

21<sup>st</sup> CCLC FY22 Competitive Summer Mini-Grant Program

# **Request for Proposals (RFP) Technical Assistance Meeting ~ Part 2**

*Thursday, January 6, 2022 from 10am-12pm.*

*Federal Programs and Monitoring Support Division  
NCDPI*

# Federal Programs & Monitoring Support Division ~ NCDPI

**Dr. LaTricia Townsend**, *Director*

**Susan Brigman**, *Section Chief ~ Specialty Programs*

**Wendy Buck**, *Program Administrator*

**Megan Orleans**, *Program Administrator*

**Eric Rainey**, *Program Administrator*

## SERVE Center

**Beth Thrift**, *Training & Dissemination Specialist*

**Bridget Johnson**, *Specialist for State Projects*

**Kathleen Mooney**, *Research/Evaluation Specialist*

# Housekeeping



WebEx Etiquette



First Name, Last  
Name, Organization  
Name in Chat



How to Ask  
Questions



Presentation Slides  
will be Posted

# Agenda

- Timeline for Competition
- Walk Through FY22 SMG Application (included Required Document)
- Review Process and Rubric Walk Through
- Q & A



# 21<sup>st</sup> CCLC FY22 Competitive Summer Mini-Grant Proposed Timeline

- December 3, 2021 – Request for Proposal Announcement
- January 10, 2022 – CCIP Opens for Eligible Organizations @ 8 A.M.
- January 18, 2022 – RFP & CCIP Virtual Office Hours (1 P.M. – 2 P.M.)
- **February 9, 2022 – Application Due (12:00 P.M. – NOON EST)**
- February - March 2022 – Level I & II Reviews
- **April 6-7, 2022 – SBE Meeting for Review and Approval of Recommended Applications; Notification to follow in days after SBE meeting**
- ★ April 13, 2022 – Onboarding Webinar (Part I)

# FY22 Summer Mini-Grant Application

*Megan Orleans, Program Administrator*

# Funding Application Guidance:

## 1. Application – Basic Information



**21<sup>st</sup> Century Community Learning Centers (CCLC)**  
**FY22 Competitive Summer Mini-Grant APPLICATION**

I. Basic Information	
Public School Unit (PSU)/Non-PSU Organization Name:	
Public School Unit (PSU)/Non-PSU Organization Code:	
PSU Organization Type:	<input type="checkbox"/> District <input type="checkbox"/> Charter School <input type="checkbox"/> Lab School
Non-PSU Organization Type:	<input type="checkbox"/> Community Based Org <input type="checkbox"/> Faith Based Org <input type="checkbox"/> Non-Profit Org <input type="checkbox"/> For Profit Org <input type="checkbox"/> Institutions of Higher Education <input type="checkbox"/> City or County Government Agency <input type="checkbox"/> Private Org
Fiscal Agent Chief Administrator Name:	
Fiscal Agent Chief Administrator Email Address:	
Fiscal Agent Chief Administrator Phone Number:	
County:	
Grant Amount Requested:	
Proposed Number of Students to be Served:	
Proposed Number of Weeks/Dates of Programming:	
Proposed Number of Hours of Programming per Week:	
Indicate the Grade Level(s) of Students to be Served:	<input type="checkbox"/> Grades K-5 <input type="checkbox"/> Grades 6-8 <input type="checkbox"/> Grades 9-12
Proposed Number of Sites:	
Time Period:	April 11 <sup>th</sup> through September 1 <sup>st</sup> , 2022

# Funding Application Guidance: Eligibility Checklist

## II. Eligibility Checklist

All applicants for the 21st CCLC FY22 Competitive Summer Mini-Grant must meet the following eligibility requirements (i.e. box must be checked to move forward):

- ☐ Applicant's 21st CCLC FY22 Summer Mini-Grant Program will primarily serve students in grades K-12 who attend schools eligible for Title I, Part A school-wide programs.

### Additional Eligibility Requirements for current 21st CCLC Grantees only:

Are you a current 21<sup>st</sup> CCLC Grantee? ☐ Yes ☐ No (if yes, please complete the following eligibility criteria below)

Are you proposing new programming by serving additional feeder-schools and targeted students not currently being served by the existing 21<sup>st</sup> CCLC program? This means that any currently funded 21<sup>st</sup> CCLC organizations applying for new funding may not apply for duplicate funding for the same project and schools/sites.

