

**Utah State Board of Education (USBE)
21st Century Community Learning Center (CCLC) Grant
Application Questions 2019-2020**

Bidders' Conference: 4/22/19 – 10 am – 12:30 pm

[RSVP Form](#)

REQUIRED Letter of Intent DUE: 5/3/19

[Letter of Intent Form](#)

Application DUE in [Utah Grants](#): 6/5/19

Utah State Board of Education (USBE)
21st Century Community Learning Center (CCLC) Grant Application 2019-2020
Table of Contents

Background and Purpose	3
Grant Application and Requirements Information	4-5
Program Assurances.....	6-7
Organization Information	8
Program Site Information Sheets	9-15
Partnership Information	16-17
Private School Consolation Information	18
Alignment with LEA Goals	19
Absolute and Competitive Priorities.....	20-21
Application Questions.....	22-43
Overall Project Plan	44
State Goals and Performance Indicators.....	45

Utah State Board of Education (USBE)
21st Century Community Learning Center (CCLC) Grant Application 2019-2020
Background and Purpose of Grant Program

The 21st Century Community Learning Center Program (Title IV, Part B) provides funding to support the creation of community learning centers to provide youth with academic enrichment opportunities during out-of-school time hours, including before and after school, summer and weekends with a specific focus on students who attend high-poverty and low-performing schools.

The purpose of 21st CCLC program is to “provide opportunities for communities to establish or expand activities in community learning centers that provide opportunities for academic enrichment, including

- tutorial services to help students, particularly students who attend low-performing schools, to meet the challenging State academic standards;
- offer students a broad array of additional services, programs, and activities, such as youth development activities, service learning, nutrition and health education, drug and violence prevention programs, counseling programs, arts, music, physical fitness and wellness programs, technology education programs, financial literacy programs, environmental literacy programs, mathematics, science, career and technical programs, internship or apprenticeship programs, and other ties to an in-demand industry sector or occupation for high school students that are designed to reinforce and complement the regular academic program of participating students; and
- offer families of students served by community learning centers opportunities for active and meaningful engagement in their youth’s education, including opportunities for literacy and related educational development.”¹

21st CCLC funds can support a wide range of activities to advance student academic achievement and support student success. This includes:

- Remedial education and academic enrichment learning programs, including those which provide additional assistance to students to allow the students to improve their academic achievement;
- Mathematics and science education;
- Arts and music education;
- Entrepreneurial education programs;
- Tutoring services, including those provided by senior citizen volunteers, and mentoring programs;
- Programs that provide afterschool activities for English Learner (EL) students and that emphasize language skills and academic achievement;
- Recreational activities;
- Telecommunications and technology education programs;
- Expanded library service hours;
- Programs that promote parental involvement and family literacy;
- Programs that provide assistance to students who have been truant, suspended, or expelled to allow them to improve their academic achievement;
- Drug and violence prevention programs;
- Counseling programs; and
- Character education programs.

¹ ESSA, Section 4201.

Utah State Board of Education (USBE)
21st Century Community Learning Center (CCLC) Grant Application 2019-2020
Grant Application and Requirements Information

Grant Information and Requirements

- The 21st CCLC grant follows a five-year grant cycle, with budget reductions in year 4 (25% reduction of the original amount) and year 5 (50% reduction of the original amount) of the grant cycle
 - Example of Grant Cycle: Original Amount Awarded Per Year: \$100,000
 - Year 1: \$100,000
 - Year 2: \$100,000
 - Year 3: \$100,000
 - Year 4: \$75,000
 - Year 5: \$50,000
- The total funding available for new grants for the 2019-2020 school year is \$922,388.49
- All proposed program sites must be at 40% or more poverty rate (free and reduced lunch rate)
- The minimum amount for new applications is \$100,000
- The maximum amount for new application is \$500,000
- Each organization can submit one new application and one re-application
- No more than 7 program sites can be included on one application
- Must complete all required USBE application documents in either PDF form fill or Excel format
- Grant budget information must be completed in the Utah Grants system
- For questions regarding absolute and priority point documentation, refer to the Absolute and Priority Point Information 2019-2020 - 21st CCLC Grant document
- The total amount of points for the application is 239 points

Timeline for Grant Application Process

- Grant Application Open: Week of 4/8/19
- Bidders' Conference: 4/22/19 from 10 am to 12:30 pm
- Required Letter of Intent DUE: 5/3/19 at 11:59 pm
- Application Documents DUE: 6/5/19 at 11:59 pm
- Grant Review Period: 6/6/19 to 7/1/19
- Award Notification: Week 7/1/19

Bidders' Conference Information

The Bidders' Conference will be held Monday, April 22, 2019 at the Utah State Board of Education (USBE) Basement West - 250 East 500 South, Salt Lake City, UT 84111 from 10 am to 12:30 pm. The conference provides prospective applicants with a review of the grant application process. The conference will be streamed via YouTube at this link: [21st CCLC Grant Bidders' Conference 2019 YouTube Link](#). You must sign in with an email to ask questions on the YouTube streaming channel during the Bidders' Conference.

Letter of Intent Information

A Letter of Intent must be submitted by an organization to be considered for funding. The required Letter of Intent must be submitted by utilizing the electronic form: [Letter of Intent Form](#)

Application Preparation and Submission

All application documents need to be submitted in the [Utah Grants](#) management system. The submission in Utah Grants requires a two-step approval process. The application creator must submit the application to the

organization's internal approver and the internal approver must review and submit the application by the deadline. Below is the link to access the website:

[Utah Grants Website](#)

Application documents must be completed and received in the following formats:

- Grant Budget – completed in Utah Grants
- Grant Application Questions – PDF form fill
- Gap Analysis Form – Excel form
- Partnership Letter(s) from District or School (10 Points) – PDF documents, Scanned documents, and Word documents
- Absolute Priority (40% or above poverty rate at each of the proposed program sites) Documentation – Excel documents, PDF documents, scanned documents, and Word documents
- Priority Point Documentation – Excel documents, PDF documents, scanned documents, and Word documents

Award Decision Information

Award decisions will be made the week of 7/1/19. All applicants will be notified of the award decision via phone and email. Organizations awarded funding will receive their official award letter through the Utah Grants management system. Any applicant can request their organization's grant evaluation rubrics. The protest and appeals process will be discussed at the Bidders' Meeting and the information discussed will be posted on the 21st CCLC Grant Program webpage.

