



Pre-Proposal Workshop January 15, 2010

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The Mission of the Pennsylvania Department of Education

The mission of the Pennsylvania
Department of Education is to lead and
serve the educational community to enable
each individual to grow into an inspired,
productive, fulfilled lifelong learner.

Aligned School Improvement System

What students should know and do

How you help struggling kids understand the content

How you measure what students should know and be able to do.



The stuff you use to teach the content

The content behind the standards

How you teach the content behind the standards

Bureau of Community and Student Services

Alternative Education
Character Education
Charter Schools
Commonwealth Student Assistance Program
Community Collaboration Advisory
Committee
Community Service Grant Program
Correctional Education
Crisis Response/Homeland Security
Dropout Prevention
Education Mentoring
ELECT Programs
Homeless Education
International Education
Learn & Serve America
Migrant Education

Pregnant and Parenting Teens
Private Residential Rehabilitation
Institutions
Refugee Children
Safe & Drug Free Schools
Safe Schools
Services to Non-Public Schools
State Board of Private Academic Programs
Successful Student Partnerships
Textbooks/Supplies for Non-Public Schools
Truancy
21st Century Learning Centers
Unsafe School Choice Option

21st Century Community Learning Centers



Soaring Beyond Expectations

Cohort 5 Pre-proposal Workshop

January 15, 2010

Holiday Inn East, Harrisburg

Pennsylvania Department of Education

Division of Student Services and Migrant Education

21st Century Community Learning Centers



Purpose

The primary purpose of the 21st CCLC program is to assist schools and community partners to develop and implement comprehensive extended learning opportunities for children in grades pre-K-12 as a means of increasing academic achievement and building resiliency.

21st Century Community Learning Centers



Opening Participant Question

Current Grantee

Community Based Organization

Faith Based Organization

Prospective Grantee

Changes this Grant Round

- PDE e-grants Application- due February 8, 2010
- Application Guidance document
- Award Duration- approximately 39 months
- Funding Formula- \$50,000-\$500,000
- Cost per pupil-\$1200 per student maximum
- No summer only programs
- Increased program accountability
- Attendance threshold
- Advisory Board Meetings increased to three
- Branding Requirements

E-grants Advice

- Read everything before completing anything
- Send program questions to RA-21st
CCLC@state.pa.us
- E-grants help desk: RA-egrantshelp@state.pa.us

Guidance Document and e-grants Discrepancies

- Must access e-grants 21st CCLC 2009-2010
- Year 1- request percentage= 50%
- Year 1- 3 % limit on equipment expenses
- E-grants is designed for one application per agency
- PDF Budget Forms
- AYP is based upon districts, **not** individual schools within districts
- Original plus 3 copies of all forms

e-grants Application Process

- The 2010-2013 21st CCLC application is available on the Pennsylvania Department of Education e-grants system at <http://egrants.ed.state.pa.us>.
- Pennsylvania school districts, charter schools and Intermediate Units are already approved agencies in the PDE e-grants system.
- Complete the RFGA Applicant Sign-Up to request access to the 21st CCLC grant program as a new agency for this bureau.
- On-line – e-grants support- help with any technical questions that you may have about the e-grants system. Support from 8am to 4pm, Monday through Friday (excluding holidays).
- eGrants Web Site may be unavailable on the first Sunday of each month, from 7am to 5pm, for routine maintenance.
- The 2010-2013 e-grants application requires applicants to complete the online application process for each section of the program listed, for a total of 12 sections. All sections **must** be marked complete to submit the application, even if they are blank.

Funds Available



Applicants may request funds ranging from a **minimum of \$50,000** to a **maximum of \$500,000**, but cannot exceed \$500,000 based upon the funding formula explained in Section III. of the Guidance.

Requests should be based upon a maximum per pupil cost of \$1200.00, which includes administrative and transportation costs.

