West Virginia
21st Century Community Learning Center
Bidders’ Conference

March 13, 2017
Funding Source

Title IV, Part B of the federal Elementary and Secondary Education Act
Grant Purpose

- To provide academic enrichment to meet state academic standards
- To offer students additional services to reinforce and complement the regular school day program
- To offer literacy and related educational development opportunities to families of students served
Applicants

Both public and private organizations
Submission Requirements

• Submit Intent to Apply form by April 7, 2017

• Inform the community of the intent to apply and submit Appendix E form

• Make the application available for public review after submission
Application Submission

Applications are due in the 21st CCLC office by 12:00 p.m. Friday, May 19, 2017

Applications will not be accepted if:
- they are submitted after 12:00 p.m. 5-19-17
- an electronic version via USB flash drive and required copy are not submitted on time
- the current application RFP has not been used
Federal Criteria

Federal criteria require applicants to primarily serve students from schools with a high concentration of low-income students and give priority to applicants serving high priority schools.
Competitive Priorities

- Schools on WVDE 2016-2017 lists of Priority and/or Focus Schools
- Science, Technology, Engineering, Arts, and Mathematics (STEAM) academic enrichment
- Service to middle and/or high school students only
- Joint submission
Application

1. Cover Pages
2. Application Checklist
3. Program Summary and Abstract
4. Table of Contents
5. Program Narrative
6. Program Logic Model and Internal Monitoring Narrative
7. Budget and Budget Narrative
8. Assurances
9. Appendices
COVER PAGES

WVDE 21st Century Community Learning Centers Grant Application

School Years 2017-2022

Local Project Title: ____________________________________________________________

Lead Agency
Community-Based Organization: Yes____ No____
Contact Person: ________________________________________________________________
Phone #: __________________ Fax #: __________________ Email: _______________________
Address: ___________________________________________________________________

Fiscal Agency _________________________________________________________________
Contact Person: ________________________________________________________________
Phone #: __________________ Fax #: __________________ Email: _______________________
Address: ___________________________________________________________________

Co-Applicant Partner Agency*:
Contact Person: ________________________________________________________________
Phone #: __________________ Fax #: __________________ Email: _______________________
Address: ___________________________________________________________________

*Optional-This is a competitive priority as defined in application section, “What are
the Competitive Priorities?”

Other Collaborating Partnerships
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Number of collaborating partners actively involved in the project
____ Schools  ____ Community-Based Organizations  ____ Faith-Based Organizations
____ Community/business  ____ Other (list) ________________________________________
APPLICATION CHECKLIST FORM

One original copy of the application along with an electronic copy on a USB flash drive must be received by 12:00 p.m., Friday, May 19, 2017, at the office of Brittney Bostic, Office of Federal Programs, West Virginia Department of Education, Building 6, Room 318, 1900 Kanawha Boulevard East, Charleston, WV 25305.

Five points will be deducted from the score of the application if the sections below are not addressed in the order listed. (Check each of the following items as they are completed.)

__ 1.) Cover Pages, fully completed and signed by an authorized official.
__ 2.) Application Checklist, completed
__ 3.) Program Summary and Abstract
__ 4.) Table of Contents
__ 5.) Program Narrative
__ 6.) Logic Model and Internal Monitoring Plan
__ 7.) Budget and Budget Narrative
__ 8.) The required Assurances Form
__ 9.) The Appendices
__10.) Bibliography (APA Format)
__11.) Electronic copy on a USB flash drive has been submitted along with the original copy of the application.
WV 21ST CCLC PROJECT SUMMARY AND ABSTRACT FORM

Student Populations to be Served (indicate number of schools in blank)

<table>
<thead>
<tr>
<th>Number</th>
<th>School Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>____</td>
<td>Elementary Schools</td>
</tr>
<tr>
<td>____</td>
<td>Middle Schools</td>
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<tr>
<td>____</td>
<td>High Schools</td>
</tr>
<tr>
<td>____</td>
<td>Title I schools</td>
</tr>
<tr>
<td>____</td>
<td>Combined List of Supported Schools</td>
</tr>
<tr>
<td>____</td>
<td>OEPA Temporary Accreditation</td>
</tr>
</tbody>
</table>

Co-applicant Partner(s) and Collaborating Organizations (indicate number in blank)

| National Organizations (e.g., Boys & Girl Clubs, YMCA/YWCA, Big Brothers/Big Sisters) |
| Community-Based Organizations (local non-profits or foundations) |
| Libraries or Museums |
| Businesses |

| County or Municipal Agencies (e.g., police, Parks & Recreation, Social Services) |
| Colleges or Universities |
| Faith-Based Organizations |
| Hospitals/Clinics/Health Providers |
| Other ___________________ |

Services to be Provided (check all that apply)