Utah State Board of Education (USBE)
21st Century Community Learning Center (CCLC) Grant Application 2019-2020
Program Assurances

The applicant hereby certifies to the Utah State Superintendent of Public Instruction:

1. The filing of this application has been authorized by the governing body of the applicant.
2. The grantee will operate in compliance with all federal rules, regulations, and state guidelines, maintaining effective control over, and accountability for, all grant funds, property, and other assets or, if that is not feasible, will transfer title to the Utah State Board of Education (USBE). Grantees shall adequately safeguard all property and assets and shall assure that they are used solely for authorized 21st CCLC program purposes.
3. The grantee will operate in compliance with Every Student Succeeds Act (ESSA).
4. The grantee will prepare reports, containing such information as the State Superintendent of Public Instruction may reasonably require, to determine the extent to which funds have been effective in carrying out 21st CCLC purposes and project objectives.
5. Program will annually fulfill state, federal, and other data collection requirements, including the federal data collection system, 21APR.
6. Program will fulfill state, federal and other fiscal reporting requirements.
7. Program will participate in technical assistance and training with USBE designee.
8. The grantee will comply with all civil rights regulations prohibiting discrimination in program benefits, participation, employment, or treatment based on race, color, national origin, sex, and disability.
9. The grantee assures that funds will only be expended on eligible activities as outlined in this application. The grantee additionally assures that funding will not be used for sectarian instruction or religious worship.
10. Program(s) must operate a minimum of 10 hours a week and 32 weeks during school year.
11. The grantee assures curriculum, instruction, and evaluation are based on state-approved standards and objectives.
12. The grantee shall include evidence-based practices to support the needs of students and families.
13. The grantee shall submit a request for approval to USBE prior to utilizing any program income, including program fees, earned from 21st CCLC program.
14. The grantee shall have a sliding fee scale and have an advertised free option for students and families who cannot pay the lowest fee option.
15. USBE does not currently have a renewability policy for of 21st CCLC grant awards.
16. USBE does not currently offer Extended Learning Time (ELT) as an option for 21st CCLC Grant programs.
17. The grantee shall ensure all staff working 10 hours or more in the program receive a minimum of 25 hours of professional development each school year.
18. The grantee assures that funds will be used only for financial obligations incurred during the grant period.
19. Proper equipment and adequate supplies are available to maintain and support the program.
20. The grantee will submit an appropriately amended application prior to any material change greater than 10% affecting the following:
 - a. Purpose;
 - b. Administration;

- c. Organization;
- d. Budget; or
- e. Operation of an approved project.

21. The grantee assures that receipts and expenditures of all funds associated with this program will be documented and accounted for, and available for review as required by the USBE.
22. The grantee is strongly encouraged to submit requests for reimbursement at least four times during the school year to the Utah State Board of Education.
23. District and school administration and charter schools understand and demonstrate support for the program. Administration maintains positive working relationships with custodial agencies, ensuring adequate educational opportunities for all students.
24. The grantee assures that the program will:
 - a. Utilize qualified administrative personnel and instructional staff;
 - b. Provide access to guidance and counseling services, if needed;
 - c. Provide year-round instruction as feasible;
 - d. Provide educational services at a reasonable cost and benefit;
 - e. Develop effective recruitment and retention strategies; and
 - f. Provide adequate ADA and 504 accessible facilities, equipment, and materials meetings students' needs.

The District Superintendent or Charter School Director or Executive Director, Business Administrator and Project Director certify that, to the best of his/her knowledge and belief, the data in this application are true and accurate, and that he/she will comply with all assurances noted above.

Signatures	DISTRICT SUPERINTENDENT OR CHARTER SCHOOL DIRECTOR OR EXECUTIVE DIRECTOR OR DIRECTOR	
	Name:	
	Signature:	Date:
	BUSINESS ADMINISTRATOR OR MAIN FISCAL PERSONNEL	
	Name:	
	Signature:	Date:
	GRANT ADMINISTRATOR OR PROJECT DIRECTOR	
	Name:	
	Signature:	Date:

Utah State Board of Education (USBE)
21st Century Community Learning Center (CCLC) Grant Application 2019-2020
Organization Information

ORGANIZATION CONTACT INFORMATION

Organization Name: _____

Total Amount of 21st CCLC Funds Requested (all proposed 21st CCLC program sites combined): _____

Type of Application:

New Application – request to fund new project

Re-application – request to fund project ending Year 5 2018-2019 for a new 5-year grant cycle at same level of funding in Year 5 for an additional 3 years and a decrease in Years 4 and 5

Address: _____

Main Contact Name: _____ Position: _____

Phone: _____ Email: _____

FISCAL CONTACT INFORMATION

Contact Name: _____ Position: _____

Address: _____

Phone: _____ Email: _____

OTHER CONTACT INFORMATION

Contact Name: _____ Position: _____

Address: _____

Phone: _____ Email: _____

OTHER CONTACT INFORMATION

Contact Name: _____ Position: _____

Address: _____

Phone: _____ Email: _____

OTHER CONTACT INFORMATION

Contact Name: _____ Position: _____

Address: _____

Phone: _____ Email: _____

Utah State Board of Education (USBE)
21st Century Community Learning Center (CCLC) Grant Application 2019-2020
Program Site Information Sheet #1

Complete ONE Program Site Information Sheet for EACH proposed program site under the 21st CCLC project. All program sites must operate a minimum of 10 hours a week and 32 weeks during the school year.

PROGRAM SITE CONTACT INFORMATION	
Organization Name:	_____
Program Site Name:	_____
Program Site is:	<input type="checkbox"/> A new program <input checked="" type="checkbox"/> An existing out-of-school time/afterschool program
Amount of funding requested for this program site:	_____
Address:	_____
Contact Name:	_____ Position: _____
Phone:	_____ Email: _____

PROGRAM SITE INFORMATION	
Program Site poverty level percentage 40% or above:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Program Site commits to participate in annual 21APR federal reporting system and Utah Afterschool Program Quality Assessment and Improvement Tool (Quality Tool) assessment and/or observation tool:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Number of youth the program proposes to serve per year (unduplicated):	_____
Number of youth the program proposes to serve per day (proposed ADA):	_____
Per Pupil Allocation (Amount of funding requested for this site/number of students to be served per year):	_____
Program Site serves more than 50% of youth from refugee backgrounds:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Indicate the number of family members the program expects to serve per year:	_____
Healthy snack offered to participants:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Program Fees:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Describe program fees information:	
Grade levels served:	_____ Name of Certified Teacher Supervising Program: _____
Number of youth who are below proficient in Reading/Language Arts:	_____
Number of youth who are below proficient in Math:	_____
Number of participating students who are identified as English Learners (EL):	_____
Number of participating students experiencing homelessness:	_____
Weeks of Operation – School Year:	_____ Weeks of Operation – Summer: _____
For this purpose, hours of operation are defined as the number of hours youth are participating in the program.	
Hours of operation for new/expanding programs during the school year (e.g. 2:30-5:00):	
AM – Mon:	_____ Tues: _____ Wed: _____ Thurs: _____ Fri: _____ Sat: _____ Total Weekly Hours _____
PM – Mon:	_____ Tues: _____ Wed: _____ Thurs: _____ Fri: _____ Sat: _____ Total Weekly Hours _____
Hours of operation during the summer program (e.g. 9:00-5:00):	
AM – Mon:	_____ Tues: _____ Wed: _____ Thurs: _____ Fri: _____ Sat: _____ Total Weekly Hours _____
PM – Mon:	_____ Tues: _____ Wed: _____ Thurs: _____ Fri: _____ Sat: _____ Total Weekly Hours _____

Utah State Board of Education (USBE)
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Program Site Information Sheet #2

Complete ONE Program Site Information Sheet for EACH proposed program site under the 21st CCLC project. All program sites must operate a minimum of 10 hours a week and 32 weeks during the school year.

