

*CONNECTICUT STATE DEPARTMENT
OF EDUCATION*

**Nita M. Lowey 21ST Century Community Learning Center
Bidders Conference
May 23, 2024**

Shelby Pons
860-807-2103
shelby.pons@ct.gov

Application & Funding Timeline

RFP will open in eGMS: Tentative Date 6/7/24

RFP Due Date: Tentative Date: 7/12/24 @ 4pm

Awards will be Announced: August 2024

Nita M. Lowey 21st CCLC
Request for Proposals (RFP)
Guidance
2024-25

Purpose of 21st CCLC Funding

The purpose of the grant is to fund community-learning centers that provide students with academic, enrichment, recreational, and social and emotional support opportunities outside of regular school hours. And to consistently serve the same students over a prolonged period.

Purpose cont.

This funding must support Community Learning Centers, which can be in elementary or secondary schools or other similarly accessible facilities, provide a range of high-quality services to support student learning and development.

Centers should be designed to support families by offering them educational development opportunities and providing a safe environment for students when school is not in session.

Purpose cont.

Support Academic Achievement

Applicants must design programs that provide opportunities for academic support, including homework help and tutorial services to students, for students who attend schools with a demonstrated need for services, to meet state and local student performance standards in core academic subjects, such as reading, mathematics and science.

Purpose cont.

Enrichment

The applicant must provide detailed information about the enrichment offerings, such as:

- Nutrition
- Recreation
- Arts & Music
- Project Learning
- Social Emotional Development
- College Preparation, and
- Career Development

Purpose cont.

Family Engagement

Applicants must design programs that offers families of students served opportunities for literacy and related educational development, such as:

- **Adult Development Activities**
- **Family Activities**
- **Opportunities for Governance and Leadership**
- **Participation in School and Program Events**

Eligible Applicants

Eligible applicants must serve schools where **at least 40 percent of students are eligible to receive free or reduced-price meals.** If a school's data have changed due to school closings and/or redistricting, the Connecticut State Department of Education (CSDE) reserves the right to award or deny eligibility.

Eligible Applicants cont.

The following entities are eligible to apply as a lead applicant:

- All local educational agencies (LEAs), endowed academies, charter and magnet schools;
- Regional Educational Service Centers (RESCs) applying on behalf of LEAs; and
- Community-based organizations (CBOs), including faith-based organizations (FBOs) and other public or private organizations in partnership with a local school or school district.

Eligible Applicants cont.

- LEAs must apply with at least one eligible partner applicant, with either entity acting as the lead partner/fiduciary.
- NEW: Priority Points will be given to applicants who jointly submit by not less than one local educational agency receiving Title I, Part A funds, and another eligible entity.
- Applicants may submit more than one proposal.

Priority Points

1. **Five (5) Priority Points** will be awarded to applicants who:
 - a) Target students (and their families) who attend schools identified by the CSDE as in need of intervention and support to improve student academic achievement and other outcomes (see Eligibility school list), and
 - b) target students who may be at risk for academic failure, dropping out of school, and the families of such students.
2. **Five (5) Priority Points** will be awarded to applicants who jointly submit by not less than one local educational agency receiving Title I, Part A funds, and another eligible entity.

Priority Points cont.

3. **Four (4) Priority Points** may be awarded to programs that enhance their proposed 21st CCLC program(s) by incorporating the LEA's existing Multi-tiered Systems of Support, aiming to enhance the social, emotional, and academic growth of each student.

Note: To earn priority points for MTSS, applicants must successfully complete an additional section of the RFP.

Lead Applicant Requirements

LEAs or RESCs as Lead Applicant

Fiscal health and financial policies should be documented in a letter of commitment from the superintendent that includes investing the time and resources to support program start-up and implementation, notwithstanding a delay in funding.

