CONNECTICUT STATE DEPARTMENT OF EDUCATION

21ST CENTURY COMMUNITY LEARNING CENTERS

GRANT BIDDER'S CONFERENCE

8/29/17

RFP DUE DATE, SEPTEMBER 22, 2017

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AFTER SCHOOL FUNDING ALLOCATION

- Approximately $1.5 million dollars is available for new traditional after school grants awards.
- Five year grants will be available through a competitive grant process.
- The minimum grant award is $50,000 to a maximum award of $200,000.

ORGANIZATIONS ELIGIBLE TO APPLY

- Local education agencies (LEA's)
- Community-based organizations (CBO's)
- Faith-based organizations
- Other public and private entities
- A consortium of two or more agencies/organizations, or entities

THE PURPOSE IS…

- To fund programs that **provide students with academic enrichment and recreational opportunities** designed to complement their regular school day.

- To provide **opportunities for the families** of these students to participate in educational programs.

ELIGIBILITY CRITERIA

- Applicants must show that they primarily serve students attending schools with a high concentration of low-income students.

- A **minimum of 40% percent** of the student population are eligible for free and reduced priced meals.

PROGRAM OPTIONS

- Programs can be designed to serve students in **Pre-K through grade 12.**

- Each proposal must identify whether the proposal is intended for:

  A. Elementary and/or Middle School; OR

  B. High School.

- Applicants may submit more than one proposal.

5 YEAR FUNDING CYCLE

- Grant awards will be funded at 100% for the first three years of funding.
- In year four programs will receive 75% of the initial grant award.
- In year five, the applicant will receive 50% of the initial grant award.

CONTINUATION OF FUNDING

- **Continuation of funding within the five-year grant cycle is contingent upon compliance with state and federal guidelines**, including:
  - student attendance and data requirements;
  - use of funds;
  - adequate progress towards program goals;
  - submission of annual End of Year Report; and
  - submission of annual budget.

COSTS PER CENTER

- The average cost per center ranges from $150,000 to $200,000, servicing an average of 150 students and their parents.

- Costs per center may be higher or lower depending on the number of individuals served, the array of activities and the availability of additional resources.

PER PUPIL ALLOCATION

- Elementary and Middle School programs should not exceed $2,000 per student.
- High School programs should not exceed $2,500 per student.

ELIGIBLE ACTIVITIES

- Funds can be used to carry out a **broad array of before and after school activities.**

- Applicants should **clearly outline program offerings**, including:
  - before school;
  - Saturday;
  - vacation; and
  - summer programming.

ELIGIBLE ACTIVITIES

- Activities should be designed to **complement learning objectives from the regular school day**.

- Offerings should include opportunities for students to **participate in activities outside of what is offered in the regular school day.**

NEED FOR PROJECT

- Provide a clear and detailed **description of the community and needs of the target population**.

- Describe how the proposed program will address the needs outlined.

PARTNERSHIPS & COLLABORATION

- Provide a **detailed description of the partnerships** between identified organizations and how these partners will address the specific needs outlined.

- Describe the collaboration between partners in the grant writing and planning process.

PARTNERSHIPS & COLLABORATION

- Clearly **describe the roles of partners**, including:
  - specific responsibilities;
  - supervision, evaluation and supports for staff;
  - plans for ongoing communication; and
  - allocation of resources.

PARTNERSHIPS & COLLABORATION

- Describe how the program staff will **collaborate with school day staff and share information** about program offerings and goals.

- Describe how **professional development and training opportunities will be shared** between partners.

PARTNERSHIPS & COLLABORATION

- Include **letters of commitment** from the superintendent and school administration that programs have the capacity to invest time and resources and begin programming notwithstanding a delay in funding.

- Include **memoranda of agreement (MOA/MOU)** that clearly indicate the role and capacity of each partner organization.

PROGRAM ELEMENTS

- Identify the **target population**, including:
  - number of students per site;
  - grade levels; and
  - recruitment strategies.

Programs must be designed to serve the same students consistently over time.

High School applicants are advised to limit the proposed target number to no more than 50 students to better meet individual needs.

PROGRAM ELEMENTS

- Include a chart to outline **days and hours of operation**, including:
  - start date; end date; days per week; hours per day;
  - total expected weeks; and
  - before school; Saturday; vacation and summer offerings.

Programs must operate for a minimum of 25 weeks. Exemplary programs will provide programming from the first week of school to the last week of school.