PROGRAM SITE CONTACT INFORMATION	
Organization Name:	_____
Program Site Name:	_____
Program Site is:	<input type="checkbox"/> A new program <input type="checkbox"/> An existing out-of-school time/afterschool program
Amount of funding requested for this program site:	_____
Address:	_____
Contact Name:	_____ Position: _____
Phone:	_____ Email: _____

PROGRAM SITE INFORMATION	
Program Site poverty level percentage 40% or above:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Program Site commits to participate in annual 21APR federal reporting system and Utah Afterschool Program Quality Assessment and Improvement Tool (Quality Tool) assessment and/or observation tool:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Number of youth the program proposes to serve per year (unduplicated):	_____
Number of youth the program proposes to serve per day (proposed ADA):	_____
Per Pupil Allocation (Amount of funding requested for this site/number of students to be served per year):	_____
Program Site serves more than 50% of youth from refugee backgrounds:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Indicate the number of family members the program expects to serve per year:	_____
Healthy snack offered to participants:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Program Fees:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe program fees information:	
Grade levels served:	_____ Name of Certified Teacher Supervising Program: _____
Number of youth who are below proficient in Reading/Language Arts:	_____
Number of youth who are below proficient in Math:	_____
Number of participating students who are identified as English Learners (EL):	_____
Number of participating students experiencing homelessness:	_____
Weeks of Operation – School Year:	_____ Weeks of Operation – Summer: _____
For this purpose, hours of operation are defined as the number of hours youth are participating in the program.	
Hours of operation for new/expanding programs during the school year (e.g. 2:30-5:00):	
AM — Mon:	_____ Tues: _____ Wed: _____ Thurs: _____ Fri: _____ Sat: _____ Total Weekly Hours _____
PM — Mon:	_____ Tues: _____ Wed: _____ Thurs: _____ Fri: _____ Sat: _____ Total Weekly Hours _____
Hours of operation during the summer program (e.g. 9:00-5:00):	
AM — Mon:	_____ Tues: _____ Wed: _____ Thurs: _____ Fri: _____ Sat: _____ Total Weekly Hours _____
PM — Mon:	_____ Tues: _____ Wed: _____ Thurs: _____ Fri: _____ Sat: _____ Total Weekly Hours _____

Utah State Board of Education (USBE)
21st Century Community Learning Center (CCLC) Grant Application 2019-2020
Program Site Information Sheet #3

Complete ONE Program Site Information Sheet for EACH proposed program site under the 21st CCLC project. All program sites must operate a minimum of 10 hours a week and 32 weeks during the school year.

PROGRAM SITE CONTACT INFORMATION	
Organization Name:	_____
Program Site Name:	_____
Program Site is:	<input type="checkbox"/> A new program <input type="checkbox"/> An existing out-of-school time/afterschool program
Amount of funding requested for this program site:	_____
Address:	_____
Contact Name:	_____ Position: _____
Phone:	_____ Email: _____

PROGRAM SITE INFORMATION	
Program Site poverty level percentage 40% or above:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Program Site commits to participate in annual 21APR federal reporting system and Utah Afterschool Program Quality Assessment and Improvement Tool (Quality Tool) assessment and/or observation tool:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Number of youth the program proposes to serve per year (unduplicated):	_____
Number of youth the program proposes to serve per day (proposed ADA):	_____
Per Pupil Allocation (Amount of funding requested for this site/number of students to be served per year):	_____
Program Site serves more than 50% of youth from refugee backgrounds:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Indicate the number of family members the program expects to serve per year:	_____
Healthy snack offered to participants:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Program Fees:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe program fees information:	
Grade levels served:	_____ Name of Certified Teacher Supervising Program: _____
Number of youth who are below proficient in Reading/Language Arts:	_____
Number of youth who are below proficient in Math:	_____
Number of participating students who are identified as English Learners (EL):	_____
Number of participating students experiencing homelessness:	_____
Weeks of Operation – School Year:	_____ Weeks of Operation – Summer: _____
For this purpose, hours of operation are defined as the number of hours youth are participating in the program.	
Hours of operation for new/expanding programs during the school year (e.g. 2:30-5:00):	
AM – Mon:	_____ Tues: _____ Wed: _____ Thurs: _____ Fri: _____ Sat: _____ Total Weekly Hours _____
PM – Mon:	_____ Tues: _____ Wed: _____ Thurs: _____ Fri: _____ Sat: _____ Total Weekly Hours _____
Hours of operation during the summer program (e.g. 9:00-5:00):	
AM – Mon:	_____ Tues: _____ Wed: _____ Thurs: _____ Fri: _____ Sat: _____ Total Weekly Hours _____
PM – Mon:	_____ Tues: _____ Wed: _____ Thurs: _____ Fri: _____ Sat: _____ Total Weekly Hours _____

Utah State Board of Education (USBE)
21st Century Community Learning Center (CCLC) Grant Application 2019-2020
Program Site Information Sheet #4

Complete ONE Program Site Information Sheet for EACH proposed program site under the 21st CCLC project. All program sites must operate a minimum of 10 hours a week and 32 weeks during the school year.

PROGRAM SITE CONTACT INFORMATION	
Organization Name:	_____
Program Site Name:	_____
Program Site is:	<input type="checkbox"/> A new program <input type="checkbox"/> An existing out-of-school time/afterschool program
Amount of funding requested for this program site:	_____
Address:	_____
Contact Name:	_____ Position: _____
Phone:	_____ Email: _____

