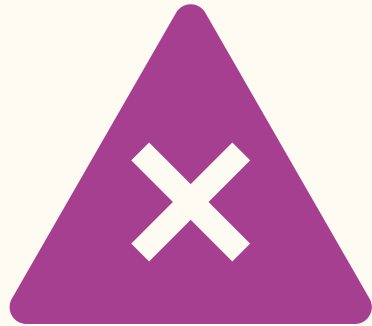**North Dakota 21st Century Grant Applicant Workshop**

April 29, 2025

# Housekeeping

Please be advised that due to privacy concerns and potential legal implications, the use of external AI transcription tools is strictly prohibited in NDDPI business meetings. For a copy of the transcription, please submit your request to the meeting organizer ([Kelsie Seiler](#)).

This meeting is being recorded. Slides and the recording will be uploaded to our NDDPI 21st CCLC website once today's session concludes.

# Asking Questions

**Questions will be answered only at designated times throughout the workshop.**

- Please ensure your question pertains to the topic currently being discussed.
- If time permits, additional questions may be addressed at the end of the session.
- To participate, use the raise hand feature, and the organizer will unmute your microphone when it's your turn to speak. Once your question has been answered, please lower your hand.

# Asking Questions

To ensure we complete the entire presentation today, some questions may not be addressed live. We encourage using the Q&A form so that all inquiries receive a response.

- Responses will be posted on the NDDPI 21st CCLC Q&A the next business day.

https://forms.office.com/g/aJ2niJNgJr

2025 21st CCLC Applicant
Workshop Question Form

# Agenda

- Welcome & Introductions
- Overview of the ND 21$^{st}$ CCLC Grant Program & General Requirements
- 21$^{st}$ CCLC Application for Selection
- Review Process
- WebGrants
- Resources and Q&A

# NDDPI 21$^{st}$ CCLC Staff

**Manage and coordinate all components of the 21$^{st}$ CCLC grant program**

- State monitoring
- Process requests for funds
- Technical assistance

**Oversees 21$^{st}$ CCLC Data Entry**

- WebGrants support
- Leads 21$^{st}$ CCLC peer review process
- Technical Assistance support

Arlene Wolf, Assistant Director
21$^{st}$ Grant Administrator
arlenewolf@nd.gov

Kelsie Seiler, Administrative Staff Officer
21$^{st}$ CCLC Support
kseiler@nd.gov

# Overview of the 21ˢᵗ CCLC Grant Program

# Community Learning Center

A community learning center is an entity that **provides academic enrichment opportunities** during non-school hours for children, particularly students who attend high-poverty and low-performing schools. These programs **help students meet state and local standards in core academic subjects** such as reading and math; offer students a broad array of enrichment activities that can complement their regular academic programs; and **offer literacy and other educational services to the families** of participating children.

*-ESSA, Title IV, Part B, Section 4201(b)(1)*

# Purpose of 21st CCLC Programs

**21st CCLC, funded by the US Department of Education (USED) and managed by the Department of Public Instruction (NDDPI), is designed to provide opportunities for academic enrichment for K–12 students, particularly those in high-poverty areas and low-performing schools.**

1. Provide opportunities for academic enrichment, including providing tutorial services to help students, particularly students who attend low-performing schools, to meet the challenging State academic standards;

2. Offer students a broad array of additional services, programs, and activities to reinforce and complement the regular school day academic program of participating students; and

3. Offer families of students served by community learning centers opportunities for active and meaningful engagement in their children's education, including opportunities for literacy and related educational development.

**Proposed centers must specifically address all three purposes above to be considered for funding.**

# Examples of Program Activities

- Tutoring
- Mentoring
- Recreational activities
- Drug and violence prevention
- Library services
- Community services
- Service learning
- Youth leadership development
- Counseling
- Character education
- Arts and music education
- Entrepreneurial experiences
- Activities promoting parental involvement
- Career or job training for youth or parents
- Financial education
- Technology and telecommunications training
- Science, technology, engineering, and math (STEM)
- Animal science
- Cultural activities
- Social studies instruction
- Health and nutrition activities

# North Dakota

# 21st CCLC Goals & Objectives

## Goal 1

**21st CCLC students will show increases in student engagement and exhibit positive behavioral change.**

- **Objective 1.1:** Students will demonstrate increased engagement in their 21st CCLC program.
- **Objective 1.2:** Students will demonstrate increased student engagement in school.
- **Objective 1.3** Students will demonstrate positive behaviors

## Goal 2

**21st CCLC programs will increase the number of students who meet expected learning gains each year.**

- **Objective 2.1:** Programs recruit and enroll students most likely to benefit from the program.
- **Objective 2.2:** Students will demonstrate proficiency in core academics.

## Goal 3

**21st CCLC programs will reduce disparities in school engagement, behavioral, and academic outcomes for selected subgroups.**

- **Objective 3.1**: 21st CCLC programs reduce disparities in school engagement and behavior outcomes.
- **Objective 3.2**: 21st CCLC programs reduce disparities in academic outcomes.

## Goal 4

**21st CCLC programs will increase parent and community engagement**

- **Objective 4.1:** Programs will partner with families and community organizations to develop programming.
- **Objective 4.2:** Programs will be perceived as valuable by families and community partners.

