



West Virginia DEPARTMENT OF  
**EDUCATION**

Nita M. Lowey

21<sup>st</sup> Century Community Learning Center  
Bidders' Conference

February 2025

# 21<sup>st</sup> Century Nita M. Lowey Community Learning Center (21<sup>st</sup> CCLC)

- Funded through Title IV, Part B of the federal Elementary and Secondary Education Act
- Provides federal funding to establish high-quality afterschool programs in community learning centers
- Targets students who are at risk of academic failure and their families



# Grant Purposes



- Provide academic enrichment and tutoring
- Offer families active and meaningful engagement in their children's education
- Offer students a broad array of additional services, well-rounded educational programs, and activities



# Grant Awards

## Duration

- Grants are awarded for up to 5 years.
- Grantees must demonstrate sustained successes to receive 4<sup>th</sup> and 5<sup>th</sup> years of funding

## Amount:

- The minimum award is \$50,000.
- The maximum grant award is \$250,000
- Averaged Daily Attendance (ADA) amount, adjusted annually
  - \$3,050 for each student served daily, up to the maximum award amount.
- Transportation stipend of \$10,000 if available.



# Authorized Activities

- Academic enrichment programs
- Mentoring programs
- Well-rounded educational activities
- Literacy education
- STEM or STEAM education
- Healthy and active lifestyle promotion
- Cultural programs
- Services for individuals with disabilities
- Programming for students who are English language learners
- Technology education program
- Expanded library service hours
- Assistance to students who have been truant, suspended, or expelled
- Drug and violence prevention programs
- Workforce and career development and readiness





# Eligibility to Apply

- Local education agencies
- For profit organizations
- Nonprofit organizations
- Community- or faith-based organizations
- Institutions of higher education
- City and county governmental agencies



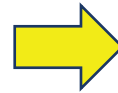
# Federal Criteria of Eligibility

To be eligible to apply for this grant, an application must serve students who attend:

- Schools eligible for schoolwide programs under Title 1, Section 114 ESSA, and the families of these students; or
- Schools with at least 40 percent of their students from low social economic status families as designated by the federal government.

## Application Resources

Home > 21st CCLC > Application Resources



- 2021-2022 Grant Review Scoresheet
- Virtual 21st CCLC Bidders Conference—February 2, 2022 (Coming Soon)
- Application Template
- Action Plan Worksheet
- Table of School Attributes for 21stCCLC Grant Applicants 2021-2022 Data
- 2021 Save the Children Proposal—Fayette
- 2021 Playmates Child Development Center
- Grants Planning System (GPS) Training Webinar Recording April 2020
- Commonly Asked Questions at Bidders' Conferences
- Guiding Questions for Developing S.M.A.R.T. Objectives
- 21st CCLC Non-Regulatory Guidance
- Office of Child Nutrition
- ZoomWV
- Project Based Learning
- Food Research and Action Center

<https://wvde.us/21st-cclc/application-resources/>



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# West Virginia Competitive Priorities



- Joint submission of Local Educational Agency (LEA) and partner (2 points)
- Serving only Comprehensive Support and Improvement (CSI) or Targeted Support Improvement (TSI) schools (2 points)
- Geographic diversity (1 point)
- Science, Technology, Engineering, and Mathematics (STEM) academic enrichment (1 point)
- Offering only middle and/or high school program (1 point)





# Timeline

Intent to Apply Form due	March 21, 2025 by 4 p.m. EST
Virtual Technical Assistance Sessions are located on the Application Resources webpage	March 18, 2025, at 2 p.m. April 1, 2025, at 2 p.m. April 8, 2025, at 2 p.m. April 15, 2025, at 2 p.m.
Application Due Date	April 18, 2025, by 4 p.m. ET
WVDE 21 <sup>st</sup> CCLC Review	April through May 2025
Peer Review	May through June 2025
Award Decision Process	June and July 2025
Grant Award Announcements	July 2025
Program Begins	July 1, 2025, with sites operational on or before October 15, 2025



# Application Approval Process for GPS Submission

An application is fully submitted in GPS when it has been approved by the following assigned roles in the following order:

- (1.) LEA 21<sup>st</sup> CCLC Director,
- (2.) LEA Fiscal Representative, and
- (3.) LEA Superintendent.