PROGRAM SITE INFORMATION	
Program Site poverty level percentage 40% or above:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Program Site commits to participate in annual 21APR federal reporting system and Utah Afterschool Program Quality Assessment and Improvement Tool (Quality Tool) assessment and/or observation tool:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Number of youth the program proposes to serve per year (unduplicated):	_____
Number of youth the program proposes to serve per day (proposed ADA):	_____
Per Pupil Allocation (Amount of funding requested for this site/number of students to be served per year):	_____
Program Site serves more than 50% of youth from refugee backgrounds:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Indicate the number of family members the program expects to serve per year:	_____
Healthy snack offered to participants:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Program Fees:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Describe program fees information:	
Grade levels served:	_____ Name of Certified Teacher Supervising Program: _____
Number of youth who are below proficient in Reading/Language Arts:	_____
Number of youth who are below proficient in Math:	_____
Number of participating students who are identified as English Learners (EL):	_____
Number of participating students experiencing homelessness:	_____
Weeks of Operation – School Year:	_____ Weeks of Operation – Summer: _____
For this purpose, hours of operation are defined as the number of hours youth are participating in the program.	
Hours of operation for new/expanding programs during the school year (e.g. 2:30-5:00):	
AM — Mon:	_____ Tues: _____ Wed: _____ Thurs: _____ Fri: _____ Sat: _____ Total Weekly Hours _____
PM — Mon:	_____ Tues: _____ Wed: _____ Thurs: _____ Fri: _____ Sat: _____ Total Weekly Hours _____
Hours of operation during the summer program (e.g. 9:00-5:00):	
AM — Mon:	_____ Tues: _____ Wed: _____ Thurs: _____ Fri: _____ Sat: _____ Total Weekly Hours _____
PM — Mon:	_____ Tues: _____ Wed: _____ Thurs: _____ Fri: _____ Sat: _____ Total Weekly Hours _____

Utah State Board of Education (USBE)
21st Century Community Learning Center (CCLC) Grant Application 2019-2020
Program Site Information Sheet #5

Complete ONE Program Site Information Sheet for EACH proposed program site under the 21st CCLC project. All program sites must operate a minimum of 10 hours a week and 32 weeks during the school year.

PROGRAM SITE CONTACT INFORMATION	
Organization Name:	_____
Program Site Name:	_____
Program Site is:	<input type="checkbox"/> A new program <input type="checkbox"/> An existing out-of-school time/afterschool program
Amount of funding requested for this program site:	_____
Address:	_____
Contact Name:	_____ Position: _____
Phone:	_____ Email: _____

PROGRAM SITE INFORMATION	
Program Site poverty level percentage 40% or above:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Program Site commits to participate in annual 21APR federal reporting system and Utah Afterschool Program Quality Assessment and Improvement Tool (Quality Tool) assessment and/or observation tool:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Number of youth the program proposes to serve per year (unduplicated):	_____
Number of youth the program proposes to serve per day (proposed ADA):	_____
Per Pupil Allocation (Amount of funding requested for this site/number of students to be served per year):	_____
Program Site serves more than 50% of youth from refugee backgrounds:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Indicate the number of family members the program expects to serve per year:	_____
Healthy snack offered to participants:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Program Fees:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe program fees information:	
Grade levels served:	_____ Name of Certified Teacher Supervising Program: _____
Number of youth who are below proficient in Reading/Language Arts:	_____
Number of youth who are below proficient in Math:	_____
Number of participating students who are identified as English Learners (EL):	_____
Number of participating students experiencing homelessness:	_____
Weeks of Operation – School Year:	_____ Weeks of Operation – Summer: _____
For this purpose, hours of operation are defined as the number of hours youth are participating in the program.	
Hours of operation for new/expanding programs during the school year (e.g. 2:30-5:00):	
AM – Mon:	_____ Tues: _____ Wed: _____ Thurs: _____ Fri: _____ Sat: _____ Total Weekly Hours _____
PM – Mon:	_____ Tues: _____ Wed: _____ Thurs: _____ Fri: _____ Sat: _____ Total Weekly Hours _____
Hours of operation during the summer program (e.g. 9:00-5:00):	
AM – Mon:	_____ Tues: _____ Wed: _____ Thurs: _____ Fri: _____ Sat: _____ Total Weekly Hours _____
PM – Mon:	_____ Tues: _____ Wed: _____ Thurs: _____ Fri: _____ Sat: _____ Total Weekly Hours _____

Utah State Board of Education (USBE)
21st Century Community Learning Center (CCLC) Grant Application 2019-2020
Program Site Information Sheet #6

Complete ONE Program Site Information Sheet for EACH proposed program site under the 21st CCLC project. All program sites must operate a minimum of 10 hours a week and 32 weeks during the school year.

PROGRAM SITE CONTACT INFORMATION	
Organization Name:	_____
Program Site Name:	_____
Program Site is:	<input type="checkbox"/> A new program <input checked="" type="checkbox"/> An existing out-of-school time/afterschool program
Amount of funding requested for this program site:	_____
Address:	_____
Contact Name:	_____ Position: _____
Phone:	_____ Email: _____

PROGRAM SITE INFORMATION	
Program Site poverty level percentage 40% or above:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Program Site commits to participate in annual 21APR federal reporting system and Utah Afterschool Program Quality Assessment and Improvement Tool (Quality Tool) assessment and/or observation tool:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of youth the program proposes to serve per year (unduplicated):	_____
Number of youth the program proposes to serve per day (proposed ADA):	_____
Per Pupil Allocation (Amount of funding requested for this site/number of students to be served per year):	_____
Program Site serves more than 50% of youth from refugee backgrounds:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Indicate the number of family members the program expects to serve per year:	_____
Healthy snack offered to participants:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Program Fees:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Describe program fees information:	
Grade levels served:	_____ Name of Certified Teacher Supervising Program: _____
Number of youth who are below proficient in Reading/Language Arts:	_____
Number of youth who are below proficient in Math:	_____
Number of participating students who are identified as English Learners (EL):	_____
Number of participating students experiencing homelessness:	_____
Weeks of Operation – School Year:	_____ Weeks of Operation – Summer: _____
For this purpose, hours of operation are defined as the number of hours youth are participating in the program.	
Hours of operation for new/expanding programs during the school year (e.g. 2:30-5:00):	
AM – Mon:	_____ Tues: _____ Wed: _____ Thurs: _____ Fri: _____ Sat: _____ Total Weekly Hours _____
PM – Mon:	_____ Tues: _____ Wed: _____ Thurs: _____ Fri: _____ Sat: _____ Total Weekly Hours _____
Hours of operation during the summer program (e.g. 9:00-5:00):	
AM – Mon:	_____ Tues: _____ Wed: _____ Thurs: _____ Fri: _____ Sat: _____ Total Weekly Hours _____
PM – Mon:	_____ Tues: _____ Wed: _____ Thurs: _____ Fri: _____ Sat: _____ Total Weekly Hours _____

Utah State Board of Education (USBE)
21st Century Community Learning Center (CCLC) Grant Application 2019-2020
Program Site Information Sheet #7

Complete ONE Program Site Information Sheet for EACH proposed program site under the 21st CCLC project. All program sites must operate a minimum of 10 hours a week and 32 weeks during the school year.

