



**21st Century Community Learning
Centers (CCLC)
2023-24 Competitive Subgrant
Technical Assistance**

January 10, 2023

21st CCLC Team

**Amy Bosch, Cardacia Green, Joyce Patterson,
Jamaal Perry, and Shonda Pooser**

Office of Student Intervention Services

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Objectives

- Provide overview of 21st CCLC Program
- Review program requirements
- Present application timeline and key components
- Explain components of Application Narrative
- Review Scoring Rubric



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21st CCLC Overview

The 21st Century Community Learning Centers is a subgrant program funded by the U.S. Department of Education, authorized by the *Elementary and Secondary Education Act of 1965* (ESEA), **as amended by the *Every Student Succeeds Act* (ESSA), Title IV, Part B, and administered by the South Carolina Department of Education (SCDE).**



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Purpose of 21st CCLC Program

To provide opportunities for communities to establish or expand activities in community learning centers that:

- provide opportunities for academic enrichment;
- offer students a broad array of additional services; programs, and activities designed to reinforce and complement the regular academic program; and
- offer families of students served opportunities for literacy and related educational development.




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Funding Overview


- Available funds: \$3-5 million
- Estimated number of sub-awards: 10-15
- Project Period: August 1, 2023-July 31, 2027
- Minimum funding amount: \$50,000
- Maximum amount per student: \$2,000



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Funding Overview (cont.): New Projects

Hours of operation per week	Project Period	Maximum Request	Per Student Cost
12 or more hours	Year One	\$200,000	\$2,000
	Year Two	\$200,000	
	Year Three	\$180,000	
	Year Four	\$171,000	
11 hours	Year One	\$183,700	\$1,837
	Year Two	\$183,700	
	Year Three	\$165,330	
	Year Four	\$157,064	
10 hours	Year One	\$167,000	\$1,670
	Year Two	\$167,000	
	Year Three	\$150,300	
	Year Four	\$142,785	



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Funding Limits for Summer Programming

Operating at least four hours per day for four days per week for four weeks (minimum requirements).

Hours of operation per week	Project Period	Maximum Request	Per Student Cost
16 or more hours	Summer 2023 (Year One)	\$60,000	\$150/week
	Summer 2024 (Year Two)	\$60,000	
	Summer 2025 (Year Three)	\$54,000	
	Summer 2026 (Year Four)	\$51,300	

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Funding Overview (cont.)

- Reductions In Funding (See RFP, page 3):
 - Decrease in funding in Year Three: 10%
 - Decrease in funding in Year Four: 5%
- Programs expected to provide same or higher levels of service .
- Programs may *not* charge *any* types of fees as means of sustaining projects.

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Eligible Applicants

- Indian tribe or tribal organization
- For-Profit organizations
- Other public and private entities
- Public school districts/schools
- Private schools and charter schools
- Community-based organizations
- Faith-based organizations



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Ineligible Applicants

- Organizations proposing to implement programs at schools or sites currently receiving 21st CCLC funds
- Organizations proposing to serve students attending schools currently receiving 21st CCLC funds.



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Competitive Priorities

Priority 1: Priority Schools
(5 points)

Priority 2: ESSA Targeted Services Priority
(5 points)

Priority 3: Expanding Services Priority
(5 Points)



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Competitive Priorities (cont.)

Priority 4: 15 Hours Per Week Operation
(5 points)

Priority 5: Geographic Equity
(10 points)



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Timeline of Granting Process

Date	Activity/Action
January 10, 2023	Pre-Application Technical Assistance Webinar
March 6, 2023 <i>before 4:30 p.m.</i>	Deadline for receipt of applications
July-August 2023	Notification of awards
September 5, 2023	Deadline for programs to begin



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Target Population

- Students who attend schools that receive, or are eligible to receive, Title I school-wide assistance
- Schools that serve a high percentage of students from low-income families
- Adult family members of participating students with literacy and other educational services.



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Accessibility

- Programs operated in a facility other than a public school must utilize facilities that are as available, safe, conducive to learning, and accessible as a public school.
- Applicants must ensure that programs are accessible to individuals with disabilities and are non-discriminatory. Include a General Education Provisions Act (GEPA) statement (page 71).



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Private School Consultation

Applicants must consult with private schools located within the boundaries of the geographical area to be served during program planning and the development of their application.



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Statutory & Other Requirements

- Adhere to all statutory, federal, and state program requirements (pages 6-13)
- Adhere to 2CFR Part 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- Adhere to all Assurances and Terms and Conditions for Federal Subawards (pages 65-70)
- Must maintain an active registration in System for Award Management ([SAM.gov](https://sam.gov))
- SCDE is responsible for monitoring the 21st CCLC programs of the subgrantees to ensure that the grant requirements are consistently being met and that the program remains in compliance with the regulations. See Program Accountability and Monitoring section of RFP for details (pages 13-14).



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Fidelity Bonding

- Primary applicants that are not school districts (i.e. local education agencies/LEAs) must furnish to the SCDE a fidelity bond listed in favor of the SCDE before grant funds will be released.
- Fidelity bond must be issued in the amount equal to the total of the annual grant award.



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General Liability Coverage

- A primary applicant that is not a school district must also secure a general liability policy in the amount of no less than \$1,000,000 per occurrence. The SCDE must be listed as an "additional insured" and as a "certificate holder."
- Costs may be included in budget.



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Required Focus Areas

1. Academic Achievement (English language arts (ELA), reading, and mathematics are required; other core subjects may be added based on need);
2. Attendance (in the regular school day);
3. Behavior (in the regular school day);
4. Family literacy; and
5. Sustainability.



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Academic Focus

- Academic instruction in ELA, reading, and math is required
- Student-to-teacher ratio of 10:1 or less is required during periods of direct academic instruction
- Academic content must be aligned with the South Carolina State Standards
- Use of certified instructors in core subject areas is strongly recommended.



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Hours of Operation:

Primary, Elementary, and/or Middle School

- Programs must, at a minimum, provide direct services to students for ten (10) hours per week at least four (4) days per week, Monday-Friday, for a minimum of 30 weeks.
- The days of operation must be consistent from week to week and may include hours before and after school. Before school hours must be in addition to the required hours afterschool.
- A project may only operate before school for a maximum of two and a half hours per week; the remaining hours of operation must be after school.