The status of a fully submitted application is “LEA Superintendent Approved.”



# Review and Awarding Process

- Each application will be reviewed by WV 21<sup>st</sup> CCLC Coordinators to ensure proposal meets requirements.
- Applications meeting requirements will be scored by Peer Reviewers using a rubric.
- If the base score is 75% or higher, then priority points will be added for a final score.
- Funding is provided by the U.S. Department of Education.
- Grant awards will be announced in July.



# Questions?



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# Requirements



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# Statutory Requirements

- Program will take place in a safe and easily accessible facility.
- The program is developed and carried out in active collaboration with schools where participating students attend.
- The program is in alignment with the challenging State academic standards.
- Program targets students who primarily attend schools eligible for schoolwide program under section 1114 and the families of such students.
- Grant funds will be used to increase the level of state, local and other non-Federal funds be made available for programs and in no case supplant Federal, State, and non-federal funds.
- Program must operate in a manner that follows the Measures of Effectiveness.



# Afterschool Design and Measures of Effectiveness

The programs developed for this proposal must:

- Be based on an assessment of objective data regarding the need
- Be based on established performance objectives
- Be based, if appropriate, on scientific research that provides evidence that the program or activity will help students meet the state academic achievement standards
- Ensure that measure of student success align with the regular academic program of the school and the needs of the students
- Collect the data necessary for the measures of student success



What Works Clearinghouse [https://ies.ed.gov/ncee/wwc/Docs/PracticeGuide/ost\\_pg\\_072109.pdf](https://ies.ed.gov/ncee/wwc/Docs/PracticeGuide/ost_pg_072109.pdf)



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# WVDE 21<sup>st</sup> CCLC Staffing Requirements

- A minimum of 1 to 16 staff to student ratio
- A staff and volunteer vetting process to ensure participant safety
- Current CPR and First Aid certified staff at each site
- Annual evaluation of staff
- Annual staff professional development
- Program director should allot a minimum of 10 hours per week to manage grant program



# Professional Development Requirements



- New Grant Cohort Training in August.
- The program director attends the Multi-State Conference or its equivalent annually.
- The program director and one program staff member to attend the WVDE-sponsored 21<sup>st</sup> CCLC conference annually.
- Online Trainings and Meetings



# Evaluation Requirements

## Local Evaluation

- Annual local evaluation report
- Local evaluation report notification to community and stakeholders
- Submit report to the WVDE 21<sup>st</sup> CCLC
- If applicable, an external evaluator costs no greater than 5% of budget

## State Evaluation

- Data Collection App
- USDE 21 APR Report
- Annual Teacher Survey
- Annual Program Director Survey
- Program compliance monitoring
- Required trainings





# WVDE 21<sup>st</sup> CCLC Site Operation Requirements

- All Programs must be fully operational by October 15th.
- App programs must operate a minimum of 10 hours a week for 25 weeks during the regular school year or its equivalent.
- Programs must offer at least 3 meaningful family engagement experiences per site annually.
- Grantees must adhere to the average daily attendance requirements (ADA):
  - First year meet 85% ADA
  - Second through fifth years meet 90% ADA.



# Average Daily Attendance



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# Calculating Average Daily Attendance (ADA)

- **Past grantees** are required to use their ADA from the last three years of grant plus a 10% growth increase. For new sites, use your average ADA.
- **New applicants** carefully consider using the ADA data chart provided in this presentation. It may be helpful to use parent and community surveys, school input, and past experiences to support your stated ADA.



## Combined Site ADA Data from 2021-2024

	Elementary Schools	K-8 Schools	Middle Schools	Middle and High Schools	High Schools
Average ADA	<b>25</b>	<b>32</b>	<b>15</b>	<b>13</b>	<b>16</b>
Midpoint ADA	<b>21</b>	<b>28</b>	<b>13</b>	<b>11</b>	<b>14</b>
Midrange ADA	<b>17 to 27</b>	<b>23 to 34</b>	<b>12 to 17</b>	<b>9 to 13</b>	<b>10 to 17</b>



