

Request for Proposals: FY 23 Competitive Summer Mini-Grant Program

21st Century Community Learning Centers

Due Date: 12:00pm NOON EDT, February 8, 2023

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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](#).

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 FY23 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 \$3 million dollars (\$3,000,000) from their USED Title IV, Part B allocation to fund the FY23 Competitive Summer Mini-Grant Program for Summer 2023. The 21st CCLC FY23 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 strategies 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 students¹. 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 year².

In addition, the Program should be designed to engage all students in quality, interactive enrichment opportunities. For the purposes of the 21st CCLC FY23 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 contexts³.

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>

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>

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,

Eligibility to Apply

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.

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.

Important eligibility criteria include:

Applicants who currently hold a 21st CCLC Grant; Cohort 14, Cohort 15 and/or Cohort 16) are eligible to apply for the 21st CCLC FY23 Competitive Summer Mini-Grant Program. However, If you are a current 21st CCLC grantee you must propose 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.

An organization and/or individual (i.e., Registered Agent) acting as a Fiscal Agent can only apply for one (1) 21st CCLC FY23 Competitive Summer Mini-Grant Program grant per competition and entities cannot apply on behalf of someone else. Organizations previously receiving federal 21st CCLC funding must be in good standing with NCDPI to receive a grant award through this RFP.

Good Standing

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
- no unresolved fiscal findings from a previous fiscal year (FY22 or earlier) by the Office of the State Auditor (OSA) at the time the application is due (February 8, 2023).

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.

L., & Rose, T. (2018). Drivers of human development: How relationships and context shape learning and development. *Applied Developmental Science*, 1–31.

NOTE:

Any organization applying for the 21st CCLC FY23 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>

Basic Grant Parameters

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 FY23 Competitive Summer Mini-Grant must meet federal 21st CCLC eligibility requirements⁴.

Students participating in public schools providing instructional programs for *Kindergarten* through 12th grade are eligible to enroll in the FY23 Competitive Summer Mini-Grant Program. In North Carolina, Pre-K students are not eligible to be served by 21st CCLC Programs, including the FY23 Competitive Summer Mini-Grant Program, noting this restriction also applies to rising kindergarteners during the summer.

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](#).

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 2019-2020 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 2022 County Tier Designations](#)).

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,

⁴ <https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/sonh/nh-guidance-on-student-eligibility-2020-2021.pdf>

transience, substance abuse, etc. For the purposes of this grant, extended hours can be defined as structured program hours occurring before 9:00AM and after 5:00PM Monday-Thursday and for any portion of Friday, Saturday or Sunday. Structured program hours must be at least one (1) full hour if before 9am or after 5pm and must include the implementation of goal-aligned lesson plans with a clear focus on student learning and engagement. Drop-in activities and/or only food service offerings do not qualify as extended hours programming. Additionally, 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)

Priority consideration shall be given to applications that propose to run a 21st CCLC FY23 Competitive Summer Mini-Grant Program site in a county that has not hosted a 21st CCLC program site in the last 3 grant cycles (Cohort 14, Cohort 15, Cohort 16) See [Unserviced Counties Document](#) (2 points)

Priority consideration shall be given to applications that propose to run a 21st CCLC FY23 Competitive Summer Mini-Grant Program and do not have current 21st CCLC funding. (5 points)

There will not be priority consideration based on the region served by the 21st CCLC FY23 Competitive Summer Mini-Grant Program as two (2) 21st CCLC FY23 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 following the review process. After regional awardees are identified, additional organizations may be recommended for the award based on total application score and ranking.

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 one of the following quality bands: Excellent (76-90), Strong (61-75), or Average (47-60) to be considered for funding. Applications that fall into quality band Weak (36-46) or Unacceptable (35 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, 2023 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 FY23 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](#) to develop the funding ranges below based on the number of students served, the duration of the program, and its physical location.