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Hours of Operation (cont.):

Primary, Elementary, and/or Middle School

- All participants must have the opportunity to fully participate in projects that operate before school. A lack of transportation must not prohibit any enrolled student from participating in the portion of the project that operates before school.
- Saturday activities are optional but must not take the place of after-school programming.
- Summer operations and Saturday academies are optional as supplementary activities to after-school programming.



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Hours of Operation (cont.):

High School

- Programs must, at a minimum, provide direct services to students for ten (10) hours per week at least four (4) days per week, Monday-Saturday, for a minimum of 30 weeks. Saturday programming is limited to four (4) hours of the required ten (10) hours and must occur weekly.
- Programs *may not* operate before school.



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Hours of Operation (continued):

High School

- A lack of transportation must not prohibit any enrolled student from participating in any portion of the project, including those portions that operate on Saturday.
- Summer operations are optional as supplementary activities to after-school and Saturday programming.



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Memorandum of Agreement

For any agreement that involves a school, district superintendent or his/her designee and principal of each participating school must sign a Memorandum of Agreement (MOA) regarding the proposed 21st CCLC that includes all roles and responsibilities associated with the partnership.



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Program Costs

Programs are not allowed to charge participants (i.e. students and their family members) any fees. All costs associated with 21st CCLC program activities should be included in the program budget.



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Authorized Activities

Funds *must* be used to support activities designed to raise student achievement, improve school attendance and behavior, and increase the literacy of participants' adult family members. Activities *must* take place primarily after school, before school (if allowable), during intersession periods, on weekends, and/or during summer breaks. (See pages 12-13)



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Unauthorized Activities

Funds *must not* be used to

- support activities during normal schools hours unless such activities target pre-kindergarten children or adult family members of participating students,
- cover costs associated with any food purchases unless they are part of an approved cooking class or demonstration or staff professional development activity,
- provide or support religious activities,
- cover costs associated with any type of fundraising activities, or
- other prohibited activities (see list on page 13).



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Fiscal Operations

21st CCLC funds must be used for allowable expenditures during designated subgrant-program-year period.

Subgrantees must maintain direct control of the total subgrant award during entire subgrant cycle.



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Fiscal Operations (cont.)

Any unspent funds remaining at end of subgrant period will be retained by SCDE for reallocation to other subgrantees.

Matching or in-kind funds are not required; however, matching and in-kind funds are indicator of potential sustainability of 21st CCLC project and should, therefore, be indicated on budget narrative.



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Allowable Costs

- Salaries
- Benefits
- Transportation
- Supplies/Materials
- Educational Field Trips
- Technology
- Curriculum



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Unallowable Costs

- Food purchases including snacks (except for approved cooking classes or staff professional development)
- Non-educational field trips (such as amusement parks)
- Gift cards or other monetary incentives
- Equipment or supplies that cost \$5,000 or more per unit
- Marketing materials or services
- Purchase of vehicles
- Construction or renovation of buildings.



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Supplement, Not Supplant

All 21st CCLC subgrant funds must supplement, not supplant, existing services and may not be used to supplant federal, state, local, or nonfederal funds.

Projects may not use subgrant funds to pay for existing levels of services funded from any other sources or for any services mandated by state, federal, or local law.



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Review Process

- Three reviewers will score each application.
- Scores (up to 100 points each) will be averaged.
- Applications with average score of 80 or higher will be eligible for funding and assigned priority points.
- Competitive priority points, assigned by impartial designee, will be added to averaged score.
- Applications will be ordered from highest to lowest, based on total score (averaged score plus any priority points)
- Highest scoring applications will be considered for funding.



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Review Process (cont.)

- Prior to making awards, SCDE's Office of Auditing Services will conduct pre-award risk assessment. All applicants are required to complete applicable Pre-Award Audit Questionnaire as part of grant application requirements (see page 74-82). Based upon results of assessment, special conditions may be applied to awards.
- SCDE reserves right to interview applicants recommended for funding, request additional documentation, and visit proposed sites that are not school facilities.
- Applicants who currently receive 21st CCLC funding or recompeting applicants who have received 21st CCLC funds in past will be subject to review of historical data.



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Questions



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Application Narrative Format

Length of Narrative:	18 pages maximum (does not include Table of Contents, timeline of activities, and weekly schedule)
Font/Size:	Times New Roman or Arial/Size 12; timeline of activities and weekly schedule can be in Times New Roman or Arial/11 point
Margins:	1" on all sides
Page Numbers:	Bottom right of page; all pages of Application Narrative must be numbered
Spacing	Double-spaced Text in charts and tables and timeline of activities and weekly schedule may be single-spaced
Final File Format:	PDF document



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Selection Criteria

Application Sections	Maximum Points Available
Proposal Abstract	0
1. Needs Statement	20
2. Project Design	40
3. Management	15
4. Adequacy of Resources and Sustainability	20
5. Timeline of Activities	5
Budget Forecast and Narrative	0
SUBTOTAL	100
Competitive Priorities	30
TOTAL	130



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Proposal Abstract

In one page, concisely describe:

- Proposed project,
- Number of students to be served,
- School district(s) in which they will host project,
- Unique name of project (if any),
- Primary applicant's name,
- Amount of funds requested, and
- List of collaborating partners.



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Needs Statement

1a. Explain needs assessment process and its findings, including all three of following:

- involvement of collaborative partners in needs assessment process,
- needs of community, and
- needs of school(s).



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Needs Statement (cont.)

1b. Explains needs assessment process and its findings, including both of the following:

- needs of students to be served (including any specific student data pertaining to needs to be addressed), and
- needs of students' families to be served.



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Needs Statement (continued)

1c. Explains current afterschool program operating at proposed site and includes all six of following (if applicable):

- Number of students being served;
- Number of paid staff;
- Source of funding;
- How many days/hours per week program is operating;
- How proposed 21st CCLC will operate in conjunction with existing program; and
- Impact of proposed project on students served



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Project Design 2.a. Part 1

2.a: Performance Goals and Objectives

Clearly address following performance goals for project:

- Students regularly participating in program will meet or exceed state and local academic achievement standards in ELA/reading and math.
- Students regularly participating in program will show improvement in performance measures of school attendance, classroom performance, and reduced disciplinary referrals.