Elementary School programs must operate for a minimum of four days per week at two and a half hours per day.

Middle and High School programs must operate for a minimum of three days per week at two hours per day.

PROGRAM ELEMENTS

- Describe **project goals and objectives** and how the project will provide services and activities not offered during the school day.

- Describe **homework time**, including:
  - facility space;
  - days and hours offered;
  - staff to student ratios; and
  - available activities for students who have completed work.

PROGRAM ELEMENTS

- Address how you will incorporate **literacy, math and science components** of as part of the academic and enrichment components, including:
  - facility space;
  - days and hours offered; and
  - student to staff ratios.

- Outline offerings for **health, nutrition, and recreational programming.**

PROGRAM ELEMENTS

- Describe additional services, programs and activity offerings that are designed to **complement school day learning**.

High School programs must include college and career development activities.

PROGRAM ELEMENTS

- Address how the program will meet **individual and specific needs of students**, including: students with Individualized Education Plans (IEPs); English Language Learner Students and those at risk of academic failure.

- Outline plans to incorporate **cultural competency practices** into programming.

- Describe activities to support on-going **family engagement.**

PROGRAM ELEMENTS

- Examples of family engagement activities can include:
  - adult development activities;
  - parent and child shared activities;
  - governance and leadership activities; and
  - activities that link parents to schools.

PROGRAM ELEMENTS

- Describe how **snack and/or supper** will be provided to students.

Schools where a minimum of 50% of the student population is eligible to receive free or reduced price meals can receive reimbursable snack/supper options after school.

Please see the link below for more information:

http://www.sde.ct.gov/sde/cwp/view.asp?a=2678&q=320670&sdePNavCtr=|45534|#45535

- Address how students will **travel safely** to and from the program.

PROGRAM ADMINISTRATION

- Include an **organizational chart of key staff**, including:
  - identified roles(must designate a program director, coordinator and data person);
  - percentage of time staff will be dedicated to the project;
  - credentials and backgrounds; and
  - roles and responsibilities.

PROGRAM ADMINISTRATION

- Provide a **training schedule** for direct service (certified and non-certified) staff to attend a minimum of two professional development trainings per year.

At least two program representatives must attend three Networking Meetings per year.

Program directors and coordinators must be trained in the Assessment of Program Practices Tool (APT) for assessment of programs.

PROGRAM ADMINISTRATION

- Describe the **adequacy of support**, including:
  - safe and accessible facilities;
  - leverage of existing resources (computer labs, libraries, classrooms etc.); and
  - partner contributions of resources (use of community areas, staff, supplies etc.).

PROGRAM ADMINISTRATION

- Address how the **community has been provided with notice** of intent to apply and how information is shared in a manner that is understandable and accessible.

- Outline how **private school students** will be notified of the program and how officials were included in planning and design.

Students who attend private school and reside in an area served by the 21stCCLC school are eligible to attend programming.

It is the responsibility of the program to notify all private schools in the area of this opportunity.

EXPENDITURE OF FUNDS & SUSTAINABILITY

- Provide a **budget and detailed budget narrative** for year one that itemizes use of 21stCCLC funds, as well funds from other sources, including:
  - Per pupil allocation
  - Transportation costs (cannot exceed 20% of total budget)
  - Professional development & mileage reimbursement costs
  - Appropriate personnel
  - Family engagement activities (5% of annual budget)
  - Professional development, database management, quality advising, technical assistance, evaluation costs (5% of year one budget)
  - In-kind or matching contributions (cannot be derived from other state or federal funds).

EXPENDITURE OF FUNDS & SUSTAINABILITY

Funding cannot be used to purchase facilities or support new construction.

Funding cannot be used to support large technology purchases. Any funds dedicated for purchase of technology must specifically used to support the grant.

EXPENDITURE OF FUNDS & SUSTAINABILITY

- Describe the **fee structure**, if applicable, or indicate that one will not be instituted.

Applicants may establish a sliding fee scale that takes into account the financial need of the students and families targeted for services.

Applicants that choose to establish a fee structure must provide a narrative that explains the administration and management of fees.

Eligible students cannot be turned away from programming for inability or lack of payment.

EXPENDITURE OF FUNDS & SUSTAINABILITY

Funded applicants must submit documentation outlining policies and procedures for the institution of a fee scale and how this structure is communicated to families.

The LEA or CBO shall be responsible for the administration of such fees.

Fees collected from the 21stCCLC must be used to support the program during the same fiscal year.