Lead Applicant Requirements

CBOs or FBOs as Lead Applicant

For CBOs and FBOs applying as lead applicant, fiscal health and financial policies must be documented by providing all of the following information as attachments on the Related Documents page:

- Copy of IRS determination letter;
- Organization chart;
- List of board of directors with names and affiliations;
- Organization's most recent financial statements (audited, if available) and management letter (if available); and
- Organization's annual operating budget and actual income and expenses for the current fiscal year.

Lead Applicant Requirements

Lead applicants must upload the following related documents:

- Letters of commitment from the Superintendent and each site principal, and
- Mandatory Superintendent, CBO and Principal Signature Document.

Lead Applicant Requirements

Lead applicants must require the lead partner to comply with all 21st CCLC funding requirements:

- Appropriate progress reports and financial reports to the CSDE.
- Accountability to the CSDE for how it uses 21st CCLC funds provided under the subcontract.
- Applicable state and federal rules regarding financial management, internal controls, cost principles, and audit requirements.
- Collect and provide performance data, and
- Letter of commitment.

Mandatory Superintendent, CBO and Principal Signature Document

For lead applicants that are CBOs at least three signatures are required which are the CBO Authorized Official, Superintendent and Principal(s)*.

For lead applicants that are LEA or Charter School Director or RESC Director at least **two signatures** are required which are the Superintendent, Charter School Director, or RESC Director and the principal (s)*.

**A principal signature is required for each school site in the grant.*

By means of the signature, the Superintendent of Schools is agreeing to provide the Lead Applicant access to participants' Student Assigned State Identifier (SASID) numbers for reporting purposes.

Note: Applications will not be reviewed without all required signatures.

NEW

Subcontractor/Vendor Guidelines

If the Lead Applicant provides 21st CCLC funds to a partner applicant the CSDE will consider the agreement between the recipient and the outside entity a "subcontract."

All subcontracts are subject to the terms of the 21st CCL grant, and the Lead Applicant/grantee is held solely responsible for the performance of the subcontractor.

Additionally, a copy of the 21st CCLC application must be provided to the subcontractor by attachment to the subcontract.

The CSDE reserves the right to communicate directly with the subcontractor about the terms and conditions of the funding and details of the subcontract.

Prior Experience

Applicants must have prior experience or potential for success in providing educational activities and be able to demonstrate this throughout application.

Applicants must have a program implementation plan in place (this is not a planning grant) and ready to start upon notification of award.

Minimum Dosage Requirements

Programs must be designed to serve the same students consistently over time. For example, if the target number is 50 students, the aim is for the program to serve the same 50 students every day the program it operates. The number of hours per day, days per week and weeks per year that the program is operating is called the dosage.

Minimum dosage requirements:

- 25 weeks of programming per school year.
- Elementary School: 4 days per week for 2.5 hours per day, minimum of 100 days.
- Middle or High School: 3 days per week for 2 hours per day, minimum of 75 days.

Maximum Dosage Requirements

Applicants are eligible to receive maximum points for:

- Operate a minimum of 33 weeks per school year.
- Elementary School: 5 days per week, with each day consisting of 2.5 hours and a minimum of 165 days open.
- Middle or High School: 4 days per week, with each day consisting of 2 hours and a minimum of 132 days open, and
- A 4-week Summer Program open a minimum of 20 days.

NEW

Traditional and Supplemental Funding

Traditional 21st CCLC Funding

Award Range: \$50,000-\$250,000 per year

Optional Supplemental Funding

Student Internship: \$20,000 to \$50,000 per year

High-Dose Tutoring: up to \$50,000 per year

Maximum Award: \$350,000

NEW

Optional Supplemental Applications

ALL applicants **MUST** apply for the Traditional 21st CCLC grant to apply for either or both optional supplemental funding opportunities. In order to apply for these an additional supplemental application must be completed.

Student Internship Supplemental Funding

Applicants who are applying to serve Elementary and Middle School students may apply for this funding as a supplement to their comprehensive application.

Applicants can only use this funding to support 21st CCLC programs. Successful grantees are eligible to receive this supplement each year of their award.

