

21st CCLC Request for Application Pre-Application Conference

WELCOME...

Once you've entered the Zoom meeting - in the chat box

1. Type the agency name that will be submitting a 21st CCLC application
2. Type the full name of the representative participating in the Zoom meeting
3. If you have dialed in, please stay on at the end of the call so that a staff person can get your agency name and your full name

The **blackout period** is a specified period of time during a competitive sealed procurement/application process in which any Proposer, bidder, applicant or its agent or representative, is prohibited from communicating with any state employee or contractor of the State involved in any step in the procurement/application process about the affected procurement/application. The blackout period applies not only to state employees, but also to any contractor of the State. "Involvement" in the procurement/application process includes but may not be limited to project management, design, development, implementation, procurement management, development of specifications, and evaluation of applications for a particular procurement/grant award. All solicitations for competitive sealed procurements/applications will identify a designated contact person, as per Applicant Inquiries section of this RFA. All communications to and from potential Applicants, proposers, bidders, vendors and/or their representatives during the blackout period must be in accordance with this solicitation defined method of communication with the designated contact person. The blackout period will begin upon posting of the solicitation. The blackout period will end when the grant allocation is awarded.



**21st Century Community
Learning Center (CCLC)
Pre-Application Conference
March 2022**

Agenda

- Welcome & Introductions
- Housekeeping (Mute Lines)
 - Pre-Application Conference Questions - Section 1.12.1
- RFA Overview
 - Part I - Administrative and General Information
 - Part II - Scope of Work/Services
 - Part III - Evaluation
 - Part IV - Performance Standards
 - Attachments

Believe to Achieve

In January 2021, the Department released [Believe to Achieve: Educational Priorities](#). This priorities plan serves as the Department's roadmap to improving outcomes for all Louisiana children.

Believe to Achieve includes the Department's new belief statements, state data to help track progress toward Louisiana's six critical goals, and the new priorities that will direct the LDOE's efforts as they work toward achieving the critical goals. Each priority outlines focus areas for the key actions and initiatives.

ACCESS

Believe to Achieve



Welcome & Introductions



Housekeeping

Housekeeping

- Pre-Application Conference Questions - Section 1.12.1 page 16
- The purpose of the pre-application conferences shall be for Applicants to obtain clarification of the requirements of the RFA and to receive answers to relevant questions.
- Although impromptu questions will be permitted and spontaneous answers will be provided during the conference, the only official answer or position of the State will be stated in writing in response to written questions.



RFA Overview

Part I - Administrative & General Information

Purpose of the 21st CCLC RFA

- The purpose of this Request for Application (RFA) is to obtain competitive applications from qualified Applicants who are interested in providing a 21st Century Community Learning Center (21st CCLC).

21st CCLC Background

The 21st CCLC program was amended by Congress as Title IV, Part B of the Elementary and Secondary Education Act (ESEA), the Every Student Succeeds Act (ESSA) of 2015. The purpose of this program is to provide opportunities for communities to establish or expand activities in community learning centers that:

- Provide opportunities for academic enrichment, including providing tutorial services to help academic standards;
- Offer students a broad array of additional services, programs and activities, such as youth development activities, service learning, nutrition and health education, drug and violence prevention programs, counseling programs, arts, etc.; and
- Offer families of students served by community learning centers opportunities for active and meaningful engagement in their children's education, including opportunities for literacy and related educational development.

Schedule of Events

<u>Event</u>	<u>Date</u>
RFA released and post to LaPac and LDOE website	March 22, 2022
Pre-Applicant Conferences	March 28, 2022 @ 2:00pm March 29, 2022 @9:30am
Deadline for receipt of written inquiries	April 4, 2022
Deadline to answer written inquiries	April 14, 2022
Deadline for receipt of applications	April 22, 2022
Application Review Period	April 2022 - July 2022
Notice of Intent to award announcement, and 14-day protest period begins, on or about	July 2022-August 2022
Grant Award Execution, on or about	September 1, 2022

RFA Location

The RFA is available in PDF format:

<https://www.cfprd.doa.louisiana.gov/osp/lapac/pubMain.cfm>

The RFA is available in Word format:

https://www.louisianabelieves.com/docs/default-source/federal-funding/2022-21st-cclc-request-for-applications.docx?sfvrsn=56086518_2

Application Submission

- Application Checklist - page 62
- The application must be received based upon the requirements listed in Section 1.9 by the RFA Coordinator on or before the date specified in the Schedule of Events.
- FAX or email submissions shall not be acceptable.
- Mailing Applications
 - Should be mailed via a trackable method. No confirmations of delivery will be communicated by the Department.
 - Applicants mailing their applications should allow sufficient mail delivery time to ensure receipt of their application by the date specified.
 - The application package must be delivered at the Applicant's expense to: Beverly Jackson, RFA Coordinator, Louisiana Department of Education, Division of Federal Support & Grantee Relations.