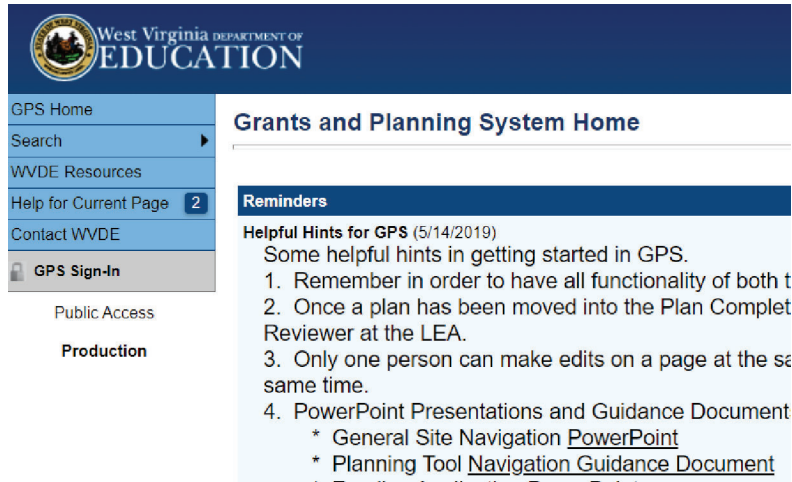
# Questions?



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# Application



1. Cover Sheet
2. Assurances
3. Program Summary
4. Application Narrative
5. Budget and Budget Narrative
6. Appendices- Uploaded in "related documents" in the GPS section