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Project Design 2.a. Part 2

2.a: Performance Goals and Objectives:

- Families of students regularly participating in program will be afforded opportunities for family literacy activities and services.
- Subgrantees will have a strategy in place to support program sustainability.



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Project Design 2.a. Part 3

2.a: Performance Goals and Objectives

Note: You must include all objectives (performance measures) in Multi-Year Program Design and Performance Form (required appendix item).

Note: If additional performance goals and/or objectives associated with needs identified in needs statement section are needed, you must add them to chart using blank rows provided.



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Project Design 2.b.

2.b. Description of Strategies and Activities

Describe following two items in order:

- Specific activities for students that will be undertaken to meet each project objective, including number of hours per week, days of week, and number of weeks per year that site will provide services, and service provider or collaborative partner for each activity; and
- How proposed academic and enrichment activities are based upon components of measures of effectiveness regarding evidence-based research and best practices (citing sources of research), and how instructional activities and teaching strategies are designed to be innovative and engaging and will be coordinated with activities that occur during regular school day.



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Project Design 2.c.

2.c. Student and Family Support

Provide clear, concise description of:

- Additional social and/or behavioral services that will be provided to support student success;
- Types of snacks/meals that will be served daily, how they will be prepared, and source of funds; and
- Specific activities that will be provided to address literacy and related educational needs of participants' families, including involvement of district's Title I, family literacy, and adult education coordinators in providing services to families.



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Project Design 2.d.

2.d. Evaluation Strategies

Address following in detail:

- Describe outcome measures that will be used to assess impact of proposed 21st CCLC on student learning and behavior;
- Describe types of data that will be collected, how and when data will be collected and analyzed, who (identified by position) will be responsible for each data collection, and how results will be presented to demonstrate that each objective has been met;
- Explain how data will be analyzed, reported, and subsequently used to improve overall quality of project or activity; and
- Identify different audiences who will be provided with evaluation data and reports.



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Management 3.a. Part 1

3.a. Management

Explain how proposed project will be implemented efficiently and effectively and how challenges and obstacles will be resolved.



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Management 3.a. Part 2

3.a. Management (cont.)

To fully address these issues

- provide evidence of successful experience or capacity to succeed in providing educational and enrichment activities to complement and enhance academic performance, achievement, and positive development of students (public and private) and their families
- include evidence of experience in managing and coordinating similar types of proposed activities and ability to perform required services on time and within budget.



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Management 3.a. Part 3

3.a. Management (cont.)

To address this criterion

- clearly define job descriptions and qualifications of key staff, and
- describe plans and budget for ongoing staff training and professional development, including topics, potential facilitators, and frequency.



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Management 3.a. Part 4

3.a. Management (cont.)

- Describe how proposed project was developed and will be conducted in active collaboration with other organizations, including other schools or districts, community-based organizations, faith-based organizations, and other public and private organizations.
- Identify members (and affiliations) of advisory council and explain council's role in project planning, implementation, monitoring, adjustment, and evaluation, and include council's meeting schedule (at least four times per year).



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Management 3.a. Part 5

3.a. Management (cont.)

- Describe plans to coordinate federal, state, and local programs with proposed project for most effective use of public resources (without supplanting). Title I, Adult Education, and McKinney-Vento funding may be used to provide complementary services for students.



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Management 3.b.

3.b. Management

- Explain strategies to be used to disseminate information about 21st CCLC (including its location) to community in an understandable and accessible manner, and
- Explain process used to notify community of applicant's intention to apply for a 21st CCLC grant and the plan to make application available for public review.



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Adequacy of Resources & Sustainability

4.a. Part 1

4.a. Staffing

Describe in detail adequacy of resources to ensure successful launch and operation of a 21st CCLC:

- Staffing of 21st CCLC to ensure proper participant/teacher ratios during academic instructional periods and enrichment activities, supervision, management, and adequate delivery of services, including plans to recruit and use volunteers, especially senior citizens.



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Adequacy of Resources & Sustainability

4.a. Part 2

4.a. Facilities and Other Resources

- Describe site to be used, with details including its square footage, safety measures, and accessibility, and facilities, equipment, supplies, and other resources that are available to make this best site for 21st CCLC.

Note: If proposed 21st CCLC will be located in facility other than an elementary or secondary school, applicant must describe how this alternate facility will be at least as available and accessible to participants as is 21st CCLC program located in elementary or secondary school.



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Adequacy of Resources & Sustainability

4.b. Part 1

4.b. Transportation Plan

Provide detailed transportation plan that explains how students (public and private) will travel safely to and from 21st CCLC and home, including transportation details for before-school, Saturday, and summer programs, if applicable. Transportation plan *must* answer following questions:

- Who will provide transportation for this project?
- Who will fund transportation? (All applicants must plan and budget for transportation.)
- How many buses will be used for this project? Include maximum capacity of each bus. If buses are not being provided by public school/district, describe buses that will be used.



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Adequacy of Resources & Sustainability

4.b. Part 2

4.b. Transportation Plan

If proposed 21st CCLC is non-school site, what is roundtrip distance in miles from site to each targeted school to be served?

- How long will it take each bus to complete its route when transporting students home?
- How many students will ride each bus?
- What is contingency plan if fuel costs increase?
- What is logistical outline of transportation plan (scheduled pick-up and drop-off times, routes, etc.)?
- Other transportation details (management, field trips, car riders, etc.) that are pertinent to proposed 21st CCLC.



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Adequacy of Resources & Sustainability

4.c. Part 1

4.c. Sustainability

Describe how 21st CCLC will continue to operate without changing scope of services as grant funds decrease and after grant funding ends. To provide complete sustainability plan:

- Provide detailed description and explanation of sustainability objective;



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Adequacy of Resources & Sustainability

4.c. Part 2

4.c. Sustainability

- Describe funding plan to include goals and objectives in years one and two, names of partners and their commitments and contributions (financial and in-kind), other revenue sources, and any other strategies to be used for sustainability (Applicants may *not* charge fees as a means of sustaining their program.); and
- Describe how costs will be covered in years three and four when funds decrease and thereafter when grant funds cease.



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Timeline of Activities & Project Weekly Schedule

5. Timeline of Activities & Project Weekly Schedule

Provide a Timeline of Activities that indicates chronological order of major activities and strategies of project, identifies partners responsible for key activities, and includes a Project Weekly Schedule (chart) that reflects adequate duration and frequency of instructional activities.