If yes, describe specifically how the new program differentiates from your current 21<sup>st</sup> CCLC program:

If no, go to the next eligibility check-list section below.

If the Current 21st CCLC Grantee Applicant is not proposing new programming, to be eligible your organization must have less than 51% of their current year allotment remaining at the time the application is due (February 9, 2022):

- Current Year Allotment Amount:
- Remaining Cash Balance:
- Is Balance less than 51%: ☐ Yes ☐ No



# Funding Application Guidance: Priority Level Determination

## III. Priority Level Determination

1. **Absolute Priority:** Legislation requires that the State award grants only to applicants that will primarily (51% or more) serve students who attend public schools with high concentrations of low-income students defined as those schools with a minimum forty percent (40%) poverty rate. **List below, the names of participating feeder schools for the proposed 21<sup>st</sup> CCLC FY22 Competitive Summer Mini-Grant program and indicate the average percentage of low-income children attending the public feeder school.** A “feeder school” is the school that participating students attend during the school day. The poverty percentages for all public schools is listed at: [NC Public School Poverty Percentage List](#)

List the name(s) and poverty percentage(s) of the proposed Feeder School(s):

2. **Competitive Priorities:** Indicate which of the competitive priorities will be met through the proposed program. Check all that apply.

☐ Priority consideration shall be given to applications demonstrating models that propose all (100%) schools to be served are identified as Comprehensive Support and Improvement (CSI) Schools and/or Targeted Support and Improvement (TSI) Schools. (2 points if 100% of identified schools are designated as CSI, 1 point if 100% of identified schools are a combination of CSI and TSI). [Refer to the State CSI/TSI 2018-2019 list.](#)

☐ Priority consideration shall be given to applications intending to serve economically distressed counties (2 points for Tier 1, 1 point for Tier 2, 0 points for Tier 3) [based on the 2021 County Tier Designations.](#)

☐ Extended Program Hours (select all that apply):

☐ Offering structured program throughout the week before 9AM (1 point)

☐ Offering structured program throughout the week after 5PM (1 point)

☐ Offering structured program on a majority of Fridays throughout the duration of summer programming (1 point)

☐ Offering structured program on a majority of Saturdays/Sundays throughout the duration of summer programming (1 point)

# Funding Application Guidance: Grant Narrative – Program Abstract

<b>IV. Grant Narrative</b>
<b>Program Abstract (1 Page Limit)</b>
In the space below provide a clear overview of the proposed 21 <sup>st</sup> CCLC summer program that communicates the program goals and intended impact, clearly frames the intent of the proposed project, and describes how the proposed project will meet the needs of the target population.

# 21<sup>st</sup> CCLC Competitive Summer Mini-Grant Scoring Rubric – Program Needs

1. PROGRAM NEEDS (4 PAGES MAX)	Max Pts 10
a. Clear summary of the students most in need of supports to improve their mastery of grade-level standards; including: 1) what needs data was used (i.e., progress reporting, teacher surveys or interviews, parent input), and 2) how students will be identified and recruited for participation in the program.	10

# 21<sup>st</sup> CCLC Competitive Summer Mini-Grant Scoring Rubric – Program Needs

- a. Clear summary of the students most in need of supports to improve their mastery of grade-level standards; including:
  - 1) what needs data was used (i.e., progress reporting, teacher surveys or interviews, parent input), and
  - 2) how students will be identified and recruited for participation in the program.

# 21<sup>st</sup> CCLC Competitive Summer Mini-Grant

## Scoring Rubric – Program Design

2. PROGRAM DESIGN (6 PAGES MAX)	Max Pts 30
a. Description of the proposed innovative learning strategies that will affirm relationships, provide rich, hands-on learning experiences, and explicitly integrate social, emotional, and academic skills for targeted students.	10
b. Description of how quality, interactive enrichment opportunities: 1) are multi-disciplinary (i.e., students must use academic skills from multiple subject areas); 2) are broad in offering (e.g., arts, recreation, health and wellness, STEM, cultural activities, etc.); and 3) will build connections between academic skills and a students' cultural and community contexts.	10
c. Clear description and rationale for how the proposed program will improve students' access to innovative learning strategies in order to achieve grade-level proficiency.	10

# 21<sup>st</sup> CCLC Competitive Summer Mini-Grant

## Scoring Rubric – Program Design

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- b. Description of how quality, interactive enrichment opportunities:
  - 1) are multi-disciplinary (i.e., students must use academic skills from multiple subject areas);
  - 2) are broad in offering (e.g., arts, recreation, health and wellness, STEM, cultural activities, etc.); and
  - 3) will build connections between academic skills and a students' cultural and community contexts.
- c. Clear description and rationale for how the proposed program will improve students' access to innovative learning strategies in order to achieve grade-level proficiency.