## Goal 5

**21st CCLC programs will increase the number of students who are Choice Ready**

- **Objective 5.1:** Students will demonstrate community & civic engagement.
- **Objective 5.2:** Students will adopt and maintain a healthy and active lifestyle.
- **Objective 5.3:** Students will be exposed to different career possibilities
- **Objective 5.4:** Students will be exposed to the various groups and traditions present within the local community
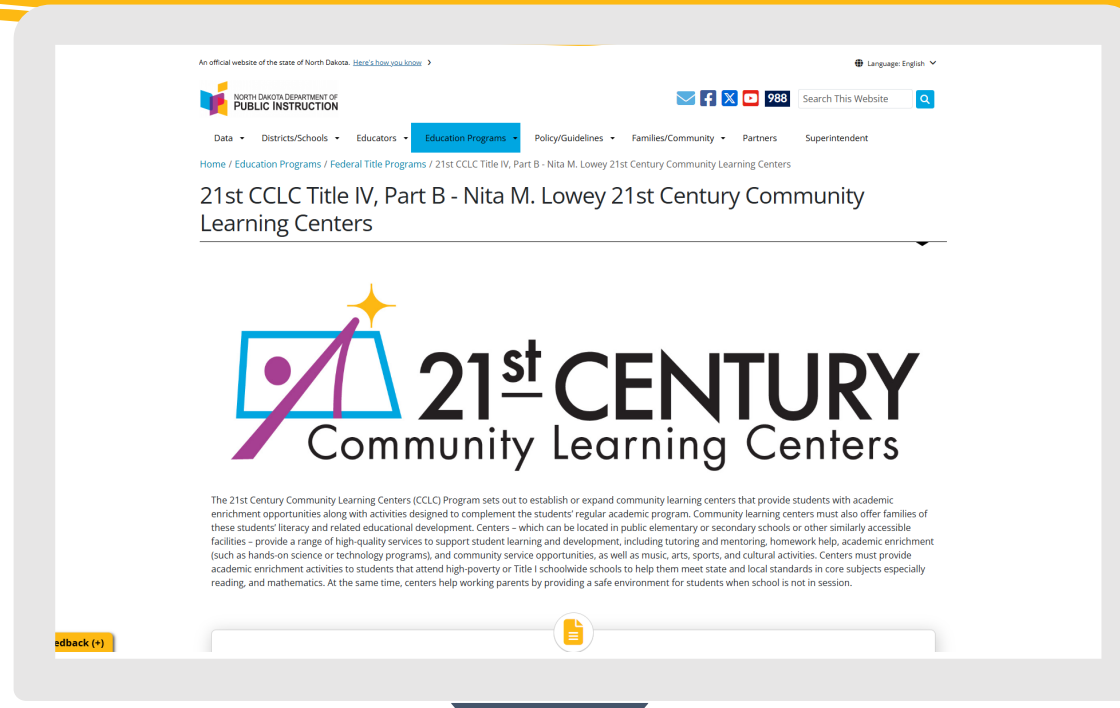
# Quick Facts

| Grant Name | Nita M. Lowey 21$^{st}$ Century Community Learning Centers (21$^{st}$ CCLC) |
|---|---|
| **Granting Agency** | North Dakota Department of Public Instruction |
| **Total Funds Available** | Approximately $3,500,000 |
| **Grant Period** | 5 Years *(with continuation review each year)* |
| **Start Date of the Grant's First Year** | July 1, 2025 |
| **End Date of the Grant's Last Year** | June 30, 2030 |
| **Minimum Funding Request** | $50,000 |
| **Maximum Funding Request** | $350,000 |

# Application Timeline

| Activity | Date |
| --- | --- |
| **Notice of Funding and Application for Selection Release (AFS)** | April 14, 2025 |
| **Applicant Workshop** | April 29, 2025 - 10am CST |
| **Intent to Apply Form Due Date** | April 30, 2025 |
| **Funding Opportunity Available in Webgrants** | May 1, 2025 |
| **Deadline for Questions for Inclusion in Public Q&A** | May 9, 2025 - 10:00am CST |
| **Application Due Date** | June 10, 2025 – 12:01pm CST |
| **Peer Review of Submitted Applications** | June 10- June 24th |
| **Notification of Intent to Award** | June 28, 2025 |
| **Grants Begin:** | July 1, 2025 |

# NDDPI 21ˢᵗ CCLC Website



[21st CCLC Title IV, Part B - Nita M. Lowey 21st Century Community Learning Centers | North Dakota Department of Public Instruction](#)

# Eligibility: School Served

By statute, grants must be awarded to programs that primarily serve students who attend schools with a high concentration of low-income students and their families. This includes:

- Eligible for Title I Schoolwide Program status

- Title I school with a poverty level of 40 percent or greater

- Identified by NDDPI for Comprehensive Support and Improvement

- Identified by NDDPI for Targeted Support and Improvement

# Requirements of All Eligible Applicants

- Organizations must ensure their financial stability within the application process. Since grant payments are made on a cost-reimbursement basis, applicants **must have at least three months of operating funds available** to implement the program and cover any delays in receiving reimbursement payments.

  - New, non-LEA applicants are required to submit the Preliminary Risk Evaluation Form

- Organizations must assure, as part of the application process, that awarded funds shall only be used to supplement (increase), not supplant (replace), any federal, state, or local dollars available to support programs and activities allowable under the 21st CCLC program. This means that funding may not be used to replace existing funding for the same activity or service targeting the same population.

# Funding

- This is a competitive application process. Not all applicants receive funding

- Applicants may request between $50,000 and $350,000.

- A maximum of $2,000 per proposed student may be requested, based on past North Dakota averages.

- Subgrantees receive consistent yearly funding, subject to availability, demonstrated progress toward grant objectives, compliance, and maintaining a stable daily student participation rate.

  - Don't overestimate the number of students your programs can serve. Applicants must set realistic and achievable participation targets in the **D. Program Design** section of the AFS for the entire grant period.

  - NDDPI reserves the right to adjust budgets if the conditions above are not met

- **Programs are prohibited from using 21st CCLC grant funds to pay for existing levels of service funded through another source.**

# Additional Information on Funding & Expenditures

Project funds must be used for activities that directly support the accomplishment of the project purpose, priorities, expected outcomes and used solely for the purposes set forth in the grant application.

- All expenditures must be consistent with applicable state and federal laws, regulations, and guidance.

  - [Uniform Grant Guidance](#)

  - [NDDPI Approving Expenditures of Federal Education Funds](#)

## **Carry-over**

An organization that receives a 21st CCLC grant may use the funds for allowable costs only during the grant award period (July 1-June 31). Unexpended grant funds may *not* be carried forward in any fiscal year.

# Statutory Funding Priorities

- Schools identified by NDDPI for [Comprehensive Support and Improvement](#) or [Targeted Support and Improvement](#) in 2023-2024 **3 points**

- Applications that propose to enroll students who may be at risk for academic failure, dropping out of school, and/or involvement in criminal or delinquent activities. *-Justification for this priority is required under the* **C. Recruitment** *section and applicants must identify and support with data the specific needs that will be addressed by the proposed 21stCCLC program* **5 points**

- are jointly submitted by not less than one local educational agency receiving Title I, Part A funds, and another eligible entity. *– Justification for this priority is required under the* **E. Partnerships** *section or* **evidence provided with Consortium/Co-Applicants** *documentation.* **3 points**

- Proposed activities are, as of the date of the submission of the application, not accessible to students who would be served or would expand access to high-quality services available within the community. *-* *Justification for this priority is required under* **Section B. Community and School Needs Assessment** *section and applicants must identify and* <u>support with data</u> *the specific needs that will be addressed by the proposed 21stCCLC program.* **5 points**