Application Submission

- If you are hand-delivering your application, please allow at minimum 30 to 60 minutes for building security checks. You will need to present a photo ID to the guard station in the lobby for entrance. **Hand delivering applications will ONLY take place on the following dates and times:**

<u>Date</u>	<u>Time</u>
April 6, 2022	9:00am – 11:00am and 2:00pm – 3:30pm
April 13, 2022	9:00am – 11:00am and 2:00pm – 3:30pm
April 20, 2022	9:00am – 11:00am and 2:00pm – 3:30pm

Application Submission

- If you are mailing your application, please allow adequate time for the application to be received.
- **Applications postmarked before the deadline, but not received by the deadline, will be deemed ineligible and will not be reviewed.**

Application Submission

Number of Copies of Applications

The following must be submitted to the Louisiana Department of Education:

1. One (1) fully complete original signed application. **Label this original as 21st CCLC22-Original.**
2. One (1) electronic copy of the original signed application on a USB flash drive. **Label this copy as 21st CCLC22 original electronic copy.**
3. Four (4) anonymized/blind electronic copies on four (4) individual USB flash drives. Anonymized copies must be completely redacted electronically. Failure to do so will deem the application ineligible and it will not be reviewed. Please review these copies before submitting to ensure **all identifying information is redacted.** **Label anonymized/blind copies as 21st CCLC22 blind copy #1, #2, #3 and #4.** Examples of redacted information are outlined below.
 - a. XXXXXXXX has more than 17 years of experience providing after-school academic services to more than 130 schools across the country.
 - b. [REDACTED] has more than 17 years of experience providing after-school academic services to more than 130 schools across the country.

Eligibility Qualifications

- Applicants must meet the following qualifications prior to the deadline for receipt of the applications.
- Local educational agencies (LEA), community-based organizations, faith-based organizations, other public or private entities, or a consortia of such agencies, organizations, or entities shall be eligible to receive funds to provide services to low-income students and their families.
- **Individual public schools shall not submit an application.** They must apply through an LEA or other eligible entities and will be funded in only one grant award.
- **Public charter schools must apply for 21st CCLC funding under their 501©3 non-profit.** Public charter schools that operate multiple LEAs will be funded in only one grant award. Applications must be submitted by a lead applicant which, if awarded a grant allocation, will become the prime applicant.

Eligibility Qualifications

- The federal statute requires each applicant to give notice to the community of its intent to submit an application, and to provide for public availability and review of the application and any waiver request after submission.
- The school library, a public notice, or the school's website might provide for this requirement. The applicant must provide clear and convincing evidence in the application that notice was given to the community and the application was made available for viewing.

Application Response Format

- Applicants must submit an application in accordance with the checklist outlined in the appendix, which shall include enough information to satisfy evaluators that the Applicant has the appropriate experience and qualifications to perform the scope of services as described herein.
- Applicants must respond to all areas requested. Applicants will not be allowed to alter or revise application documents after submission.

Veteran and Hudson Initiative Program Participation

- The State of Louisiana Veteran and Hudson Initiatives are designed to provide additional opportunities for Louisiana-based small entrepreneurships (sometimes referred to as LaVet's and SE's respectively) to participate in contracting and procurement with the State.
- A certified Veteran-Owned and Service Connected Disabled Veteran-Owned small entrepreneurship (LaVet) and a Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) small entrepreneurship are businesses that have been certified by the Louisiana Department of Economic Development.

