**Request for Proposals:**

**FY 22 Competitive Summer Mini-Grant Program**

21st Century Community Learning Centers

Due Date: 12:00pm NOON EDT, February 9, 2022

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# **Part I: General Overview**

## Introduction and Purpose

​The 21st Century Community Learning Centers (CCLC) Program is authorized under Title IV, Part B, of the Elementary and Secondary Education Act (ESEA) of 1965 as amended by the Every Student Succeeds Act (ESSA) of 2015. Beginning with grants initially funded in the 2017-2018 school year, 21st CCLC programs must comply with the provisions outlined in ESSA. Additional information about ESSA is located [HERE](https://www.ed.gov/essa?src=rn).

The U. S. Department of Education (USED) awards formula grants to the North Carolina Department of Public Instruction (NCDPI) which in turn makes competitive reimbursement grants available to eligible entities. Due to the emergency of the Coronavirus pandemic as well as extended and intermittent public school closures experienced since March 2020, NCDPI will use expiring grant funds to fund a 21st CCLC FY22 Competitive Summer Mini-Grant Program to accelerate student learning during the summer months.

The North Carolina Department of Public Instruction (NCDPI) anticipates appropriating at least $10 million dollars ($10,000,000) from their USED Title IV, Part B allocation to fund the FY22 Competitive Summer Mini-Grant Program for Summer 2022. The 21st CCLC FY22 Competitive Summer Mini-Grant Program will fund summer programs designed to improve students’ access to innovative learning strategies in order to achieve grade-level proficiency. For the purposes of this grant, innovative learning strateiges can be defined as those focused on fostering, “affirming relationships; rich, hands-on learning experiences; and explicit integration of social, emotional, and academic skills” for all students[[1]](#footnote-2). Research has shown that targeted, high-quality summer learning programs focused on both social-emotional supports and skill-building in the areas of math and reading can support students to make and sustain academic progress into the upcoming school year[[2]](#footnote-3).

In addition, the Program should be designed to engage all students in quality, interactive enrichment opportunities. For the purposes of the 21st CCLC FY22 Competitive Summer Mini-Grant Program, enrichment and academic activities should:

* be multi-disciplinary in approach (i.e., students must use academic skills from multiple subject areas),
* be broad in offering (e.g., arts, recreation, health and wellness, STEM, cultural activities, etc.), and
* build connections between academic skills and knowledge and a students’ cultural and community contexts[[3]](#footnote-4).

## Eligible Applicants

Section 4201(b)(3) of ESEA defines eligible entities as a local education agency (LEA) (also referred to as the public school unit (PSU) in associated Related Documents), community-based organization (CBO), faith-based (FBO) Indian tribe or tribal organization (as such terms are defined in section 4 of the Indian Self-Determination and Education Act (25 U.S.C. 450b), another public or private entity, or a consortium of two or more such agencies, organizations, or entities.

Under Section 4203 of the ESEA, the State must give priority to applications proposing to primarily serve students who attend schools eligible for Title I, Part A school-wide programs. Additionally, students served by the 21st CCLC FY22 Competitive Summer Mini-Grant must meet federal 21st CCLC eligibility requirements[[4]](#footnote-5).

Section 4204 (b)(2)(H) of ESEA, requires applicants to provide a description of the partnership between an LEA/PSU, a CBO, FBO and other public or private organizations, if appropriate. If the local applicant is another public or private organization (e.g., an organization other than a school district), it must provide an assurance that its program was developed and will be carried out in active collaboration with the schools the students attend.

An organization and/or individual (i.e., Registered Agent) acting as a Fiscal Agent can only apply for **one (1)**  21st CCLC FY22 Competitive Summer Mini-Grant Program grant per competition and entities cannot apply on behalf of someone else.

Current 21st CCLC Subgrantees

Applicants who currently hold a 21st CCLC Grant (Cohort 13 – Year 4; Cohort 14 and/or Cohort 15) are only eligible to apply for the 21st CCLC FY22 Competitive Summer Mini-Grant Program if they meet the following criteria:

* The applicant is proposing ***new programming*** by serving additional feeder-schools and targeted students not currently being served by the applicant’s existing 21st CCLC program

and/or

* The applicant is not proposing new programming, but must have **less than 51% of their current year allotment** remaining by March 1, 2022 to support a current project.