- 1) 50-75 students; 4 - 6 weeks; 20 - 29 hours per week; \$50,000 - \$125,000
50-75 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 FY23 Competitive Summer Mini-Grant capturing expenses back to April 12, 2023, and through September 1, 2023. 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 FY23 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 FY23 Competitive Summer Mini-Grant Program is a reimbursement grant that requires adherence with procedures as outlined in the [Education Department General Administration Regulations \(EDGAR\)](#). 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 FY23 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 FY23 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 FY23 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](#). 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 grant recipients will be required to report (a) data regarding the breadth 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). All grantees will be required to submit a **21st CCLC Summer Mini-Grant Implementation and Outcomes Report** on or before **August 31, 2023**.

Please note, that because of the short time 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 (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 FY23 Competitive Summer Mini-Grant funded period.

NCDPI 2023 PROPOSED TENTATIVE TIMELINE*

Competitive Summer Mini-Grant 2023 (Funding Available: April 12 – September 1, 2023)	
Date	Event
November 30 – December 1, 2022	Summer Mini-Grant RFP goes to State Board of Education (SBE) for approval
Monday, December 5, 2022	Summer Mini-Grant Letter of Intent (LOI) to Apply posted
Wednesday December 14, 2022	CCIP New Users Training 10am-11am
Thursday, December 15, 2022	Summer Mini-Grant Letter of Intent to Apply due
January 4-5, 2023	TA Sessions for Summer Mini-Grant RFP- Day 1 SMG RFP TA Webinar Day 2 SMG RFP TA Webinar
Monday, January 9, 2023	RFP for Summer Mini-Grant opens in CCIP at 8 a.m.
Wednesday, February 8, 2023	RFP for Summer Mini-Grant closes in CCIP at 12PM (Noon) Eastern Standard Time; Applications must at least be at 'Draft Completed' to be considered for scoring.
Friday, February 10 – Thursday March 9, 2023	Level I Review
Friday, March 10, 2023	Scores returned to DPI
Wednesday, March 15, 2023	Recommendation information prepped for SBE approval
April 5-6, 2023	SBE Meeting requesting Summer Mini-Grant Recommendation approvals
April 17, 2023	PAs change CCIP status for all Summer Mini-Grant applicants by 5pm
Tuesday, April 18 2023	TA On-boarding Part 1: Reviews Funding Awards, Submitting the FPD Budget 208 for Approval and Next Steps Moving Forward. SMG Onboarding TA Part 1
Wednesday, April 19, 2023	CCIP updates complete re: Related Documents (if applicable); CCIP opens for subgrantee upload
May 1, 2023	CCIP Related Documents (including 208) due
Thursday, June 1, 2023	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 FY23 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 8, 2023. Applications received after NOON 12:00 p.m. EST on February 8, 2023, will not be accepted.

- **Participate in the informational webinar.**

Technical assistance is provided to potential applicants to describe general requirements of the 21st CCLC FY23 Competitive Summer Mini-Grant Program application and required documents and/or completed templates to upload. NCDPI will conduct webinars (to be recorded) on **January 4, 2023, and January 5, 2023**. Please see above links in the 'NCDPI 2023 Proposed Tentative 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](#) 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 FY23 Competitive Summer Mini-Grant Program application, please attend a **CCIP Training Webinar on December 14, 2022**. Please see above links in the 'NCDPI 2023 Proposed Tentative Timeline' to join the webinar.

Funding Application Guidance

When applicants first log into CCIP, they will only need to work on the Grant Details Section, 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.

As a reminder, please ensure applicants are working on the 21st CCLC FY23 Summer Mini-Grant funding application within CCIP.

Sections

Program Name (Unit #) Non-LEA - FY 2023 - FP-21st CCLC Summer Mini - Rev 1

Application Status: **Not Started**

Change Status To: Draft Started

FUNDII

Budg

The screenshot shows a web interface for budget management. At the top, there are links for 'View NCDPI History Log' and 'View Change Log'. Below that is a table with columns for 'Go To', 'Description (View Sections Only View All Pages)', and 'Amount'. The table lists several budget items, including 'All', 'History Log', 'Allotments', and 'FP-21st CCLC Summer Mini - Rev 1'. The 'FP-21st CCLC Summer Mini - Rev 1' item is expanded to show sub-items: 'Budget', 'Grant Details' (highlighted with a yellow box), 'Related Documents', and 'Grant Award Notification (GAN)'. The 'Adjusted Allocation' and 'Remaining' amounts are shown as 0.00.