Veteran and Hudson Initiative Program Participation

- Up to twelve (12) points of the total evaluation points on this RFA are reserved for applicants who are:
 - Up to 12 points for Applicants that are themselves a certified small entrepreneurship through the Veterans Initiative.
 - Up to 10 points for Applicants that are themselves a certified small entrepreneurship through the Hudson Initiative.
- If an Applicant is not a certified small entrepreneurship as described, but plans to use certified small entrepreneurship(s), the Applicant shall include in their application the names of their certified Veteran Initiative or Hudson Initiative small entrepreneurship subcontractor(s), a description of the work each will perform, and the dollar value of each subcontract.
- See page 75 - Veteran/Hudson Initiative Form

Applicant Inquiries

- **Inquiries:** Written questions regarding RFA requirements or Scope of Services must be submitted by email to the email address RFP_LDE@LA.gov.
- Written inquiries must be received by April 4, 2022 no later than 2:00 pm CST as specified in the Schedule of Events.
- **Responses:** Official responses to all questions submitted by potential applicants will be posted by April 14, 2022.
- Only the RFA Coordinator has the authority to officially respond to an Applicant's questions on behalf of the State. Any communications from any other individuals shall not be binding to the State.

Applicant Information

Application Rejection/RFA Cancellation

- Issuance of this RFA in no way shall constitute a commitment by the State to award a grant allocation. The State shall reserve the right to accept or reject, in whole or part, all applications submitted and/or cancel this RFA if it is determined to be in the State's best interest.

Ownership of Application

- All materials submitted in response to this RFA shall become the property of the State. Selection or rejection of a Applicant shall not affect this right.

Cost of Offer Preparation

- The State shall not be liable for any costs incurred by Applicants prior to issuance of or entering into a grant award. Costs associated with developing the application, preparing for oral presentations, and any other expenses incurred by the Applicant in responding to this RFA shall be entirely the responsibility of the Applicant and shall not be reimbursed in any manner by the State.

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Part II

Scope of Work/Services

21st CCLC Scope of Work

Eligible Applicants

- Any public or private organization that meets the eligibility requirements can apply for 21st CCLC funding. This includes local educational agencies (LEA), community-based organizations, Indian tribe or tribal organization, another public or private entity, or a consortium of 2 or more such agencies, organizations, or entities shall be eligible to receive funds to provide services to low-income students and their families.
- All programs must be implemented through a partnership that includes at least one (1) local educational agency receiving funds under Part A of Title I and at least one (1) nonprofit agency, city or county government agency, faith-based organization, institution of higher education, Indian tribe or tribal organization, or for-profit corporation with a demonstrated record of success in designing and implementing before school, after school, summer learning, or expanded learning time activities.

21st CCLC Scope of Work

All applicants must target students who primarily attend schools eligible for Title I schoolwide programs under section 1114 of ESSA and the families of such students. To be eligible for this grant, at least 70 percent of the students an applicant is proposing to serve must:

1. attend schools implementing comprehensive supports and improvement activities or targeted support and improvement activities under section 1111 (d) of ESSA or other schools determined by the local educational agency to be in need of intervention and support to improve student academic achievement and other outcomes; and
2. be students who may be at risk for academic failure, dropping out of school, involvement in criminal or delinquent activities, or who lack strong positive role models.

Applicants should refer to the list of Louisiana [CIR or UIR](#) schools that meet eligibility requirements.

Funding Methodology

- The total funding to be released for this RFA is approximately \$30 million, contingent on Louisiana's Federal Award for quality applications to operate a 21st CCLC program within the State of Louisiana.
- Applicants may request funds ranging from a minimum of \$50,000 to a maximum \$1,200,000 annually.
- Requests for funding should be based upon a maximum per pupil cost of \$2400

The following formula will be used to calculate the funding amount:

$\$2400 \times \# \text{ of students served} = \text{Total Requested Award Amount}$

Example: $\$2400 \times 400 \text{ students} = \$960,000$

Required Staffing

To fully support the program and align with best practices, grantees must budget salary for three (3) required staff positions.

1. **Full Time Project Director** - one (1) dedicated full-time projector director qualified to manage day-to-day and overall operations; ensure compliance with all grant requirements; and lead the program through a process of continuous improvement.
2. **Education Liaison** - (hours not to exceed thirty (30) per week) - one dedicated person qualified to manage all of the academic components of the program.
3. **Site Coordinators** - (hours not to exceed one (1) hour prior to programming and one (1) hour after programming) - one (1) dedicated person for each site qualified to manage the design and implementation of all site-level activities.

Required Staffing

The project director, education liaison and site coordinators positions can only be filled by one person per position. Lead teachers or administrators acting in other capacities during the school day cannot satisfy the requirement of these positions.

Exceptions: For grants that only operate one (1) site, one person may be responsible for both the project director and site coordinator responsibilities. LEAs that have included the education liaison duties as part of the project director duties.

Type of Applicants for Submission

This information should be identified on the checklist on page 62

Traditional: Program activities held during non-school hours and periods when school is not in session (e.g., before school, after school, and during summer breaks). Summer programming is required for all funded 21st CCLC centers.