PROGRAM SITE CONTACT INFORMATION	
Organization Name:	_____
Program Site Name:	_____
Program Site is:	<input type="checkbox"/> A new program <input type="checkbox"/> An existing out-of-school time/afterschool program
Amount of funding requested for this program site:	_____
Address:	_____
Contact Name:	_____ Position: _____
Phone:	_____ Email: _____

PROGRAM SITE INFORMATION	
Program Site poverty level percentage 40% or above:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Program Site commits to participate in annual 21APR federal reporting system and Utah Afterschool Program Quality Assessment and Improvement Tool (Quality Tool) assessment and/or observation tool:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of youth the program proposes to serve per year (unduplicated):	_____
Number of youth the program proposes to serve per day (proposed ADA):	_____
Per Pupil Allocation (Amount of funding requested for this site/number of students to be served per year):	_____
Program Site serves more than 50% of youth from refugee backgrounds:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Indicate the number of family members the program expects to serve per year:	_____
Healthy snack offered to participants:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Program Fees:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe program fees information:	
Grade levels served:	_____ Name of Certified Teacher Supervising Program: _____
Number of youth who are below proficient in Reading/Language Arts:	_____
Number of youth who are below proficient in Math:	_____
Number of participating students who are identified as English Learners (EL):	_____
Number of participating students experiencing homelessness:	_____
Weeks of Operation – School Year:	_____ Weeks of Operation – Summer: _____
For this purpose, hours of operation are defined as the number of hours youth are participating in the program.	
Hours of operation for new/expanding programs during the school year (e.g. 2:30-5:00):	
AM — Mon:	_____ Tues: _____ Wed: _____ Thurs: _____ Fri: _____ Sat: _____ Total Weekly Hours _____
PM — Mon:	_____ Tues: _____ Wed: _____ Thurs: _____ Fri: _____ Sat: _____ Total Weekly Hours _____
Hours of operation during the summer program (e.g. 9:00-5:00):	
AM — Mon:	_____ Tues: _____ Wed: _____ Thurs: _____ Fri: _____ Sat: _____ Total Weekly Hours _____
PM — Mon:	_____ Tues: _____ Wed: _____ Thurs: _____ Fri: _____ Sat: _____ Total Weekly Hours _____

Utah State Board of Education (USBE)
21st Century Community Learning Center (CCLC) Grant Application 2019-2020
Partnership Information

Include key partnerships that support the goals and outcomes of the grant.

Key Partnership #1

Organization Name: _____

Briefly describe type of partnership and the support the partner provides:

Contact Name: _____ Position: _____

Address: _____

Phone: _____ Email: _____

Key Partnership #2

Organization Name: _____

Briefly describe type of partnership and the support the partner provides:

Contact Name: _____ Position: _____

Address: _____

Phone: _____ Email: _____

Key Partnership #3

Organization Name: _____

Briefly describe type of partnership and the support the partner provides:

Contact Name: _____ Position: _____

Address: _____

Phone: _____ Email: _____

Utah State Board of Education (USBE)
21st Century Community Learning Center (CCLC) Grant Application 2019-2020
Partnership Information Continued

Include key partnerships that support the goals and outcomes of the grant.

Key Partnership #4

Organization Name: _____

Briefly describe type of partnership and the support the partner provides:

Contact Name: _____ Position: _____

Address: _____

Phone: _____ Email: _____

Key Partnership #5

Organization Name: _____

Briefly describe type of partnership and the support the partner provides:

Contact Name: _____ Position: _____

Address: _____

Phone: _____ Email: _____

Key Partnership #6

Organization Name: _____

Briefly describe type of partnership and the support the partner provides:

Contact Name: _____ Position: _____

Address: _____

Phone: _____ Email: _____

Utah State Board of Education (USBE)
21st Century Community Learning Center (CCLC) Grant Application 2019-2020
Private School Consultation Information

Private School Consultation

Students who attend private or charter school in the area to be served by the proposed program(s) are eligible to participate. If any private or charter schools are in the area to be served, the applicant is expected to consult with the private or charter school officials during the design and development of the program.

The consultation needs to include the following:

- Needs identification;
- Services to be offered;
- Service delivery;
- Program Assessment;
- Size and scope of service;
- How the amount of funds available for equitable services is determined if the private or charter school were to participate in the program;
- Whether services will be provided directly or through a separate government agency, consortium, entity or third-party contractor if the private or charter school were to participate in the program; and
- Whether to provide equitable services by pooling or on a school-by-school basis if the private or charter school were to participate in the program.

Required Documentation if Application Funded:

- Each applicant shall maintain records and provide to the Utah State Board of Education, written documentation signed by officials of each participating private school, verifying the meaningful consultation required has occurred.

Please respond to questions below based on consultation with private or charter schools in the area

Are any private or charter schools located in the area to be served by the proposed program?

Yes No

If YES, list all private or charter schools that were consulted and the result of the consultation. List the name, title and phone number of the school that was consulted. List the date(s) and type(s) of consultation (e.g., face-to-face meeting, email, fax, telephone call, letter, etc.).

Utah State Board of Education (USBE)
21st Century Community Learning Center (CCLC) Grant Application 2019-2020
Alignment with Local Education Agency (LEA) Goals

Support and Planning with Local Education Agency (LEA)

Provide details on how the grant is supported by the Local Education Agency (LEA) from which most of your students attend. Describe joint planning that occurred between the LEA and applicant.

Include alignment information between proposed project goals and the LEA goals. Explain how the planned academic enrichment is tied to the LEA goals.

Alignment with Local Education Agency (LEA) Goals

Describe how the program will align with other federal title and state programs.

Utah State Board of Education (USBE)
21st Century Community Learning Center (CCLC) Grant Application 2019-2020
Absolute and Competitive Priorities

Absolute Priority (Minimum Requirement)

Percentage of students from schools eligible for school-wide programs under Title I (schools with at least 40% or more free and reduce price lunch rate) targeted by 21st Century Community Learning Centers.

Poverty Percentage Rate	Proposed Funded Program Site(s) Name
	1.
	2.
	3.
	4.
	5.
	6.
	7.

Competitive Priority Points Total: 39 Points

Competitive Priorities I: Applicant organization meets requirements - 3 points each

Competitive Priorities I	Must provide explanation in box below to receive the additional points:
1. Program plan is submitted jointly by an LEA and at least one public or private eligible community organization.	
2. The program plan was developed in collaboration with interagency or community councils, adult and community education, community-based organizations, and parents and students who may be receiving services in the afterschool program.	
3. Applicant organization has never been awarded the USBE 21 st CCLC Grant.	Applicant organization can receive points for Question 3. And 4. No explanation needed
4. Applicants organization was not awarded the USBE 21 st CCLC in the 2018-2019 school year.	Applicant organization can receive points for Question 3. And 4. No explanation needed

Competitive Priorities II: ALL proposed program site(s) meets requirements - 3 points each

Competitive Priorities II	Proposed Funded Program Site(s) Name	Documentation Required
1. The program operates 15 hours a week and 36 weeks during the school year and an alternate site is identified in case the center site becomes temporarily unavailable.		No
2. The program plan includes a supervisory role for at least one licensed teacher with appropriate endorsement in secondary, elementary or early childhood according to the grade levels of the students to be served.		Yes
3. The program will offer a healthy snack.		No