- [ ] Reading or Literacy
- [ ] Mathematics
- [ ] Science
- [ ] Art, Music, Dance, Theater
- [ ] Physical Education
- [ ] Technology, Video or Media
- [ ] Service Learning
- [ ] Cultural Activities, Social Studies
- [ ] Health, Nutrition
- [ ] Youth Development
- [ ] Services for Adults
- [ ] Homework Help
- [ ] Tutoring
- [ ] Other ____________

Times of Operation

- [ ] Before school
- [ ] After school
- [ ] Summer
- [ ] Weekend
**Page 2 -- Program Summary and Abstract**

<table>
<thead>
<tr>
<th>Name &amp; location of each site</th>
<th>Days and times of program operation throughout week</th>
<th>Estimated number of students to be served annually</th>
<th>Estimated average daily attendance</th>
<th>Estimated total number of attendees 30 days or more</th>
<th>Student Free/Reduced Lunch %</th>
<th>Estimated adults/family members served</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mon</td>
<td>Tues</td>
<td>Wed</td>
<td>Thurs</td>
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<td>Tues</td>
<td>Wed</td>
<td>Thurs</td>
<td>Fri</td>
<td>Sat</td>
</tr>
</tbody>
</table>

**Totals for the entire program**

<table>
<thead>
<tr>
<th></th>
<th>Total estimate of students to be served</th>
<th>Total estimate of attendees 30 days or more</th>
<th>Average % of Free Reduced Lunch students</th>
<th>Total estimate of adults/family members served</th>
</tr>
</thead>
</table>

*Start date of each site is no later than October 15th.

**Estimated number to be served** does not refer to the total school population but to the estimated students likely to participate. Explain how that number of student and adult and/or family participants was determined:

__________________________________________________________________________________

__________________________________________________________________________________
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Application Narrative

- Need for the Program
- Goals & Objectives
- Student Program Activities & Implementation
- Collaboration
- Facility Plan
- Program Personnel
- Sustainability
- Parent, Family & Community Involvement
- Program Logic Model and Internal Monitoring
Need for the Program

- Describe student, parent, family and community needs and available resources utilizing data from a recent needs assessment.
- Research shared MUST be supported through proper APA citation.
- Previous subgrantees must provide data of having met objectives in prior grant in Appendix B.
- Provide evidence of consultation with private school officials to help determine needs/services.
Goals and Objectives

- At least two goals must be addressed:
  - raising academic achievement for students
  - raising skill levels of adults
  - other goals may be added
- Objectives must be measurable and address the remediation of risk factors
- Consider how you will evaluate progress, which must be detailed in the internal monitoring narrative
- Previous subgrantees must provide data to document improving achievement in prior grant in Appendix B
Objectives

• **Specific**
• **Measurable**
• **Attainable**
• **Realistic**
• **Time-bound**
Student Program Activities

- Academic Enrichment
- Tutoring
- Credit Recovery
- Homework help
- STEM
- Literacy Education
- Entrepreneurship education
- Mentoring and counseling
- Limited English Proficient (LEP)
- Cultural Programs
- Healthy Lifestyles
- Drug and violence prevention
- Character education
- Career Readiness
Student Program Activities and Implementation

- Explain how staff will collaborate with school day staff to determine how to best address targeted, individual student needs.
- Share how the program will ensure equitable access for students, staff and family members with special needs.
- Tell how problem-based or project-based learning will be used.
- Include a description of what services will be offered before school, summer or weekends, if applicable.
Supper and Snack

- The USDA Food and Nutrition program provides services for afterschool snack and supper components

- WVDE requires participation by all 21st CCLC programs

- Sites may serve both snack and supper
How to Ensure Healthy Meals

• Partner with county food service staff
  County staff have the resources, skills and experience
• Apply to become a WVDE USDA sponsor
  Training on meal pattern, web-based application and claiming
  Record keeping and accountability provided
• Maximize the benefit
  Serve snacks and a supper
  Can serve supper before snack
• Office of Child Nutrition: 304-558-2708
Collaboration

- Detail the collaboration with:
  - partnering organizations listed on cover sheet
  - schools the students attend
  - co-applicant partner(s), if submitting jointly

- Provide an MOU or letter from each partner and the principal of each school

- Prior subgrantees must be specific about how they used collaborators/partners to enhance student achievement and positive youth development in Appendix B
Facility Plan

- Describe how the location and environment will be safe
- State the number of buses needed, based on data provided by the school district
- Explain how the emergency exit plan and readiness plan will be communicated to staff, students and parents
Program Personnel

- Include a chart to show employed staff roles and responsibilities
- Allocate a minimum of 10 hours of work per week by each program director
- Describe how volunteers will be used
- Assure staffing levels assure participant safety and quality program delivery
- Explain plans for on-going staff training
- Meet requirements for staff CPR training and background checks
Sustainability