## Good Standing

**Organizations previously and/or currently receiving federal 21st CCLC funding**must be in good standing with NCDPI in order to receive a grant award through this RFP. To be in good standing, applicants must:

* have submitted all final evaluation reports and data as required and,
* finalized all comprehensive program and/or fiscal monitoring review findings or questioned costs and,
* have no unresolved fiscal findings from a previous fiscal year (FY21 or earlier) by the Office of the State Auditor (OSA) at the time the application is due (February 9, 2022).

If the applicant organization is deemed Not in Good Standing by the NCDPI Federal Program Monitoring and Support Division at any point during the review process, the application may be identified as “Not Recommended” for funding to the SBE.

**NOTE:**

Any organization applying for the 21st CCLC FY22 Competitive Summer Mini-Grant cannot be listed on the North Carolina State Debarred Vendor list. Please use this link to review the current list, if necessary: <https://ncadmin.nc.gov/documents/nc-debarred-vendors>

## Priority for Awards

### **Absolute Priority**

Under Section 4203 of the ESEA, the State must give priority to applications proposing to primarily serve students who attend schools eligible for [Title I, Part A schoolwide programs](https://ccip.schools.nc.gov/DocumentLibrary/ViewDocument.aspx?DocumentKey=115595&inline=true).

### **Competitive Priorities**

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](https://files.nc.gov/dpi/documents/accountability/reporting/csi-tsi-list-report2019_october.xlsx).

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](https://www.nccommerce.com/grants-incentives/county-distress-rankings-tiers)).

Additionally, priority consideration shall be given to applications intending to operate summer programs with extended program hours. Extended program hours offer additional supports to families and students, especially those considered “at-risk” due to truancy, family instability, transience, substance abuse, etc. For the purposes of this grant, extended hours can be defined structured program hours occurring before 9:00AM and after 5:00PM Monday-Thursday and for any portion of Friday, Saturday or Sunday. To qualify for extended hours, applicants must propose to operate a summer program for at least 32 hours per week for a minimum of 5 weeks. Applicants can earn up to 4 priority points for operating extended program hours. Priority points for extended program hours will be assigned as follows:

* Offering structured activities throughout the week before 9AM (1 point)
* Offering structured activities throughout the week after 5PM (1 point)
* Offering structured activities on majority of Fridays throughout the duration of summer programming (1 point)
* Offering structured activities on a majority of Saturdays and/or Sundays throughout the duration of summer programming (1 point)

There will not be priority consideration based on the region served by the 21st CCLC FY22 Competitive Summer Mini-Grant Program as two (2) 21st CCLC FY22 Competitive Summer Mini-Grants will be awarded per each State Board of Education (SBE) region of the state pending submission of quality applications by at least two (2) eligible organizations in the SBE Region and following the review process. After regional awardees are identified, additional organizations may be recommended for the award based on total application score and ranking, without regional consideration.

### **Quality Review Scores and Technical Deductions**

The NC State Board of Education Policy CNTR-001: Competitive/Discretionary Grant Proposal Review Process requires that grant proposals be included in one of five quality band categories: Excellent, Strong, Average, Weak, Unacceptable. Applications must fall into quality band: Excellent (71-85), Strong (57-70), or Average (44-56) to be considered for funding. Applications that fall into quality band Weak (34-43) or Unacceptable (33 or below) will not be considered for funding regardless of the SBE Region.

In addition to a quality review score, all applications will receive a technical review to ensure all required and related documents are complete, including all official signatures on all required documents. Any required document(s) not completed or submitted in its entirety and/or is missing handwritten or official electronic signatures will be considered incomplete in its submission and will receive a point deduction(s) for each incomplete required document submitted. Any technical review point deductions will be applied to the final score of the application, reducing the final score.

**NOTE:**

Any incomplete data on required documents must be resolved prior to the distribution of funds to an awardee. Failure to submit completed required documents by May 25, 2022 at 5pm, may result in loss of award.

## Grant Awards and Duration

The U.S. Department of Education encourages State education agencies (SEAs) to consider awarding fewer but more substantial awards – large enough to fully implement comprehensive plans described in successful grant applications – rather than a larger number of small awards unlikely to have any measurable impact on student achievement.

For the purpose of the 21st CCLC FY22 Competitive Summer Mini-Grant Program Competition, applicants may request funds ranging from $50,000, not to exceed $300,000 based on:

1) needs identified in the community and schools;

2) scope of the program;

3) proposed number of students served; and

4) program design.