# Competitive Funding Priorities

- Propose programming that emphasizes evidence-based practices for increasing student attendance and engagement, reducing rates of chronic absenteeism, and enhancing connections between students in 6th-12th grade and their school, family, and program partners with specific and measurable learning objectives. **10 Points**

- Propose a program for 8-12th grade students with programming that includes credentials programs, internships, residencies, workforce development activities, or readiness for advanced or honors-level courses with specific and measurable learning objectives. **10 points**

- Propose to implement ongoing, grade-appropriate computer science and/or cybersecurity academic enrichment activities which must include specific and measurable learning objectives. **10 points**

- School Needs Rank List Points – **Up to 24 points**

# High Needs Determination

## Cut Scores (Total 28 points)

| Criteria Area | State Rate | 0 pt. | 1 pt. | 2 pt. | Total |
|---|---|---|---|---|---|
| Chronic Absenteeism | 20.05% | 0-10% | 11% - 20% | 21% or above | 2 |
| Poverty Rate | 34.69% | 0%-39% | 40% -59% | 60% or above | 2 |
| Minority Rate | 23.57% | 0%-39% | 40-59% | 60% or above | 2 |
| Native American | 10.10% | 0-9% | 10-29% | 30% or above | 2 |
| Special Education | 15.32% | 0-10% | 11-20% | 21% or above | 2 |
| English Learners | 3.64% | 0-5% | 6-11% | 12% or above | 2 |
| Foster Care | 0.47% | 0-0.49% | 0.5-1.25% | 1.26% or above | 2 |
| Homeless | 1.06% | 0-.9% | 1-1.9% | 2% or above | 2 |
| Dropout Rate | 4.69% | 0-1.9% | 2.0-4.4% | 4.5% or above | 2 |
| Title Status | | Non-Title 1 | Title 1 Targeted | Title 1 Schoolwide | 2 |
| Locale Code | | City Midsize, City Small, Rural Fringe, Suburban | Town Distant, Town Remote | Rural Remote, Rural Distant | 2 |
| Student Engagement | 10.26% | 0%-6% | 7%-16% | 17%- 27% | 2 |
| Student Achievement | 45.52% | 70%-100% | 40%-69% | 39%- 0% | 2 |
| Student Achievement | 40.37% | 70%-100% | 40%-69% | 39%- 0% | 2 |
| Total | | | | | 28 |

*The North Dakota School Needs Rank List has been developed using data entered into the STARS platform for the 2023-2024 school year
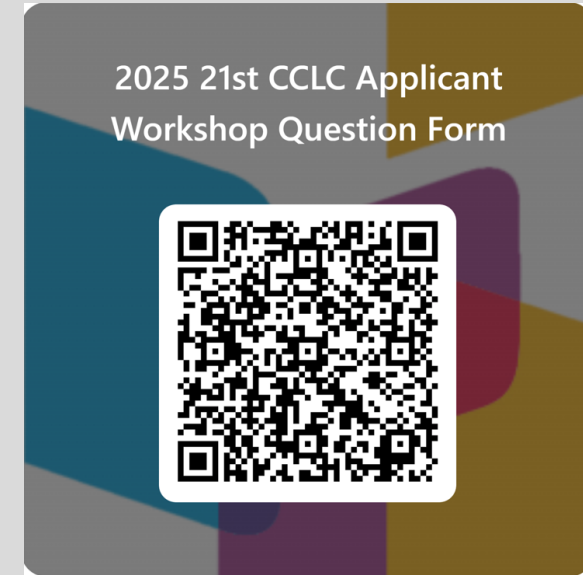
# Break for Questions

Raise

To participate, use the raise hand feature, and the organizer will unmute your microphone when it's your turn to speak. Once your question has been answered, please lower your hand.

**Topics discussed:**

- Grant timeline
- School eligibility
- Funding
- Grant Priorities

2025 21st CCLC Applicant Workshop Question Form

To ensure we stay on schedule, we may not be able to address every question at this time. We encourage you to use the Q&A form, where we will provide responses by the end of the next business day.

https://forms.office.com/g/aJ2niJNgJr

General Requirements & Expectations

21st CENTURY
Community Learning Centers

# Collaboration

- Collaboration and coordination between any organization (CBO, non-profit agency, public or private entity, etc.) and the local LEA is required.

- It is the responsibility of the applying agency to consult with the schools prior to submission of the 21CCLC application. This includes having a sharing agreement for the relevant data necessary to ensure progress towards achieving challenging State academic standards, in compliance with applicable laws relating to privacy and confidentiality. Student data for federal reporting includes state assessment results, GPA information, school day attendance rates, and suspension data.

All applicants are required to submit a signed **Superintendent and Principal Commitment Form** for each eligible site being served. *(Appendix D).*

# Prescreened External Organization List

**NDDPI provides a list of prescreened external organizations as a resource to 21stCCLC applicants.**

•   Applicants are not required to contract or partner with organizations on the provided list when developing an application or managing a grant. Applicants may use the organizations as a resource when developing application content and subgrantees may choose to partner with the organizations to receive mentoring or guidance.

•   The list of prescreened external organizations is available on NDDPI's 21st CCLC site.

•   Inclusion of an organization on the list is neither an endorsement by NDDPI of the organization nor is it a certification or guarantee of the quality of service provided by an organization included on the list.



21ST CCLC EXTERNAL ORGANIZATIONS

External Organization Information

# Co-Applicants / Consortiums

A consortium of two or more eligible applicants may apply as co-applicants by submitting a joint proposal.

Consortium proposals must have a Memorandum of Understanding between co-applicants which includes the signature of each district superintendent signifying that they agree to participate in the joint application.

*Collaboration Requirements of Co-Applicants*

- This collaboration is not merely a partnership through contracted provided services.

- The LEA **and** other organization(s) must work extensively in the planning and design of the program.

  - Should strive for a unified vision of the project

- Each must have substantial roles in the delivery of services

- Each must be involved in the management and oversight of the proposed program

- The grant administrator must conduct annual on-site monitoring visits to ensure grant compliance

# Programming

- Academic programming must align with North Dakota's challenging academic standards.

- Instructional practices must be high-quality, research-based and specifically designed to support student learning and development.

- Programming must be delivered outside the regular school day while complimenting the academic program a student experiences during the regular school day.

- 21st Century Community Centers program sites must be housed in elementary, middle, or high schools or other similarly accessible community-based facilities.

- Programs must be able to provide safe environments for all participants

  - Building & Staff (backgrounds checks, fire marshal reports, building inspections, etc.)