Consider:
- the number to be served
- service to be provided
- anticipated results and benefits

Describe a sustainability plan for after grant funding ends

Detail how you will leverage other funding sources

Tell how you will coordinate with other federal, state and/or local programs
Sustainability

- Assure that the program will supplement, not supplant federal, state, local or non-federal funds
- Explain the administration and management of a fee structure, if applicable
- If funded subgrantees from this cohort reapply in 5 years for 50% or more of the same sites being served in this cohort, the maximum funding amount will be 70% of the initial year one funding
Parent, Family and Community Involvement

- Provide detail on what services will be delivered to parents, family and community members
- Serve parents, family and community through improving skills or supporting the connection between parent and their child’s learning needs
- Involve parents and community in planning, implementation, evaluation and decision-making
- Explain how program information will be disseminated
Program Logic Model and Internal Monitoring

• Connect needs, goals/measurable objectives, activities and internal monitoring/evaluation

• First step: Complete a logic model template
  • Goal
  • Objective
  • Activities
  • Inputs
  • Outputs
  • Outcomes
  • Indicators
## Logic Model

### Goal 1:

**Objectives**

*Specific, Measurable, Achievable, Realistic and Time-bound*

<table>
<thead>
<tr>
<th>Activities</th>
<th>Inputs/Resources</th>
<th>Outputs</th>
<th>Outcomes</th>
<th>Indicator/Data Source</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.1</strong></td>
<td></td>
<td></td>
<td></td>
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<td>1.1.1</td>
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<td>1.1.2</td>
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<td>1.1.3</td>
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<td></td>
</tr>
</tbody>
</table>

| **1.2**    |                  |         |          |                       |
| 1.2.1      |                  | 1.2.1   | 1.2.1    |                       |
| 1.2.2      |                  | 1.2.2   | 1.2.2    |                       |
| 1.2.3      |                  | 1.2.3   | 1.2.3    |                       |

| **1.3**    |                  |         |          |                       |
| 1.3.1      |                  | 1.3.1   | 1.3.1    |                       |
| 1.3.2      |                  | 1.3.2   | 1.3.2    |                       |
| 1.3.3      |                  | 1.3.3   | 1.3.3    |                       |
Internal Monitoring Narrative

- Second Step: Write an internal monitoring narrative
  - Applicant capacity to collect/analyze data to document project objectives and activities.
  - Action steps that will be taken to monitor objectives/outcomes
  - Assurances that monitoring results will be documented quarterly
  - How monitoring results will be used to inform project decision-making.

The Program Logic Model and Internal Monitoring Narrative will not count against the 25 page limit.
Evaluation

Include assurances that you will participate meaningfully in the required federal and state program evaluations

- Collection of Annual Performance Report (APR) data through the WVDE data system.
- Completion of Grantee Profile information in USDOE 21 APR System
- Completion of the annual Teacher Survey by the regular classroom reading/language arts or mathematics teacher of regular attendees of the program.
- Submission of the annual Program Director Survey.
Vital Indicators

Meet required standards regarding:
attendance, goal/objective attainment,
program implementation,
adequate/qualified staffing and program management
Budget

- Provide a budget form for the first three years
- Document support from other sources, both revenue and in-kind
Budget Narrative

- Provide a detailed narrative for only year one, providing a mathematical basis for costs
- Name each staff position and the formula for rate of pay/duration of services
- Include:
  - required background checks
  - WVDE 21st CCLC meetings
  - Multi-state conference
  - educational opportunities for adults
- Do not use funding for food, facilities, vehicles or construction
Budget Revisions

• Budget revisions are required to be submitted for any change equating to 10% of the total budget
  – If the scope of the services has been materially changed than this needs to be discussed ahead of time with your program contact
WV GRANT PERFORMANCE PERIODS

• Obligation period
  - July 1, 2017 – September 30, 2018

• Liquidation date
  - October 31, 2018   LEA
<table>
<thead>
<tr>
<th>If the obligation is for-</th>
<th>The obligation is made-</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Acquisition of real or personal property</td>
<td>On the date the district makes the binding written commitment to acquire the property</td>
</tr>
<tr>
<td>(b) Personal services by an employee or the district</td>
<td>When the services are performed</td>
</tr>
<tr>
<td>(c) Personal services by a contractor who <strong>is not</strong> an employee of the district</td>
<td>The date the district makes a binding written commitment to obtain the services.</td>
</tr>
<tr>
<td>(d) Performance of work other than personal services</td>
<td>On the date the district makes a binding written commitment to obtain the work.</td>
</tr>
<tr>
<td>(e) Public Utility Services</td>
<td>When the district receives the services</td>
</tr>
<tr>
<td>(f) Travel</td>
<td>When the travel is taken</td>
</tr>
<tr>
<td>(g) Rental of real or personal property</td>
<td>When the district uses the property</td>
</tr>
</tbody>
</table>
SUPPLANTING