To determine the level of funding eligibility, NCDPI utilized the [Wallace Foundation Out-of-School Time Cost Calculator](https://www.wallacefoundation.org/cost-of-quality/pages/default.aspx) to develop the suggested ranges below based on the number of students served, the duration of the program, and it’s physical location.

1. 50-75 students; 4 - 6 weeks; 20 - 29 hours per week; $50,000 - $125,000
	1. students; 4 - 6 weeks; 30 - 40+ hours per week; -- up to $175,000
2. 76-100 students; 4 - 6 weeks; 20 - 29 hours per week; $75,000 - $150,000
76-100 students; 4 - 6 weeks; 30 - 40+ hours per week; -- up to $200,000
3. 101 + students; 4 - 6 weeks; 20 - 29 hours per week; $100,000 - $200,000
101 + students; 4 - 6 weeks; 30 - 40+ hours per week; -- up to $300,000

Each subgrantee can submit reimbursement requests for 21st CCLC FY22 Competitive Summer Mini-Grant capturing expenses back to April 11, 2022 and through September 1, 2022. Reimbursement requests must be based on actual allowable expenditures versus encumbrances made prior to the September 1st deadline.

**NOTES:**

* The proposed budget submitted with the 21st CCLC FY22 Competitive Summer Mini-Grant Program application is NOT the approved budget for release of funds. If the application is approved, sub-grantees must submit a final budget for the full amount of the award by line-item detail for review and approval prior to the release of funds.
* The 21st CCLC FY22 Competitive Summer Mini-Grant Program is a reimbursement grant that requires adherence with procedures as outlined in the [Education Department General Administration Regulations (EDGAR)](https://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html). An entity may not apply on behalf of another. The agency completing the application and submitting through CCIP must be the operator of the 21st FY22 CCLC Competitive Summer Mini-Grant Program. Grant awards will be paid to the sub-grantee listed in the application. All bank accounts, correspondence and documentation must use the sub-grantee name for the duration of the program.
* The number of awards and the award amount will be based on the final number of quality proposals approved. The award period is contingent upon final SBE approval of the Allotment Policy Manual for the 21st FY22 CCLC Competitive Summer Mini-Grant Program.

## Budget Requirements

The proposed budget must clearly align with program activities, must be reasonable and necessary, and must provide a breakdown of costs by category.

The 21st CCLC FY22 Competitive Summer Mini-Grant Program Budget Worksheet reflecting requested funds by category and a cost per student calculation for the program must be completed and uploaded to CCIP under “Required Documents”.

Once the new grant proposals have been approved for funding and designated subgrantee staff have been provided technical assistance by the NCDPI, the awardees will be required to submit a detailed proposed budget under the appropriate Purpose Codes and Object Codes folders as described in the FPD 208 in the [CCIP Document Library](https://ccip.schools.nc.gov/DocumentLibrary/). Prior to the actual release of funds, the NCDPI must review and approve the detailed budget.

## Subgrantee Data Collection and Evaluation Reporting

At the end of the summer grant-funded period (i.e., by August 31, 2022), grant recipients will be required to report (a) data regarding the breath and quality of their program’s implementation and (b) data indicating the impact of their summer programming on its participants. Program implementation reporting will require grantees to report the number of students served, frequency/duration of services students received, eligibility of participants, and other measures as determined by the NCDPI. Program impact reporting will require grantees to summarize its program’s key student outcomes and associated performance data (e.g., program attendance rates, academic outcomes, social-emotional outcomes, behavioral outcomes).

Please note, that because of the short time period between the end of summer program implementation and the evaluation reporting deadline, it is essential that applicants identify key student outcomes and performance measures that: (a) align with the program’s design (i.e., Section IV, Part 1 of the Application), (b) are realistic in terms of the number/types of outcomes/measures proposed, and (c) include associated data that are accessible and can be analyzed/reported within the time constraints of the grant.

Thus, as part of the application process, it is important for applicants to sufficiently budget for and clearly describe their organization’s evaluation capacity (either internal and/or external) in the collection, analysis, and reporting of program implementation and outcome data for the duration of the 21st CCLC FY22 Competitive Summer Mini-Grant funded period.