# Programming Dosage

Studies indicate that increased engagement in consistent, high-quality learning activities leads to greater benefits. To enhance the program's effectiveness concerning grant objectives, regular attendance is crucial.

*School Year*

School year programs must offer the following minimum dosage requirements for all targeted participants:

- Operate for seven hours per week for a minimum of 12 weeks

- 65% of daily programming must be in the core academic areas of reading, mathematics, science, social studies, and/or art. Programs offering activities that align to the NDDPI Choice Ready Framework may substitute the 65% core academic requirement for any of the components listed in the framework.

*Summer*

Standard summer programs must offer the following minimum dosage requirements for all targeted participants:

- Operate for seven (7) hours per week for a minimum of five (5) consecutive weeks

- 65% of daily programming must be in the core academic areas of reading, mathematics, science, social studies, and/or art. Programs offering activities that align to the NDDPI Choice Ready Framework may substitute the 65% core academic requirement for any of the components listed in the framework.

- **If the application includes summer programming, it must be provided every summer throughout the grant cycle, except for the first year.**

# Waiver for Programming Dosage

*If an applicant is unable to meet the minimum required service hours,* **they may submit a waiver request to NDDPI as part of the application process***.*

*The request must outline:*

- *the reasons for not meeting the required hours*

- *the proposed service hours, and*

- *how all other services, goals, and objectives in the application will still be fulfilled.*

*NDDPI retains the authority to reject waiver requests or request modifications to the proposed service hours after review. Waiver requests will be evaluated to ensure that programs deliver high-quality afterschool practices and instruction that effectively address student needs.*

**Please submit all program waiver request to <u>arlenewolf@nd.gov</u> after the submission of the grant application.**

# The ND Afterschool Quality Standards

- The NDDPI expects 21st CCLC programs to aim for the integration of all indicators from the [ND Afterschool Quality Standards](#) into their programming model, promoting high-quality afterschool programming.

-  ND 21st CCLC requires the use of the ND Quality Standards for all 21st CCLC programs.

-  Program quality data will inform the subgrantee's continuous improvement plans and contribute to the ND 21st CCLC State Evaluation.

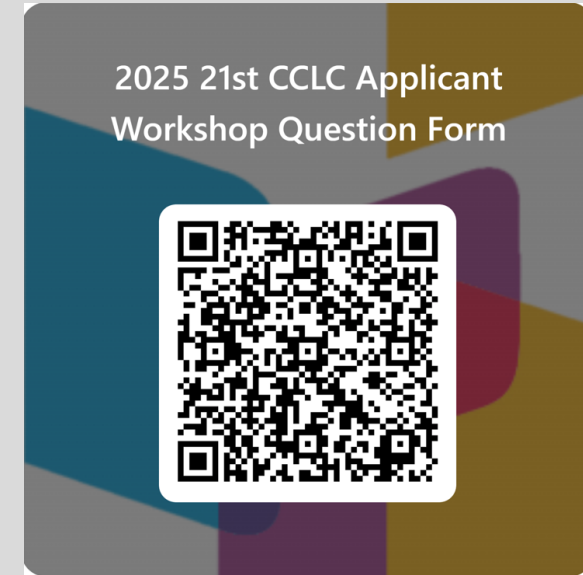[North Dakota Quality Standards for Out-of-School Time Programs](#)
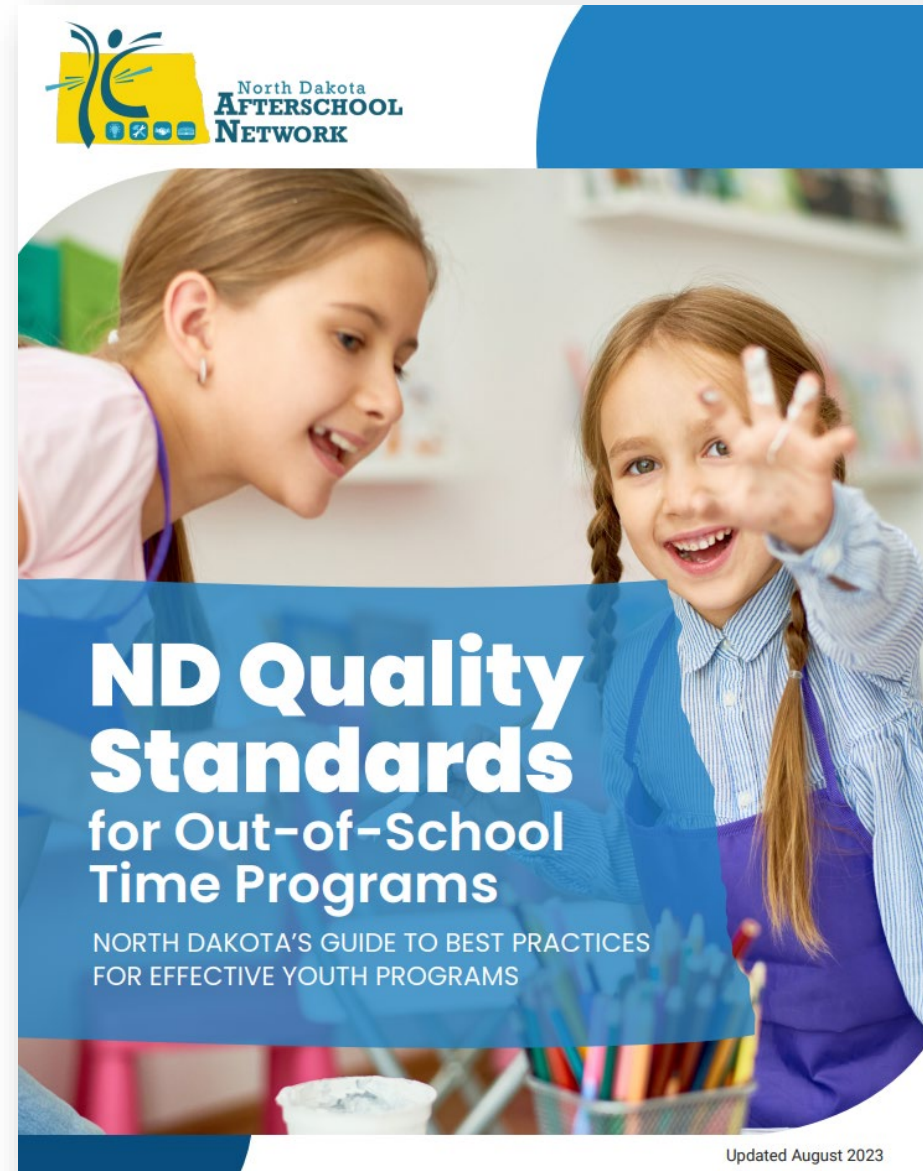
# Break for Questions

**2025 21st CCLC Applicant Workshop Question Form**

To participate, use the raise hand feature, and the organizer will unmute your microphone when it's your turn to speak. Once your question has been answered, please lower your hand.

