

Pennsylvania Department of Education  
Office of Elementary and Secondary Education  
May 29, 2015  
PENN\*LINK

To: All LEAs  
School District Superintendents  
Charter School Chief Executive Officers  
Career and Technical Education Executive Officers  
Intermediate Unit Executive Directors

From: Matthew Stem, Deputy Secretary  
Office of Elementary and Secondary Education

Subject: SAVE THE DATE! July 1, 2015 for the anticipated release of  
the 21st Century Community Learning Centers (CCLC) 2015-18 Request for  
Applications (RFA) and 21st CCLC Cohort 8 Grant Paper Application and Instructions

The Pennsylvania Department of Education (PDE) is pleased to announce the SAVE THE DATE for the anticipated July 1, 2015, release of the 21st Century Community Learning Centers (CCLC) 2015-18 Request for Applications and the 21st CCLC Cohort 8 Grant Paper Application and Instructions for 2015-18. The Cohort 8 application for the 21st CCLC grant will be created, submitted, collected and competed via a paper application process.

The purpose of the program is to establish or expand community learning centers that provide students who attend high-poverty and low-performing schools with academic enrichment opportunities by Expanding Learning Opportunities (ELO) during non-school hours along with activities designed to complement the students' regular academic program. Community learning centers must also offer families of these students literacy and related educational development. Centers, which can be located in elementary or secondary schools or other similarly accessible facilities, provide a range of high-quality services to support student learning and development, including tutoring and mentoring, homework help, academic enrichment (such as hands-on science or technology programs), and community service opportunities, as well as music, arts, sports and cultural activities. At the same time, centers help working parents by providing a safe environment for students during non-school hours or periods when school is not in session.

### **Application Process**

The 21st CCLC Grant Request for Applications (RFA) and Guidance for Fiscal Years 2015-18, the 21st CCLC Cohort 8 Grant Paper Application and Instructions for 2015-18, and all attachments for new grants will be available beginning **July 1, 2015**, on the Pennsylvania Department of Education's 21st CCLC website at [www.education.pa.gov](http://www.education.pa.gov), key words 21st Century Community Learning Centers grant.

Applicants are required to complete each section of the 21st CCLC paper application explained in the 21st Century Community Learning Centers Cohort 8 Grant Paper Application and

Instructions for 2015-18 document and submit the completed application to Ms. Maribel Martinez at PDE's Division of Student Services at the address listed on page two of the 2015-18 Request for Applications by **noon on Wednesday, August 5, 2015**. All sections must be completed in order to submit the application. No sections of the paper application are optional. Faxed and emailed copies will not be accepted. Originals, paper copies and attachments received after the deadline will not be reviewed. Failure to submit the required copies of the signatory documents by the deadline will result in the disqualification of the grant application and denial to proceed to the peer review.

## **Prior to Grant Award**

All potential applicants must complete the following steps:

1. Notify PDE via email of the applicant's intent to submit an application. Include the legal name of entity, and either the AUN (school districts/charter schools/intermediate units) or EIN (all other organizations) and Vendor number for the lead organization. Specify in the letter of intent to apply the target population to be served including grade levels, proposed site locations, district and school names, community based organization partners, etc. Email your intent to apply to [sdannunzio@pa.gov](mailto:sdannunzio@pa.gov) by 4:00 PM on **Monday, July 13, 2015**. Please note this is due prior to the paper application submission deadline. No extensions will be granted.
2. If your agency is not a school district, charter school or intermediate unit, you will need to register for a vendor number. Non-Procurement Entities can apply for a brand new vendor number using the following link: [www.vendorregistration.state.pa.us](http://www.vendorregistration.state.pa.us). Applicants must have a "vendor number" in order to do business with the commonwealth and so that they can eventually be paid by the commonwealth, if their application is selected for funding. Once you have a vendor number, you will provide your vendor number on the Title Page form and grant agreement document.
3. Consult with eligible nonpublic entities located within the attendance area of LEA regarding participation in the proposed 21st CCLC program. Complete, the Certification of Nonpublic Involvement Form located in Appendix A of the 21st CCLC Grant Request for Applications (RFA) and Guidance for Fiscal Years 2015-18. (Charter school applicants need not complete)
4. Register for and attend one pre-proposal workshop.

## **Funding Availability**

PDE will have approximately \$18 million dollars available for Cohort 8 grants. Applicants may select to provide out-of-school time programming (i.e. before school, afterschool, holidays, weekends and summer school services) focused on improving Prekindergarten through grade 12 performance measures of school attendance, classroom performance, and/or reduced disciplinary referrals and meeting state and local academic achievement standards in reading, math, and science. In keeping with the 21st CCLC non-regulatory guidance that larger, more comprehensive grants are more likely to have a measurable impact on student achievement, applicants proposing services for traditional afterschool programming during the regular after school hours, weekends, evenings and summer, may request funds ranging from a minimum of \$50,000 to a maximum of up to \$400,000. Programs that propose to provide both school year and summer programming are more powerful for results and data; therefore, no funds will be

available for applicants who do not propose a minimum of six weeks of summer programming. There will be no summer-only applicants in this grant round.