<https://wvdegps.k12.wv.us/>

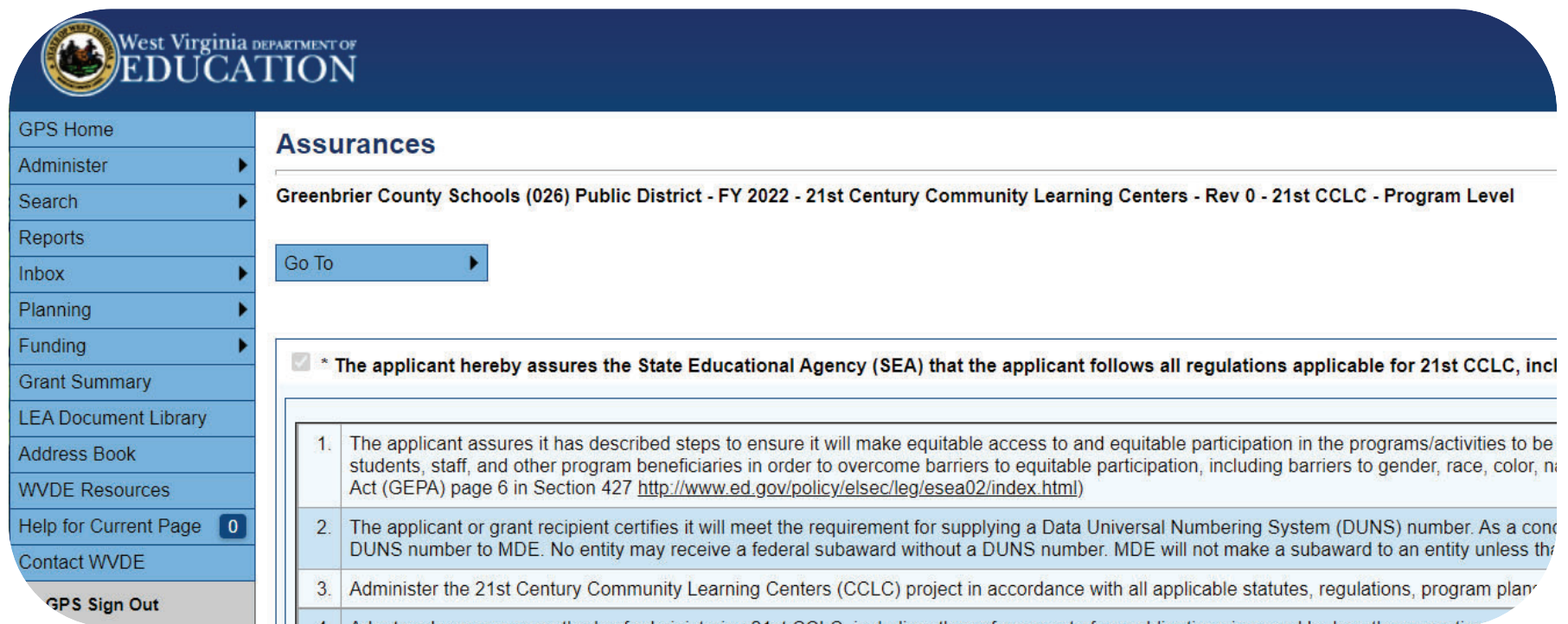
# GPS Cover Sheet

- Applicant contact information
- Co-applicant information (if applicable)
- Information about collaborating partners
- Schools to be served
- Number of afterschool sites
- Amount of funds requested
- Any matching or in-kind funds, including WVDE transportation stipend



# Assurances

- Applicants agree to uphold regulations and listed assurances applicable for 21<sup>st</sup> CCLC.
- Includes required federal and state program items such as evaluation, data collection, compliance monitoring, etc.



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## Assurances

Greenbrier County Schools (026) Public District - FY 2022 - 21st Century Community Learning Centers - Rev 0 - 21st CCLC - Program Level

Go To

☒ \* The applicant hereby assures the State Educational Agency (SEA) that the applicant follows all regulations applicable for 21st CCLC, including:

1.	The applicant assures it has described steps to ensure it will make equitable access to and equitable participation in the programs/activities to be provided to students, staff, and other program beneficiaries in order to overcome barriers to equitable participation, including barriers to gender, race, color, national origin, and disability (GEPA) page 6 in Section 427 <a href="http://www.ed.gov/policy/elsec/leg/esea02/index.html">http://www.ed.gov/policy/elsec/leg/esea02/index.html</a> )
2.	The applicant or grant recipient certifies it will meet the requirement for supplying a Data Universal Numbering System (DUNS) number. As a condition of receiving a DUNS number to MDE. No entity may receive a federal subaward without a DUNS number. MDE will not make a subaward to an entity unless the entity has a DUNS number.
3.	Administer the 21st Century Community Learning Centers (CCLC) project in accordance with all applicable statutes, regulations, program plan, and other requirements.
4.	Adapt and use proper methods of administering 21st CCLC, including the enforcement of any obligations imposed by law, the contract, and the program plan.

# Program Summary

Name and Site Location	Days and Times of Program Operation						Start Date	End Date	Estimated ADA	Fed Direct Cert. Students %	Estimated Families Served
	Mon	Tue	Wed	Thu	Fri	Sat					
ABC Center 21 Justice Ave, Justice WV 22000	2:30 – 5:30 pm	2:30 – 5:30 pm	2:30 – 5:30 pm	2:30 – 5:30 pm	2:30 – 5:30 pm		9-1-2024	5-15-2025	30	76	25

# Application Narrative

- Statement of Need
- Action Plan
- Afterschool Program Implementation
- Parent and Family Engagement
- Facility Plan
- Program Personnel
- Collaboration
- Sustainability
- Organizational Capacity
- Budget





# Statement of Need

- Establish a compelling need using multiple cited data sources
- Describe how stakeholders contributed to the needs assessment process
- Explain why targeted community was selected
  - Use the recent needs assessment to describe the community
  - describe current afterschool services, gaps in afterschool services, and available resources

Statement of Need

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# Action Plan Format

## Goal 1: Increase Academic Achievement (Minimum 2 and Maximum 3 Objectives)

Objectives	Strategies	Outcomes	Progress Indicators	Evaluation Plan

## Goal 2: Increase Family Engagement (Minimum 2 and Maximum 3 Objectives)

Objectives	Strategies	Outcomes	Progress Indicators	Evaluation Plan



# Action Plan Objectives

- Detailed statements of intended results
- **Two SMART objectives** are required for each goal (3 max.)
- Specific, Measurable, Achievable, Relevant, and Timebound

## Objectives: What is the growth or change that is measurable?

By the end of the school year, at least 75% of K-5 students who attend the 21st CCLC program for at least 60 hours, will meet their individual targets for expected growth from the i-Ready BOY (beginning-of- year) to the EOY (end-of-year) benchmark in English Language Arts

By the end of the school year, at least 75% 6-8 grade students who attend the 21st CCLC program for at least 60 hours, will maintain a C average or above in Language Arts during the school year



# Action Plan Outcomes

- Short-term, specific, measurable changes that will likely occur as a result of listed strategies, and that will be used to demonstrate progress toward annual objectives

## Outcomes: What are the steps to complete to achieve the objective?

Students will master explicitly taught foundational reading and writing skills.