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Budget Summary & Budget Forecast and Narrative

Provide Budget Summary and complete Budget Forecast and Narrative that includes

- all formulas used to calculate line-by-line expenses
- totals that correctly reflect line-item totals in Budget Summary
- only items that directly correspond to or reflect strategies and activities for project.

Note: Items in Budget Forecast and Narrative that are not described in strategies and activities section of application narrative will not be funded.



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Budget Considerations

- Provide clear evidence that budget is justified based on needs assessment.
- Provide clear evidence that expenditures are appropriate and justified to support activities in project.
- Include estimates for matching funds and in-kind, as applicable.



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Budget Calculations

- Cost-per-student allocation should not exceed \$2,000
- Salaries/benefits must not exceed 65% of total budget
- All costs, particularly those associated with personnel and equipment, must be
 - reasonable
 - necessary
 - allowable
 - appropriate given local market and nature and scope of proposed program.



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Grant Fund Disbursements

- Funds will be disbursed on reimbursement basis upon receipt of subgrantee expenditure reports with all supporting documentation
- No funds may be obligated prior to receipt of grant award notice
- No expenditures incurred prior to August 1, 2023, will be reimbursed
- Applicants should have at least **three months** of sustainable funds at their disposal prior to implementing program.



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Budget Parameters

- Programs are not permitted to reduce scope of services to compensate for decreases in 21st CCLC funds in years 3 and 4
- MOAs must include financial commitments for all in-kind donations indicating amounts and services being provided.



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Budget Narrative Examples

Line Item	Requested Funds	In-Kind Match	Total Cost
Salaries and Stipends (100)			
(1) Project Director (oversee program site @\$187.50 week @ 32 weeks)	6,000.00		6,000.00
(9) Mentors/Tutors (10 hours per week for 32 weeks @\$10.00/hr)	28,800.00		28,800.00
Purchased Services (300)			
(12) Certified teachers for 8 hr/week for 32 weeks@ \$20.00/hr	61,440.00		61,440.00



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Appendices

- Certification Signature Page (page 65)
- GEPA Statement
- Request for Tax Identification Number and Certification (W-9)
- Private School Confirmation Form
- Memorandums of Agreement
- Résumé of Project Director (2-page limit)
- Indirect Cost Rate Agreement, if applicable
- Multi-Year Program Design and Performance Form



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Certification Signature Page

- Applicant certifies to abide by SCDE's Assurances and Terms and Conditions by signing Certification Signature Page
- Obtain all signatures prior to submitting application.

SOUTH CAROLINA DEPARTMENT OF EDUCATION 2017-18 21st Century Community Learning Centers Office of Student Intervention Services
Certification Signature Page

Appendix C: Required SCDE Forms

Certification Signature Page
(This form must be signed by the individual, firm, or organization to be held the title listed below.)

Certification
I hereby certify that, to the best of my knowledge, the information and data contained in this application are true and correct. The applicant's governing body has duly authorized this application and documentation, and the applicant will comply with the SCDE's Assurances and Terms and Conditions for Federal Interventions and the program assurances of the relevant award. The applicant is registered and current (active) on the Federal Systemic Educational Management (SEMS).

Authorized Official (should be the CEO of organization or superintendent of school district)

Name:			
Position:			
Telephone:			Fax:
Signature of Authorized Official:			Date Signed:

Financial Official

Name:			
Position:			
Telephone:			Fax:
Signature of Financial Official:			Date Signed:

Superintendent (if not Authorized Official)

Name:			
Position:			
Telephone:			Fax:
Signature of Superintendent:			Date Signed:

Please complete, print, and obtain signatures prior to submission. Include the signed, scanned form in the appendices as indicated on page 53.



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Pre-Award Audit Questionnaire

10. Describe the controls in place to prevent duplicate payments to vendors.

11. Describe the controls in place to prevent duplicate requests for payment to grantees.

12. Describe the controls in place to ensure compliance with cost allowability and period of availability requirements.

13. What controls are in place to prevent over obligation of resources?

14. How do you ensure that all reporting of grant financial activity is accurate, current, and complete?

15. Do appropriate entity personnel (both programmatic and financial) possess the knowledge and experience necessary to manage grant awards? Yes ____ No ____

16. Does entity management ensure staff (specifically finance and federal grant program staff) receives adequate training to perform their duties? Yes ____ No ____ Please explain.

17. Are finance employees bonded? Yes ____ No ____ If so, which classification of employees? How much coverage?

18. Do you have written policies and procedures in place related to the following:

Procurement	Yes ____	No ____
Payroll and timekeeping	Yes ____	No ____
Travel	Yes ____	No ____
Equipment acquisition and disposal	Yes ____	No ____
Budgeting	Yes ____	No ____
Accounts Payable	Yes ____	No ____
Grants Accounting	Yes ____	No ____
Indirect Cost Allocation	Yes ____	No ____
Allowability of Costs	Yes ____	No ____
Cash Management	Yes ____	No ____
Drawdowns	Yes ____	No ____

- Complete and upload applicable questionnaire as separate attachment from appendices
- Do **NOT** attach required supporting documents with online application.



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Helpful Tips

- ☐ Review RFP document thoroughly
- ☐ Follow structure and order of outlined in RFP (use titles and subtitles as headings)
- ☐ Answer questions/address issues in order they are presented in RFP
- ☐ Make note of all must-have items
- ☐ Create timeline and checklist
- ☐ Collect and write up all information BEFORE editing.



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More Helpful Tips

- ☐ Use clear, concise language
- ☐ Create paragraphs that focus on ONE point and are developed thoroughly
- ☐ After you have finished your draft
 - ☐ Set it aside for day
 - ☐ Revise
 - ☐ Have someone else read it
- ☐ Ensure all required documents are fully executed and have valid signatures
- ☐ Other



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Common Mistakes

- | | |
|--|--|
| <input type="checkbox"/> Submission after established deadline | <input type="checkbox"/> Program costs greater than benefits |
| <input type="checkbox"/> Guidelines not followed “to letter” | <input type="checkbox"/> Lack of specific data and/or evidence |
| <input type="checkbox"/> Incomplete applications | <input type="checkbox"/> Poorly written |
| <input type="checkbox"/> Budget narratives not detailed | <input type="checkbox"/> Missing required signatures |
| <input type="checkbox"/> Calculation errors | <input type="checkbox"/> Other |
| <input type="checkbox"/> Inconsistent information | |



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Questions



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Reminders

- See the RFP, Beginning at Page 37
- You cannot return to application once it is submitted
- If needed, reenter entire application; last completed submission will be reviewed
- Contact Person will receive e-mail confirmation and copy of data submitted
- Keep submission confirmation and data along with other important grant documents.