Communities or organizations may apply together to share resources, so long as statutory requirements are met. PDE can determine what constitutes an eligible consortium as long as the state's determination is consistent with program requirements. Only one contract will be issued for each application selected for funding, even for joint proposals. In the case of a joint application, the identified entity will have fiscal and contractual responsibility. Only those community-based organizations and nationally affiliated service organizations who will be partnering with Pennsylvania schools are eligible to apply. The services to be provided must target the neediest of Pennsylvania's students and their families.

As per Section F-12 of United States Department of Education 21st CCLC Non Regulatory Guidance, communities that presently have a 21st CCLC Grant from PDE are eligible to receive additional funds under the PDE administered program. The United States Department of Education Non-Regulatory Guidance document can be accessed at <http://www2.ed.gov/programs/21stcclc/guidance2003.pdf>. However, local applicants should be aware that new funds must be used in a manner consistent with all the requirements of the statute and must be used only to supplement, not supplant, any federal, state or local dollars available to support activities allowable under the 21st CCLC program.

## **Federal Funding Priorities**

PDE will give competitive priority to applications that both propose to serve students who attend schools identified for improvement (pursuant to Section 1116 of Title I) and that are submitted jointly between at least one LEA receiving funds under Title I, Part A and at least one public or private community organization.

In determining whether an application has been "submitted jointly," PDE will look for evidence of:

- a. Collaboration in the planning and design of the program;
- b. Substantial roles for each partner in the delivery of services and management and oversight of the program;
- c. Shared grant resources to carry out roles;
- d. One partner serving as the fiscal agent; and
- e. Integration with the regular school day program.

Only one contract will be issued for each application selected for funding, even for joint proposals. Communities or organizations may apply together to share resources, so long as statutory requirements are met. PDE has determined that for the purpose of the 21st CCLC grant, the following constitute an eligible consortium: Two or more individual companies, community-based organizations, service-related organizations, or educational entities that partner together to benefit the students at the educational site locations targeted for program implementation for the purpose of the grant and who actively contribute to and collaborate on the 21st CCLC-funded project. Only one partner will be named as the grantee if selected for funding and will have the fiduciary and fiscal responsibilities for the grant. Consequently, every joint application must identify **only one** organization to be designated as the grantee and the

fiscal agent on behalf of all members of the consortium. That entity will have fiscal and contractual responsibility for carrying out the proposed grant program. PDE strongly encourages joint collaborators to identify a grantee that has expertise in managing the fiscal and contractual obligations required by 21st CCLC. Organizations do not have to demonstrate prior experience in providing afterschool programs to be eligible to apply for a grant, but must describe the likelihood of successful implementation and the capability to provide activities and services outlined in the proposal. Members seeking payment for services will be considered providers rather than partners.

Letters of endorsement are not by themselves sufficient evidence that organizations or school districts have substantially been involved in the design of a program. Letters of support of applications received will not be reviewed as part of the peer review process. Please refrain from submitting letters of support.

As mandated by federal law (P.L. 107-110, §4204[i]), **highest funding priority** will be given to applications that meet both of the following conditions:

1. The applicant proposes to serve students who attend school districts that have been identified for improvement by the PDE; **and**
2. The application has been submitted jointly by at least one LEA receiving funds under Title I, Part A and at least one public or private community organization.

To be viewed as a joint application, there must be evidence that: (1) the LEA and at least one other organization collaborated in the planning and design of the program; (2) each have substantial roles to play in the delivery of services; (3) both share grant resources to carry out those roles; and (4) both have significant ongoing involvement in the management and oversight of the program.

## **Pennsylvania's Funding Priority**

Up to 65 additional priority points could be assigned to applications demonstrating prior program experience and that propose highest quality programming for the priority area targeted.

Following are the additional priority areas:

1. Preference for funding will be given to qualified applicants proposing to provide afterschool services to students attending schools designated as "priority" or "focus" schools with school performance profile scores in the lowest five to 10 percent of Title I schools and will receive the highest funding priority consideration for 21st CCLC funds. **All applicants must meet this Pennsylvania priority in order to receive highest funding priority consideration.** The 2014-15 Priority and Focus schools can be found at [www.education.pa.gov](http://www.education.pa.gov) (PDE will award points for this application required priority.)
2. Preference for funding will be given to qualified applicants with demonstrated previous experience and success in providing services to elementary, middle, and high school students in grades 2-12 and who propose offering Science, Technology, Engineering and Mathematics (STEM) and the addition of Arts education to STEM services (STEAM) exclusively to students from eligible elementary, middle schools, and high schools in

grades 2-12. Programs that integrate the proposed afterschool programming with existing research-based programs and that demonstrate effective utilization of STEM and have previous experience and success in providing STEM or STEAM, and in raising the awareness and understanding of students about STEM/STEAM activities by infusing STEM/STEAM into expanded learning opportunities, after school and summer programming and that meet the above criteria, could be eligible for up to 10 extra priority points based upon the quality of their proposal.