**Topics discussed:**

- Collaboration
- Prescreened List
- Programming
- ND Quality Standards

To ensure we stay on schedule, we may not be able to address every question at this time. We encourage you to use the Q&A form, where we will provide responses by the end of the next business day.
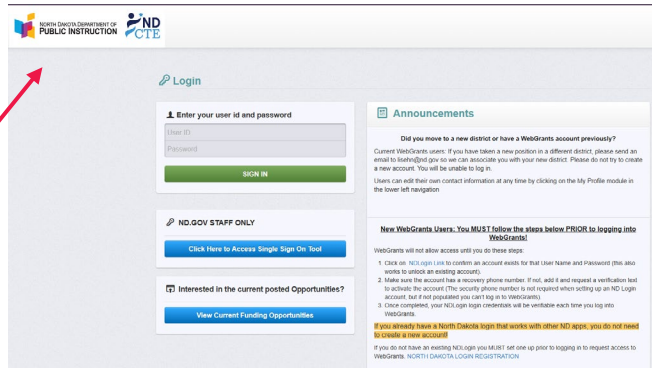
# Grant Application

21st CENTURY
Community Learning Centers

# Application Process

Applicants interested in applying for the ND 21st CCLC Grant Application, will need to have a registered account with our Grants Management System-[WebGrants.](WebGrants.)



New applicants will need to be registered with NDLogin Link first. If you are applying on behalf of an organization, that organization MUST provide NDDPI with approval to associate your profile with the organization.

The registration process takes several days to approve! Do not delay in registering for an account.

**Please refer to the Grant Guidance for training videos and the user guide.**

# For All Application Sections

- Read carefully.

- Try to answer all bullets in the application, as appropriate.

- Be clear and concise.

- Pay attention to Scoring Rubric

- Avoid links to websites and do post attachments in the cloud.

- Incorporate evidence of prior success throughout.

- If applying for priority(ies), incorporate them wherever appropriate, though several of these will be scored holistically across sections.

# Application Components

Application Components

| | |
|---|---|
| A. Project Overview *(not scored)* | |
| B. Community and School Needs Assessment | /70 |
| C. Recruitment | /20 |
| D. Project Design | /75 |
| E. Partnerships | /35 |
| F. Program Management & Operations | /34 |
| G. Adequacy of Resources | /10 |
| H. Program Evaluation | /40 |
| I. Budget & Narrative | /40 |
| TOTAL | /324 |

# Project Overview

**It is strongly recommended that you work in a word version and copy/paste your work into the WebGrants application.**

**Primary Roles:**

- **Authorized Applicant Representative/Fiscal Agent:** an individual with legal authority from organization to enter into a legal contract. Typically, it is the superintendent, CEO, or president of the organization. This individual will be the primary contacted source concerning the grant application.

- **Project Director:** an individual with the responsibility of entering information into the grant application. This individual may be the secondary contacted source concerning the grant application.

Both the Authorized Representative and the Project Director must have an active WebGrants account to access and submit their grant application.

The Authorized Representative should request the Authorized Signer Role. For non-LEA applicants, roles can be assigned during registration.

# Project Overview *cont.*

- High-level overview of the application

- Provides details about the applicant/agency, schools targeted for the application, priorities that will be addressed, summary over the proposal, and assurances.

**Intent to Submit**

Describe the efforts of how the community was given notice of an intent to submit a 21st CCLC grant application, and that the application will be available for public review after submission of the application.

- Agency website, newsletter, postings, etc. will suffice

- Application must be available for request

  - All joint applicants should have a copy to the grant application upon its submission.

# Project Overview *cont.*

| Priority Points Addressed | Required/ *Applicant-Specific Attachments |
|---|---|
| • ( Up to 24) School Needs Rank Points<br><br>• (3 points total) Schools identified for Targeted or Comprehensive Support | • *Consortium Agreement Form |

# B. Community and School Needs Assessment

- There is no set format for the needs assessment. The data factors provided in the grant guidance are merely suggestions; applicants may adjust the number and type of data points to best reflect their community's unique context. Need should be relevant to the grant.

- Include context/clarifying info on poverty/accountability as needed.

- Include results from needs assessment and justification of why the proposed program is needed

- Many 21st CCLC resources/templates are available online

- Optional Attachment: Needs Assessment Summary – Ensure your attachments are clearly labeled for easy reference.

- Each question allows up to 5,000 characters, but clarity and substance matter more than length. Prioritizing quality over quantity ensures a strong and compelling response.

# B. Community and School Needs Assessment

Priority Points:

(5 points) As of the date of this submission, outline the resources, including alternate funding sources, that are currently in place to support out-of-school time (OST) programs for the participating schools. Discuss how the proposed program will either establish new access to or broaden the availability of high-quality, comprehensive OST services within the community. **(Statutory Priority §4204(i)(1)(C)(i)(ii))**

# B. Community & School Needs Assessment

## Priority Points Addressed

- (5 points) As of the date of this submission, outline the resources, including alternate funding sources, that are currently in place to support out-of-school time (OST) programs for the participating schools. Discuss how the proposed program will either establish new access to or broaden the availability of high-quality, comprehensive OST services within the community.

  **(Statutory Priority §4204(i)(1)(C)(i)(ii))**

## Required/ *Applicant-Specific Attachments

- *Needs Assessment Summary

# C. Recruitment

- At the State level, we prioritize schools with more students from low-income families and TSI/CSI schools. At the local level, we ask you to be thoughtful about identification/recruitment of students and about programming.

- Responses should explain how regular school day staff will be involved in identifying and recruiting students for the 21st CCLC program.

- How will information about the proposed community learning center(s) will be disseminated to the community, including the English language learner population.

- **Priority Points:** Describe how the program, in collaboration with the school, will identify, recruit, and retain those students who are underperforming academically and most in need of academic assistance, including what criteria will be used to recommend students for services, and what process will be used to select students for participation. **(Statutory Priority §4204(i)(1)(A))**

  - **What criteria, strategies, and efforts will be used to recruit and retain the at-risk student population identified in the community and schools needs section?**

# C. Recruitment

| Priority Points Addressed | Required/ *Applicant-Specific Attachments |
|---|---|
| • (5 points) Describe how the program, in collaboration with the school, will identify, recruit, and retain those students who are underperforming academically and most in need of academic assistance, including what criteria will be used to recommend students for services, and what process will be used to select students for participation. **(Statutory Priority §4204(i)(1)(A))** | |

# D. Program Design

- Applicants must identify and integrate research-based or evidence-supported activities, strategies, and interventions within the program aligned to the school day.

