or partnering with the applicant; and
- **Rental Facilities:** Limited to the fair market value for similar facilities in the local community.

Applications that are incomplete, submitted late, over allowed budget, or do not follow the Application Guidance (as outlined in this document) will not be considered for peer review.

GRANT APPLICATION

The grant application consists of 10 sections (plus an additional section for returning grantees) for a total of 250 points possible. The breakout by category is as follows:

APPLICATION CATEGORY	TOTAL POINTS
APPLICANT INFO	0
ABSTRACT	0
COMPETITIVE PRIORITY	85
NEEDS ASSESSMENT	40
PROJECT DESIGN	45
COLLABORATION & PARTNERSHIPS	30
EQUITABLE ACCESS & SITE LOCATION	10

APPLICATION CATEGORY	TOTAL POINTS
FISCAL MANAGEMENT & RESOURCES	15
BUDGET	10
CENTERS	5
CURRENT OR RETURNING SUBGRANTEE*	10
TOTAL POINTS	250

COMPETITIVE PRIORITIES

Competitive priority points will be calculated and entered into the grant application system by the Idaho State Department of Education. Applications that do not meet at least 45 of the 85 competitive priority will not eligible for submission and will not advance to peer review.

Category	Criteria to Meet	Points Possible
Implementing comprehensive support and improvement activities or targeted support and improvement activities under Sec. 1111(d). ¹	At least (1) target school.	5
Eligible to receive funds under Title I, Part A under Sec. 1114 as Schoolwide, Consolidated Schoolwide, or Targeted Assistance. ¹	100% of target school(s) with the exception of one school.	15
Partnership application submitted jointly by not less than one (1) local educational agency receiving funds under Title I, Part A, and another eligible entity (partner).	MOU between LEA and eligible entity.	15
Mid-high poverty (50%) based on lunch eligibility. ¹	100% of target school(s) with the exception of one school.	10
High poverty (75%) based on lunch eligibility. ¹	At least 50% of target school(s).	5

Category	Criteria to Meet	Points Possible
Locale codes are classified as Rural Fringe, Rural Distant, or Rural Remote. ³	At least one area served.	5
Proposed ADA does not exceed 20% of overall 2019-20 or 2020-21 target school enrollment. ⁴	100% of target school(s).	10
Not receiving 21 st CCLC funds for 2021-2022 school year. ²	100% of target school(s)	5
Application supports a full-time director for the 5-year period of performance.	*not required for submission to peer review, but highly encouraged	5
Have not received a 21 st CCLC grant from SDE in Rounds 11-15. ²	100% of target school(s)	10

¹Data to verify Title I status, Poverty, and Comprehensive Support and Improvement is based on <https://idahoschools.org/>.

²Visit <https://www.sde.idaho.gov/student-engagement/cclc/index.html> for supporting documents for competitive priority point assessment.

³To find your Locale Code for your district served visit <https://nces.ed.gov/programs/maped/LocaleLookup/>. This competitive priority is determined by the city where your target school is located.

⁴Applicants seeking an exception to this priority must have proven record of success serving more than 20% of the school enrollment. Email Sheena Strickler at sstrickler@sde.idaho.gov by January 14th to request this exception. If the applicant submits the grant to serve more than 20% but does not officially request the exception by the deadline competitive points will not be awarded.

NEEDS ASSESSMENT

1. **ASSESSMENT:** Describe the objective data regarding the needs for before and after school (and summer) activities in the school(s) and community (ESSA, Sec. 4204(b)(2)(I)).

2. **PURPOSE:** Describe how the community learning center will address the identified needs and the needs of working families (ESSA, Sec. 4204(b)(2)(I)).
3. **SCHOOL:** Describe school(s) enrollment, Title I status, socioeconomic status, academic achievement, student engagement, Limited English Proficiency & migrant population, race/ethnicity, and any other relevant information.
4. **ATTENDANCE:** Describe the goal for average daily attendance for the center(s), the percentage of school population to be served daily, and justification for the likelihood goal will be met.
5. **RECRUITMENT:** Describe the plan to recruit and retain participation based on ASSESSMENT and PURPOSE sections of application.
6. **OUTREACH:** Describe the plan to provide equitable services and opportunities for homeschool and private school participants that live within the geographic boundaries of the school(s).