Funding Priorities

As mandated by federal law (P.L. 107-110, §4204[i]), **highest funding priority** will be given to applications that meet both of the following conditions:

1. The applicant proposes to serve students who attend school districts that have been identified for improvement by the Pennsylvania Department of Education; **and**
2. The application has been submitted jointly by at least one LEA receiving funds under Title I, Part A and at least one public or private community organization.
3. To be viewed as a joint application, there must be evidence that (1) the LEA and at least one other organization collaborated in the planning and design of the program; (2) each have substantial roles to play in the delivery of services; (3) both share grant resources to carry out those roles and (4) both have significant ongoing involvement in the management and oversight of the program.

Secondary Funding Priorities

- Middle school and high school students.
- Geographic regions of the state not previously funded.
- Summer Learning Opportunities, high quality afterschool, Saturday and summer programming
- Provide physical activity and nutrition education
- Align with existing Pennsylvania Educational Assistance Program tutoring; and/or
- Incorporate tutoring design principles
- Demonstrate effective utilization of early care and education programs
- PA's High School Reform Initiative

Grant Award Selection and Notification



- Competitive application and peer review process
- Highly qualified reviewers
- Written notification

Award Duration and Amounts

- Number of awards and amounts
- 15-18 million dollars
- 39-40 months,
- Anticipated Start Date- March 1, 2010
- Year 1- March 1, 2010-June 30, 2013

Eligibility

Eligible Applicants

- Federal law mandates per section 4203 (a) (3) that any public or private organization may apply for CCLC funding if it proposes to serve:
- Students who primarily attend:
 - schools eligible for schoolwide programs under [Title I] section 1114, **or**
 - schools that serve a high percentage of students [at least 40 percent] from low-income families and
- the families of students described in Item 1 above.

Eligible Participants

- Public and private/non-public school students
- Target population
- Adult family members

Private Colleges, Community Based Organizations, and Other Agencies

Private Colleges, Community Organizations, and Other Agencies **must submit:**

- A list of the current board of directors and Articles of Incorporation;
- A copy of the institution's or agency's most recent annual audit report (if available) prepared by an independent Certified Public Accountant licensed in the state of Pennsylvania; and
- Proof of eligibility to operate a business in Pennsylvania.

High Risk Applicants

- History of unsatisfactory performance
- Financially unstable
- Did not conform to terms and conditions of previous awards or reporting requirements.
- **PDE reserves the right to reduce the amount of funding or deny funding to applicants of excessive high risk.**

Principles of Effectiveness and Federal Assurances

- The *Principles of Effectiveness* are defined as per section 4205 (b) of the No Child Left Behind legislation and are located in the **2009-2013 e-Grant online application for CCLC**.
- The No Child Left Behind statute provides the *Principles of Effectiveness* to guide local grantees in identifying and implementing programs and activities that directly enhance student learning.
- Every 21st CCLC grantee is required to meet the Federal Assurances, which are contained within the 21st Century contract document. A link to the Federal Assurances is located in the e-grants 21st CCLC online application system.

Required Documents and Forms

- **Signatory Forms:**

- Title Page Form

- Federal Assurance Form

- Letters of Agreement

- Center Operation Checklist Form

- Contact Information Form

- Contract Document

- **Budget Forms:**

- Summary Budget Form

- Budget Narrative Form

- Grant Budget Formula Worksheet Form

- **Additional forms:**

- Multi-Year Program Design Form

- Sample One-Month Operating Schedule

- Agency/district Travel Reimbursement Policy

Program Requirements

Center Operation:

1. Space, hours, locations and activity schedules.
2. Center budgets
3. Operational hours
4. Physical Activity
5. Staff Clearances
6. Nutritional Snacks

21st Century Community Learning Centers

Center Operation: (continued)

The Center must have:

- **Appropriate and safe equipment**
- **Adequate security**
- **A clear strategy for the safe transport of students to and from the Center and home**
- **The Center space must meet all OSHA, ADA and other relevant federal and state facility requirements.**
- **Summer, Weekends and Holidays**
- **Physical Activity**
- **Staff Clearances**
- **Nutritional Snacks**