High-Dose Tutoring (HDT) Supplemental Funding

Qualified applicants have a chance to request up to \$50,000 to implement HDT to support English Language Arts (ELA) in grades K-5 and Math in grades 6-9. The maximum amount is \$2,500 per student, which is based on 30 weeks of 30-minute sessions, three times per week, during before or after-school hours.

NEW

Grant Award Calculation Chart

For Applicants NOT Providing Transportation

Per Pupil Allocation: \$18 per student per day of operation.

Calculation: **\$18 per target number of students** x days of program operation = Base Grant Award

Example:

50 students for 120 days during school year

$\$18 \times 50 \text{ students} = \$900 \times 120 \text{ Days} = \$108,000$

30 students for 20 days during summer

$\$18 \times 30 \text{ students} = \$540 \times 20 \text{ Days} = \$10,800$

Total Year One Traditional Award Calculation: \$118,800

NEW

Grant Award Calculation Chart

For Applicants **PROVIDING** Transportation

Per Pupil Allocation: \$23 per student per day of operation.

Calculation: **\$23 per target number of students** x days of program operation = Base Grant Award

Example:

50 students for 120 days during school year

30 students for 20 days during summer

$\$23 \times 50 \text{ students} = \$1,150 \times 120 \text{ Days} = \$138,000$

$\$23 \times 30 \text{ students} = \$690 \times 20 \text{ Days} = \$13,800$

Total Year One Traditional Award Calculation: \$151,800

NEW

Grant Award Period

The 21st CCLC grant award period is three years.

Following the year one initial award, subsequent award years will be contingent upon:

1. Availability of funding from the specific funding authority;
2. Satisfactory performance by the grantee as evaluated by CSDE, and
3. Compliance with all grant requirements and meeting all conditions set forth within the 21st CCLC RFP.

NEW

Renewability

Successful grantees will have a one-time opportunity to apply for Renewability for a period not to exceed the duration of the original grant award period of three years.

Renewability will be based upon continued availability of funds from the United States Department of Education and satisfactory performance of the grantee in the previous years.

NEW

Student Internship Supplemental Funding

This optional supplemental funding aims to provide high school students with the opportunity to earn **at least minimum wage** and to gain a better understanding of and interest in career pathways within the field of education.

It also aims to foster connections between students and professionals in the education sector, while equipping them with the necessary skills and knowledge to pursue further education and training in teaching or other related professions.

NEW

Student Internship Supplemental Funding

Grant Requirements

- Identify and support a program internship coordinator responsible for student intern recruitment, placement and monitoring, as well as professional development delivery to student interns.
- Recruit a diverse group of student interns that reflect the students served by the 21st CCLC grant funds. Student Interns who are working at Middle School programs must be a junior (11th grade) or senior (12 grade) in High School.
- Provide student interns with ongoing training and support.
- Participate internship training, and networking sessions.
- The district/site(s) must commit to participating in an evaluation component to measure the impact of the internship program.
- Student interns are required to complete a final project as a demonstration of learning.

NEW

High-Dose Tutoring (HDT) Supplemental Funding

High-Dose Tutoring (HDT) Supplemental Funding

Qualified applicants have a chance to request up to \$50,000 to 21st CCLC implement HDT to support English Language Arts (ELA) in grades K-5 and Math in grades 6-9. HDT is a research-based, effective strategy to accelerate learning and provide equity in accessing tutoring for all students.

NEW

HDT Supplemental Funding cont.

Why Implement HDT in 21st CCLC Programs?

The intensity and frequency of HDT has been shown to accelerate learning more than any other academic intervention. An exemplary HDT model is made accessible intentionally, embedding small-group and/or individual instruction by highly qualified tutors. Every session focuses on students' identified needs with standards-based content aligned to the LEA's curriculum, grade level performance goals, and course requirements.

NEW

Students Experiencing Disabilities

All 21st CCLC programs must meet the requirements of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Individuals with Disabilities Education Act of 2004.