EXPENDITURE OF FUNDS & SUSTAINABILITY

- Outline a plan to **sustain** the full scope of the program in years four and five when funding is reduced and beyond the five year grant cycle.

FUNDING HISTORY & EXPERIENCE

- This section will be used for **applicants who have a 21stCCLC funding history** since 2008.
- Applicants can lose up to six points in this section.
- CSDE program manager will assess the most recent year's performance for the following criteria:
  - Program operations followed the grant proposal, including number of weeks, days and hours that services were provided.
  - Program served the number of students outlined in the proposal or approved change request.
  - Program met goals for participant attendance expectations.

DATA COLLECTION, EVALUATION, QUALITY IMPROVEMENT & PROFESSIONAL DEVELOPMENT

- A funded applicant must commit to **submission of program and student data for Monthly Attendance Reports** by the seventh day of each month of programming.

Programs must designate a staff member for data entry. Identified staff must attend database trainings and submit required information by deadlines.

Programs that do not meet attendance requirements are subject to a decrease in funding or termination of funding.

DATA COLLECTION, EVALUATION, QUALITY IMPROVEMENT & PROFESSIONAL DEVELOPMENT

- Student data collected:
  - SASID information
  - Student demographics
  - Program attendance
  - School attendance

- Program data collected:
  - Site information
  - Details of activities offered
  - Teacher surveys
  - Staff information

DATA COLLECTION, EVALUATION, QUALITY IMPROVEMENT & PROFESSIONAL DEVELOPMENT

- Programs must complete an **End of Year Survey** by June 30th of each year of funding.

- Programs must participate in a designated **quality improvement process**. This may include trainings, meetings, conference calls, site visits and interviews.

DATA COLLECTION, EVALUATION, QUALITY IMPROVEMENT & PROFESSIONAL DEVELOPMENT

- Programs must submit **revision request** forms and receive approval from the CSDE program manager before implementing changes from what is presented in the grant application.

- Programs must send representatives to required CSDE technical assistance workshops and Networking Meetings.

LICENSING REQUIREMENT

- Programs receiving funding through this grant may be obligated to meet child day care licensing requirements, as defined under Connecticut General Statutes, Section 19a-77.
- Programs that are operated by public schools may be exempt from this requirement.
- For more information, please see the following Web site: http://www.ct.gov/oec/cwp/view.asp?a=4542&q=544636 or call the Connecticut Department of Early Childhood at (860) 509-8045 for more information.

COMPONENTS OF A HIGH-QUALITY AFTER SCHOOL PROGRAM

- According to the U.S. Department of Education publication, *Working for Children and Families: Safe and Smart After School Programs*, there are **nine components present in high quality programs**:

  - Goal setting, strong management and sustainability
  - Quality staffing
  - High academic standards
  - Attention to safety, health and nutrition issues
  - Effective partnerships
  - Strong involvement with families
  - Enriching learning opportunities
  - Linkages between school day and after school personnel
  - Evaluation of program progress and effectiveness

APPLICATION FORMAT

The following sections must be included in each application:

- Application Abstract (Appendix B)
- Signed Grant Application Cover Page (Appendix A)
- Table of Contents
- Application Narrative
  - Need for Project
  - Partnerships and Collaboration
  - Program Elements
  - Program Administration
  - Expenditure of Funds & Sustainability
- Budget (Appendix D)
- Statement of Assurances (Appendix F)
- Certification Regarding Lobbying, Debarment & Suspension (Appendix G
- Affirmative Action Certificate (Appendix H)
- Letters of Commitment (Appendix I)

APPLICATION FORMAT

- Applications should be clearly organized and address all required components.
- Visual information, such as charts and graphs, should be included as appropriate to help simplify evaluator understanding.

REQUIRED SIGNATURES

- All proposals require **signatures from the applicant school district's superintendent and principal**(s) of the participating school(s).

- These signatures confirm accuracy of the information provided in the proposal and certify compliance with state and federal laws and regulations, including the sharing of State Assigned Student Identifier (SASID) numbers for CSDE data collection and reporting.

REVIEW PROCESS AND CRITERIA

Application deadline:

Friday, September 22, 2017 by 4:30 p.m.

CSDE will convene a panel to review all completed applications received by the due date.

Applicants will be rated according to the rubric provided in Appendix C of the RFP.

QUESTIONS?

Slides from the presentation today and written answers to questions posed will be posted online following this conference.