NCDPI 2022 PROPOSED TENTATIVE TIMELINE\*

|  |  |
| --- | --- |
| Date  | Event  |
| **Friday, December 3, 2021** | Summer Mini-Grant RFP Announcement and LOI Posted on [NCDPI 21st CCLC Website](https://www.dpi.nc.gov/districts-schools/federal-program-monitoring/21st-century-community-learning-centers) |
| **Friday, December 31, 2021**  | Summer Mini-Grant LOI closes |
| **January 4, 2022** | CCIP New Users Training from 10 a.m.- 12 p.m. [Click here to attend](https://ncgov.webex.com/ncgov/j.php?MTID=m607cd03bc87ec47c4fd81273ecff4317) |
| **January 5-6, 2022**  | TA Sessions for Summer Mini-Grant RFP January 5, 2022 from 10 a.m. -12 p.m.: [Click here to attend](https://ncgov.webex.com/ncgov/j.php?MTID=mfa318edece5e9b8945580861eddefae7) January 6, 2022 from 10 a.m. – 12 p.m.: [Click here to attend](https://ncgov.webex.com/ncgov/j.php?MTID=m297c02858e2f4179a6c7e7bc6686f05f) |
| **Monday, January 10, 2022** | RFP for Summer Mini-Grant opens in CCIP at 8 a.m. |
| **Wednesday, February 9, 2022** | RFP for Summer Mini-Grant closes in CCIP at 12PM (Noon) Eastern Daylight Time; Applications must at least be at ‘Draft Completed’ to be considered for funding. |
|  |  |
| **April 6-7, 2022**  | SBE Meeting requesting Summer Mini-Grant Recommendation approvals   |
| **Wednesday, April 13, 2022**  | TA On-boarding Part 1: Reviews Funding Awards, Submitting the FPD Budget 208 for Approval and Next Steps Moving Forward.  |
| **Wednesday, April 13, 2022** | CCIP opens for subgrantee upload of Related Documents updates and Budget 208 Forms |
| **Wednesday, June 1, 2022**  | TA On-boarding Part 2: Reviews Grant Data Collection and Reporting Requirements, and Subgrantee Monitoring. Registration links will be sent directly to awarded subgrantees.  |

*\*NOTE: The proposed timeline is tentative and subject to change based on the number of applications received and any actions taken by the SBE.*

# **Part II: Application Process and Components**

## Application Process: How to Apply

For the 21st CCLC FY22 Competitive Summer Mini-Grant Program, all applications must be completed on the web-based grants management system, the North Carolina Comprehensive Continuous Improvement Plan (CCIP).

**Only applications submitted through CCIP will be reviewed and evaluated. Applications must be submitted through CCIP by NOON 12:00 p.m. EST on February 9, 2022. Applications received after NOON 12:00 p.m. EST on February 9, 2022 will not be accepted.**

* **Select and register to participate in the informational webinar.**

Technical assistance is provided to potential applicants to describe general requirements of the 21st CCLC Competitive Summer Mini-Grant Program application and required documents templates to upload. NCDPI will conduct webinars (to be recorded) on **January 5, 2022 and January 6, 2022**. Please see above links in the ‘NCDPI 2022 Proposed Tenative Timeline’ to join the webinars.

* **Prepare to use the Comprehensive Continuous Improvement Plan (CCIP).**

The Comprehensive Continuous Improvement Plan (CCIP) is a unified grants application and verification system used by NCDPI to collect funding application materials. A valid NCID is required to access CCIP. If you do not have one, please [CLICK HERE](https://ncid.nc.gov/idmdash/) to register. To be made “known” to the system, submit your NCID username (NOT password) to Anita Harris at anita.harris@dpi.nc.gov along with the PSU/Non-PSU Organization Code.

For new users of CCIP that need assistance on navigating the CCIP system for the completion of the 21st CCLC FY22 Competitive Summer Mini-Grant Program application, please attend a **CCIP Training Webinar** on **January 4, 2022**. Please see above links in the ‘NCDPI 2022 Proposed Tenative Timeline’ to join the webinar.

Funding Application Guidance

When applicants first log into CCIP, they will only need to work on the Budget Section and Related Documents Section within CCIP. Before an applicant can begin uploading any related Documents they will need to click on the “Draft Started” link on the Section Page of CCIP.



21st CCLC Summer

As a reminder, please ensure applicants are working on the 21st CCLC FY22 Summer Mini-Grant funding application within CCIP.

