

Virginia Department of Education  
21<sup>st</sup> Century Community Learning Centers (CCLC) Grant

Step By Step Instruction on The  
2016-2017 *Request For*  
*Proposals* Application

March 2016

**Virginia Department of Education  
Title IV-B 21<sup>st</sup> Century Community Learning Centers (CCLC) Grant  
Technical Assistance Workshops**

**AGENDA**

- 8:30 a.m. Registration**  
Please initial next to your name on the list at the entrance of the session room and pick up one set of handouts
- 9:00 a.m. Overview of Virginia's 21<sup>st</sup> Century Community Learning Centers Grant Program**
- 9:15 a.m. Changes to the 2016-2017 Application Documents**
- 9:45 a.m. Review of 2016-2017 *Guidelines, Instructions, and Assurance Document***
- 10:30 a.m. RFP Application Instructions**  
*The 2016-2017 Request For Proposals Application*
- Competitive Application Process and Timeline
  - Resources for Out-of-School Time Programs
  - Competitive Priority Points
  - Sections of the Excel RFP Application
    - Cover Pages and Abstract
    - Program Narrative
      - Section 1: Need for Services
      - Section 2: Program Design/Services
      - Section 3: Program Summary
      - Section 4: Program Support and Sustainability
      - Section 5: Evaluation
    - Budget Narrative/Summary Sheets
    - Collaboration and Partnership Information Sheet(s)
    - Attachment A – Statement of Partners' Participation and Support
- 11:00 a.m. Break**
- 11:15 a.m. RFP Application Instructions (Continued)**
- 12:30 p.m. Working Lunch**  
*Communicating a Successful Proposal: Peer Reviewer Perspectives*
- 1:45 p.m. Questions and Answers**

# 2016-2017 Competitive Application Process Timeline

<b>Activity</b>	<b>Deadline</b>
Superintendents memo announcement	February 12
Technical assistance workshops	March
Deadline to submit	April 8
Peer review concluded	May 18
VDOE review/notification of grant awards	August 2016

# Web Page Link

[http://www.doe.virginia.gov/federal\\_programs/esea/title4/part\\_b/index.shtml](http://www.doe.virginia.gov/federal_programs/esea/title4/part_b/index.shtml)

The screenshot shows a web browser window with the address bar displaying [http://www.doe.virginia.gov/federal\\_programs/esea/title4/part\\_b/index.shtml](http://www.doe.virginia.gov/federal_programs/esea/title4/part_b/index.shtml). The browser's address bar also shows the page title "VDOE :: Virginia Department of..." and "VDOE :: ESEA Title IV, Part B...".

The website's navigation menu on the left includes: VDOE Home, About VDOE, Board of Education, News, For Public Education Administrators, For Families & Students, Education Directories, Standards of Learning (SOL) & Testing, Instruction, Special Education, Student & School Support, Teaching in Virginia, Federal Programs (highlighted), Statistics & Reports, Information Management, and School Finance.

The main content area is titled "TITLE IV" and "TITLE IV: 21ST CENTURY SCHOOLS". It contains the following text:

The 21st Century Community Learning Centers (Title IV, Part B) program supports the creation of opportunities for academic enrichment during non-school hours for children, particularly students who attend high-poverty and low-performing schools. The program helps students meet state and local standards in core academic subjects, such as reading and mathematics; offers students enrichment activities that complement regular academic programs; and offers literacy and other educational services to the families of participating children.

VDOE funds, through a competitive process, projects that provide significant expanded learning opportunities for children and youth, and that will assist students to meet or exceed state and local standards in core academic subjects.

Below the text is a section titled "Application Process" with a sub-section for "Applying for A New Grant" and "Continuation Application". The main text in this section reads: "All 21st CCLC grants are awarded on a competitive basis. VDOE will give priority to applications that meet any or all of the following criteria:"

- Joint applications between at least one school division and at least one public or private community organization;
- Propose to serve students in schools that either are Priority Schools, Conditionally Accredited Reconstituted or Accreditation Denied for the current school year;
- Proposals to serve students in middle or high schools; or
- Proposals to serve students who attend schools with free and reduced-price lunch eligibility of 75 percent or greater.

Grant Application Resources:

- [Request for Proposals \(RFP\) for 21st Century Community Learning Centers Competitive Grant Program](#) – Superintendent's Memo 027-16
- [Application Guidelines, Instructions and Assurances](#) (PDF)
- [Application](#) (XLS)
- [Virginia schools with a 40% or higher free and reduced price eligibility, by school division](#) (PDF)

RFP Technical Assistance Workshops – March 2016

The right sidebar contains a "Federal Programs" menu with a "MAIN MENU" section. The menu items are: ESEA Flexibility, Title I: Improving the Academic Achievement of the Disadvantaged, Title II: Preparing, Training & Recruiting High Quality Teachers & Principals, Title III: Language Instruction for Limited English Proficient & Immigrant Students, Title IV: 21st Century Schools, Title V: Promoting Informed Parental Choice & Innovative Programs, Title VI: Flexibility & Accountability, Title VII: Indian, Native Hawaiian & Alaska Native Education, Title VIII: Impact Aid Program, Title IX: Equitable Services to Private Schools, Title X, Part C: Homeless Education, Federal Program Monitoring for ESEA, and Resources: Technical Assistance for Program Coordinators, Applications for Federal Funds, and State Implementation.