NEEDS ASSESSMENT SCORING:

CATEGORY	INADEQUATE	MINIMAL	AVERAGE	GOOD	EXEMPLAR
ASSESSMENT	0	2.50	5	7.5	10
PURPOSE	0	2.50	5	7.5	10
SCHOOL	0	1.25	2.50	3.75	5
ATTENDANCE	0	2.50	5	7.5	10
RECRUITMENT	0	0.75	1.50	2.25	3
OUTREACH	0	0.50	1	1.50	2

PROJECT DESIGN

MISSION: Describe the mission and vision of the program.

1. **MANAGEMENT:** Describe the individual(s) to execute, monitor, and control programming such as staff hiring, training, fiscal management, sustainability, data management, federal and state reporting, federal and state compliance, participant recruitment and retention, family engagement, and partnership building.
2. **STAFFING:** Describe the plan to ensure appropriately qualified persons are hired as staff and volunteers including program director’s role in managing the grant for all 5-years of period of performance. (ESSA, Sec. 4204(b)(2)(M)).

3. **DEVELOPMENT:** Describe the plan to provide training and professional development to all staff and volunteers.
4. **EVIDENCE:** Describe the best practices, research or evidence-based, to provide educational and enrichment activities to enhance participant’s cognitive, social, emotional, and physical development (ESSA, Sec. 4204(b)(2)(J)).
5. **ALIGNMENT:** Describe the plan to reinforce and complement the instruction students receive during the school day (ESSA, Sec. 4201(b)(A)).
6. **DESIGN:** Describe the plan to offer academic enrichment activities at least 100 days and 300 hours per year to improve participant’s cognitive, social, emotional, and physical development (ESSA, Sec. 4204(b)(2)(B)).
7. **SUMMER:** Describe the plan to offer 40 hours of a summer learning program.
8. **FAMILY:** Describe the plan to offer families opportunities for active and meaningful engagement (ESSA, Sec. 4201(a)(3)).
9. **GOALS:** Describe the goals and data collection methods to measure the improvement of participant’s cognitive, social, emotional, and physical development.
10. **EVALUATION:** Describe the plan to undergo periodic evaluation as well as a third-year independent evaluation to assess the program’s progress toward achieving the goal of providing high-quality opportunities for academic enrichment and overall student success (ESSA, Sec. 4205(b)(2)(A)). Describe the plan to submit annual fiscal program audits or financial statement to the SDE.

PROJECT DESIGN SCORING:

CATEGORY	INADEQUATE	MINIMAL	AVERAGE	GOOD	EXEMPLAR
MISSION	0	0.50	1	1.50	2
MANAGEMENT	0	2.50	5	7.5	10
STAFFING	0	1.25	2.50	3.75	5
EVIDENCE	0	1.25	2.50	3.75	5
ALIGNMENT	0	0.75	1.50	2.25	3
DESIGN	0	0.50	1	1.50	2
SUMMER	0	1.25	2.50	3.75	5
FAMILY	0	1.25	2.50	3.75	5