Funds MUST supplement, not supplant any Federal, State or local dollars available to support activities allowable under the 21st CCLC program.
A sub-grantee must expend and account for Federal awards in accordance with State Laws and procedures for expending and accounting for its own funds. The system must provide for the following:

1. Identification of all Federal awards received and expended
2. Accurate, current, and complete disclosure of results
3. Authorizations, Obligations, Unobligated Balances, Expenditures, Assets
4. Effective control over all funds, property and other assets
5. Comparison of expenditures with budgeted amounts
6. Written procedures for determining the allowability of costs
Allowable Costs

• Reasonable and Necessary
• Allocable and Documented
• Not included as a match
• Educational in Nature
• In accordance with Cost Principles 2 CFR 200 Subpart E
Indirect Costs

- WVDE Rate set at 9.10% effective through 06/30/2017.
- LEAs – Rate established and approved each fiscal year.
- RESAs – Use WVDE rate.
- Multi-County Voc. Center – Use respective fiscal county rate.
- Others – May complete and submit annually a worksheet for determination of allowable indirect cost rate.
Indirect Costs

• Indirect costs are only to be charged on actual direct expenditures less any dollars spent on equipment
• Must use restricted rate
EQUIPMENT

• Tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit.
Equipment
2 CFR 200.313

• Management Requirements
  * Property Records
  * Physical Inventory
  * Control System
  * Maintenance Procedures
Drawdown Requests

• Federal funds are paid to LEAs/CBOs/FBOs on a reimbursement basis, therefore only funds actually spent can be claimed for reimbursement.
  – Cannot include encumbrances in amount
  – Can only process one request per grant per certification day
Audit Requirements
2 CFR 200 Subpart F

- All sub-recipients spending more than $750,000 or more in federal awards must have a single audit completed in accordance with 2 CFR 200 and provide copies of their audit reports to the primary recipient. The required audit must be completed and submitted within nine months of the end of the sub-recipient’s year end and a management decision on any audit findings must be issued within six months after receipt of the sub-recipient’s audit report.
Audit Requirements
2 CFR 200 Subpart F

Example

If your fiscal year ends:  
June 30th

Then you audit is due:  
March 31st

December 31st  
September 30th
Audit Requirements
2 CFR 200 Subpart F

Sanctions
200.505

Continued inability or unwillingness to have an audit conducted can result in actions such as:

- withholding a percentage of Federal awards until the audit is completed
- suspending Federal awards until the audit is conducted
- terminating the Federal award
Audit Costs
200.425

• Any cost of auditing a non-federal entity that is exempt from the Single Audit Act because its expenditures are less than $750,000 are unallowable and cannot be charged to the Federal award.

• These costs were previously allowable if included in the indirect cost rate or approved by the awarding agency as a direct cost.
Subrecipient - AUDITS
WV Code 12-4-14

State grants $50,000 or more in the aggregate in a state’s fiscal year shall file a report of the disbursement.

Report - an agreed-upon procedures engagement or other attestation engagement performed and prepared by an independent CPA to test whether state grants were spent as intended. Does not mean a full-scope audit or review.

Reports shall contain at least the following:

- Identifying state grants information
- Amount of award
- Receipts of funds
- Expenditure of funds
- Time period being reported on
Subrecipient – AUDITS
WV Code 12-4-14

Reports shall be filed within two years of the end of the fiscal year in which the disbursement was made.
Helpful Links

• 2 CFR Part 200:
  http://www.ecfr.gov/cgi-bin/text-idx?SID=6214841a79953f26c5c230d72d6b70a1&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

• EDGAR:

• Uniform Guidance – Technical Assistance for Ed Grantees:
QUESTIONS?

Contact:
West Virginia Department of Education
Office of Federal Programs
1900 Kanawha Boulevard, East
Building 6, Room 330
Charleston, WV 25305
(304) 558-7805

Laura Pauley, CPA - Finance Coordinator
lepauley@k12.wv.us
Assurances
Appendices

- A-MOUs or letters supplied by collaborating organizations and partners
- B- evidence of success by prior subgrantees, required of previous applicants
- C- scientifically-based research, optional
- D- verification of private school consultation, required
- E- verification of sharing intent, required
- F- planning with partner, required of those submitting jointly
Resource Links

- www.ed.gov/21stcclc (federal site)
- http://21stcclc.k12.wv.us (state site)
- https://zoomwv.k12.wv.us/Dashboard/portalHome.jsp (percent needy located in the enrollment tab on the right hand side)
- www.bie.org (Project-Based Learning)
- http://wvde.state.wv.us/nutrition/ (WVDE)
- http://frac.org/programs/afterschool-nutrition-programs
Resources

THANK YOU!