Or

Expanded Learning Time (ELT): Programs held during the regular school day when schools have extended the day, week, or year in which school is in session and program activities held outside of the academic calendar year and separately from any regularly scheduled summer school session.

Type of Applicants for Submission

This information should be identified on the checklist on page 62

New Applicants – A new applicant is defined as any group, agency, or organization that has never had a 21st CCLC program funded in Louisiana.

Veteran Applicants – 21st CCLC grantees that have previously received grant funds and need support to sustain the organization's afterschool program past the original grant award.

Curriculum & Instructional Materials

Selecting and implementing a high-quality curriculum in the classroom has the biggest impact on the quality of student learning.

To do so requires the curriculum to be connected to the standards-aligned assessments students take and the training teachers receive.

When these three (3) pieces--curriculum, assessments, and professional development--work together, students are more likely to reach the expectations of the academic standard

Curriculum & Instructional Materials

In an effort to align the 21stCCLC academic component to the State's curriculum initiative, if using 21stCCLC funding to purchase curriculum and instructional materials, grantees will be required to purchase and utilize Tier 1 curriculum and instructional materials.

Instructional materials are one (1) of the most important tools educators use in the classroom to enhance student learning.

Required Minimum Hours of Programming

Traditional 21st CCLC:

Projects serving elementary and middle school students must operate for a minimum of (thirty) 30 weeks, eight to ten (8-10) hours per week, with a total of 240-300 hours per site.

Projects serving high school students must operate for a minimum of (thirty) 30 weeks, six to eight (6-8) hours per week, with a total of 180 – 240 hours per site.

Required Summer Programming – Projects must operate for a minimum of three to four (3-4) weeks, four (4) hours per day, with a total of 60 – 80 hours per site.

Expanded Learning Program Activities (ELPA)

ELPA is the time that a LEA or school extends its normal school day, week, or year to provide additional instruction or educational programs for all students beyond the State-mandated requirements for the minimum hours in a school day, days in a school week, or days or weeks in a school year.

An applicant may choose to submit an ELPA proposal, thus applying to use 21st CCLC funds to conduct activities during the school day in a school that previously expanded its school day, week, or year.

ELPA applicants must submit a plan with the 21st CCLC grant application addressing the Required Components of a Comprehensive ELPA Plan. (Plan Requirements page 35-36 of RFA)

Expanded Learning Program Activities (ELPA)

Applicants seeking 21st CCLC funds for ELPA programs must provide **ALL** students at the school with at least **300 additional program hours** before, during, or after the traditional school day programming, in accordance with the submitted Comprehensive ELPA Plan, and including a 21st CCLC Summer Program.

ELPA School Year required hours – 180 hours (August – May)

ELPA Summer required hours – 120 hours (May – July)



21st CCLC Program Overview

21st CCLC Overview - Location

21st Century Community Centers shall be located in elementary or secondary schools or other similarly accessible facilities.

- All 21st Century Community Learning Centers must have a designated program office space with posted hours, locations, and a master activity schedules.
- The program must have appropriate equipment, security, resources, and a clear strategy for the safe transport of students to and from the center and home. The center must meet all OSHA, ADA, and other relevant federal and state facility requirements.
- In Louisiana, background checks shall be required for all staff working with students.

21st CCLC Overview

Potential Applicants:

- Must make provisions for children to have nutritional snacks.
- Are strongly encouraged to establish a local 21st CCLC Advisory Focus Group composed of students, teachers, parents, community agencies and the private sector.
- Must report program data annually to the United States Department of Education 21APR system.
- Must also utilize the state's web-based tracking system which documents all activities funded under the program.
- Attend approved National and State Conference(s).

21st CCLC Overview - Services, Programs & Activities

Each eligible organization that receives an award shall use the funds to carry out a broad array of additional services, programs, and activities, such as:

- Academic enrichment, including providing tutorial services to help students, particularly students who attend low-performing schools;
- Youth development activities;
- Service learning;
- Nutrition and health education;
- Drug and violence prevention programs;
- Counseling programs;
- Arts and music education activities; and
- Physical fitness and wellness programs.

This is not an exhaustive list.

21st CCLC Overview - Performance Measures

All Louisiana 21st CCLC programs are expected to report the Government Performance Results Act (GPRA) measures listed below.

GPRA measures are the required outcomes reported to Congress once per year. GPRA measures help tell the 21st CCLC story at the national level.