3. Preference for funding will be given to qualified applicants offering **credit recovery** to high school students. An applicant may propose to use 21st CCLC program funds for a before - or after-school program or activity for which participants may receive credit toward high school graduation requirements if: (1) such a program or activity is an expansion of the options for receiving high school credit in a particular area that would not have been provided without the 21st CCLC program; and (2) the program or activity does not replace or reduce the courses and programs normally provided by a local school district or private school (i.e., there is no reduction in the course offerings or costs in that particular academic area). Please note that a drop in program is unallowable, credit recovery students must attend the program for all portions of the program, and credit recovery must include a blended approach of face-to-face instructor lead components and online programming. The online component cannot be 100 percent of the teaching methodology. Applicants could be eligible for up to 10 extra priority points based upon the quality of their proposal.

Note: It is important to note that it is the responsibility of the entity to award the credit. There must be a letter of agreement between the LEA and the grantee clarifying the responsibility of recording the credits.

4. Preference for funding will be given to qualified applicants offering career and college readiness opportunities for high school students in grades 10-12 and who document evidence of expanding career connections for students while promoting career-technical and college routes. Career and college readiness programming must offer the following: alignment with realistic college attendance aspirations; academic planning for college and career readiness; academic enrichment opportunities to improve grades, and college or technical school eligibility; offer assistance in paper and online applications; helping students to prepare for careers; and technical school or college; provide structured homework help, college counseling services, and afterschool and summer learning programs; and provide engaging learning opportunities for youth by connecting learning to careers, college, and other future plans. An applicant may propose to use 21st CCLC program funds for a before - or after-school program or activity that provides participants with early and ongoing exposure to career and college readiness opportunities for high school students. Applicants could be eligible for up to 10 extra priority points based upon the quality of their proposal.
5. Preference for funding will be given to qualified applicants proposing services to K-12 students located in counties, communities and schools identified by the Pennsylvania Department of Education as those that have not previously housed 21st CCLC programs or received funding as an applicant or part of a consortium. Preference for funding will be given to qualified applications from communities across Pennsylvania that have not previously received 21st CCLC funding. In order to qualify for this priority no member of

the consortium group or any single applicant agency, district or community - based agency will have received a 21st CCLC grant under any name since 2008. Applicants could be eligible for up to 20 extra priority points based upon the quality of their proposal.

6. High Risk Grantees may have up to 40 points deducted from their application rubric subtotal score based upon prior grant history, failure to comply with the general or specific terms and conditions of the grant, and failure to meet the expected performance goals as described in their prior applications.

## **Period of Availability**

The grant period will range from **Oct. 1, 2015 to Sept. 30, 2018.**

## **Eligible Applicants**

Federal law mandates, per Section 4203 (a) (3), “that any public or private organization may apply for 21st CCLC funding if it proposes to serve:

1. Students who primarily attend:
  - a. schools eligible for schoolwide programs under (Title I) Section 1114; **or**
  - b. schools that serve a high percentage of students (at least 40 percent) from low-income families; and
2. The families of those students described above.”

Preference for funding will be given to qualified applicants designated as “priority” or “focus” schools with school performance profile scores in the lowest five to 10 percent of Title I schools will receive the highest funding priority consideration for 21st CCLC funds. All applicants must meet this Pennsylvania priority in order to receive highest funding priority consideration.

Additional Pennsylvania funding priorities can be found in the 21st Century Community Learning Centers Grant Request for Applications (RFA) and Guidance for Fiscal Years 2015-18.

## **Application Information**

Detailed information outlining grant terms and conditions, program eligibility, pertinent regulations including expenditure guidelines, evaluation and program accountability requirements and additional resources are contained in the complete 21st Century Community Learning Centers Grant Request for Applications (RFA) and Guidance for Fiscal Years 2015-18 and in the 21st Century Community Learning Centers Cohort 8 Grant Paper Application. Instructions for 2015-18 can be accessed starting July 1, 2015 by:

- Visiting PDE’s website: [www.education.pa.gov](http://www.education.pa.gov) key words 21st Century Community Learning Centers Grant.
- Email additional questions to: [RA-21stCCLC@pa.gov](mailto:RA-21stCCLC@pa.gov).

For additional program information, please contact:

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