Students will demonstrate improved fluency with grade-level passages based on topics and texts under study.

Middle School students will have a homework completion rate of 90%.

Middle School students' 9-week grades will meet C average or better.



# Action Plan Strategies

Actions needed to meet short-term outcomes and annual objectives

**Strategies: What actions will you take to make this short-term change happen?**

Evidence-based tutoring and small group interventions to improve foundational skills listed in the WV College- and Career-Readiness Standards (WVCCRS) for ELA for all ages. Resources include staff, high interest text, computer software.

Small or whole group repeated readings (including read aloud and theater) and collaborative discussions to improve comprehension with high-interest, grade-level texts. Youth choice and WVCCRS for ELA, Social Studies, and Science will be used to guide text/topic selection and instruction. (K-8)

Homework will be completed daily by the middle school and staff will work with students to ensure homework is submitted. (6-8)



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# Action Plan Progress Indicators

## Process Indicator(s): What are the tools?

1. iReady progress monitoring assessments for foundational skills
2. Formative assessment documented by tutors with anecdotal notes, checklists, and rubrics while students practice ELA skills

Data sources and methods used to measure short-term outcomes such as students' individual, small-group, or whole-group progress toward annual objectives



# Action Plan Evaluation Plan

Process for collecting evidence of progress toward short-term outcomes and annual objectives, including how this information will be used to drive changes in program decision-making

## Evaluation Plan

i-Ready progress reports will be used by tutor and evaluator to document K-5 student growth and determine future for growth in ELA

For interventions only, all students will be grouped according to skills needed by tutor  
Ongoing formative assessment and anecdotal notes will be used by tutor to assess all individual skill progress

Monthly review of 6-8 grade students' grades to identify achievement and areas needing improvement by individual students and tutor

Feedback discussions (every nine weeks) with students and site coordinator to determine various future ELA enrichment activities (K-8)



What questions do you have about the  
Action Plan?



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# Afterschool Program Implementation (API): Recruitment and Retention



- Describe strategies for recruitment and retention of at-risk students
- Describe plans for targeting students' academic needs
- Ensure equitable access for students, staff and family members
- Plans for serving students with special needs



# API: Program Design

For each site or different student grades:

- Describe evidence-based practices and curriculum, and alignment to WV standards (ELA, Math, & enrichments)
- Link program activities and curriculum to school day learning (ELA, Math, & enrichments)
- Describe a continuous quality improvement process and
- Provide strategies for implementing optional summer programs, if applicable



# API: Program Operations

- Include the following for each site
  - Weekly schedule, include activities
  - Hours of operation and total number of hours
  - Start by October 15
  - Operate for 250 hours during school year
  - Provide summer program information, if applicable



# API: Approved Activities May Include

Remedial Education

Drug and Violence Prevention Programs

Resilience Programs

STEM Activities

Arts and Music Activities

Tutoring and Mentoring Programs

Recreational, Fitness, and Wellness Activities

Positive Youth Development Activities

Apprenticeships or Internships

Expanded Library Hours

Parent Involvement

Character Education

Entrepreneurial Education

Financial Literacy Programs

Nutrition and Health Programs

Service Learning and Service Projects

Career and Technical Programs





# API: Supper and Snack

- All grantees are required to provide a meal or snack during the afterschool program using the USDA Food and Nutrition Service.
  - Partner with county food service staff, who have resources, skills and experience
  - Apply to become a sponsor by contacting WVDE Office of Child Nutrition: 304-558-2708 or <https://wvde.us/child-nutrition/>
- 21st CCLC funds may not be used to pay for snack or supper



What questions do you have about the  
Afterschool Program Implementation  
Plan?



