



**Delaware
21st Century Community Learning Centers
2016 Subgrant Application
Cohort 14
Instructions and Background Information**

For more information contact:

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Application Postmark Deadline:

Monday, February 1, 2016, 4 PM EST

No Faxes or Hand Delivered Applications Will Be Accepted

Overview

The purpose of the 21st Century Community Learning Centers (21st CCLC) program is to establish or expand community learning centers that provide students with enrichment opportunities during those times school is not in session. 21st CCLC centers can be located in elementary or secondary schools or other similarly accessible community facilities. 21st CCLC must provide a range of high quality services to support student learning and development. These services may include tutoring and mentoring, homework help, academic enrichment, music, arts, sports, cultural activities, and community service opportunities. At the same time 21st CCLC centers must serve the families of participating students through family literacy programs.

Authorized under Elementary and Secondary Education Act (ESEA), as amended Title IV Part B, the program's specific purposes are to:

- Provide opportunities for academic enrichment, including providing tutorial services to help students, particularly students who attend low performing schools, to meet state and local student achievement standards in core academic subjects, such as reading and mathematics.
- Offer students a broad array of additional services, programs and activities such as youth development activities, drug and violence prevention programs, counseling programs, art, music, recreation, technology education program and character education programs that are designed to reinforce and complement the regular academic program of participating students.
- Offer opportunities for literacy and related educational development to families of participating students.

Eligible entities must collaborate with Local Education Agencies (LEAs) when applying for funds. It should also be noted that this grant is intended to be written in collaboration with partners. Partnering schools and other agencies are to be included in the implementation discussion.

Eligible Applicants

This competition is open to local school systems, interagency, interdepartmental, community and faith-based or other private or public organizations, or a consortium of two or more of the aforementioned, proposing to provide services to students, and families of students, who primarily attend schools eligible for Title I schoolwide programs or schools that serve a high percentage of students from low-income families. The list of eligible public schools can be found on the 21st CCLC website.

Current sub-grantees in their fourth or fifth year of funding may apply for funds to expand or enhance current activities, or to establish programs in non-participating schools within the Local Education Agency (LEA). For example, a program that currently serves students in the 4th and 5th grades might propose expansion to the 6th and 7th grades. The application must clearly state how new funds will be used for new programming and will not displace current funding. Any new funds received by a current 21st CCLC subgrantee must be used to supplement, not supplant, any federal, state or local activities allowable under the 21st CCLC program.

Funding Priority

There are two types of priorities for this competition: **absolute** and **competitive**. The **absolute** priority is a strict federal requirement that describes the minimum requirements necessary to receive a grant award. All applications must meet these criteria to be considered for funding. Applications that address the **competitive** priorities will receive preference during the grant selection process. This preference will be reflected in additional points awarded for each funding priority that is met.

Absolute Priority:

- Consistent with federal legislation, the Delaware Department of Education will restrict grant awards to those applications that primarily serve students who attend schools that are eligible as Title I schoolwide programs. (40% or higher poverty level- poverty level is based on the Expanded Poverty definition.). The list of eligible public schools can be found on the 21st CCLC website.

Competitive Priority: States must give competitive priority to applications that:

- Offer opportunities for families to actively and meaningfully engage in their children's education (A component of this may include family member and caregiver literacy programs), (10 points)
- Propose to serve students who attend schools identified who have not met AYP or AMOs of the Flexibility Request (pursuant to section 1116 of Title I). (4 points)
- Are submitted jointly between one LEA receiving funds under Title I, part A of ESEA; and community- based organization or other public or private entities. (4 points)

Additional competitive priority will be given to applicants that:

- Target populations not currently being served in 21st CCLC before or after school programs either as the sole targeted group or as part of the targeted population. (2 points)
- Target middle and/or high school programs for students in grades 7 through 12 (Other grades in the middle school configuration may also be included) (10 points)
- Target programs to students in the Appoquinimink, Brandywine, Colonial, Delmar, Indian River, or Lake Forest School District's geographic areas (in order to continue to offer geographical diversity to Delaware's 21st CCLC program) (5 points)
- Propose to go above the minimum number of weeks (2 points per afterschool and per summer), days per week (2 points), hours per session (2 points), and/or number of sessions (2 points) in afterschool and/or summer programs.
- Propose to have a cost per student that is \$2,300 or less. (5 points)