Competitive Priorities III: ONE or more of proposed program site(s) meets requirements - 3 points each

Competitive Priorities III	Proposed Funded Program Site(s) Name	Documentation Required
1. Proposed program will serve students attending a Comprehensive Support and Improvement (CSI) School or Targeted Support and Improvement (TSI) School.		No
2. The proposed program operates in a rural county (Rural Map in Documentation Information). Note: The program can submit other documentation demonstrating rural area.		No
3. The proposed program will serve 50% or more students from refugee backgrounds.		Yes
4. The proposed program will serve students from a school with an intergenerational poverty (IGP) enrollment rate of 10% or more (Find rate on pages 46-52 of Annual IGP Report 2018).		No
5. The proposed program serves teen youth from middle schools, junior high and high schools eligible under the absolute priority.		No
6. The proposed program serves Pre-K and/or Kindergarten students from schools eligible under the absolute priority.		No

Utah State Board of Education (USBE)
21st Century Community Learning Center (CCLC) Grant Application 2019-2020
Application Questions

Instructions: Please use the provided space for responses.

1. Needs Assessment (20 Points Total)

Include factors that place students and families at risk of educational failure. Include a description of the process used in gathering the data for the assessment. Describe how the proposed program will remedy the risk factors for each target population. Include an inventory of existing resources and services related to the needs described.

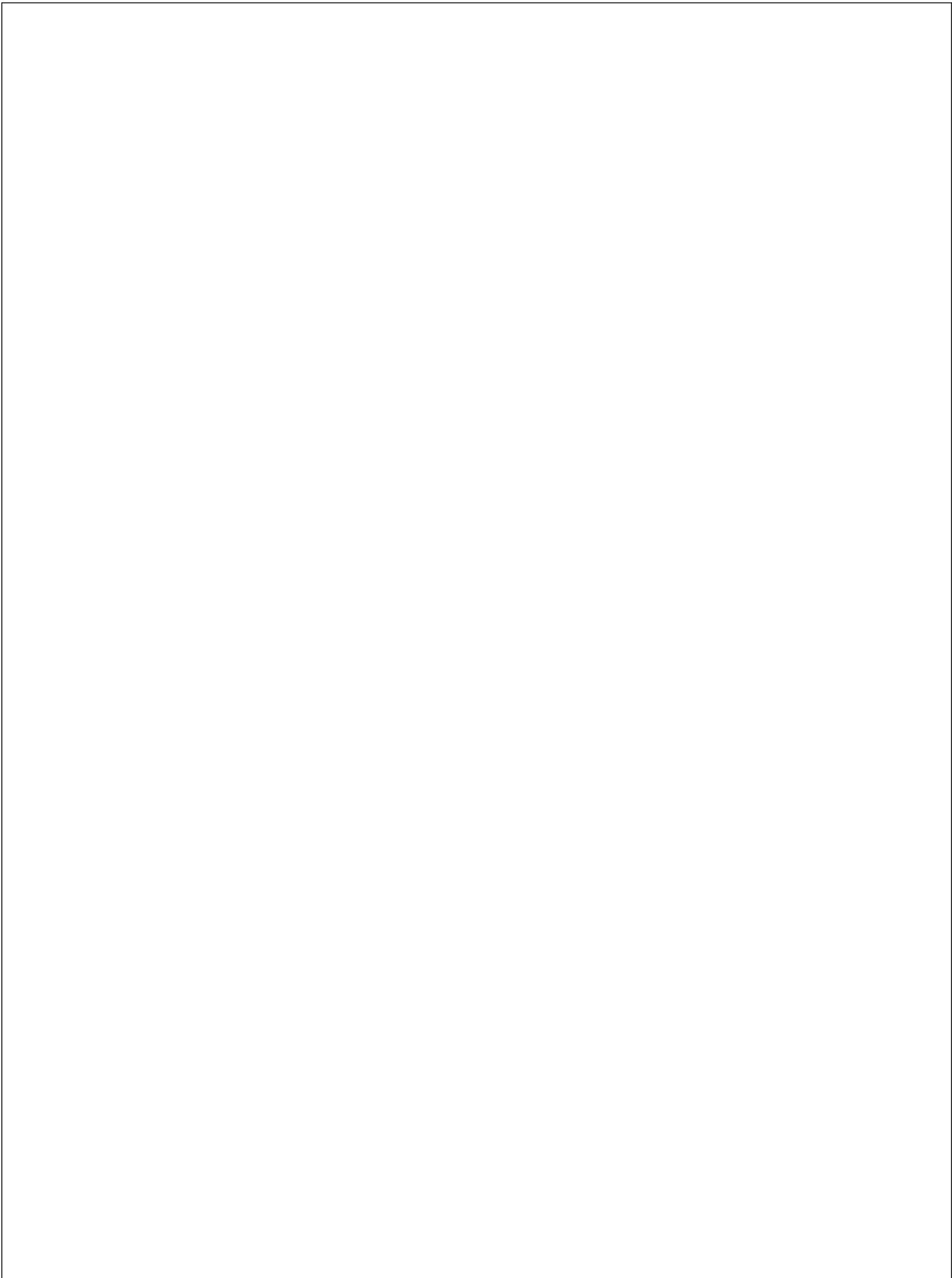
Needs Assessment Continued

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2. Project Design (10 Points Total)

List all sites where program activities will be held. Provide a description of your intended 21st Century program including: (a) Purpose and services to students, parents, families; (b) Strategies for achieving project goals, including evidence-based practices to be utilized; (c) Recruitment strategies; (d) Expected project outcomes; (e) Indicators of program success; and (f) Evaluation plan. Describe how the proposed project is related to Utah 21st CCLC performance goals and indicators, see page 45. Explain how the planned academic enrichment is tied to the Utah Core Standards.

Project Design Continued



3. Principles of Effectiveness (10 Points Total)

Describe how the proposed program activities will meet the principles of effectiveness:

- a. Activities are based upon an assessment of objective data regarding the need for before and after school programs (including during summer recess periods) and activities in the schools and communities;
- b. Activities are based upon an established set of performance measures aimed at ensuring the availability of high quality academic enrichment opportunities;
- c. If appropriate, be based upon evidence-based research that the program or activity will help students meet the challenging State academic standards and any local academic standards;
- d. Ensure that measures of student success align with the regular academic program of the school and the academic needs of participating students and include performance indicators and measures; and
- e. Collect the data necessary for the measures of student success described in the section above (d).

Principles of Effectiveness Continued

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4. Program Evaluation (20 Points Total)

Describe how the program evaluation plan includes the use of objective performance measures that are clearly related to the Utah 21st CCLC performance goals and indicators (see page 45) and other measures that are tied to the individual goals and objectives stated in the program design description of this application. Include clear benchmarks to monitor progress towards specific objectives. Include a description of how the results of the program evaluation will be used to inform continuous program improvement, and a description of the plan to share progress results with stakeholders.