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Contact Information

For additional assistance, contact:

21st CCLC Team:

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21st Century Community Learning Centers 2023–24 Competitive Subgrant Application Submission Process

January 10, 2023

Audrey Shifflett
Grants Program, Division for Legal Affairs
South Carolina Department of Education

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Presentation Goals

- Provide information on how to organize application before submission
- Provide guidance on how to properly and successfully submit application for a 21st Century Community Learning Centers 2023-24 competitive subgrant.



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General Information

- Read the *entire* Request for Proposals (RFP) prior to going online
- [21st CCLC Grant Opportunity Web page](#)
- All applications must be submitted [online](#)
- Deadline: 4:30 p.m., March 6, 2023
- Applications cannot be accessed once submitted



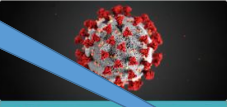
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SCDE Web Page


SCDE Grant Opportunities


Highlights



 COVID-19


 Critical Needs Areas



 District Memoranda


 ESSER
 Elementary and Secondary
 School Emergency Relief
ESSER Funding Dashboard


 Grant Opportunities
SCDE Grant Opportunities


 Discus
 tutor.com
A Service of The Princeton Review
Tutor.com

<http://ed.sc.gov>




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Grant Opportunities Web Page

21st CCLC RFP

Community Partnership Grant		community organizations and local school districts that are collaborating to provide SRCs and instructional support to struggling readers in elementary schools with a poverty index of 40 percent or greater.		
2023-24 21st Century Community Learning Centers Subgrant	Student Intervention Services	School districts, community-based organizations, Indian tribe or tribal organization, faith-based organizations and other public or private entities. All applicants must meet the criteria associated with a joint applicant to be considered for funding.	\$5,000,000	3/6/23
2022-24 National School Lunch	Office of Health and Nutrition	School Food Authorities on behalf of any of its	\$1,539,248	1/23/23



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South Carolina Department of Education

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21st CCLC Subgrant Web Page

[Home](#) / [Finance](#) / [Grants](#) / [SCDE Grant Opportunities](#) / 2023–24 21st Century Community Learning Centers Subgrant

2023–24 21st Century Community Learning Centers Subgrant

Description

The purpose of the 21st Century Community Learning Centers (CCLC) program is to provide funds for communities to establish or expand activities in community learning centers that:

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 technology 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 such centers opportunities for active and meaningful engagement in their children's education, including opportunities for literacy and related educational development.

Program Office

Student Intervention Services

Eligible Applicants

School districts, community-based organizations, Indian tribe or tribal organization, faith-based organizations and other public or private entities. *All* applicants must meet the criteria associated with a joint applicant to be considered for funding.



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21st CCLC Subgrant Web Page (cont.)

Grant-related Documents

Summary of Funding

Total Funding Available

\$3,000,000 – \$5,000,000

Funding Detail

Approximately 10–15 subgrants; Award amounts will be determined based on the type of applicant and the number of students to be served.

Project Term

August 1, 2023, through July 31, 2027 (maximum of four years)

Application Due Date

March 6, 2023

Technical Assistance Session

The SCDE's Office of Student Intervention Services (OSIS) will offer a pre-application technical assistance webinar via **Adobe Connect** on **January 10, 2023**, from 10:00 a.m. until 12:00 p.m. No password is required to join the session. Participants should enter their full names when logging in to the session. Participants will be able to log in 30 minutes prior to the start of the session to test their equipment's audio settings and to download/print handouts.

While participation is not mandatory in order to submit an application, it is *highly recommended*. The SCDE strongly recommends that the authorized representative and/or collaborating partner attend.

Documents

[Request for Proposals \(DOCX, 2.41mb - 12/9/22\)](#)

[Application Link](#)

[Budget Forecast and Narrative Template \(XLSX, 18 kb - 12/9/22\)](#)

[Timeline of Activities Template \(DOCX, 15kb - 12/9/22\)](#)

[Project Weekly Schedule Template \(DOCX, 14kb - 12/9/22\)](#)

[Multi-Year Program Design and Performance Form Template \(DOCX, 17kb - 12/9/22\)](#)

Program Web Page



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Before Beginning Submission

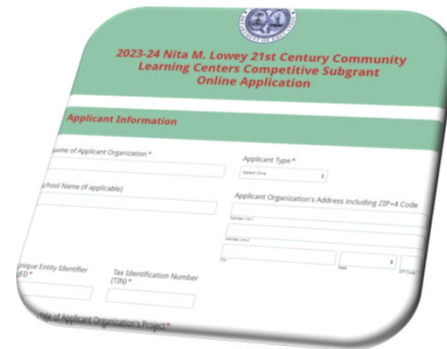
- Complete proposal attachments
 - Proposal Abstract, Application Narrative, Budget Forecast and Narrative, Appendices, and Pre-Award Audit Questionnaire
 - Obtain all signatures early
 - Collect all required and optional forms
 - Save documents as directed in RFP
- Compile information to complete online form sections using screenshots in RFP (pages 37–47).



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Application Organization

- Online Form Sections



- Proposal Attachments



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Online Form Sections

- Primary Applicant Information
- Competitive Priorities
- Contact Information for:
 - Authorized Official
 - Contact Person
 - Project Director
 - Financial Official
- Collaborating Partners
- Program Information
- Program Site Information
- Funding Information
- Budget Summary

2023-24 Nita M. Lowey 21st Century Community Learning Centers Competitive Subgrant Online Application

Applicant Information

Name of Applicant Organization *

Applicant Type *

School Name (if applicable)

Applicant Organization's Address including ZIP+4 Code

Unique Entity Identifier (UEI) *

Tax Identification Number (TIN) *

Descriptive Title of Applicant Organization's Project *



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Applicant Information

- Applicant organization name must match name registered in [SAM.gov](https://sam.gov).
- Unique Entity Identifier (UEI) & Tax Identification Number (TIN) are required fields.
- Contact your finance office for UEI and TIN.