# 21<sup>st</sup> CCLC Competitive Summer Mini-Grant Scoring Rubric – Schedule

3. PROGRAM SCHEDULE	Max Pts 5
a. Detailed sample schedule of weekly academic and enrichment activities for the summer program (if multiple sites are planned, a schedule should be provided for each site).	5

# 21<sup>st</sup> CCLC Competitive Summer Mini-Grant Scoring Rubric – Schedule

- a. Detailed sample schedule of weekly academic and enrichment activities for the summer program (if multiple sites are planned, a schedule should be provided for each site).



# 21<sup>st</sup> CCLC Competitive Summer Mini-Grant Scoring Rubric – Operational Capacity

4. OPERATIONAL CAPACITY (4 PAGES MAX)	Max Pts 15
a. Describe organizational past experience/success or capacity to provide high-quality academic and enrichment summer programming to meet the needs of targeted students.	5
b. Provide description of key leaders' experience and proposed staffing (including a staff to student ratio).	5
c. Describe proposed collaboration with partnering school principal(s) and/or community organizations, including respective roles, responsibilities, and resources committed.	5

# **21<sup>st</sup> CCLC Competitive Summer Mini-Grant Scoring Rubric – Operational Capacity**

- a. Describe organizational past experience/success or capacity to provide high-quality academic and enrichment summer programming to meet the needs of targeted students.
- b. Provide description of key leaders' experience and proposed staffing (including a staff to student ratio).
- c. Describe proposed collaboration with partnering school principal(s) and/or community organizations, including respective roles, responsibilities, and resources committed.

# 21<sup>st</sup> CCLC Competitive Summer Mini-Grant Scoring Rubric – Evaluation Capacity

5. EVALUATION CAPACITY (3 PAGES MAX)	Max Pts 15
a. Identification of key student academic outcomes (i.e., Reading and/or Math) and associated performance measures for which student data will be collected, analyzed, and reported; and assurances that the organization has access to the data described	5
b. Organizational plan for collecting participation and outcome data on students served	5
c. Description of organizational capacity (internal or external) for completing the end-of-grant evaluation requirements	5

# 21<sup>st</sup> CCLC Competitive Summer Mini-Grant

## Scoring Rubric – Evaluation Capacity

- a. Identification of key student academic outcomes (i.e., Reading and/or Math) and associated performance measures for which student data will be collected, analyzed, and reported; and assurances that the organization has access to the data described
- b. Organizational plan for collecting participation and outcome data on students served
- c. Description of organizational capacity (internal or external) for completing the end-of-grant evaluation requirements

# 21<sup>st</sup> CCLC Competitive Summer Mini-Grant Scoring Rubric – Budget Narrative

6. BUDGET NARRATIVE AND ALIGNMENT (2 PAGES MAX)	Max Pts 10
a. Description of how costs are aligned to proposed program components	5
b. Description of how the proposed budget demonstrates costs are reasonable and necessary including a calculated cost estimate per student served	5

# **21<sup>st</sup> CCLC Competitive Summer Mini-Grant Scoring Rubric – Budget Narrative**

- a. Description of how costs are aligned to proposed program components
- b. Description of how the proposed budget demonstrates costs are reasonable and necessary including a calculated cost estimate per student served

# Funding Application Guidance: Signatures

V. Signatures		
Printed Name of PSU/Non-PSU Fiscal Agent Chief Administrator or Designee:	Signature of PSU/Non-PSU Fiscal Agent Chief Administrator or Designee:	Date:

# REMINDER: Related Documents Section

## Required

- 21<sup>st</sup> CCLC FY22 Competitive Summer Mini-Grant Application
- Basic Organization Information
- Statement of Assurances
- Debarment Certification
- Criminal Background Certification
- Proposed Feeder Schools and Low-Performing Status
- Private School Consultation
- Conflict of Interest Form
- Total Cost Worksheet
- SAM Registration Confirmation