5. Academic Achievement (10 Points Total)

Describe how the proposed program activities are expected to improve student achievement. Describe past experiences and successes in providing educational and related activities that complement and enhance academic performance, achievement and positive youth development of students.

[Empty response box]

6. Social and Emotional Learning (5 Points Total)

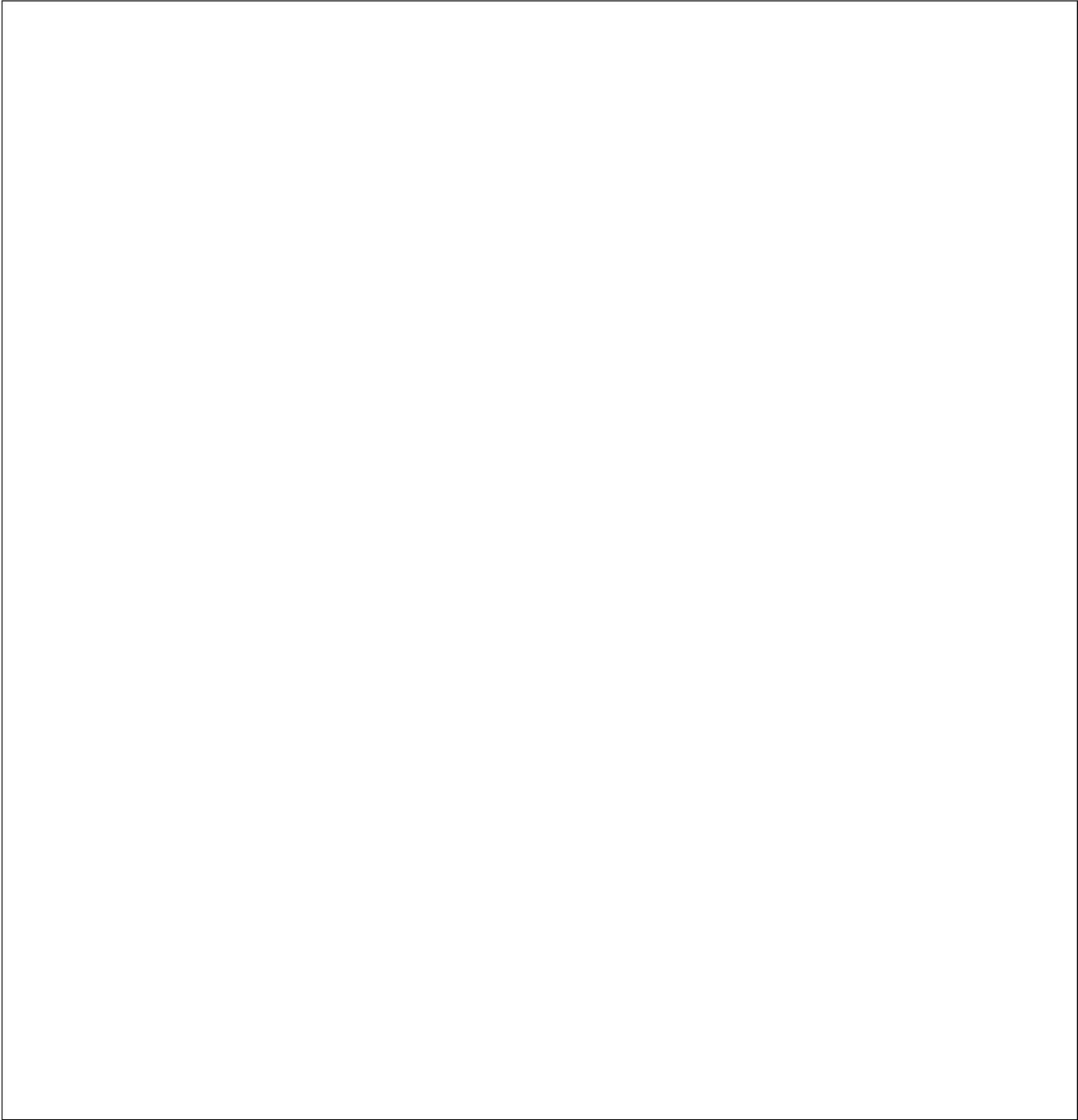
Describe how the proposed program will support the social and emotional needs of students and families based on needs assessment data through program activities and resources. Include details on evidence-based practices that will be utilized.

[Empty response box for describing the proposed program's support for social and emotional needs.]

7. Program Components (10 Points Total)

- College and Career Readiness
- Financial Literacy
- Physical Activity and Nutrition
- Emotional and Mental Well-Being (Suicide Prevention)
- Self-Concept and Emotional Intelligence
- Positive Interpersonal Relationships
- STEM/STEAM

From the list above, select **two components** the program will intentionally implement into the services for students. Include details on: (a) how the program components meet the needs of the target population; (b) how often the components will be implemented into programming; (c) the evidence-based practices or framework to be utilized; (d) goals and outcomes for selected components; and (e) how goals and outcomes will be measured and tracked.



Program Components Continued

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8. Inclusion (10 Points Total)

How will your team ensure that students with disabilities are included in all your proposed program activities? Describe your planned coordination with school administrators and teachers to ensure collaboration for students with disabilities in an inclusive environment.