GPRA 1 (Academic Achievement)—Percentage of students in grade 4-8 participating in 21CCLC programming during the school year and summer who demonstrate growth in reading and language arts on state assessments. Percentage of students in grade 4-8 participating in 21CCLC programming during the school year and summer who demonstrate growth in mathematics on state assessments.

21st CCLC Overview - Performance Measures

GPRA 2 (Academic Achievement)—Percentage of students in grades 7-8 and 10-12 attending 21CCLC programming during the school year and summer with a prior-year unweighted GPA of less than 3.0 who demonstrated an improved GPA.

GPRA 3 (School Day Attendance)—Percentage of students in grades 1-12 participating in 21CCLC during the school year who had a school day attendance rate at or below 90% in their prior school year and demonstrated an improved attendance rate in the current school year.

GPRA 4 (Behavior)—Percentage of students in grades 1-12 attending 21CCLC programming during the school year and summer who experienced a decrease in in-school suspensions compared to the previous school year

21st CCLC Overview - Performance Measures

GPRA 5 (Student Engagement in Learning)—Percentage of students in grades 1-5 participating in 21CCLC programming in the school year and summer who demonstrated an improvement in teacher reported engagement in learning.

Performance goals and indicators are linked to specific GPRA measures. The process used to measure performance on the above areas must be rigorous, targeting specific indicators, benchmarks and utilizing valid and reliable instruments to evaluate outcomes.

21st CCLC Overview - Performance Measures

Grantees are permitted to examine or compare student outcomes in a variety of ways. Methods and tools for measuring indicators (outcomes) may include:

1. comparisons of an individual students' academic records;
2. attendance and behavior before and after program participation; and
3. comparisons of program participants' achievement and behavior with that of comparison groups.

The critical end result is that applicants are expected to demonstrate how students' academic performance will be improved as a result of the high-quality academic enrichment opportunities that will be provided.

Parental Consent

To meet performance reporting requirements and also comply with federal confidentiality regulations, all non-school 21st CCLC grantees (or LEAs serving students through 21st CCLC who are enrolled in other LEAs) must develop and utilize a written release form to secure parental permission to gain performance reporting data from their children's school records. That release should include specific language indicating exactly to which records parents are granting access. Refer to the Parent Consent [Sample Form](#) located in the Appendix.

21st CCLC Overview

Grantees must provide services that meet the federal Principles of Effectiveness; are expected to improve student achievement; are combined or coordinated with other federal, state, and local programs for the most effective use of public resources; and respond to identified community needs.

- Funding shall not supplant activities funded through the Minimum Foundation Program (MFP).
- Religious activities of any kind shall not be allowed.

21st CCLC Overview - Fiscal Manager Requirement

Grantees must hire an individual to serve as a fiscal manager/bookkeeper to ensure accurate record keeping and appropriate supporting documentation.

The fiscal manager/bookkeeper must meet one (1) of the minimum qualifications below:

MINIMUM QUALIFICATIONS (Must meet one (1) of the following)

1. A baccalaureate degree with a minimum of 24 hours of business-related courses, such as accounting, finance, or management.
2. A Certified Public Accountant licensed in Louisiana.
3. A Master's degree in Public or Business Administration.

Complete Form F

21st CCLC Overview - Federal Requirements

The following regulations shall be applicable to Louisiana's 21st Century Community Learning Centers Program:

- The Federal Education Department's General Administrative Regulations (EDGAR) 4th Edition in The Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.

The EDGAR regulations can be found on the U.S. Department of Education's website:

<http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.

21st CCLC Overview - Allowable Expenses

All expenditures must be consistent with applicable state and federal laws, regulations, and guidance.

- Salaries: for 21st CCLC Project Director, Education Liaison, and Site Coordinators (reasonable and in line with industry standard) tutors and paraprofessionals;
- Contractors (ex. enrichment contractors, fiscal manager, audit, etc.);
- Independent evaluator (exempt from admin cap);
- Criminal Background Checks (for all staff working directly with students);
- Supplies and materials required for the 21st CCLC program;(academic curriculum must be approved by LDOE prior to purchase)
- Computer hardware and software required for the 21st CCLC program (upon LDOE approval);

This is not an exhaustive list - see pages 41-42 of RFA

21st CCLC Overview - Use of Funds

- Project funds may not be used to supplant existing programs and/or funding.
- The supplanting provision does not prohibit federal funds from being used to continue programs where a previous federal grant has ended and other federal, state or local funds would not have been available.
- Applicants cannot duplicate services and/or target populations.
- As a general rule, program funds may be used only to cover costs that: (1) comply with the approved grant application and budget; and (2) are reasonable and necessary for the proper and efficient performance and administration of the grant.