Grant Awards

Grant awards are made for up to three consecutive years, with the possibility of up to a 2-year extension, if achieving intended outcomes, and are contingent upon satisfactory progress toward goals and availability of federal funds. If the subgrantee is awarded an extension into a fourth year, the original amount of the grant will be reduced by 25%. If the subgrantee is awarded an extension into a fifth year, the original amount of the grant will be reduced by 50%. In year three,

if the subgrantee applies for an extension, it will be required in the annual Continuation Application to document how the subgrantee will replace the 25% reduction in funds. Failure to do so may result in the termination or reduction of funds in year four extension of the grant. A program must maintain the original level of programs and services to the number of students stated in the initial application unless the number of students and program services have been amended and approved by year 3 of the grant. Federal requirements mandate a minimum grant contract award of \$50,000 annually. All application proposals must contain a strong justification for the amount of funds being requested and must show the costs are reasonable and necessary to carry out the program’s purposes. The Delaware Department of Education reserves the right to negotiate grant award amounts with all sub-grantees. 21st CCLC funds may supplement but NOT SUPPLANT existing funding or programs.

The amount of subgrant award will be based on projected average daily attendance figures and the tables below:

For **Full Year programs** (Summer and School Year), minimum 152 sessions, 336 hours:

Grant Request	Projected Average Daily Attendance
\$100,000	25 - 49 students
\$150,000	50 – 74 students
\$200,000	75 – 99 students
\$250,000	100 – 124 students
\$300,000	125+ students

For **School Year programs** (with no summer program), minimum 120 sessions, 240 hours:

Grant Request	Projected Average Daily Attendance
\$80,000	25 - 49 students
\$120,000	50 – 74 students
\$160,000	75 – 99 students
\$200,000	100 – 124 students
\$240,000	125+ students

For **Summer only programs** (with no school year program), minimum 32 sessions, 96 hours:

Grant Request	Projected Average Daily Attendance
\$50,000	25 - 49 students
\$54,000	50 – 74 students
\$58,000	75 – 99 students
\$62,000	100 – 124 students
\$66,000	125+ students

Any subsequent years of the subgrant award will be based on actual enrollment figures. This may alter or terminate the amount of the subgrant award. The funding table may change from year-to-year, based on available funds provided to the state.

Timeline of Activities

October 29, 2015	Release of Application
October 29, 2015	Pre-application Meeting
February 1, 2016, 4 PM	Application Postmark Deadline
February – March 2016	Peer Review of grant
May 1, 2016	Subgrant Award for Year One Start Date
June 13, 2016	Summer Program Anticipated Start Date
August 29, 2016	School Program Anticipated Start Date
April 30, 2017	Subgrant Award for Year One End Date

Intent to Apply

Applicants are requested to submit an intent-to-apply notification no later than Friday, January 8, 2016. Intent to apply respondents who later decide not to apply are not required to submit an application and applicants who do not submit an intent to apply notification will not be disqualified.

Principles of Effectiveness

The U.S. Department of Education requires the following programming principles are utilized by all 21st CCLC sites. Therefore, the Delaware Department of Education's 21st CCLC Application has been designed to include processes that implement the following guidelines:

- provides an assessment of objective data about community needs for the activity;
- uses performance measures established by the local district/school/community;
- uses scientifically-based research that provides evidence that the program or activity will be effective or innovative with the likelihood of success; and
- provides periodic evaluation of the results used to improve the program or activity.

High Quality Program Characteristics

Researchers and afterschool practitioners have found that effective programs combine academic, enrichment, cultural, and recreational activities to guide learning and engage youth. They have demonstrated that programs designed to meet the particular needs of the communities they serve are the most effective. According to the U.S. Department of Education publication *Working for Children and Families: Safe and Smart After School Programs*, nine components are generally present in high quality afterschool programs. These include:

- Goal setting and strong management;
- Quality afterschool staffing-volunteers and regular staff;
- Low staff/student ratios;
- Attention to safety, health and nutrition issues;
- Effective partnerships with community-based organizations, juvenile justice agencies, law enforcement and youth groups;
- Strong involvement of families in program development, implementation and improvement;
- Coordinated learning with the regular school day;
- Linkages between school-day teachers and afterschool personnel; and

- Regular evaluation of progress and effectiveness for program improvement.

Allowable Activities

Each applicant that receives an award may use the funds to carry out a broad array of high quality before and after school activities (or activities during other times when school is not in session) that complement the students' regular academic program. Allowable activities include:

- Remedial education activities and academic enrichment learning programs, including providing additional assistance to students to allow the students to improve their academic achievement;
- Mathematics and science education activities;
- Arts and music education activities;
- Entrepreneurial education programs;
- Tutoring services and mentoring programs;
- Programs that provide before and afterschool program activities for limited English proficient students that emphasize language skills and academic achievement;
- Recreational activities;
- Telecommunications and technology education programs;
- Expanded library services;
- Programs that promote parental involvement and family literacy;
- Programs that provide assistance to students who have been truant, suspended, or expelled, to allow students to improve their academic achievement; and
- Drug and violence prevention programs, counseling programs, and character education programs.