- Program activities must address the needs identified in community and school needs assessments, align with the North Dakota State Standards, and the regular school day.

  - Provide connection to school improvement plan, if possible. Ideally, 21st CCLC would be a strategy in that plan.

- For programs offering summer sessions, responses should include relevant variations to reflect these offerings.

-  For those applicants that have previously received funding from a 21st CCLC grant, the expectation is that the narrative will include references to that award, where applicable.

- [Program Operation Overview Template](#) must be attached for each program

# D. Program Design

- Program Overview Template: The provided data in the Enrollment Goals by Hours represents the attendance target, reflecting the number of students for which funding is requested. This figure will determine eligibility for continuation awards. **Therefore, it is crucial for applicants to ensure the numbers are realistic and achievable.**

- **To earn competitive priority points in any of the following areas, Question 1 must clearly define programming tailored to the target population:**

  - Propose programming that emphasizes evidence-based practices for increasing student attendance and engagement, reducing rates of chronic absenteeism, and enhancing connections between students in 6th-12th grade and their school, family, and program partners with specific and measurable learning objectives.

  - Propose a program for 8-12th grade students with programming that includes credentials programs, internships, residencies, workforce development activities with specific and measurable learning objectives.

  - Propose to implement ongoing, grade-appropriate computer science and/or cybersecurity academic enrichment activities which must include specific and measurable learning objectives.

# D. Program Design

## Priority Points Addressed

- **(10 points)** Propose programming that emphasizes evidence-based practices for increasing student attendance and engagement, reducing rates of chronic absenteeism, and enhancing connections between students in 6th-12th grade and their school, family, and program partners with specific and measurable learning objectives.

- **(10 points)** Propose a program for 8-12th grade students with programming that includes credentials programs, internships, residencies, workforce development activities with specific and measurable learning objectives.

- **(10 points)** Propose to implement ongoing, grade-appropriate computer science and/or cybersecurity academic enrichment activities which must include specific and measurable learning objectives.

## Required/ *Applicant-Specific Attachments

- Program Overview Template

- *Facility Safety Documentation indicating the facility meets health, safety, and fire code standards.

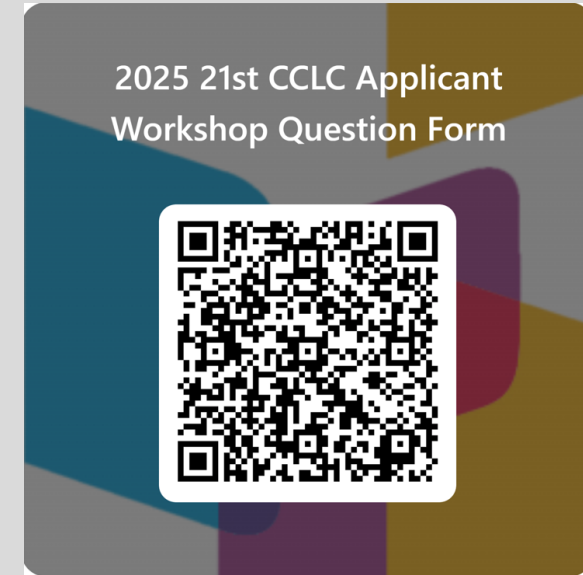    - For programs operating outside of a school building

# Break for Questions



To participate, use the raise hand feature, and the organizer will unmute your microphone when it's your turn to speak. Once your question has been answered, please lower your hand.

**Topics discussed:**
- Application process
- Project Overview
- Community Needs Assessment
- Recruitment
- Program Design

2025 21st CCLC Applicant
Workshop Question Form



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https://forms.office.com/g/aJ2niJNgJr

# E. Partnerships

- Partnership is an emphasis of this grant:

  - LEA and CBO and other key partner(s) (if any)

- Demonstrate mutual commitment, respect, & benefits.

- Partnership should be clear, articulated and institutionalized.

  - The partnership should be part of the organization's structure, ensuring it lasts even if key people leave.

- Upload Memorandum of Understanding (MOU) or Letters of Support from each primary partner with all required signatures. ***Plan ahead!***

  - MOU is preferred because it typically demonstrates a higher level of commitment and allows for clearer articulation of roles.

- Clarify roles, responsibilities, and capacities of each partner.

- Commit to partnering throughout the grant.

- Recommend articulating key issues (e.g., data sharing, safety planning, space and facilities, transportation, fiscal and administrative support, other areas of collaboration).

# E. Partnerships – Non-Public School Consultation Form

The preferred method to ensure timely and meaningful consultation is to have the LEA incorporate the 21st CCLC consultation process during their consultation process for all other Title I programs.

- [Intent to Participate & Affirmation of Consultation Forms](#) available for all Title I schools now include Title IV-B (21st CCLC).

- Non-LEA applicants are encouraged to work with the school district during this process.

- If non-LEA applicants cannot work with the district, [a Non-LEA Private School Consultation Form is available.](#)

# E. Partnerships – Advisory Board

- Grant requires some type of governance body (advisory, steering, board subcommittee, etc.) for the 21st CCLC.

  - Purpose to oversee the activities and implementation of the proposed program. This board should be involved through planning teams, family engagement strategies, or serving as community liaisons.

  - While the board may exist within an established committee, it should include diverse community representation to ensure collaboration and stakeholder input.

    - The 21st CCLC program should maintain a structured focus within the board to drive meaningful outcomes and sustainability.

- Describe membership, roles and responsibilities.

# E. Partnerships

| Priority Points Addressed | Required/ *Applicant-Specific Attachments |
|---|---|
| | • Partnership MOUs<br><br>• Non-Public Consultation Forms<br><br>• *Data-Share Agreement<br><br>• *Advisory Board Members |

# F. Program Management & Operations

- Describe management of daily operations and grant administration.
- Identify supervision structure & processes.
- Clarify chains of command and authority for decision-making, fiscal operations, etc.
- **Attachment: Organizational Chart**
- Describe the overall staffing plan.
- Grant requires a director and site-coordinator(s).
- Describe qualifications of key staff
- Clarify other roles/positions.
- Explain mix of paid staff, school-day teachers, and/or subcontracted providers used.
- If volunteers, describe how used & supported.
- Describe staff recruitment and retention.
- Clarify how professional development needs are identified and met.

