



Appeals Process

Nita M. Lowey 21st Century Community Learning Centers

GRANT APPLICATION APPEALS PROCESS

Appeals 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 Department of Education 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 department follows a two-step process for reviewing and awarding applications:

- Employees of the department 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 department 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 department's role is to facilitate the review process in accordance with state and federal statutes and regulations.

Appeals Eligibility

Appeals based on a disagreement with the professional judgment of the peer reviewers will not be considered. Peer reviewers are non-department 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 department failed to correctly apply the standards and process for reviewing the application as specified in the Request for Application Guidance and supporting documents.

Appeals Process and Timeline

- Subgrantees must submit a formal letter to the 21st CCLC Program Coordinator from their district/organization's authorized signer documenting the decision they wish to appeal.
- The department will confirm the receipt of appeal within ten business days.
- The department will review the appeal and may request additional documentation from the subgrantee for further investigation.
- The department will respond with a final decision within 30 days of initial submission.
- If the subgrantee does not agree with the final decision, they have the right to submit an additional appeal to the Director of Student Engagement and School Choice or Executive Team for further review.

CURRENT SUBGRANTEE APPEALS PROCESS

Appeals Eligibility

All subgrantees have the right to appeal the following decisions made by the 21st CCLC Idaho Department of Education team:

- Denial of reimbursement requests for unallowable purchases
- Risk assessment or monitoring findings
- Denial of program amendments to the original grant application
- Reduction of funding due to not meeting federal or statewide objectives
- Termination of grant award due to not meeting federal or statewide objectives

Appeals Process and Timeline

- Subgrantees must submit a formal letter to the 21st CCLC Program Coordinator from their district/organization's authorized signer documenting:
 - the issue(s) in dispute
 - the legal authority or other basis for the appeal position
 - the remedy sought.
- The department will confirm the receipt of appeal within ten business days.

- The department will review the appeal and may request additional documentation from the district/organization for further investigation.
- The department will respond with a final decision within 30 days of initial submission.
- If the subgrantee does not agree with the final decision, they have the right to submit an additional appeal to the Director of Student Engagement and School Choice or Executive Team for further review.