Reports

Subgrantees will be required to submit the following:

- Start-up report 45 days after the grant award date;
- Annual expenditure report 45 days after the end of the project budget period. A final report of expenditures will be required within 45 days of the grant ending date each year. If the subgrantee is not part of the First State Financial (FSF), Quarterly Financial Reports must also be submitted.
- Annual federal performance report entered in the Federal database system.
- Annual Evaluation Report included with each year 21st CCLC Continuation Application. A final Evaluation Report will be required within 45 days of the grant ending date each year.
- Report any circumstance that may jeopardize the continued operation of the program, including financial difficulty. In the event that the subgrantee is unable to continue operation of the program any property purchased with 21st CCLC funds shall be returned to DDOE.

Application Preparation

Applications should be prepared using the format provided with all pages one-sided and numbered. All pages must be securely stapled and special bindings must not be used. Applicants may only attach required documents as outlined in the application. Other supplementary materials and attachments are not allowed, will not be reviewed or returned. Applications will

be reviewed as submitted with no late revisions accepted. Incomplete applications will not be reviewed or considered for funding.

Number of Copies

Submit **one** stapled original bearing original signatures and **two** stapled copies of the entire application for a **total** of **three** stapled copies.

Application Deadline

The postmark deadline for the Delaware Department of Education's 21st CCLC Cohort 14 competitive grant is Monday, **February 1, 2016 at 4 PM EST.**

Where to Obtain Assistance:

The instructions contained in these materials are issued by the Delaware Department of Education, which is the sole point of contact in the state for this program. Questions regarding applications or requests for technical assistance should be directed to John H. Hulse via email to John.Hulse@doe.k12.de.us.

The 21st CCLC subgrant application and budget workbook are available in electronic format on the Department of Education's 21st CCLC website.

Awards Final

Decisions regarding applications selected for award are final.

Delivery Instructions

No facsimile transmission or hand delivered applications will be accepted.

Address applications to:

Jennifer L. Roussell
Office of Accountability and Data Management
Delaware Department of Education
401 Federal St, Suite 2
Dover, DE 19901

Proof of mailing: Regardless of the method of delivery chosen, it is strongly recommended that applicants retain a receipt to verify the mailing. Proof of mailing on or before the postmark deadline date may consist of one of the following methods:

- A legibly dated U.S. Postal Service postmark on the mailing container
- A legible mail receipt with the date of mailing stamped by the U. S. Postal Service
- A shipping label, invoice or receipt from a commercial carrier showing the date on which the application was submitted to the carrier.

Application Review Process

The review of proposals will be a two-part process:

Pre-review

- Applications shall be submitted by the required deadline. Late applications, faxed applications or hand delivered applications **will not** be reviewed. Written applications shall be pre-screened for submission requirements and inclusion of all required sections. Applications not meeting all submission requirements **will not** be reviewed.
- Applications will be screened for completeness and adherence to application and program requirements.

Review

Eligible applications will then be reviewed and scored by peer reviewers using the 21st CCLC scoring rubric included in the application package. Applications proposing to offer only summer or only school year programs will have their scores multiplied by 1.123 to equalize the score where responses were not applicable with those applications that propose to offer both summer and school year programs. Prospective applications must have a minimum of 163 points (after the multiplier for summer and school-year only programs). Statistical analysis of peer review scores will be completed and successful applications are determined based on score ranking and available funds.

The peer reviewers will be comprised of persons with experience in such areas as out-of-school programs, reading/language arts, mathematics, and strategies to improve the success of at-risk students or school improvement.

Peer reviewers will attend a training session prior to reviewing the applications. Persons involved in the development of an application or associated with a district or agency submitting an application will not serve as reviewers.

Non-Discrimination Statement:

The Delaware Department of Education is an equal opportunity employer. It does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, marital status, disability, age, genetic information, or veteran's status in employment, or its programs and activities. Inquiries regarding nondiscrimination policies should be directed to: Human Resource Officer, Human Resource Office, Delaware Department of Education, 401 Federal Street Suite 2, Dover, DE 19901. (302) 735-4030 doehr@doe.k12.de.us