Go To	Description (View Sections Only View All Pages)	Amount
	All	
	History Log	
	History Log	
	Create Comment	
	Allotments	0.00
	Allotments	0.00
	FP-21st CCLC Summer Mini - Rev 1	0.00
	Budget	0.00
	Grant Details	0.00
	Related Documents	0.00
	Grant Award Notification (GAN)	0.00
	Adjusted Allocation	0.00
	Remaining	0.00

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 FY23 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 500s for Capital Outlay are not allowable by the 21st FY23 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](#), 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](#). 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 FY23 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 FY23 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 FY23 Competitive Summer Mini-Grant Program until allotments are disbursed.
- This section is solely for costs that will be paid from the 21st CCLC FY23 Competitive Summer Mini-Grant Program budget and does not include any matching contribution. Matching contributions are not required.

FUNDING APPLICATION: RELATED DOCUMENTS SECTION

There are fourteen (14) 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 FY23 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

- Basic Organization Information
- Statement of Assurances
- Organizational Chart
- Debarment Certification
- Data Integrity and Confidentiality Certification
- Criminal Background Certification
- Organization's Written Fiscal Procedures
- Financial Audit/Status Statement
- Fiscal Questionnaire Self-Assessment
- Proposed Feeder Schools and Low-Performing Status
- Private School Consultation
- Conflict of Interest Form

- Total Cost Worksheet
- SAM Registration Confirmation

Optional Documents

- Letters of Commitment/Partnership Agreement with PSUs (only for nonprofits working in collaboration with PSUs - template provided)
- Memorandum of Understanding (MOU) (This document is required if application is jointly submitted by at least one local education agency (LEA) and one other eligible entity.)
- Other Collaborative Agreement(s) (no template provided)

Related Documents Descriptions:

Required Documents

Basic Organization Information – (template provided)

For the purposes of the 21st CCLC FY23 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 subgrantees (including other partners when the subgrantee 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 Office of Federal Programs of any changes.

Assurances – (template provided)

Applicants should read carefully all Assurances listed on the 21st CCLC FY23 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 for the application to be considered.

Organizational Chart – (no template)

The organizational chart should illustrate executive and key personnel of fiscal agency and all partners, and the relationships of the roles within the program. All Organizational Charts must be updated with accurate names of program staff employed by the grant within 60 days of any awarded program beginning operations.

Organizational Chart

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 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 FY23 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.

Written Fiscal Procedures – (no template)

Uniform Guidance (2 CFR Part 200) specifies the fiscal requirements for grants and the associated agreements with state and local governments. Standards for financial management systems include:

Effective control and accountability must be maintained for all grant and sub-grant cash, real and personal property, and other assets.

Grantees and subgrantees must adequately safeguard all such property and must assure that it is used solely for authorized purposes.

Actual expenditures or outlays must be compared with budgeted for each grant or sub-grant.

Accounting records must be supported by such source documentation as cancelled checks, paid bills, payrolls, time and attendance records, contract and sub-grant award documents, etc.

While the Uniform Guidance does not stipulate a specific accounting system, the accounting system must provide detailed information regarding each transaction using 21st CCLC funds. For example, it is not enough to record that \$5,000 was spent on equipment. The accounting system must maintain \$5,000 was spent on a computer from [NAME] Company and the date of the purchase.

For adequate internal control, programs must have written fiscal procedures. As applicable, policies should be in place for procurement to include conflict of interest, vendor payment, inventory, payroll time and distribution, segregation of duties, cash

requests and records retention. It is important that procedures have a description of how these policies will be followed.

This list is not all inclusive, for additional reference, please see the 21st CCLC Grant Guidance (2023) document on the [21st CCLC webpage](#).