FUNDING APPLICATION: BUDGET SECTION





Above is a screen shot of the Budget Section page. Applicants will need to ***self-insert*** these budget figures totaling your exact requested grant award amount. Applicants can use the Total Cost Worksheet and sample Budget 208 template (located within the Related Documents Section) with approved budget line-item codes to determine your overall amounts for each section listed here. On the left-hand side are the Purpose Code Categories for the 5000’s (Instructional Services or activities dealing directly with students) the 6000’s (System Wide Supports to support the program regardless of where they are located) such as administrative, technical, personal or logistical support, and then the 8000’s (non-programmed charges) which for the purpose of the 21st CCLC FY22 Competitive Summer Mini-Grant Program include “Indirect Costs” for maintaining the grant.

Across the top are additional columns of “Object Codes” which include the 100’s for Salaries, the 200’s for Benefits, the 300’s for purchased contracted services and the 400’s for supplies and materials. Please note the 500’s for Capital Outlay are not allowable by the 21st FY22 CCLC Competitive Summer Mini-Grant Program and have been removed from the Budget Section of the funding application. Also please note here that if applicants have any dollars allocated in the 300’s section and on the Budget 208, they should upload any executed and signed contracts into the Optional Documents Section on the Related Documents page.

For additional Budget support including the [NCDPI Chart of Accounts](https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/chart-accounts), please click this link.

Once the new grant proposals have been approved for funding and designated grantee staff have been provided technical assistance by the NCDPI, the awardees will be required to submit a detailed proposed budget under the appropriate Purpose Codes and Object Codes folders as described in the FPD 208 in the [CCIP Document Library](https://ccip.schools.nc.gov/DocumentLibrary/). Prior to the actual release of funds, the NCDPI must review and approve the detailed budget.

**NOTES:**

* The proposed budget submitted with the 21st CCLC FY22 Competitive Summer Mini-Grant Program funding application is NOT the approved budget for release of funds. If the application is approved, sub-grantees must submit a final budget for the full State Board of Education approved amount of the award by line-item detail for review and approval prior to the release of funds.
* Since 21st CCLC FY22 Competitive Summer Mini-Grants are made available on a reimbursement basis, it is strongly encouraged that applicants have secured sufficient funding or a line of credit to operate the 21st CCLC FY22 Competitive Summer Mini-Grant Program until allotments are disbursed.
* This section is solely for costs that will be paid from the 21st CCLC FY22 Summer Mini-Grant Program budget and does not include any matching contribution. Matching contributions are not required.

FUNDING APPLICATION: RELATED DOCUMENTS SECTION

There are ten (10) Required Documents that must be completed and uploaded to CCIP for your application to be considered complete. Applicants must use the document templates provided on the 21st CCLC FY22 Competitive Summer Mini-Grant CCIP Application page. Review, complete, sign (by all appropriate parties as indicated), and upload all Required Documents. There are additional Optional Documents that may be uploaded as supplemental information to the application.

**Required Documents**

* 21st CCLC FY22 Competitive Summer Mini-Grant Application (See Appendix I)
* 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 **\*NEW 12/17/21\***

**Optional Documents**

* Partnership Agreement with PSUs (only for nonprofits working in collaboration with PSUs - template provided)
* Other Collaborative Agreement(s) (no template provided)

**Related Documents Descriptions:**

**Required Documents**

*Summer Mini-Grant Application* – (template provided)

For the purposes of the 21st CCLC FY22 Competitive Summer Mini-Grant Program, the Funding Application Grant Details are to be entered into this editable document. All information and signatures must be completed by an authorized representative of the applying organization. The Narrative sections of this Application will be reviewed and scored by peer reviewers during the Level I Review of the competition.

*Basic Organization Information* – (template provided)

For the purposes of the 21st CCLC FY22 Competitive Summer Mini-Grant Program, the Fiscal Agent is generally the eligible entity that is authorized to receive funds from the NCDPI. All information and signatures must be completed by an authorized representative of the applying organization. During the application process, the Fiscal Agent will be the primary point of contact used to notify the applicant as to the status of the application whether it is approved or not approved.

Among other things, the Fiscal Agent is responsible for receiving, managing, and administering all financial costs and expenditures in accordance with program requirements, and maintains the documentation needed to support the use of funds. The Fiscal Agent is responsible for ensuring that sub-grantees (including other partners when the sub-grantee is a group or partnership) and contractors are aware of the requirements associated with maintaining verifiable fiscal records associated with the services or other contributions provided by the organization. If at any time the Fiscal Agent changes from the one identified in the approved proposal, it is the responsibility of the Fiscal Agent to notify the NCDPI Federal Program Monitoring and Support Division of any changes.