21st CCLC Overview - Use of Funds

The budget must clearly reflect the program design (e.g., it is not sufficient to list transportation in the budget if it is not described in the program design section of the narrative). Sample budget on page 74

A minimum of one percent (1%) of each 21st CCLC budget must be spent on parenting skills programs that promote parental involvement and family literacy and family engagement activities, including family engagement, parent leadership, family literacy, and parent education programs such as GED courses, English as a Second Language (ESL) courses, computer technology courses and other courses depending upon the participating parents and their needs in the community.

21st CCLC Overview - Use of Funds

- Applicants are not permitted to divest more than twenty percent (20%) of the total grant award to any single entity, including but not limited to partners, collaborators or sub-grantees.
- Applicants must maintain direct control of fifty one percent (51%) of the total grant award or more during the entire grant cycle.
- Applicants are not allowed to divest oversight of the program administration or implementation to another agency, this includes, but is not limited to, existing 21st CCLC programs and other agencies in a sub-grant process. These funds may not be used as a pass-through to another agency to operate a 21st CCLC program.

21st CCLC Overview - Fiscal Audit & Evaluation Costs

Fiscal Audit and Evaluation Costs - shall not exceed the sum total \$15,000 annually for program evaluation, and audits (\$5,000 program evaluation and \$10,000 audit).

If the the entity receives \$750,000 or more per fiscal year in federal awards, a fiscal audit shall be required.

These expenses must be approved by LDOE Staff and will not be noted as administrative cost in this grant.

21st CCLC Overview - Indirect Costs/Admin Costs

- Indirect or administrative costs for school systems shall be at the fixed federal rate
- Indirect costs for private, non-profit organizations shall be no more than ten percent (10%). Upon grant award approval LDOE will require documentation from the organization in order to calculate a IDC rate.
- Note - The combination of IDC and administrative cost cannot exceed twenty percent (20%).

21st CCLC Overview - Unallowable Expenditures

- No part time teachers or staff may exceed 29 hours per week. Prior written approval is needed from LDOE for any staff exceeds 29 hours per week.
- Uniforms are unallowable expenses unless the program provides a fifty percent (50%) match with other funds. 21st CCLC funds will only be utilized once the fifty percent (50%) match is met and documentation of the match has been provided to LDOE.
- Preparation of the application: costs to develop prepare and/or write the 21st CCLC application cannot be charged to the grant directly or indirectly by either the agency or subcontractor.
- Pre-award costs may not be charged against the grant. Funds can be used only for activities conducted and costs incurred after the start date of the grant.

21st CCLC Overview - Unallowable Expenditures

- Please note that 21st CCLC funds cannot be used to pay for school-related and school wide athletics, or organized competitive sports activities, league fees and all associated costs, salaries or district dues and are strictly prohibited and considered supplanting. Competitive [interscholastic] sports costs are costs that would have been covered previously through other means, and therefore prohibited under the 21st CCLC program's supplement-not-supplant statutory requirement.
- Entertainment, refreshments, snacks: A field trip without the required academic support will be considered entertainment and not allowable. No overnight or out-of-state field trips are permitted.

21st CCLC Overview - Fees for Service

- Although federal law does not prohibit the charging of fees for participation in 21st CCLC programs, in order to ensure that the priorities of the 21st CCLC programs in Louisiana are not compromised, the LDOE prohibits charging any fees.
- Federal guidance clearly states that programs must be equally accessible to all students targeted for services, regardless of their ability to pay. Federal guidance further recognizes that the priority of the program to serve poor students and families could be compromised through the charging of program fees.

21st CCLC Overview - Attendance Threshold

Grantees must maintain eighty percent (80%) of their proposed student attendance numbers annually during each year of the grant. Failure to maintain 80 percent of student attendance may result in award reductions to the allocation for the remainder of the grant period.

- Please note that the eighty percent (80%) student attendance will be calculated by using the number of students participating in program with 15 or more attendance hours.
- LDOE will issue warning letters to 21st CCLC programs that serve less than eighty percent (80%) of the students indicated in the grantee's approved application. The warning letters from LDOE will require 21st CCLC programs to increase their student attendance numbers and to participate in additional technical assistance and training. Grantees in warning status will be given one quarter (three months) to increase their student attendance numbers to the required eighty percent (80%) threshold before adjustments will be made to the annual award amount.