CATEGORY	INADEQUATE	MINIMAL	AVERAGE	GOOD	EXEMPLAR
GOALS	0	1.25	2.50	3.75	5
EVALUATION	0	0.75	1.50	2.25	3

COLLABORATION & PARTNERSHIPS

1. **INTENT:** Describe the efforts of how the community was given notice of an intent to submit a 21st CCLC grant application and that the application will be available for public review after submission of the application (ESSA, Sec. 4204(b)(2)(L)).
2. **COLLABORATION:** Describe the plan to coordinate existing local, state, and federal resources with the community learning center to make the most effective use of public resources (ESSA, Sec. 4204(b)(2)(C)).
3. **COMMUNICATION:** Describe the plan to disseminate information about the community learning center to the community in a manner that is understandable and accessible (ESSA, Sec. 4204(b)(2)(A)(iii)).
4. **SCHOOL:** ATTACH a letter of commitment from the school principal(s) describing (1) physical building space available, (2) recruitment for participation, and (3) alignment with school day learning (ATTACHMENT TITLE: “Principal-Commitment-CCLC”).
5. **PARTNERSHIP:** ATTACH a signed memorandum of understanding (MOU) between the local education agency and community partner outlining (1) shared mission of the community learning center, (2) active collaboration with assigned responsibilities and commitments, and (3) sharing of relevant student-level data among the local educational agency and community partner, in compliance with relevant laws relating to privacy and confidentiality (ESSA, Sec. 4204(b)(2)(D)(i)) (ATTACHMENT TITLE: “Primary-Partner-CCLC”).
6. **SNACK:** ATTACH a letter of commitment from the sponsoring snack organization (i.e. Child Nutrition Program, Food Bank, local farmer/grocery, etc.) documenting the plan for providing snacks and/or meals for participants (ATTACHMENT TITLE: “Snack-Commitment-CCLC”).
 - a. For centers utilizing Child Nutrition Program and US Department of Agriculture, provide additional information on which snack program(s) will be utilized (e.g. [CACFP At-Risk Afterschool Centers](#), or [Afterschool Snack Program](#)).

COLLABORATION & PARTNERSHIPS SCORING:

CATEGORY	INADEQUATE	MINIMAL	AVERAGE	GOOD	EXEMPLAR
INTENT	0	0.50	1	1.50	2
COLLABORATION	0	1.25	2.50	3.75	5
COMMUNICATION	0	0.75	1.50	2.25	3
SCHOOL	0	1.25	2.50	3.75	5
PARTNERSHIP	0	2.50	5	7.5	10
SNACK	0	1.25	2.50	3.75	5

EQUITABLE ACCESS & SITE LOCATION

- LOCATION:** Describe the plan to ensure the program will take place in a safe and easily accessible facility (ESSA, SEC. 4204(b)(2)(A)(i)).
 - If the location is not a school site, provide evidence that the community learning center (1) will be as available and accessible as it would be at a school site (ESSA, Sec. 4204(c)) and (2) ATTACH documentation of state licensing (ATTACHMENT TITLE: "State-Licensing-CCLC").
- TRANSPORTATION:** Describe the plan to ensure participants in the community learning center will travel safely to and from the center and home (ESSA, SEC. 4204(b)(2)(A)(ii)).
 - ATTACH: For applications requesting Transportation Support Funds, attach a letter of commitment from transportation outlining justification for transportation costs and potential bus routes (ATTACHMENT TITLE: "Transportation-CCLC").
- ACCESS:** Describe the plan for equitable participation for individuals with special needs, Individualized Education Plans (IEP), Section 504 Plans, and Limited English Proficiency (LEP).
- ENVIRONMENT:** Describe the plan to ensure a supportive learning environment and culturally responsive practices.

EQUITABLE ACCESS & SITE LOCATION SCORING:

CATEGORY	INADEQUATE	MINIMAL	AVERAGE	GOOD	EXEMPLAR
LOCATION	0	0.75	1.50	2.25	3
TRANSPORTATION	0	0.75	1.50	2.25	3
ACCESS	0	0.50	1	1.50	2
ENVIRONMENT	0	0.50	1	1.50	2

FISCAL MANAGEMENT & RESOURCES

1. **FISCAL:** Describe the applicant’s experience administering local, state, and federal funds, findings from previous audits and corrective actions, and sufficient funding to cover two months’ worth of programming for reimbursement purposes (ESSA, Sec. 4204(b)(2)(N)).
2. **SUPPLEMENT:** Describe the plan to supplement and not supplant regular school day requirements (ESSA, Sec. 4204(a)(2)(B)).
3. **RESOURCES:** Describe the plan to coordinate federal, state, and local programs and make the most effective use of public resources (ESSA, Sec. 4204(b)(2)(C)).
4. **SUSTAINABILITY:** Describe the preliminary plan for how the community learning center will continue after 21st CCLC grant funds end (ESSA, Sec. 4204(b)(2)(K)).