2023-24 Nita M. Lowey 21st Century Community Learning Centers Competitive Subgrant Online Application

Applicant Information

Name of Applicant Organization *

Applicant Type *

School Name (if applicable)

Applicant Organization's Address including ZIP+4 Code

Unique Entity Identifier (UEI) *

Tax Identification Number (TIN) *

Descriptive Title of Applicant Organization's Project *

ZIP Code *must* be ZIP+4



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Applicant Information (cont.)

- Active SAM registration required to receive new or continued federal funding
- Organizations current in SAM may continue online application process
- SAM registration will be verified and regularly monitored

Is your organization registered and active with the federal System for Award Management (SAM)?*

☐ Yes ☒ No

For more information on SAM, refer to pages 6-7 of the Request for Proposal or visit www.sam.gov.

The SCDE cannot make a subaward of federal funds to an applicant that has not complied with the requirements described in 2 CFR Part 25 to maintain an active SAM registration. Your organization is ineligible to receive a grant award until the SAM registration status is current and active.

- Indicate if seeking competitive priority points.

Is the applicant organization registered and active with the federal System for Award Management (SAM)?*

☒ Yes ☐ No

For more information on SAM, refer to page 7 of the Request for Proposal or visit www.sam.gov.

SAM Registration Expiration Date*

Is the applicant organization applying for competitive priority points?*

☐ Yes ☒ No



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Competitive Priorities

Select priorities that apply to project and provide page numbers where these priorities are discussed in Application Narrative.

Competitive Priorities

Select all of the applicable competitive priorities and include the page number(s) in the Application Narrative where each priority is addressed. See the Request for Proposals for more information on the criteria for each competitive priority category.

Priority 1: South Carolina Priority Schools (5 points) *

☐ Yes
☐ No

Page(s)

Priority 2: ESSA Targeted Services Priority (5 Points) *

☐ Yes
☐ No

Page(s)

Priority 3: Expanding Services Priority (5 Points) *

☐ Yes
☐ No

Page(s)

Priority 4: 15 Hours per Week Operations (5 points) *

☐ Yes
☐ No

Page(s)

Priority 5: Increasing Geographic Equity *

☐ Yes
☐ No

Page(s)

Back and Resume Later



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Contact Information

Authorized official will usually be CEO/executive director of organization or superintendent of district.

Contact Information

Authorized Official's Name*		Authorized Official's Position/Title*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Authorized Official's Phone*		Authorized Official's Email*
<input type="text"/>		<input type="text"/>
		Confirm Authorized Official's Email*
		<input type="text"/>

Note: The authorized official is the signatory official for the organization.

- Use formal name and contact information
- Name must match Certification Signature Page.



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Contact Information (cont.)

Provide formal name and contact information for person to be contacted on all matters involving application.

Contact Person's Name*		Contact Person's Position/Title*	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<small>First Name Last Name</small>			
<input type="checkbox"/> Same as Applicant Organization's Address		Contact Person's Phone*	
Contact Person's Address*		<input type="text"/>	
<input type="text"/>		Contact Person's Email Address*	
<input type="text"/>		<input type="text"/>	
<small>Address Line 1</small>		Confirm Contact Person's Email Address*	
<input type="text"/>		<input type="text"/>	
<small>Address Line 2</small>			
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<small>City</small>	<small>State</small>	<small>ZIP Code</small>	

Note: The contact person will receive the application submission confirmation email. Make sure the email address is entered correctly. The contact person must be the individual to contact in all matters regarding this grant application.

- Submission confirmation e-mail will be sent to contact person.
- Must verify e-mail address entered.



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Contact Information (cont.)

Provide formal name and contact information of person who will oversee and direct project (if hired).

Project Director's Name		Project Director's Position/Title
<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>First Name</small>	<small>Last Name</small>	
Project Director's Phone	Project Director's E-mail	
<input type="text"/>	<input type="text"/>	
<hr/>		
Financial Official's Name*		Financial Official's Position/Title*
<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>First Name</small>	<small>Last Name</small>	
Financial Official's Phone*	Financial Official's E-mail*	
<input type="text"/>	<input type="text"/>	

Financial official's name must match name on Certification Signature Page.



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Collaborating Partners

Include all primary partners

Collaborating Partners Number of Partnering Organizations* <input checked="" type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	Partner Organization 1 Name*	Type of Organization*
	<input type="text"/>	<input type="text"/>
	Partner 1 Authorized Representative's Name*	Position/Title*
	<input type="text"/>	<input type="text"/>
	Partner 1 Phone Number*	Partner 1 Email*
	<input type="text"/>	<input type="text"/>
		Confirm Partner 1 Email*
		<input type="text"/>
<hr/>		
Save and Resume Later		

Collaborating partners provide routine, regular, ongoing services to project.



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Program Information

Select number of districts to be served and enter district name(s).

Program Information - District 1

Number of School Districts to be Served *

☒ 1 ☐ 2 ☐ 3

School District 1 Name *

Number of Schools to be Served in this District *

☒ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

School 1 Name

Use formal name(s) of district(s); no abbreviations or acronyms.



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Program Information (cont.)

Select number of schools to be served and enter school name(s).

Total number of Students to be Served (August 1, 2023 - July 31, 2024)

Program Start Date *

Program End Date *

Type(s) of Program(s) (check all that apply)

☐ Before School ☐ After School ☐ Weekend ☐ Summer

Days of week program will regularly and consistently operate during academic year (check all that apply)

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday
☐ Saturday ☐ Sunday
 Select all that apply.

Total Hours of Operation per Week *

Total Hours per Day *

Hours of Daily Operation (e.g., 3:30-6:00 p.m.) *

Number of Weeks During Academic Year *

Note: Programs must operate at least 12 hours per week, four days per week, for at least 30 weeks before the end of the academic year.

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Use formal name(s) of school(s); no abbreviations or acronyms.



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Program Information (cont.)

Enter Year 1 project start and end dates between August 1, 2023, and July 31, 2024, *not* funding period dates.

Total number of Students to be Served (August 1, 2023 - July 31, 2024)

Program Start Date*

Program End Date*

Type(s) of Program(s) (check all that apply)
☐ Before School ☐ After School ☐ Weekend ☐ Summer

Days of week program will regularly and consistently operate during academic year (check all that apply)
☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday
☐ Saturday ☐ Sunday
Select all that apply.