Application Requirements

Application Requirements

- Applicants must limit the program narrative to no more than 22 double-spaced pages.
- Minimum Font size shall be no smaller than 12-point, standard type.
- Include page numbers and applicant(s) name in upper right corner of every page.

Refer to pages 47-53 of the RFA for specific criteria instructions.

Criteria	Maximum Score
1. Abstract	0
2. Demonstration of Need	5
3. Community Notice & Collaborations <i>Private School (5 points) + Community Collaborations (5 points)</i>	10
4. Project Design and Implementation <i>Overall vision (10 points) + Family Engagement (10 points) + Performance Measures and Indicators (10 points)</i>	30
5. Organizational Leadership & Management Plan	20
6. Project Evaluation	8
7. Sustainability	5
8. Project Cost (Budget and Budget Forms)	10
Total Sub-Score (sum of the above scores 1-8)	88
Louisiana Veteran and/or Hudson Initiative	
<ul style="list-style-type: none"> • <i>Up to 10 points available for Hudson-certified Applicants;</i> • <i>Up to 12 points available for Veteran-certified Applicants;</i> 	12



Part III

Evaluation

Evaluation of Applications

- All applications received by the date in the schedule of events will be reviewed to determine compliance with administrative and mandatory requirements as specified in the RFA.
- Applicants found not to be in compliance will be found non-responsive and rejected from further consideration.
- Applicants shall be screened for adherence to the basic requirements, such as application formatting, completeness of content and required forms, etc., to determine if the applicant addressed the minimum requirements.

Evaluation of Applications

- The evaluation of applications will be accomplished by an external peer review evaluation team, to be designated by the State, which will determine the applications most advantageous to the state.
- To maintain confidentiality of the reviewers, the Department will not release their names or contact information. The Department of Education will ensure that reviewers are highly qualified individuals with a strong knowledge of research-based, quality after-school programming, and represent equitable gender, ethnic, and geographic diversity.

Cost Evaluation/Budget Review

- The applicant must submit three (3) 12 month budgets. (September 1 - August 31)
- The applicant must use the Budget Summary and Budget Detail forms provided. (excel document)
- The budget is to be separated by School Year and summer (and ELPA if applicable) and a detail description of each expenditure must be included.
- Reviewers will be scoring budgets based upon the alignment of items in the budget and how they connect to the need established in the application, reasonableness based upon narrative and budgeted expenditures and allowability of the items listed in the budget.

Funding Priorities

To ensure equitable and reasonable distribution of 21st CCLC funds throughout the state as it pertains to geographic diversity and/or to reduce the funding of multiple projects in a district or the submission of nearly identical applications, a funding priority will be given to applicants that meet the criteria below:

Funding Priority	Additional Funds
Proposing a program for middle school students	\$2450 per student cost
Proposing a program in a parish not served in Cohort 10.	\$2450 per student cost
Proposing a program for high school students	\$2450 per student cost
Proposing a program whose focus is STEAM	\$2450 per student cost
Proposing a program that targets Louisiana "D" or "F" or "UIR" schools.	\$2450 per student cost

*** Additional funds distributed for funding priorities are solely based upon funding availability.**



Part IV

Performance Standards

Performance Standards

After applicants are awarded they will be expected to adhere to the Framework below. This framework is a part of the performance standards for the 21st CCLC programs.

AFTER-SCHOOL PROGRAMS/OUT-OF-SCHOOL TIME PROVIDERS (REV 5/2021)

The following framework depicts the formula for Louisiana's evaluation of after-school providers. In an effort to obtain a more rigorous academic approach to program evaluation, the Department will assess provider performance through the following outcome-based components:

1. Academic Performance: 100 points
2. Attendance: 35 points
3. Student Engagement: 15 points

STEP ONE: Academic Performance

The academic performance is obtained from LDOE and involves multiple iterative phases integrating a comprehensive database housing descriptive program and participant data. LDOE will measure the academic performance of Louisiana's 21st Century Community Learning Centers (CCLC) programs by the percent of students within each program who exceed their growth target on the state assessment.

*For example, a 21st CCLC program would receive a score of **60 points** in this area if **60%** of participants exceeded their growth target or **55 points** if **55%** of participants exceed targets.