*Assurances* – (template provided)

Applicants should read carefully all Assurances listed on the 21st CCLC FY22 Competitive Summer Mini-Grant Program Application. Any questions on these Assurances may be discussed during the technical assistance webinar. The Assurances page must be signed by an authorized representative of the organization (i.e., Fiscal Agent) seeking the grant in order for the application to be considered.

*Debarment Certification* – (template provided)

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). The Debarment Certification page must be signed by an authorized representative of the organization (i.e., Fiscal Agent) seeking the grant in order for the application to be considered.

*Criminal Background Checks Certification* – (template provided)

All staff and volunteers working with students must undergo criminal background checks at the federal, state, and local level. A current and accurate criminal history check must be completed for all individuals, paid or unpaid, working with children either in person or via phone/internet in the program prior to that individual working with students including, but not limited to certified teachers, any school district staff, and any person that will be tutoring or directly working with students. No staff or volunteers may begin working with students in the 21st CCLC FY22 Competitive Summer Mini-Grant Program until the criminal background checks have been completed and cleared. Background checks obtained/submitted by employees or volunteers must not be accepted. Any persons that are or have been convicted of any heinous crime against youth or any violent criminal acts must automatically be disqualified from employment.

*21st CCLC Proposed Feeder School(s) with School Poverty & Performance Status* – (Excel Spreadsheet)

Applicants must complete the Excel template provided with appropriate information completed for all schools the 21st CCLC FY22 Competitive Summer Mini-Grant Program proposes to serve including the related poverty percentages and low performing status of each.

*Private Schools Consultation* – (template provided)

Section 8501 of the Every Student Succeeds Act (ESSA) requires timely and meaningful consultation occur between any entity receiving 21st CCLC Competitive Summer Mini-Grant Program funds and private school officials prior to any decision that affects the opportunities of eligible private school children, teachers, and other educational personnel to participate in programs under this Act, and shall continue throughout the implementation and assessment of activities under this section.

The organization must notify private schools operating within the 21st CCLC FY22 Competitive Summer Mini-Grant Program area of availability, of the opportunity for private school student participation at no cost. The private schools included must be listed to include any private schools operating in the attendance area of the 21st CCLC FY22 Competitive Summer Mini-Grant Program and the *Consultation and Statement of Assurances for the Provision of Equitable Services to Private School Children for Title IV-A* form must be uploaded to CCIP where indicated. If no private schools are operating, the applicant must upload a statement indicating there are no schools are operating.

Due to short application window for the 21st CCLC FY22 Competitive Summer Mini-Grant Program, if there are private schools in your service area, applicants should submit the intent forms with date for consultation pending grant award approval. You can upload a list of private schools and one private school form filled out at the top for your organization and sign. On the list of private schools, identify the date of your tentative consultation meeting. If awarded, then all private school documents would need to be uploaded by time of budget approval for release of grant funds.

**NOTE:**

The current list of North Carolina conventional non-public schools (i.e., private schools) is available at: <http://www.ncdnpe.org/convnonpub.aspx>.

*Conflict of Interest* – (template provided)

All potential conflicts of interests should be avoided. According to the general procurement standards, the non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity. (EDGAR 2 CFR §200.318)

Within the 21st CCLC FY22 Competitive Summer Mini-Grant Program, conflicts of

interest could include:

* Employing immediate family members as contract labor for services.
* Having a program employee serve as a vendor.
* Purchasing supplies from a company in which a program employee has a financial interest.

**NOTE:**

North Carolina General Statute (G.S. 115C-12.2) defines "immediate family member" as a spouse, parent, child, brother, sister, grandparent, or grandchild. The term also includes the step, half, and in-law relationships.

*Total Cost Worksheet* – (Excel Spreadsheet)

Applicants must list by line item all funding sources for the proposed program including requested grant amounts.

***\*NEW 12/17/21\**** *SAM Registration Confirmation – (no template provided)*

Registering with the [System for Award Management (SAM)](https://www.sam.gov/SAM/) is a required step for your organization to be able complete the FY22 Competitive Summer Mini-Grant application through the CCIP system. Confirmation that you have successfully registered your organization with the US Government’s SAM system must be uploaded to the Related Documents page of the Funding Application. The CCIP system will not allow the user to submit its application without the SAM registration confirmation. To register with SAM, applicants must first have a D-U-N-S number, as well as a Taxpayer Identification Number (TIN) or Employment Identification Number (EIN). It can take up to two-weeks to register with SAM. SAM registration must be renewed annually. If you have a current SAM registration, you do not need to re-register, however, you will still need to upload your most recent SAM registration confirmation to CCIP. To check your registration status, search the records located on the SAM webpage linked above.