Inclusive Practices: Eligible students with disabilities must be able to participate in 21st CCLC programming, and programs must work to ensure that barriers to participation are addressed. Programs must make reasonable modifications to policies, practices, and procedures to support participation of qualified students with disabilities.

NEW

Students Experiencing Disabilities

Federal law is designed to protect the rights of individuals with disabilities in programs and activities that receive any federal assistance. Entities that operate a 21st CCLC program must:

- Provide reasonable accommodations as required by law and regulations to enable a child with a disability to participate in programming.
- Provide instances where a student's individualized education program (IEP) requires participation in the 21st CCLC program, provide supplementary aids, modifications, and support determined appropriate and necessary (by the IEP team) to afford the child an equal opportunity to participate in the program.
- The supplementary aids, modifications, and support must be provided at no cost to the child's family, and the entities that operate a 21st CCLC program and the LEA must collaborate to support implementation.

More information, refer to Children with Disabilities and Participation in 21st Century Community Learning Center Funded Programs document.

Funding History

This section is for applicants who have a funding history with the 21st CCLC Grant. Programs can lose up to 6 points in this section based on past performance.

The CSDE program manager will assess the most recent year's performance data for any applicant who has received or is receiving 21st CCLC funding since 2019.

Data Entry, Attendance and Staff Requirements

All funded applicants must commit to the submission of program and student data for monthly attendance reports. The data to be collected will include program and student data, including SASIDs.

Programs must designate a staff member for data entry. Identified staff must attend database training and address data issues by required deadlines.

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

Program Evaluation

Grantees must meet the following requirements by the close of the grant year annually on June 30:

- All required **attendance data** is entered and certified in the TransACT AS21 System.
- **Federal Teacher Surveys** must be completed and entered in the TransACT AS21 System (elementary Schools only).
- The **End-of-Year Survey**.
- The **End of Year Assurance Form** is signed and submitted.

Program Evaluation cont.

- **APT Self-Assessment Reports** (which are completed annually by January 31st).
- **Evidence Binder Review** - All 21st CCLC programs are required to compile and maintain digital evidence binders for each site location.
- **Strengths and Difficulties Questionnaire Survey (SDQ)** is administered bi-annually.

Components of a High-Quality Program

Eight characteristics exemplified by quality programs:

- Prepared and experienced staff
- Intentional programming
- Alignment with the school day
- Promotion of varied youth engagement
- Strong community partners
- Safety, health and wellness
- Sustained student participation and access
- Ongoing assessment and improvement

Quality Improvement & Monitoring

Programs must participate in a designated quality improvement process with the CSDE and subcontracted providers. Each 21st CCLC program will be monitored annually using a risk assessment tool that aligns with Federal and State guidelines.

21st CCLC Funding Restrictions

21st CCLC Funding Cannot Support:

- Expanded Learning Time (ELT) Activities
- Programming During School Hours
- Drop in Programs

Professional Development

21st CCLC required trainings and professional development include:

New Grantee Orientation for an overview of 21st CCLC policies and procedures (year 1 of grant funding cycle, minimum of two staff and fiscal officer);

Directors Meeting at the beginning of each year to review any updates to 21st CCLC policies and procedures;

21st CCLC Networking Meetings for relevant professional development and networking opportunities (three annually, minimum of two staff);

Assessment of Program Practices Tool (APT) for expectations of program quality and assessment (two trainings offered annually, new directors and coordinators must complete training);

TransACT AS21 User Training for entering program and attendance information for State and Federal reporting (training offered annually, recording and timed agenda will be made available, two staff complete training).

Licensing Requirement

Please note that programs that plan to serve school-age students through this funding opportunity are 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.

All applicants must provide the requested assurance or a copy of their current license.

For licensing information, please see:

<https://www.ctoec.org/licensing/> or contact the Connecticut Office of Early Childhood at (860) 500-4450 for more information.