STEP TWO: Attendance

Points Given	Definition for Points
0	<15% of projected attendance
5	15% to 29.9% of projected attendance
10	30% to 44.9% of projected attendance
15	45% to 59.9% of projected attendance
20	60% to 69.9% of projected attendance
25	70% to 79.9% of projected attendance
30	80% to 89.9% of projected attendance
35	≥90% of projected attendance

STEP THREE: Student Engagement

Points Given	Definition for Points
0	Survey completion rate of <25%
5	Survey completion rate of 25% to 49.9%
10	Survey completion rate of 50% to 74.9%
15	Survey completion rate of ≥75%

Example of How to Calculate the Performance Rating:

Academic Performance + Attendance + Student Engagement = Total Points (150 max)

Example: Academic Performance = 60; Attendance = 15; Student Engagement = 25
 $60+12.5+25= 97.5$ –Performance Rating B

Performance Rating

Total Points Given	Grade
100-150	A
85-99	B
70-84	C
50-69	*D
<50	*F

***Program Impact**

*D or F *69-0	The provider must submit a Performance Improvement Plan (PIP) within 30 days of the designation. Programs will also be labeled as "High Risk". Failure to address deficiencies will result in removal, and the inability to apply for future funding.
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Checklist

APPENDIX: ADDITIONAL REQUIRED FORMS

Applicant's MUST submit (in the order shown below) paginated in a useful table contents all of the components listed in the Checklist below. The narrative pages of the Applicant should total no more than twenty-two (22) double-spaced pages using a minimum font size no smaller than 12-point standard font with one-inch margins. This does not include any required forms. Handwritten applications will not be reviewed.

Applicant's Name _____

Type of Application Submission - Traditional ELT Type of Applicant - New Veteran

Checklist

A complete application consists of all of the following items submitted in the following order. Proposers will not be allowed to alter or revise application documents after submission.

Required Documents	Checked – proposer
Checklist	<input type="checkbox"/>
Cover Letter (Section 1.8.1)	<input type="checkbox"/>
Table of Contents	<input type="checkbox"/>
Cover Page	<input type="checkbox"/>
Funding Priority Points (Form AA)	<input type="checkbox"/>
Certification Statement (page 59)	<input type="checkbox"/>
Partnering Agencies Form - Form A	<input type="checkbox"/>
Memorandum of Understanding (MOU) Form – Form B	<input type="checkbox"/>
Private School Consultation Form - Form C	<input type="checkbox"/>
Private School Participating Schools Form - Form D	<input type="checkbox"/>
Program Summary Forms – Form E	<input type="checkbox"/>
Fiscal Manager/Bookkeeper Qualifications – Form F	<input type="checkbox"/>
Budget Forms	<input type="checkbox"/>
Veteran/Hudson Initiative Form and Documentation	<input type="checkbox"/>
Program Narrative inclusive of Louisiana 21st CCLC Performance Indicators Template	<input type="checkbox"/>
<ol style="list-style-type: none"> 1. One (1) fully complete original - Label this original as 21st CCLC22-Original. 2. One (1) electronic copy of the original signed Applicant on a USB flash drive. Label this copy as 21st CCLC22 original electronic copy. 3. Four (4) anonymized/blind electronic copies on four (4) individual USB flash drives. Blind copies must be completely blinded electronically. Failure to do so will deem the application ineligible and it will not be reviewed. Please review blind copies before submitting to ensure all identifying information is blinded. Label blind copies as 21st CCLC22 blind copy #1, #2, #3 and #4. Examples of redacted information are outlined below. <ol style="list-style-type: none"> a. XXXXXXXX has more than 17 years of experience providing after-school academic services to more than 130 schools across the country. b. ████████ has more than 17 years of experience providing after-school academic services to more than 130 schools across the country. 	<input type="checkbox"/>
FOR LDOE USE ONLY	<input type="checkbox"/> Qualified



Attachments

Attachments

- Application Cover Page - p63
- Form AA - Funding Priority Page - p64
- Form A - Partnering Agencies Form - p65
- Form B - MOU - p66
- Instructions for Form A&B and Partnership Letters - p67
- Form C - Private School Consultation Form - p68
- Form D - Private School Participating Form - p69
- Form E - Program Summary Form - p70
- Form F - Fiscal Manager/Bookkeeper Qualifications Form - p71
- Link to Budget Forms & Instructions - p72
- Veteran/Hudson Initiative Page - p75
- Performance Goals & Indicators Template & Instructions - p76-77

Question & Answer