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# Parent and Family Engagement Plan:



- Use evidence-based or best practice
- Aimed at improving parents'/guardians' involvement in their children's learning
- Support the connection between parent and their child's learning needs
- Involve parents and community in planning, implementation, evaluation, and decision-making
- Ensure equitable access to all families including members with special needs



# Facility Plan

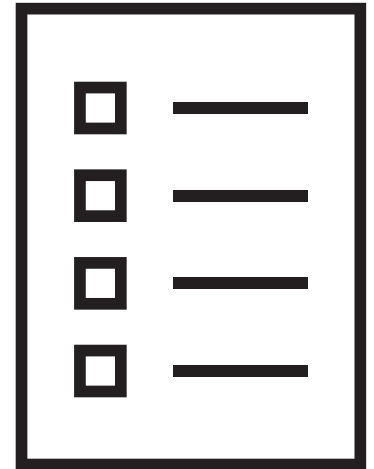
- Describe each facility, including
  - accessibility and safety
  - specific areas or rooms available to be used
- Address availability of transportation
- Detail the emergency exit plan and emergency readiness plan and how the plans will be communicated and practiced



# Program Personnel

Include a chart to show staff roles and responsibilities, including but not limited to:

- Program Director
- Collaborative Liaison between schools(s) and afterschool sites
- Evaluator
- Data Maintenance Staff
- Onsite Staff



# Program Personnel

- Explain the vetting process for staff hiring
- Describe process to improve staff capabilities
  - Include annual evaluations
  - Outline professional development plans based on staff needs
- Describe student safety
  - Include staff to student ratios



# Collaboration

- Complete the chart listing top three partner organizations and how the support ties to objectives
- Detail afterschool and school collaboration, including data sharing process
- Describe how private schools were consulted
- Describe co-applicants, if submitted jointly, and how the proposal was a joint submission
- MOU or letters from each partner and school principal are to be included in the related document section



# Sustainability

## Advisory Council

- Describe who will be a member,
- Determine frequency of meetings,
- Identify methods use to support sustainability

## Sustainability Plan

- Describe other funding sources
- Describe how the afterschool program will continue when 21<sup>st</sup> CCLC funding ends.



# Organizational Capacity

## New Applicants

- Capacity and experience to implement high-quality afterschool
- Financial and administrative capacity.
- Any audit findings over the last two fiscal years and measures performed to remedy finding(s).

## Previously Funded Applicants

- How program improved students' academic achievement & success
- How program improved family engagement
- Discuss program operation (hours, activities, etc.) during the last grant year and the ADA.
- Explain how sustainability increased and how new grant will create greater impact
- Any audit findings over the last two fiscal years and measures performed to remedy finding(s).





# Related Documents



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## GPS Related Documents

- MOUs or letters of support
- Private School Consultation Document
- Community Notice Verification of Application
- Administrative Cost Worksheet
- Evidence of planning with partner, required of those submitting jointly
- Summary of any evaluation studies, reports, or research of co-applicant partner or partners effective afterschool programs (optional)



What questions do you have about the  
Application or Related Documents?



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# Budget



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# Budget is required to be:

- Reasonable,
- Allowable,
- Allocable, and
- in accordance with Cost Principles 2 CFR 200 Subpart E and other federal and state requirements.



## Budget is to be based on:

- the number of students and families to be served,
- the scope of services to be provided, and
- the results to be expected.



# Budget Narrative

- Provide a detailed narrative for year one, include a mathematical basis for costs
- Name each staff position and the formula for rate of pay/duration of services; identify percentage of salary for salaried personnel
- **Do not** use funding for purchasing food, facilities, and vehicles or construction





# Budget Requirements

- Administrative costs, including indirect, limited to 30% of the grant budget
- Use the restrictive indirect cost rate
- Use the WVDE Chart of Accounts (function and object codes) to develop budget



# Budgeting for Indirect Costs



For those that are not using a restricted indirect cost rate, all indirect costs must be identified in the Administrative Cost Worksheet and limited to 8% of the total budget.