# *Guidelines, Instructions, and Assurances*

## **GUIDELINES**

Pages 2 through 11

- Purpose, application submission, # of awards and period
- Eligible applicants, review of proposals, students and families served, authorized activities, implementation, location(s)
- Annual continuation application, principles of effectiveness, scientifically-based research
- Priorities ~ absolute and competitive (pp 8-10)
- Appeals process
- Goal, Objectives, and Performance indicators

# *Guidelines, Instructions, and Assurances*

## **INSTRUCTIONS**

Pages 12 through 16

- Cover pages (Excel pp 1-4)
- A. Program abstract (Excel pp 5)
- B. Program narrative (Excel pp 6-11)
  - Need for services
  - Project design/services
- C. Program Summary (Excel pp 12-19)
- D. Program Support and Sustainability (Excel pp 20-22)
- E. Evaluation (Excel pp 23-24)

# *Guidelines, Instructions, and Assurances*

## *INSTRUCTIONS*

Pages 17 through 18

- F. Budget Narrative (Excel pp 25-34)
- G. Three-Year Budget Summary (Excel pg 35)
- H. Collaboration and Partnership Information (Excel pp 36-37)
- Attachment A (pg 38)

# *Guidelines, Instructions, and Assurances*

## *INSTRUCTIONS*

- Miscellaneous Information ~ pages 18-24
  - Instructions for printing (pg 19)
  - Grant application submission standards/format (pg 20)
  - Mail/hand delivery instructions (pg 21)
  - Additional Information ~ Q and A, links to resources (pp 22-23)
  - Grant application checklist (pg 24)

# *Guidelines, Instructions, and Assurances*

## ASSURANCES

### Appendices (pp 25-35)

- Appendix A ~ Assurances (pp 26-27)
- Appendix B ~ Expenditure Accounts Descriptions (pg 28)
- Appendix C ~ Public Law 107-110 Part B (pp 29-35)
- Appendix D ~ Non-Regulatory Guidance (excerpts), including Q and A (pp 36-38)

# Cover Pages

- Applicant information (yellow section), definition of applicant (fiscal agent)
- Signatures
- Co-applicant (green section); co-applicant cannot be an entity within the applicant's organization
- Check box for middle school, high school, or combined school
- School(s) to be served - grade level(s), accreditation/AYP status, Free and reduced priced meals eligibility, previously awarded a grant
- Number of students to be served
- Number of program sites/locations/centers
- Specific sites and addresses where project is offered
- Number of family members to be served
- Fees charged
- Date program begins (**must be within 30 calendar days of award notification or start of school year**, whichever is later)
- Total amount of grant funds requested
  - Error checks throughout ~ cover pages, budget summary
  - Application should be free of any error messages from edit checks
- Program activities to be offered (check all that apply). Carefully read pg 5 of the instructions.

# Program Abstract

- Summarize key elements and overall purpose of the proposed 21<sup>st</sup> CCLC program
- Page numbering
  - As each sheet as viewed, page numbering will be separate
  - When printed as workbook, entire application will be numbered from page 1 through 38

# Budget Narrative Sheet Example

1000 (Object Code) Personnel Services				
Teachers				
<b>Description</b>	<b>Unit</b>	<b>Amount (\$)</b>	<b>Number</b>	<b>Total</b>
Reading tutors	Each	3,000	4	12,000
Mathematics remediation teachers	Each	4,000	2	8,000
Recreation aids (4 @ 10 hrs/wk for 30 weeks)	Per hr	10	1200	12,000
Subtotal Teachers				32,000

1000 (Object Code) Personnel Services				
Other				
<b>Description</b>	<b>Unit</b>	<b>Amount</b>	<b>Number</b>	<b>Total</b>
Bus aides	Each	800	5	4,000
Homework assistance aids	Each	2,000	7	14,000
Subtotal Other				18,000

# Budget Narrative Sheet Example

3000 (Object Code) Purchased Services				
Description	Unit	Amount (\$)	Number	Total
GED Instructor (1 teacher x 31 weeks x 5 hrs x \$24/hr.	Per hr	24	155	3,720
GED Testing Fee (\$50/student x 25 students)	Each	50	25	1,250
Subtotal Teachers				4,970

4000 (Object Code) Internal Services				
Description	Unit	Amount (\$)	Number	Total
Field Trip Transportation (1/mo x 9 mo; 1 bus @ \$75)	Per mo	75	9	675
Summer Field Trip Transportation (2/week x 3 weeks; 1 bus @ \$75)	Per mo	75	6	450
Subtotal Other				1,125

# Budget Narrative Sheet Example

5000 (Object Code) Other Charges				
Description	Unit	Amount (\$)	Number	Total
Travel to New Coordinators' Academy mileage Site Coordinator	Per mile	.575	100	57.50
Travel to New Coordinators' Academy meals Site Coordinator	Each	29	2	58.00
Subtotal Teachers				115.50
6000 (Object Code) Materials and Supplies				
Description	Unit	Amount (\$)	Number	Total
I-pads	Per	400	10	4,000.00
I-Ready	Per License	10	60	600.00
Field Trip Admissions	Per Student	12	60	720.00
Subtotal Other				5,320.00

# Budget Narrative Notes

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*Additional Questions?*

# *Good Luck!!*

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