Required Program Components and Activities

- Academic Enrichment Activities
- Parental Involvement Activities
- Other Allowable Activities

Program Reporting Requirements

- Performance Information Collection System (PPICS)
- **Compliance with** Federal and State statutory and regulatory requirements.
- **Submission of** Quarterly Performance Reports and Quarterly Expenditure Reports

Program Administration

- PDE reserves the right to continue/discontinue the program (s) based on the following conditions and outcomes. Such requirements and conditions include, but are not limited to the following:
 - **Demonstrated Progress.**
 - **Proposed levels of student attendance**
 - **Attendance at One State and two national 21st CCLC conferences and trainings**
 - **Timely submission of program documentation:**
 - Monitoring Reports
 - Corrective Action Plan(s)
 - Expenditure Reports
 - Daily attendance records
 - **Must** maintain and submit accurate APR data to the USDOE Profile
 - Record retention

Required Grantee Meetings

- Statewide meeting
- 2 staff members per grant
- Include costs in budget
- 2 national conferences
- Non-sanctioned conference expenses
- Exceptions- written requests

Community Advisory Board

- Composition
- Required number of meetings
- Minutes & Attendance
- Quarterly Performance Report
- Who should be on the board?
- E-grants questions Required Program Components and Activities Section

Evaluation and Monitoring

- 3 focus areas
- Identify evaluator and describe his/her qualifications
- Designate a specific individual for data entry
- Monitoring visit, report CAP

Evaluation

- Meet or exceed **at least** the first two participant performance measures
- **Select a minimum of two** Performance Indicators for **each** Performance Measure
- Word Performance Indicators to reflect your target population and the services that will be provided.
- Program monitoring, end-of-year reporting and future funding will focus on improving performance from year-to-year on these measures:

Sustainability Planning & Contact Information

- Leverage additional funds
- Clear, written plan
- Adequacy of Resources in e-grants
- Contact Information

Budget Guidance

Common Budget Errors:

- Technical Equipment expenses listed under the 700 code must be approved before grantee can proceed with spending.
- Technical Equipment costs cannot exceed 5% of annual budget.
- Items with a unit cost less than \$1499 should be listed under 600/supplies.
- Failure to follow directions, poor descriptions, lack of consistent and adequate description between budget documents and program narrative.

Budget Years Cohort 5

The anticipated budget years for this 21st CCLC grant round are as follow:

Year 1- March 1, 2010-June 30, 2010

Year 2- July 1, 2010-June 30, 2011

Year 3- July 1, 2011-June 30, 2012

Year 4- July 1, 2012-June 30, 2013

Grant Budget Formula Worksheet

- School Year, Summer, Qualified Students with Special Needs/Disabilities
- Review district policy for specific qualifications
- Amount cannot exceed guide calculation
- Submit 4 guides to PDE
- Information upper left corner
- 1 Grant Budget Formula Worksheet per year
- Form automatically calculates

Grant Budget Formula Worksheet

- Maximum of \$1200.00 per student
- Minimum of \$50,000
- Maximum annual request of \$500,000
- 12 hours per week
- PDE reserve the right to reduce requested grant amounts
- District's policies for specific qualifications regarding "Special Needs Students/Students with Disabilities."

Budget Function & Object Codes

Function codes:

1. 1000 Instruction
2. 2100 Pupil Personnel Services
3. 2200 Staff Support Services
4. 2500 Business Support Services
5. 2700 Student Transportation

Object code categories:

1. 100 Salaries
2. 200 Benefits
3. 300 Professional and Technical Services
4. 400 Purchased Property Services
5. 500 Other Purchased Services
6. 600 Supplies/Materials
7. 700 Equipment

Indirect Costs: approved rate

Budget Form Preparation

Summary Budget Form

- Do not fill in shaded areas
- Leave blank the project number (FC)
- Applicant name required

Budget Narrative Form

- Specify cost bases for all major items
- Agency name upper right hand corner

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21st Century Community Learning Centers



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