**Optional Documents**

*Partnership Agreement – (optional template provided)*

This document should outline the specific roles and responsibilities of each partnering agency, entity, or organization participating in a joint submittal. A collaborative partner provides routine, regular, and ongoing services to the program as outlined in a partnership agreement (e.g., the regular use of facilities and equipment, mentors/tutors, etc.). The Partnership Agreement should be signed and dated by each agency, entity, or organization participating in the joint submission.

**NOTE:**

Applicants who are not submitting an application jointly, may include a Partnership Agreement to reflect their level of collaboration with other organizations or agencies who will provide services or resources to the project even though they may not share fiduciary responsibility.

*Letters of Commitment*

The establishment of collaborative partners is critical to both the implementation and sustainability of the 21st CCLC FY22 Competitive Summer Mini-Grant Program. Although Letters of Commitment are in the Optional Document section, applicants can demonstrate efforts to establish and maintain partnerships for implementing the grant by including signed Letters of Commitment in the application.

## **Submit the application in** [**CCIP**](http://ccip.schools.nc.gov/) **by NOON 12:00 p.m. EST on February 9, 2022.**

Once the organization has all completed the Application all items, including accompanying Required Documents, must be entered on the CCIP web-based grant management system. Only those proposals submitted through CCIP to at least a status of ‘**Draft Completed’ by NOON 12:00 p.m. EST February 9, 2022** (and whose organizations/agencies are deemed in Good Standing as previously defined), will be reviewed. Please note that once the application is submitted, no changes can be made to the proposal.

# **Part III: Appendices**

## Appendix A: 21st CCLC Competitive Summer Mini-Grant Program Application

**21st 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:** | **[ ] District [ ] Charter School [ ] Lab School**  |
| **Non-PSU Organization Type:** | **[ ] Community Based Org [ ] Faith Based Org [ ] Non-Profit Org** **[ ] For Profit Org [ ] Institutions of Higher Education** **[ ] City or County Government Agency [ ] 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:** | **[ ] Grades K-5 [ ] Grades 6-8 [ ] Grades 9-12** |
| **Proposed Number of Sites:** |  |
| **Time Period:** | **April 11th through September 1st, 2022** |
| **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 21st 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 21st CCLC program? This means that any currently funded 21st 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 21st**  **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

  |
| **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 21st 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](https://ccip.schools.nc.gov/DocumentLibrary/ViewDocument.aspx?DocumentKey=115595.0&inline=true) |
| *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](https://files.nc.gov/dpi/documents/accountability/reporting/csi-tsi-list-report2019_october.xlsx).[ ]  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.](https://www.nccommerce.com/grants-incentives/county-distress-rankings-tiers)[ ]  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) |
| **IV. Grant Narrative**  |
| **Program Abstract (1 Page Limit)** |
| In the space below provide a clear overview of the proposed 21st CCLC FY22 Competitive Summer Mini-Grant 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.  |
|       |
| 1. **Program Needs (4 Page Limit)**
 |
| In the space below provide 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. |
|       |
| 1. **Program Design (6 Page Limit)**
 |
| In the space below describe: a) the students proposed to be served, including data used to identify needs, and how students will be identified and recruited; b) how innovative learning strategies will affirm relationships, provide rich, hands-on learning experiences, and explicitly integrate social, emotional, and academic skills for targeted students; c) how academic and enrichment opportunities will be: multi-disciplinary in approach (i.e., students must use academic skills from multiple subject areas); broad in offering (e.g., arts, recreation, health and wellness, STEM, cultural activities, etc.); and will build connections between academic skills and a students’ cultural and community contexts; and d) clear rationale for how the proposed program will improve students’ access to innovate learning strategiesin order to achieve grade-level proficiency.  |
|       |
| 1. **Sample Program Schedule**
 |
| Provide a detailed sample schedule for one-week of programming for the 21st CCLC FY22 Competitive Summer Mini-Grant program. If multiple sites are planned, a sample schedule should be provided for each site. Ensure to include all proposed academic and enrichment learning components.  |
|       |
| 1. **Operational Capacity (4 Page Limit)**
 |
| Describe below the organization’s: a) past experience/success or capacity to implement high-quality innovative learning strategies to meet the academic and social-emotional needs of targeted students; b) key leaders’ experience and proposed staffing plan including a staff to student ratio; and c) proposed collaboration with partnering school principal(s) and/or community organizations, including respective roles, responsibilities, and resources committed. |
|       |
| 1. **Evaluation Capacity (3 Page Limit)**
 |
| In the space below, describe a) the key student academic outcomes 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) the organizational plan for collecting participation and outcome data on students served; and c) organizational capacity (internal or external) for completing the end-of-grant evaluation requirements. |
|  |
| 1. **Budget Narrative and Alignment (2 Page Limit)**
 |
| In the space below, provide a budget and budget narrative that: a) aligns costs with the proposed program components; and b) demonstrates that costs that are reasonable and necessary, including a calculated cost estimate per student served. Include detailed projected costs for each of the following budgetary areas:* 1. Salaries and benefits
	2. Operational costs (includes transportation, rental/leased space, utilities, etc.)
	3. Purchased services (includes contracts for professional development, contracted educational programs, and field trips, etc.)
	4. Supplies and materials
	5. Equipment and furniture purchases
 |
|       |
| **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: |
|       |  |       |