FISCAL MANAGEMENT & RESOURCES SCORING:

CATEGORY	INADEQUATE	MINIMAL	AVERAGE	GOOD	EXEMPLAR
FISCAL	0	1.25	2.50	3.75	5
SUPPLEMENT	0	0.50	1	1.50	2
RESOURCES	0	0.75	1.50	2.25	3
SUSTAINABILITY	0	1.25	2.50	3.75	5

BUDGET

1. **REQUESTED:** Describe the grant requested amount and match/in-kind for personnel, fringe benefits, travel/professional development, equipment, supplies, transportation, purchased services, and indirect costs.

- a. Grant funds requested does not exceed the maximum award amount, including director support & transportation support.
 - b. Personnel costs must include line item for each role.
 - c. Equipment costs must include line item(s) for each type of equipment.
 - d. Purchased Services must include line item(s) for each vendor/contract/service.
2. **MANDATORY:** Describe the budgeted amounts for (1) New Grantee Meeting: two-day, Boise; (2) Fall Director’s Meeting: location to rotate annually (include transportation, lodging and per diem). (3) Spring Director’s Meeting: location to rotate annually between northern and eastern Idaho (include transportation, lodging and per diem).
 3. **ALLOWABLE:** Develop a budget that is allowable, necessary, and reasonable to meet the needs of the community and follow all state and federal restrictions.

BUDGET SCORING:

CATEGORY	INADEQUATE	MINIMAL	AVERAGE	GOOD	EXEMPLAR
REQUESTED	0	1.25	2.50	3.75	5
MANDATORY	0	0.75	1.50	2.25	3
ALLOWABLE	0	0.50	1	1.50	2

CENTERS

1. **INFO:** Provide the center name, proposed average daily attendance, and grade levels to be served.
2. **SCHEDULE:** Provide the anticipated start/end dates and hours of operation for Fall Term (ending December 31) and Spring Term (beginning January 1) and summer program.
3. **SCHOOL:** Provide the target school(s) for the center.
4. **ACTIVITY:** Provide the academic, enrichment, and family engagement activities for school year and summer program.
5. **STAFFING:** Provide the staffing for the center: titles, student to staff ratios, qualifications, responsibilities, and weekly hours.

CENTERS SCORING:

CATEGORY	INADEQUATE	MINIMAL	AVERAGE	GOOD	EXEMPLAR
INFO	0	0.25	0.50	0.75	1
SCHEDULE	0	0.25	0.50	0.75	1
SCHOOL	0	0.25	0.50	0.75	1
ACTIVITY	0	0.25	0.50	0.75	1
STAFFING	0	0.25	0.50	0.75	1

CURRENT OR RETURNING SUBGRANTEE

1. **PARTICIPATION:** Provide the participant attendance goal for prior years and number of program participants (i.e. average daily attendance).
2. **SUSTAINABILITY:** Describe the efforts made towards sustainability.
3. **FAMILY:** Describe the opportunities offered to families for active and meaningful engagement in child's education and development and adult literacy and education development.
4. **PERFORMANCE:** Describe the impact of the participant's cognitive, social, emotional, and physical development.

CURRENT OR RETURNING SCORING:

CATEGORY	INADEQUATE	MINIMAL	AVERAGE	GOOD	EXEMPLAR
PARTICIPATION	0	0.75	1.50	2.25	3
SUSTAINABILITY	0	0.75	1.50	2.25	3
FAMILY	0	0.50	1	1.50	2
PERFORMANCE	0	0.50	1	1.50	2