## Optional

1. Partnership Agreement with PSUs (template provided)
2. Other Collaborative Agreement(s) (no template provided)



# Submit the application in CCIP

- Once you have drafted your proposal, all information (including Document uploads,) must be entered into the web-based grant management system
- Only proposals submitted through CCIP as at least “Draft Completed” by **12:00 p.m. NOON EST February 9, 2022** will be reviewed/evaluated
- Once an application is submitted, no changes can be made to the proposal



# **Overview of Application Review Process**

# Application Review & Scoring Process

## Three levels of review:

- **Level I**

- Reviewers are selected by SERVE based on their experience and knowledge
- Reviewers use the 21<sup>st</sup> CCLC Application Rubric to guide scoring
- Each application receives three (3) reviews/scores, which are averaged

- **Level II**

- Scored applications are reviewed by smaller NCDPI team
- Earned priority points are added to the Level I average score
- Technical review of applications and deductions (if applicable) are subtracted from total score

- **Level III**

- NCDPI recommends to SBE grantees to be funded based on available funding



# 21<sup>st</sup> CCLC Appeals Process

- In accordance with federal rules, NCDPI provides applicants or recipients with the opportunity for a hearing to appeal NCDPI's final action under an applicable federal program. See 34 C.F.R. § 76.401(a), 34 C.F.R. § 76.783 and 20 U.S.C. 1231b-2. Specifically, the applicant or recipient must allege that NCDPI violated State or Federal law, rules, regulations, or guidelines in:
  - 1) disapproving or failing to approve its application or program in whole or part,
  - 2) failing to provide funds in amounts in accord with the requirements of laws and regulations,
  - 3) ordering, in accordance with a final State audit resolution determination, the repayment of misspent or misapplied Federal funds, or
  - 4) terminating further assistance for an approved program.

No other grounds for appeal will be accepted or considered.

[21st CCLC Appeals Process](#)

[21st CCLC Grant Guidance](#)

# Level I Application Review: Rating Rubric

Rubric Section	Application Section	Maximum Points
Program Needs	I	10
Program Design	II	30
Program Schedule	III	5
Operational Capacity	IV	15
Evaluation Capacity	V	15
Budget Narrative	VI	10
<b>Level I Total Possible Points</b>		<b>85</b>

# Tips – To Prepare

- Read and Understand the RFP Guidance before starting.
- Download and review all Required and Optional Documents so that you have time to obtain and complete the required commitments and supports
- Read the scoring rubric to be used during the Level I grant review process very carefully so you understand what the reviewers will be looking for and if your program model is a good fit for this RFP.

# Tips – To Develop Your Application

- Clearly identify the academic, attendance, or behavioral needs of targeted students.
- Be clear about your “end in mind” for targeted students in terms of desired outcomes to be measured (how you will use data to monitor student progress on key outcomes).
- Identify partner schools and develop a partnership agreement with school principals that describes the roles/responsibilities of the non-profit and the schools in implementing the program model for the students needing additional academic support.

# Tips – To Finalize Your Application

- Make sure that you have completed and uploaded all information required of this application.
- Make sure your budget is aligned with the program and number of students projected to be served.
- Before submitting your application, have a colleague or partner school principal review your draft application against the rubric and give you feedback about where it may not be clear.



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# 21<sup>st</sup> CCLC FY22 Competitive Summer Mini-Grant Contact Information

Name	Position	Email
<b>Susan Brigman</b>	Section Chief Federal Program Monitoring and Support	<a href="mailto:Susan.Brigman@dpi.nc.gov">Susan.Brigman@dpi.nc.gov</a>
<b>Megan Orleans</b>	Program Administrator Federal Program Monitoring and Support	<a href="mailto:Megan.orleans@dpi.nc.gov">Megan.orleans@dpi.nc.gov</a>
<b>Eric Rainey</b>	Program Administrator Federal Program Monitoring and Support	<a href="mailto:Eric.rainey@dpi.nc.gov">Eric.rainey@dpi.nc.gov</a>
<b>Wendy Buck</b>	Program Administrator Federal Program Monitoring and Support	<a href="mailto:Wendy.buck@dpi.nc.gov">Wendy.buck@dpi.nc.gov</a>

# Questions?