Total Hours of Operation per Week*

Total Hours per Day*

Hours of Daily Operation (e.g., 3:30-6:00 p.m.)*

Number of Weeks During Academic Year*

Note: Programs must operate at least 12 hours per week, four days per week, for at least 30 weeks before the end of the academic year.

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Indicate if project will include summer hours..



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Program Information (cont.)

Complete information requested if project includes a summer program.

Provide the following information regarding your summer program.

Summer Program Start Date*

Summer Program End Date*

Number of Hours per Day*

Hours of Daily Operation (e.g., 3:30-6:00 p.m.)*

Number of Weeks*

Days of week summer program will regularly operate (check all that apply)*
☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

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Program Information (cont.)

Project Activities

Indicate the activities that will be offered throughout the project by checking all of the applicable boxes.

Program Activities (check all that apply) *

- ☐ Academic enrichment learning program ☐ Mentoring program ☐ Remedial education activities ☐ Tutoring Services ☐ Credit Recovery
☐ Literacy education program ☐ Financial literacy program ☐ Environmental literacy program ☐ Nutritional education ☐ Physical activity program
☐ Services for individuals with disabilities ☐ After-school activities for English Language Learners (ELL) ☐ Cultural program
☐ Telecommunications and Technology program ☐ Expanded library service hours ☐ Parenting skills program
☐ Assistance program for truant, suspended, or expelled students ☐ Drug and violence prevention and/or counseling program ☐ STEM skills program
☐ Partnership program with in-demand fields of the local workforce
☐ Other:

Save and Resume Later

Select all activities project will offer.



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Program Site Information

Select number of sites project will operate.

Program Site 1 Information

Number of Proposed Sites for Project *

☐ 1 ☐ 2 ☐ 3 ☐ 4

Site 1 Name *

Site 1 Address

Site 1 Contact

Phone

Email *

Number of Students to be Served at this Site *

School(s) Attended by Students at this Site *

Days and Hours of Operation Each Week (if different from the days and hours of operation listed in Program Information)

Mo: 8:00 a.m. - 1:00 p.m.; Tu: 8:00 a.m. - 1:00 p.m.



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Complete requested information for each site.

Program Site Information (cont.)

If Afterschool Program is offered at site...

Is there an Afterschool Program currently at this site?*

☒ Yes ☐ No

If yes, provide the following information about the afterschool program:

Funding Source(s)*

Number of Students Served*

Days and Hours per Week*

...provide requested information for Afterschool Program.



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Funding Information

Use only whole dollar amounts (no cents).

Funding Information

Total 12-month Project Cost*

\$

Total 48-month Project Cost*

Year 1 funding
(August 1, 2023–July 31, 2024)

4-year funding
(August 1, 2023–July 31, 2027)



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Budget Summary

Budget Summary

2022-23 Budget Summary (August 1, 2022 - July 31, 2023):

	Grant Funds Requested	In-kind/Match Funds	Total Project Budget
Salaries (100)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Employee Benefits (200)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Purchased Services (300)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Supplies & Materials (400)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Other Objects (600)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Total Direct Costs	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Indirect Costs (700)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Total Project Costs	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Total Project Costs
will auto-calculate

Line item
totals will
auto-
calculate



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Indirect Cost Rate

Indirect Cost Rate
Approved by Cognizant Agency

Indirect Cost Rate Agreement:

Approved
Indirect Cost
Rate*

Effective Period
of Indirect Cost
Rate
Agreement*

Effective Dates of Indirect Cost
Rate Agreement



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Saving Progress

Total Direct Costs	\$ 0	\$ 0	\$ 0
Indirect Costs (700)	\$ <input type="text"/>	\$ <input type="text"/>	\$ 0
<hr/>			
Total Project Costs	\$ 0	\$ 0	\$ 0

Indirect Cost Rate Agreement:

Approved Indirect Cost Rate

Effective Period of Indirect Cost Rate Agreement

[Save and Resume Later](#)

« Previous ☐ Progress ☐ Next »

Click to save progress

Progress Indicator



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Saving Progress (cont.)

Budget Summary

Funds Being Requested for Project:

Salaries (100)

Employee Benefits (200)

Purchased Services (300)

Supplies & Materials (400) \$

Capital Outlay/Equipment (500) \$

Save and Resume Later

Are you sure you want to leave this form and resume later? If so, please enter a password below to securely save your form.

Enter your save and resume password

Cancel Save and get link

Create password

Click "Save and get link"



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Saving Progress (cont.)

Save and Resume Later

Please copy the link below and save it in a safe place. You can use this from any computer anytime within the next 30 days to resume answering questions on the form.

Without the link, the data you have entered cannot be retrieved and you will have to start filling out the form at the beginning.

<https://scde.formstack.com/forms/?i-1706049-hn25WWPOCH>

Want us to email you this link? Enter your email below and click 'Send save and resume link'.

Your email address

Send save and resume link

Enter e-mail address

Click on "Send save and resume link"

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Saving Progress (cont.)

Save and Resume Later

Great! We have sent your link to the supplied email address.

Did you not receive the email with the form link?

Resend e-mail

Resend email

 Formstack

Save and resume link for your form

Please copy the link below and save it in a safe place. You can use this from any computer anytime within the next 30 days to resume answering questions on the form.

Without the link, the data you have entered cannot be retrieved and you will have to start filling out the form at the beginning.

<https://scde.formstack.com/forms/?i-1706049-hn25WWPOCH>

Thanks for saving your answers!

Copyright © 2016 Formstack, LLC. All rights reserved. This is a customer service email.
Formstack, 8606 Allisonville Road, Suite 300, Indianapolis, IN 46250

Link to saved form

Must return within 30 days or data entered will be lost.

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Proposal Attachments

- Proposal Abstract
- Application Narrative
- Budget Forecast and Narrative
- Appendices
- Pre-Award Audit Questionnaire



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Appendices

- Certification Signature Page
- GEPA Statement
- Private School Consultation Form
- Request for TIN and Certification (W-9)
- Memorandums of Agreement
- Résumé of Project Director
- Indirect Cost Rate (if applicable)

Attachments

Proposal Abstract*

Choose File
Remove File
No File Chosen

Upload the Proposal Abstract as a single PDF document.