Financial Audit/Status Statement – (no template)

Audits must be conducted by a certified public accountant (CPA) or by an accountant certified by the Local Government Commission (LGC) as qualified to audit local government accounts. The audits shall be performed in accordance with generally accepted auditing standards (GAAS) and the financial statements must be prepared in conformity with general accepted accounting principles (GAAP). All applicants are required to submit the most recently completed audited financial statement for the Fiscal Agent with this grant application. If applicant has not received over \$500,000 (and are therefore not subject to Yellow Book audit requirements), the organization would upload the most recent 990 or 1120 tax filing or an internal (unaudited) income statement from the most recent fiscal year end.

Fiscal Questionnaire Self-Assessment (template given)

The purpose of this document is to help facilitate fiscal reviews and monitorings throughout the Summer & to determine areas for individualized Technical Assistance. Answer self-assessment to the best of your ability,

Data Integrity and Confidentiality Certification- (template provided)

The Fiscal Agent must certify the applicant's full understanding and adherence to the Data Integrity and Confidentiality Certification policy guiding the protection of all personally identifiable information in adherence with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §12329, 34 C.F.R. Part 99.

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 FY23 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 FY23 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 FY23 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 operating in the area being served.

Due to the short application window for the 21st CCLC FY23 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 FY23 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.

SAM Registration Confirmation – (no template provided)

Registering with the [System for Award Management \(SAM\)](#) is a required step for your organization to be able complete the FY23 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 have 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

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.

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.

Letters of Commitment

The establishment of collaborative partners is critical to both the implementation and sustainability of the 21st CCLC FY23 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.

Memorandum of Understanding (MOU) – (optional template provided)

This document should outline the specific roles and responsibilities of each partnering agency, entity, or organization participating in a joint submittal. The MOU must be signed and dated by each agency, entity, or organization participating in the joint submission where required.

Submit the application in CCIP by NOON 12:00 p.m. EST on February 8, 2023.

Once the organization has 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 8, 2023** (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.

Appendix A: 21st CCLC Competitive Summer Mini-Grant Program SCORING RUBRIC – Maximum of 90 points

6. PROGRAM NEEDS	Max Pts 10
a. Clear summary of the students most in need of supports to improve their mastery of grade-level standards; and	5
b. Description of what data were collected (i.e., progress reporting, teacher surveys or interviews, parent input) and the process used to identify students for summer programming.	5
7. PROGRAM DESIGN	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 all students;	10
b. Description of how quality, interactive enrichment opportunities: are multi-disciplinary (i.e., students must use academic skills from multiple subject areas); are broad in offering (e.g., arts, recreation, health and wellness,	10

STEM, cultural activities, etc.); and will build connections between academic skills and a students' cultural and community contexts;	
c. Clear rationale for how the proposed program activities (including citing the research, evidence base, best practice literature, or prior promising practice) support the impact of the proposed outcomes (i.e., academic progress, post-secondary and workforce preparation, positive youth development);	10
8. PROGRAM SCHEDULE	Max Pts 5
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
9. OPERATIONAL CAPACITY	Max Pts 20
a. Description of organization's past experience/success or capacity to provide high-quality innovative learning and enrichment summer programming to meet the academic and social-emotional needs of targeted students;	5
b. Description of key leaders' experience and proposed staffing (including a staff to student ratio);	5
c. Description of proposed collaboration with partnering school principal(s) and/or community organizations, including respective roles, responsibilities, and resources committed; and	5
d. Description of organization's ability to provide safe, accessible facilities, and resources to meet the needs of all students proposed to be served (including meeting obligations under Section 504 of the Rehabilitation Act to ensure that facilities for community learning center programs must be accessible to persons with disabilities).	5
10. EVALUATION CAPACITY	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; <u>and</u> assurance that the organization has access to the proposed outcome data described;	5
b. Description of the organizational plan for collecting participation and outcome data on students served; and	5
c. Description of organizational capacity (internal or external) for completing the required end-of-grant evaluation reporting on proposed key performance measures.	5
11. BUDGET NARRATIVE AND ALIGNMENT	Max Pts 10

a. Description of how costs are aligned to proposed programming; and	5
b. 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 90