Review Process & Criteria

Review Process

The CSDE will convene a panel to review all completed applications received by the due date. The CSDE will notify applicants of the acceptance or rejection of their proposals.

If a proposal is selected for funding, the CSDE will initiate a grant award letter.

Criteria

Each application will be rated according to the criteria provided within the 21st CCLC Scoring rubric.

Grant Award Decisions

The CSDE reserves the right to award in part, to reject a proposal, in its entirety or in part, and to waive technical defects, irregularities or omissions if, in its judgment, the best interest of the state would be served.

After receiving the grant application, the CSDE reserves the right not to award all grants, to negotiate specific grant amounts, and to select certain grantees, regardless of points awarded, as part of the evaluation process to meet federal requirements or the State Board of Education's priorities.

Grant Award Decisions cont.

The CSDE reserves the right to change the dollar amount of grant awards to meet federal guidelines for grant awards.

The level of funding and effective dates of the projects will be set forth in the notification of the grant award.

All awards are subject to availability of federal funds. Grants are not final until award letters are executed.

The CSDE will retain all proposals submitted and such proposals will become part of the public domain.

**Nita M. Lowey 21st CCLC
Request for Proposals (RFP)
Application
2024-25**

Section A: Need for Project

Applicants must conduct a needs assessment for each program site to ascertain the need for the 21st CCLC funds. A needs assessment is a process for determining the needs, otherwise known as "gaps," between current conditions and desired outcomes.

Section A: Need for Project cont.

- Need must be demonstrated for each target school site that includes who, what and how the need for the project was determined. There must be data and survey results to back up the information presented.
- The applicant must identify four (4) SMART (Specific, Measurable, Achievable, Realistic, and Timely) goals that are directly aligned with the results of the needs assessment. A minimum of one goal must clearly address each of the following components: academic improvement, academic enrichment, social and emotional learning, and family engagement.

Section B: Partnerships and Collaboration

Applicants are required to identify an external strategic partner (Lead Partner) with a mutually established agreement collaboration in creating and executing the after-school program design.

The applicant must provide a clear narrative about the partnership of the lead partner organization and identified partner agency that includes:

- Expertise that aligns with the stated program goals and needs assessment.
- Planning of the project, including the development of goals and activity offerings.

Section B: Partnerships and Collaboration cont.

Additionally, they should show that each party has significant responsibilities in providing services, utilizing grant funds, and engaging in the management and supervision of the program.

Lead Partners are defined as invested stakeholders who share funding, staffing, curricula development, services, professional development, and expertise for the common goals of the program. Applicants who are not LEAs must identify the partner school(s) to be served.

Section B: Partnerships and Collaboration cont.

1. Upload letters of commitment from the **Superintendent and Principal(s)**.
2. Upload a letter of commitment from the **lead partner**,
3. Upload letter of commitments, or Memoranda of Agreement (MOA), from **subcontractor/vendor organizations** receiving more than \$15,000 from the 21st CCLC grant.
4. All letters of commitment use school/community-based organization letterhead stationery,
5. All letters of commitment should include language that the program staff and partner agencies commit to participate in all state activities.

Section C: Program Elements

The applicant describes how homework help will be provided; this includes:

- Who will be assisting.
- Staff credentials.
- Staff ratios.
- Time allocated, and
- Alternative educational activities during this time.

Section C: Program Elements

The applicant must clearly describe their **family engagement plan** that include:

- Events focused on literacy, collaborating with teachers and other school staff for educational purposes, or college and career awareness.
- Strategies that align with the needs of students and families that are offered on an ongoing basis and sustained over time.

Section C: Program Elements cont.

Meals

Describe how snacks and/or supper will be provided for program participants. Applicants writing to serve schools where at least 50 percent of the student population receives free or reduced-price meals, are eligible to participate in the Child and Adult Care Food Program (CACFP) to offer reimbursable snacks and/or supper options after-school.

Programs must use this reimbursement process, if eligible, instead of using grant funds. Programs that will offer supper, or, supper and snack, will receive maximum points for this section.