# F. Program Management & Operation

| Priority Points Addressed | Required/ *Applicant-Specific Attachments |
|---|---|
| | <ul><li>Organization Chart</li><li>*Job descriptions for key and other staff roles</li></ul> |

# G. Adequacy of Resources

- Describe strategies used to support, strengthen and sustain the grant.

- Sustainability plan should be broad & feasible.

  - A working document that is annually reviewed

- Describe commitment of all partners.

- Clarify any coordination/braiding with other funds.

**Preliminary Risk Assessment Form**

- *This assessment is intended to collect information about the capacity and ability of the applicant to manage federal and/or state grant funds.*

- *Only to be completed by non-LEA and new applicants*

# G. Adequacy of Resources

| Priority Points Addressed | Required/ *Applicant-Specific Attachments |
|---|---|
| | • Sustainability Plan<br><br>• *Preliminary Risk Assessment Form (non-LEA & new applicants ONLY) |

# H. Program Evaluation

- The state has established a set of state goals for improving educational outcomes as part of its strategic framework.

- Each of these goals have objectives and performance targets, which will be measured in the state evaluation and used to guide local evaluations. Applicants will align programming to meet the state's performance targets.

**Program Goals and Objectives Template**

- This template serves as the "Measures of Effectiveness" required under ESSA.

- All performance indicators and questions **must** be completed, except:

  - *If a performance target is **not applicable** to the program (e.g., specific age or grade levels), applicants may enter **"N/A."***

- *For funded applicants, this document will function as a working, monitored record used for*

  - *The program's annual continuation report*

  - *Inclusion in the local evaluation during years 2 and 4*

- **Optional** Local Program Goals

# H. Program Evaluation

- North Dakota's 21st CCLC Evaluation Framework is still being finalized, but expect that all new applicants will be provided technical assistance to this new framework in the first year of the grant cycle.

- North Dakota 21st CCLC programs must uphold high-quality standards in alignment with the [ND Afterschool Quality Standards framework.](#) All programs are required to implement this framework and establish quality standard goals within the first year of the grant.

  - Evidence of quality standards should be seamlessly integrated throughout the application.

# H. Program Evaluation

| Priority Points Addressed | Required/ *Applicant-Specific Attachments |
|---|---|
| | • Project Goals & Objectives Template |

# Break for Questions



**2025 21st CCLC Applicant Workshop Question Form**

To participate, use the raise hand feature, and the organizer will unmute your microphone when it's your turn to speak. Once your question has been answered, please lower your hand.

**Topics discussed:**
- Partnerships
- Program Management & Operation
- Adequacy of Resources
- Program Evaluation
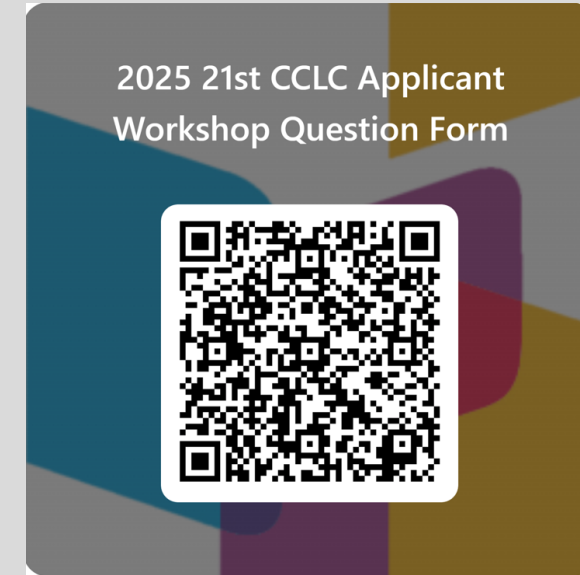
To ensure we stay on schedule, we may not be able to address every question at this time. We encourage you to use the Q&A form, where we will provide responses by the end of the next business day.

https://forms.office.com/g/aJ2niJNgJr

# I. Budget & Narrative

- FY25 Budget Narrative (8000 character limit)

- Review all resources under the budget guidance on the first sheet of the [Program Budget Worksheet](#) to understand requirements and expectations, budget categories, allowability, etc.

- Ensure that all budget numbers match (Budget & Budget Narrative).

- Budget should be clear and targeted.

- Separate SY and Summer costs

- **Consortiums must provide a detailed budget for each joint applicant. Do not combine all expenses under the contract category (300)

- Include cost basis for all expenses (i.e., how much/many at what rate)

- Budget Narrative should provide explanation and details.

# I. Budget & Narrative

- Follow federal rules, including supplement not supplant. See [Title 34, CFR (EDGAR)](#) and Title 2, CFR Part 200 ["Uniform Guidance"](#).

- All costs must be *Allowable, Necessary*, *Reasonable*, *Allocable* and *Documented.*

- Indirect is allowable. If fiscal agent has a federally-negotiated rate, use that (or lower). If not, you may use 8% default rate.

# Allowable / Unallowable Expenses

### Allowable

- Staff salary & benefits
- Curriculum materials
- Supplies*
- Program evaluation
- Equipment purchases for instructional materials
- Staff professional development
- Transportation costs
- Speakers

### Unallowable

- Vehicle purchase
- Building repairs/renovations
- Supplies for fundraisers
- Entertainment (social activities, amusement, ceremonies, movie licenses)
- Movies, video games
- Promotional Items (t-shirts, caps, keychains, stationary, etc.)
- Interest or late fees on credit cards
- Bouncy House
- Gift cards/appreciation gifts

### Costs Needing Additional Consideration

- Food
- Rental costs
- "Dangerous weapons"
- School & District Administrators' Salary
- Technology for Staff
- Business Office Staff
  - Filing claims falls under "normal work duties" of a business office.

# I. Budget & Narrative

| Priority Points Addressed | Required/*Optional Attachments |
|---|---|
| | • Budget Worksheet |

# Program Assurances

- Applications will be evaluated to ensure that the proposed program will comply with federal, state and local health and safety standards as well as civil rights protections for program employees and participants.

- Read each assurance carefully

- If applying as a consortium, each joint applicant should receive a copy of the 21st CCLC assurances and confirm their agreement to the terms.