## Appendix B: 21st CCLC Competitive Summer Mini-Grant Program SCORING RUBRIC – Maximum of 85 points

|  |  |
| --- | --- |
| 1. **PROGRAM NEEDS (4 PAGES MAX)**
 | **Max Pts 10**  |
| 1. 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 |
| 1. **PROGRAM DESIGN (6 PAGES MAX)**
 | **Max Pts 30**  |
| 1. 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 |
| 1. Description of how quality, interactive enrichment opportunities: 1) are multi-discliplinary (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 |
| 1. 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 |
| **3. PROGRAM SCHEDULE**  | **Max Pts 5** |
| 1. 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 |
| 1. **OPERATIONAL CAPACITY (4 PAGES MAX)**
 | **Max Pts 15** |
| 1. Describe organizational past experience/success or capacity to provide high-quality academic and enrichment summer programming to meet the needs of targeted students.
 | 5 |
| 1. Provide description of key leaders’ experience and proposed staffing (including a staff to student ratio).
 | 5 |
| 1. Describe proposed collaboration with partnering school principal(s) and/or community organizations, including respective roles, responsibilities, and resources committed.
 | 5 |
| 1. **EVALUATION CAPACITY (3 PAGES MAX)**
 | **Max Pts 15** |
| 1. 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 |
| 1. Organizational plan for collecting participation and outcome data on students served
 | 5 |
| 1. Description of organizational capacity (internal or external) for completing the end-of-grant evaluation requirments
 | 5 |
| 1. **BUDGET NARRATIVE AND ALIGNMENT (2 PAGES MAX)**
 | **Max Pts 10** |
| 1. Description of how costs are aligned to proposed program components
 | 5 |
| 1. Description of how the proposed budget demonstrates costs are reasonable and necessary including a calculated cost estimate per student served
 | 5 |
| **TOTAL POSSIBLE POINTS** | **Max Pts 85** |

1. Darling-Hammond, L., Cook-Harvey, CM. (September 2018). Educating the Whole Child: Improving school climate to support student success*. Learning Policy Institute.* <https://files.eric.ed.gov/fulltext/ED606462.pdf> [↑](#footnote-ref-2)
2. **Sloan McCombs, J., Augustine, C. H., Pane, J. F., & Schweig, J. (2020). Every summer counts: A longitudinal analysis of outcomes from the national summer learning project. *RAND Summer Learning Series*, xiv–xix.** [**https://www.wallacefoundation.org/knowledge-center/Documents/Every-Summer-Counts-A-Longitudinal-Analysis-of-Outcomes-from-the-National-Summer-Learning-Project.pdf**](https://www.wallacefoundation.org/knowledge-center/Documents/Every-Summer-Counts-A-Longitudinal-Analysis-of-Outcomes-from-the-National-Summer-Learning-Project.pdf) [↑](#footnote-ref-3)
3. Cantor, P., Osher, D., Berg, J., Steyer, L., & Rose, T. (2018). Malleability, plasticity, and individuality: How children learn and develop in context. Applied Developmental Science, 23(4), 307–337; Osher, D., Cantor, P., Berg, J., Steyer, L., & Rose, T. (2018). Drivers of human development: How relationships and context shape learning and development. Applied Developmental Science, 1–31. [↑](#footnote-ref-4)
4. <https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/sonh/nh-guidance-on-student-eligibility-2020-2021.pdf> [↑](#footnote-ref-5)