Section C: Program Elements cont.

Transportation

Applicants must address how children will travel safely to and from the program. Clearly indicate whether bus transportation will be provided and how this will be funded. Descriptions must align with budget allocations (Transportation < 25 percent).

If transportation is not being provided, please provide **evidence** that transportation does not pose a barrier for the target students to attend.

Section C: Program Elements cont.

The applicant must clearly describe the plan to meet the **individual and specific needs of students**, including students with IEPs, EL students, and those at risk of academic failure.

The applicant must describe explicit strategies and coordination efforts between LEA/CBO and the partnering organization to provide inclusive and meaningful opportunities for **students experiencing disabilities** that will help ensure access and equity.

Section C: Program Elements

Program Income cont.

It is anticipated that 21st CCLC grant funding will encompass the entire expenditure of operating a program with the suggested allocation, without imposing a program fee to generate revenue.

Applicants who do not seek to generate program income by charging program fees will receive the highest score (6 points) in this category.

Successful applicants that did not apply to generate program income are not permitted to seek program income generation during their funding cycle.

Section C - Program Elements

Program Income cont.

Applicants that would like to apply to implement a program fee structure for families must follow the requirements below.

Per Federal guidance, all low-income students should be enrolled first in 21st CCLC programs with no expectation of them paying a fee. **The generation of program income through parent fees must NOT be a barrier to the most vulnerable population of participants.**

The maximum parent fee for families eligible for free/reduced lunch is \$5.00 per week. \$15.00 per week is the maximum fee for those not eligible for free/reduced lunch.

All programs must have a written policy for fees for the second, third, etc., students enrolled from the same family.

No student can be excluded from the program regardless of ability to pay. A parent does not have to provide verification of financial status; they simply can state they are unable to pay.

Section C - Program Elements

Program Income cont.

When charging parent fees, the after-school student population must mirror the free/reduced lunch demographics of the schools they are serving. Example: If the school being served has 50 percent of its students eligible to receive free/reduced lunch, the 21st CCLC program must also serve at least 50 percent of the students that qualify for free/reduced lunch.

Program income generated through parent fees must be used in the following ways:

- Spent within the funding cycle,
- Spent only on programs identified in this approved grant application,
- Fees can only supplement and NOT supplant, which means after-school programs will need to add activities (vacation club, educational field trips, etc.), and or
- To support additional students outside of the approved grant application.

Section C - Program Elements

Program Income cont.

PLEASE NOTE: If a 21st CCLC applicant **chooses not to charge program fees**, they will **receive maximum points** for this section.

If awarded a 21st CCLC grant, successful applicants, who applied to charge program fees, will be required to get approval from the CSDE on their program fee processes before charging any fees.

The CSDE will approve individual program income processes on a yearly basis. Additional fiscal monitoring, including preparation of documentation, will be required of the program.

Section C - Program Elements

Program Income cont.

If the Program Income application is approved, it will be the responsibility of the program to provide the following documentation:

- Projected program income budget and expenditure reports throughout the year.
- Separate account for generated program income.
- Program Income expenditure report three times a year.

Section D: Program Administration

The applicant must complete a month-by-month timeline outlining both the administrative and programmatic tasks to be completed during the grant year AND indicate the staff who will be responsible for each task.

Timelines must include the following:

- Planning meetings (advisory, school-day staff, 21CCLC staff).
- Hiring of staff (if applicable, volunteers and/or student interns).
- Professional Learning (New Grantee Orientation, Directors Meeting, 21st CCLC Networking Meetings, Assessment of Program Practices Tool (APT) training, TransACT AS21 User Training, staff certifications (CPR)).
- Recruitment of students.
- Start and end date of 21CCLC program.
- Family engagement activities.
- Data collection (attendance, surveys). and evaluation (APT, Evidence binder), and
- If applicable, summer program.

Section D: Program Administration cont.