- Signed by the designated authorized representative (fiscal agent) and the program director.
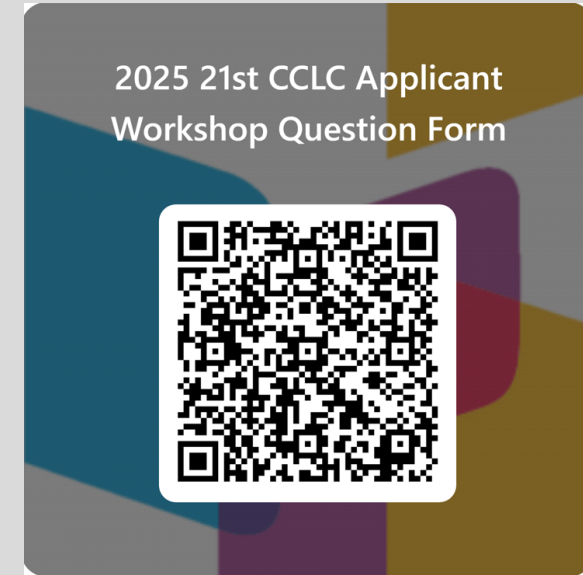
- Attach the 21st CCLC Subrecipient Assurances document

# Break for Questions

Raise

To participate, use the raise hand feature, and the organizer will unmute your microphone when it's your turn to speak. Once your question has been answered, please lower your hand.

**Topics discussed:**

- Budget & Narrative

2025 21st CCLC Applicant Workshop Question Form

To ensure we stay on schedule, we may not be able to address every question at this time. We encourage you to use the Q&A form, where we will provide responses by the end of the next business day.

https://forms.office.com/g/aJ2niJNgJr

# External Grant Review

- Initial review (eligible, complete, on-time)

- In-depth review by independent panel

  - Each proposal read by a team of qualified readers using the Scoring Rubric

  - The scores from each section will be combined to create an overall score for the application. Proposals ranked by total score.

  - To be recommended for funding, an application must receive a minimum of 200 out of the 324 possible points and must address all required elements.

    - If an application scores below 200 points, the applicant may be asked to make revisions to bring the score up to a fundable level.

    - Any application that receives a zero on any required element will not be funded without revisions.

- There may be additional negotiations around budget, scope, award conditions, etc.

# External Grant Review

In general, proposals will be recommended for funding in rank order, depending on the amount of funding available. If there is a tie score, the process for selecting an awardee will be based on the following protocol:

- **To help ensure geographic diversity** per ESSA §4204(f), the application from the city or town that has fewer awards relative to its public-school enrollment shall be awarded.

- The application with the most priority points will be awarded.

- The application with the highest poverty level of the school(s) served shall be awarded.

After the independent reviewers rank the scored applications, NDDPI will conduct a final review of the applications and ratings and make a funding decision for each application. Allocation of funds may be contingent upon successful negotiation of a final budget and/or scope of work, as well as the continued availability of funds. Applicants selected for a subgrant agree to be bound by the terms and conditions of the Grant Award Notification and all fiscal procedures, as defined by NDDPI and by the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

***The NDDPI reserves the right to consider geographic and programmatic diversity as factors in the selection of funded applications to the extent practicable***

# Final Steps & Resources

# Final Steps

1. Shore up partnership.

2. Start needs assessment.

3. Start MOU.

4. Figure out securing all required signatures.

5. Set up WebGrants account and explore functionality.

6. Read WebGrants and explore online resources

7. Read and re-read Application for Selection and scoring rubric.

8. Assemble a team for the application and set deadlines.

9. Offer consultation to private schools (or work with the LEA).

10. Notify community of intent to apply.

11. Keep track of all forms.

12. Follow directions.

13. Pay attention to the scoring rubric as you develop your proposal.

14. Provide detail & use the word limit.

15. But be concise. Make it readable.

16. Do not assume the reader knows your organization or your program.

17. If State Priority(ies), be specific throughout proposal.

# Additional Resources and Information

- Submit any lingering questions to the 21st CCLC Question Form. Please do not call.

2025 21st CCLC Applicant
Workshop Question Form

https://forms.office.com/g/aJ2niJNgJr
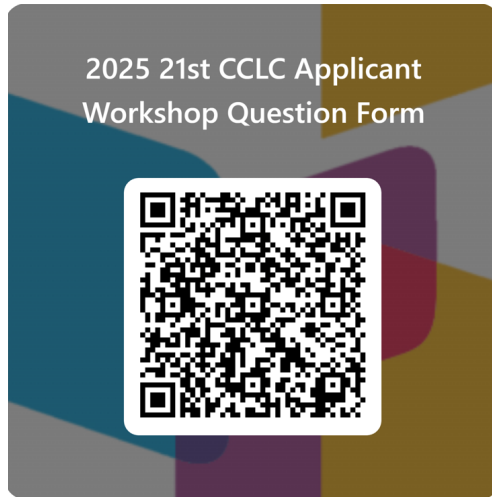
- **Check the NDDPI 21st CCLC Page frequently for updates**

- **North Dakota Afterschool Network**

  - **www.ndafterschoolnetwork.com**

  - **Kristin.Knorr@k12.nd.us**

Interested in submitting an application for the 2025 21st Century Community Learning Centers Grant Competition? ND Afterschool Network is hosting open-house style virtual sessions for current and potential grantees to ask questions about best practices and learn from others about high-quality afterschool programming. Register below for the zoom link. Sessions will not be recorded but you can contact the Network at any time with questions.

Note: As a ND 21CCLC technical assistance provider, the Network is not able to review or provide specific feedback on proposals, but can provide resources on data and best practices.

**May 6, 2025**
10:00 - 11:00am CT
**Register**

**May 14, 2025**
9:00 - 10:00am CT
**Register**

**May 22, 2025**
2:00 - 3:00pm CT
**Register**

North Dakota
**AFTERSCHOOL NETWORK**

www.ndafterschoolnetwork.com
Kristin.Knorr@k12.nd.us

[Events | ND Afterschool Network](#)

# Application Timeline

| Activity | Date |
|---|---|
| Notice of Funding and Application for Selection Release (AFS) | April 14, 2025 |
| Applicant Workshop | April 29, 2025 - 10am CST |
| Intent to Apply Form Due Date | April 30, 2025 |
| Funding Opportunity Available in Webgrants | May 1, 2025 |
| Deadline for Questions for Inclusion in Public Q&A | May 9, 2025 |
| Application Due Date | June 10, 2025 – 12:01pm CST |
| Peer Review of Submitted Applications | June 10- June 24th |
| Notification of Intent to Award | June 28, 2025 |
| Grants Begin: | July 1, 2025 |

# Final Questions