Application Narrative*

Choose File
Remove File
No File Chosen

Upload the Application Narrative (including Table of Contents, Timeline of Activities, and Project Weekly Schedule) as a single PDF document.

Budget Forecast and Narrative*

Choose File
Remove File
No File Chosen

Upload the detailed four-year Budget Forecast and Narrative as an Excel document using the template provided on the Grant Opportunities page.

Appendices*

Choose File
Remove File
No File Chosen

Upload all appendices (except for the Pre-Award Audit Questionnaire) saved together as a single PDF document.

Pre-Award Audit Questionnaire*

Choose File
Remove File
No File Chosen

Upload the Pre-Award Audit Questionnaire as a separate PDF document from the other appendices.

[Save and Resume Later](#)



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Attaching Files

The screenshot shows a web form titled 'Attachments' with several sections for uploading documents: 'Proposal Abstract', 'Application Narrative', 'Budget Forecast and Narrative', 'Appendices', and 'Pre-Award Audit Questionnaire'. Each section has a 'Choose File' button and a 'Remove File' button. A blue arrow points from the 'Click Choose File' callout to the 'Choose File' button for the 'Proposal Abstract' section. Another blue arrow points from the 'Select File' callout to the 'Budget Narrative.xlsx' file in the 'Documents library' window. A third blue arrow points from the 'Click' callout to the 'Open' button in the 'Documents library' window. The 'Documents library' window shows a list of files: 'Budget Narrative.xlsx', 'Appendices.pdf', 'School Proposal Narrative.pdf', 'Application Proposal.pdf', 'Certification Signature Page.pdf', and 'School Proposal Narrative.docx'. The 'Open' button is highlighted. The South Carolina Department of Education logo is visible in the bottom right corner.

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File Size Limit

Total file size of attachments is limited to **25 MB**.

Suggestions for Minimizing File Sizes:

- Save PDF documents in black and white
- Do not include unnecessary or extra documents
- Do not include graphics or pictures
- Reduce file size of PDF documents.



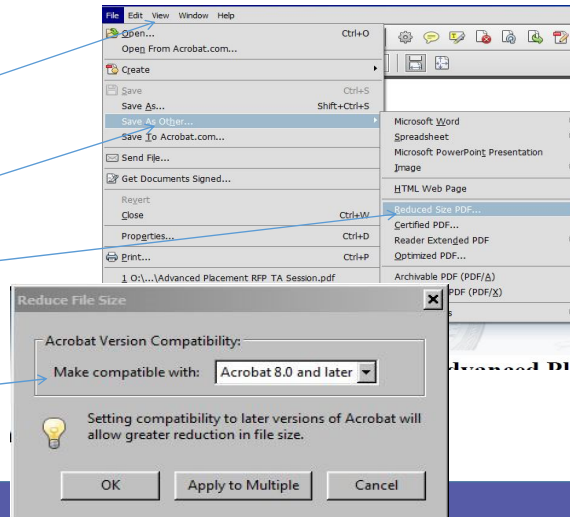
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Reducing PDF File Size

In Adobe Acrobat Pro X or higher select:

1. File
2. Save As Other
3. Reduced Size PDF.

Then select desired Acrobat compatibility (we suggest version 8.0 or later).



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Completing Submission

Data Review and Confirmation Page

Please review and verify the information in the following summary prior to submitting your application. If any of the entries are incorrect, click on the "Previous" button at the bottom of each page to return to the appropriate section(s) and reenter the correct information. If all of the entries are correct, click on the "Submit Application" button in the lower right corner of this screen. You will receive a confirmation page that your application was successfully submitted.

Name of Applicant Organization: **Jammin Learning Center**

Applicant Organization's Address: **1429 Senate St., Columbia, SC 29201**

DUNS Number: **5555555**

Tax Identification Number (TIN): **55555555**

Descriptive Title of Applicant Organization's Project: **Free Jam**

Is the applicant organization registered and active with the federal System for Award Management?

SAM Registration Expiration Date: **12/31/2021**

In this organization applying for competitive priority points? **Yes**

Preview of
data entered

Click to submit
application

« Previous

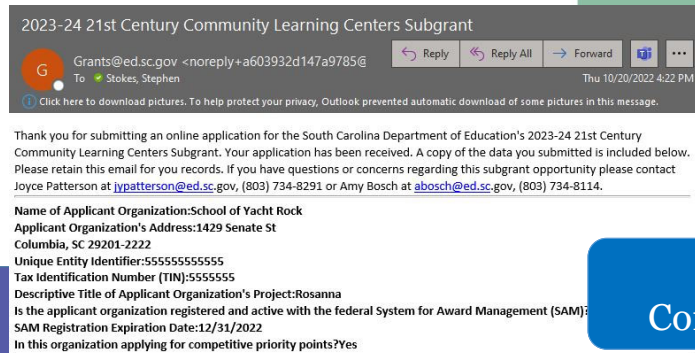
Submit Application



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Submission Confirmation

Onscreen
Confirmation



completing the online submission of your 2023-24 21st Century Community Learning Centers Subgrant application. Your organization will receive a confirmation email with the data submitted with the application. Retain that email for your records. Joyce Patterson at jypatterson@ed.sc.gov or Amy Bosch at abosch@ed.sc.gov if you have any questions regarding this subgrant opportunity.

Email
Confirmation



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Reminders

- You cannot return to application once it is submitted
- If needed, reenter entire application; last completed submission will be reviewed
- Contact Person will receive e-mail confirmation and copy of data submitted
- Keep submission confirmation and data along with other important grant documents.



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Questions



Please type
questions in
chat box.



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Reminders

- You cannot return to application once it is submitted
- If needed, reenter entire application; last completed submission will be reviewed
- Contact Person will receive e-mail confirmation and copy of data submitted
- Keep submission confirmation and data along with other important grant documents.



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Contact Information

For additional assistance, contact:

21st CCLC Team:

Joyce Patterson jypatterson@ed.sc.gov; 803-734-8291

Amy Bosch abosch@ed.sc.gov; 803-734-8114

Jamaal Perry jperry@ed.sc.gov; 803-734-8116

Shonda Pooser skpooser@ed.sc.gov; 803-734-8125

Cardacia Green cgreen@ed.sc.gov; 803-734-0498



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