The applicant must clearly describe:

- The method(s) of communicating to the community, the notice of intent to apply, where the public can review the application, and how the lead organization will disseminate information about the project (including location).
- Their process of communication to eligible private school students, as well as how officials were included in the planning and design of the proposal.
- How the organization will disseminate information about the center (including location) to the community in a manner that is understandable and accessible. Communication plans must include translation services as applicable.

Section E: Budget & Budget Narrative Guidance

Applicants must develop a year one budget that is reasonable, clear, and convincing and does not exceed the cost guidelines. The budget narrative must be clear and include a high level of detail.

The budget must include cost calculations for project directors, site coordinators, and other certified and classified staff that engage in direct instruction during after-school hours.

A minimum of 5% of the total budget must be allocated to family engagement activities.

Section E: Budget: Allowable Costs Guidance

No less than 75 percent of the overall budget can be **allocated to direct services** (direct service staff, contracted supports, transportation, security and supplies).

- Approximately 50 percent of the overall budget should support staff working directly with students.
- No more than 25 percent of the overall budget can be allocated to transportation.
- No more than 20 percent of the overall budget can be allocated to supplies.
- A minimum of 5 percent of the overall budget must be allocated to support family engagement.
- Applicants who are eligible to participate in the Child and Adult Care Food Program (CACFP) to offer reimbursable snacks and/or supper options after-school must use this reimbursement process, instead of using grant funds.

Section E: Budget Guidance cont.

No more than 25 percent of the overall budget can be allocated to administrative services; this is inclusive of any administrative costs (salaries, benefits, supplies, equipment, travel, etc.).

- Administrative services are staff that do not work directly serving students and/or families. (Management/supervisors, data entry, and clerical support).
- No more than 10 percent of the overall budget can be allocated to program evaluation (this is considered an administrative expense and not required).
- An allocation of 5 percent of the year-one budget must be used to cover the statewide evaluation, professional learning, database management, technical assistance, and quality advising services for the grant cycle.

Section F: Sustainability

The applicant must clearly describe:

- A partnership plan that brings together local educational agency, external partners, community-based organizations, and other public or private entities.
- A comprehensive plan on sharing outcomes to stakeholders, partners, potential partners, and district and school leadership.
- Strategies for securing partnerships and other sources of funding or in-kind resources to maintain 21st CCLC programing beyond the grant period, and
- The role of the site principal to increase capacity and support for staff involvement, family engagement, and student achievement to meet program goals.

Grant Management System (eGMS)

Link to access the eGMS: [CT Electronic Grant Management System \(eGMS\)](#)

How to be added to the system and edit user information

[User Access/Login/Adding phone numbers, editing name and emails](#)

[Modifying user email, name or phone](#)

[User Access Administrator Manual](#) (for users with User Access Administrator role)

How to use the eGMS system

[Navigation in eGMS-](#)

[Printing in eGMS](#)

[Instructions for Public Access to eGMS](#)

[Uploading Related Documents](#)

Grant Management System (eGMS)

The grant proposal must be submitted, in total, in the [CT Electronic Grant Management System \(eGMS\)](#) **on or before the due date**. Instructions for using eGMS can be found on the eGMS home page in the section entitled “Training and Video Links.”

Establishing A New eGMS Account

Applicants that do not have an eGMS account should contact April Swain at April.Swain@ct.gov for assistance with obtaining an account. New users are advised to allow sufficient time to establish a new account in eGMS prior to the due date for proposals.

Grant Management System (eGMS) cont.

Technical Help

- [Submit Help Request](#) Use this link to create an email message to the eGMS Help Desk. You will be contacted within four business hours.
- The Help Desk hours are from 8 a.m. to 5 p.m. during business days.
- You can also contact the eGMS Help Desk at (631) 440-8094 during business hours.

For questions regarding the application please contact:

Shelby R. Pons, Program Manager

21st Century Community Learning Center Grants

Connecticut State Department of Education

860-807-2103

shelby.pons@ct.gov