9. Family Engagement (10 Points Total)

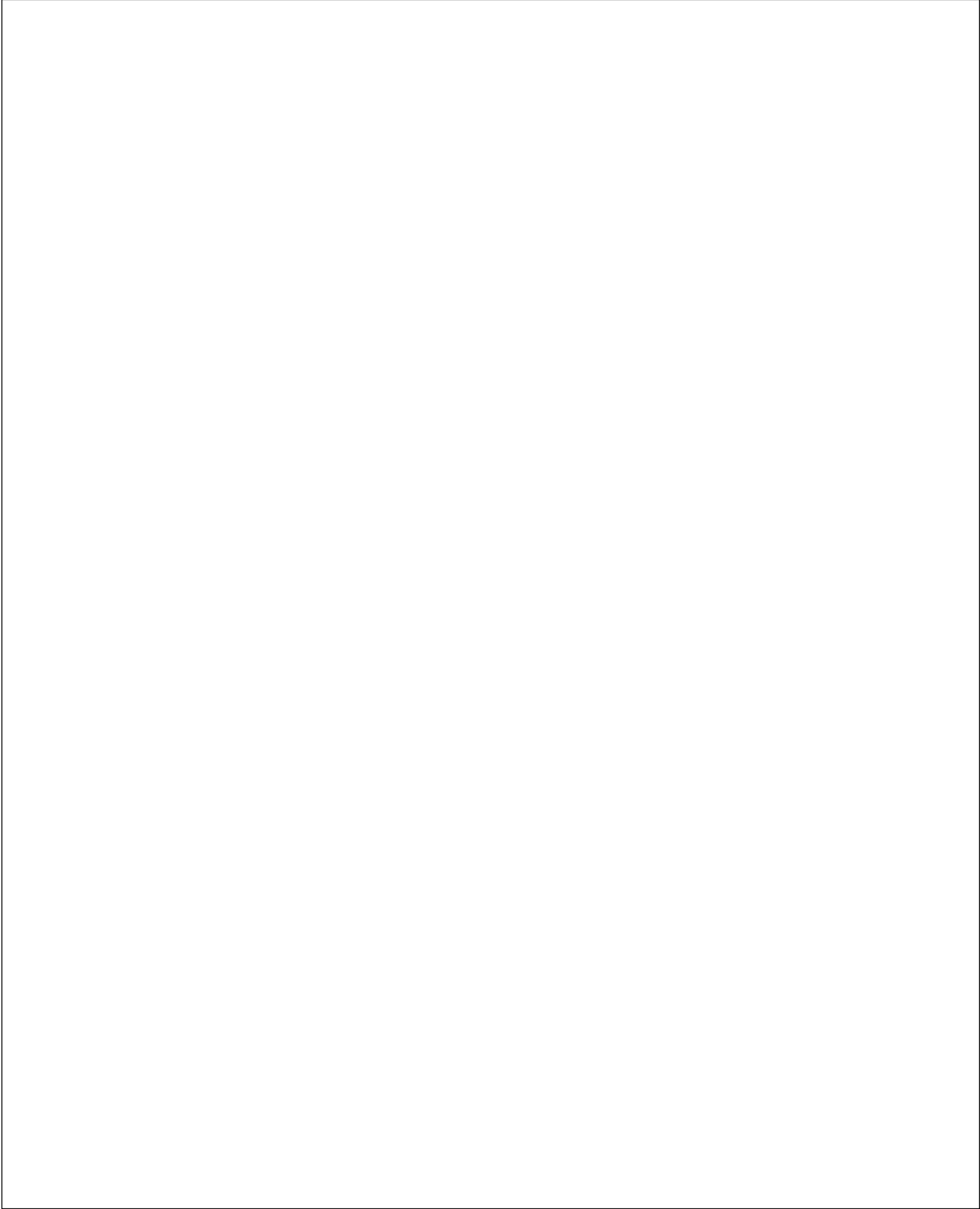
Describe plans to strategically engage family members in the program. Include: (1) Plans to offer "educational or related services" as required by the grant; (2) Detailed strategies to involve family members in supporting the academic achievement and social and emotional well-being of their students; (3) Specific strategies to address chronic absenteeism; and (4) Other methods by which family members can support their students during the school day and in the 21st CCLC program.

10. Partnership Commitment (10 Points Total)

Explain how key partnerships will support the goals and outcomes of the project.

11. Timeline (5 Points Possible)

Explain the program implementation timeline for the upcoming academic year. Describe how the timeline proposed is practical, realistic and adequate to ensure that the requirements of the grant and the needs of the community are met.



12. Travel and Safety (5 Points Possible)

Describe how students participating in the proposed program will travel safely to and from the center(s) and home. Include contingency arrangements. Describe policies around the program check-in and check-out procedures for students of all ages. Detail emergency and disaster preparedness plans for students and families participating in any program activities in case of an unexpected event or emergency, including fire and other disasters (earthquake, lockdown, power outage, major winter storm, etc.) and frequency of each type drill and a plan for training program staff.

13. Program Communication and Management (20 Points Possible)

Describe how the management plan is designed to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks. Include titles, roles and responsibilities of all key staff associated with the proposed program. Explain how information about the proposed program will be disseminated to the community in a manner that is understandable and accessible. Include a description of the steps that will be taken to ensure equitable access to, and participation in the program for students, teachers and other program beneficiaries with special needs (GEPA Section 427). Include a plan to address issues of recruitment and retention of highly qualified staff, including appropriately qualified volunteers if the program will be using volunteers.

Program Communication and Management Continued

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14. Professional Development (10 Points)

Include a description of the training and professional development planned and scheduled during the first year and an outline for successive years of the program, including how all staff working 10 hours or more will receive a minimum of 25 hours of professional development and training during each year of the grant.

[Empty response box for professional development plan]

15. Continuation (10 Points Total)

Describe how the program will continue with the same level of service as funds are reduced in the fourth and fifth years and include a discussion of sustainability for the project after the grant has ended. Include a listing of Federal, State, and local programs that will combine or coordinate with the proposed program to make the most effective use of public resources.

16. Budget (20 Points Possible)

Include an explanation for each proposed expenditure and how each expenditure aligns with your goals in an efficient and effective manner for each program site. Explain how the stated costs reflect careful planning for the estimated number of persons, including families, to be served by the project, as well as the anticipated results and benefits of the program. Complete Budget information in Utah Grants and the Gap Analysis Form as a separate Excel document.

[Empty box for budget explanation]

Utah State Board of Education (USBE)
21st Century Community Learning Center (CCLC) Grant Application 2019-2020
Project Plan (5 Points Possible)

Program Goals	Program Outcomes	Evidence-Based Practices Including Curriculum and/or Framework	Data Collection Plan	Plan to Share Program Success with Key Stakeholders

Utah State Board of Education (USBE)
21st Century Community Learning Center (CCLC) Grant Application 2019-2020
State Goals and Performance Indicators

State Goals	Performance Indicators
Goal 1: Participants in Utah 21 st CCLC programs will demonstrate educational and social benefits and exhibit positive behavioral change.	1.1: <i>Academic Achievement Outcomes</i> . Regular program participants will demonstrate growth towards meeting state and local academic achievement standards in reading and mathematics.
	1.2: <i>Behavior Outcomes</i> . Regular program participants will demonstrate improvements on measures such as school attendance, classroom performance, and decreased disciplinary actions.
Goal 2: Utah 21 st CCLC programs will offer a broad array of additional services designed to complement the regular academic program based on the needs and interests of program participants.	2.1 <i>Core Educational Services</i> . All centers will offer high quality services in at least one core academic area, e.g., reading and literacy, mathematics, and science.
	2.2 <i>Enrichment and Support Activities</i> . All centers will offer enrichment and support activities such as nutrition and health, art, music, technology, and recreation.
	2.3 <i>Community Involvement</i> . All centers will establish and maintain partnerships within the community to enhance program success.
	2.4 <i>Implementation of Program Design</i> . All centers provide educational, enrichment, and support services in accordance with the approved plan.
Goal 3: Utah 21 st CCLC programs will offer families of participating students opportunities for educational development in high need communities.	3.1 <i>Services to Families of Participating Students</i> . All centers will offer educational and related services to families of participating students.
	3.2 <i>Services to Families in Need</i> . All centers serve students and families from school attendance areas with at least 40% poverty.