# Budget Detail: Function and Object Codes

- Budget items must have an assigned Function Code and Object Code.
  - Start by identifying the Function Code
  - Then identify the Object Code



# Available Function Codes

11119 Instruction – K-12 – Extended Day/Year  
12134 Health-Nursing  
12137 Health-Personal Care  
12170 Parent/Family Involvement  
12211 Supervision of Improvement of Instruction Services  
12213 Staff Development  
12317 Audit Services  
12510 Fiscal Services-General  
12544 Evaluation Services  
12570 Personnel Services-General  
12611 Operation of Buildings  
12711 Vehicle Operations  
12781 Contracted/Charter Buses  
13121 Food Preparation/Dispensing



# GPS Budget Function Code Requirement

Administrative costs must be identified in the GPS Budget using the following function codes:

- 12211 Supervision of Improvement of Instruction Services
- 12317 Audit Services
- 12510 Fiscal Services-General
- 12570 Personnel Services-General

In addition, any administrative janitorial costs listed under Function Code “12611 Operation of Buildings” must be identified as an administrative cost in the budget narrative and be included in the Administrative Costs Worksheet on the Indirect Costs Worksheet Table.

Failure to properly identify administrative costs in the budget using these function codes will make the application ineligible for the peer review process.

# New Object Codes

Student travel is to be used for educational field trips

Equipment with a unit cost of \$10,000 requires prior written approval by the WVDE

- 586 Travel—Student Travel
- 731 Property—Equipment—Machinery
- 734 Property— Equipment—Technology—Related Hardware
- 735 Property—Equipment—Technology—Related Software



What are questions about  
budgeting?



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# Financial Management



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# FINANCIAL MANAGEMENT SYSTEMS

## Section 200.302

A sub-grantee must expend and account for Federal awards in accordance with State laws and procedures for expending and accounting funds. The system must provide for the following:

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



# Non-Allowable Expenses: Program Income & Subgrants

- Subgrantees **are not** allowed to collect program income (2 CFR 200.80).
- Program income generated without written prior approval from the US Department must be deducted from the funds awarded under the Federal grant (2 CFR 200.307 b).
- Subgrantees **may not** provide subgrants to any organizations using 21<sup>st</sup> CCLC funding.
- No WVDE employee may be paid by a 21<sup>st</sup> CCLC subgrantee as the West Virginia Department of Education is a recipient of 21<sup>st</sup> CCLC funds (2 CFR 200.459 Professional service costs).



# Equipment and Supplies

- Tangible, nonexpendable property having a useful life of more than one year and an acquisition cost of \$10,000 or more per unit. Grantee must have written approval from WVDE for the expenditure.
- Management Requirements are in 2 CFR 200.313.
  - Property Records
  - Physical Inventory (includes technology)
  - Control System
  - Maintenance Procedures



# Non-Allowable: SUPPLANTING

Funds **MUST** supplement, not supplant any federal, state, or local dollars available to support activities allowable under the 21<sup>st</sup> CCLC program.



# Audit Requirements 2 CFR 200 Subpart F

- All sub-recipients spending more than **\$1,000,000** or more in federal awards must have a single audit completed.
- Unless the grantee received \$1,000,000 or more in federal funds, **cost of auditing may not** be charged to the award. (Audit Costs 200.425)



# Subrecipient –AUDITS WV Code 12-4-14

- State grants of \$50,000 or more in the aggregate in a state's fiscal year shall file a **report** of the disbursement.
- Reports shall contain at least the following:
  - Identifying state grants information
  - Amount of award
  - Receipts of funds
  - Expenditure of funds
  - Time period



# Funds are Reimbursement Only

- Federal funds are paid on a reimbursement basis, thus only funds spent can be claimed for reimbursement.
- Requests for funding drawdowns **may not** include encumbrances





# WV GRANT PERFORMANCE PERIODS

Obligation period

July 1, 2025 – September 30, 2026

Liquidation date

November 30, 2026



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# Helpful Links

2 CFR Part 200

[http://www.ecfr.gov/cgi-bin/text-idx?SID=6214841a79953f26c5c230d72d6b70a1&tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?SID=6214841a79953f26c5c230d72d6b70a1&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

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EDGAR

<http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>

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Uniform Guidance – Technical Assistance for Ed Grantees

<http://www2.ed.gov/policy/fund/guid/uniform-guidance/index.html>

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Application Overview and RFP

<https://wvde.us/21st-cclc/overview-and-application-information/>

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Application Resources

<https://wvde.us/21st-cclc/application-resources/>

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WVDE Grants and Planning System (GPS)

<https://wvdegps.k12.wv.us/>



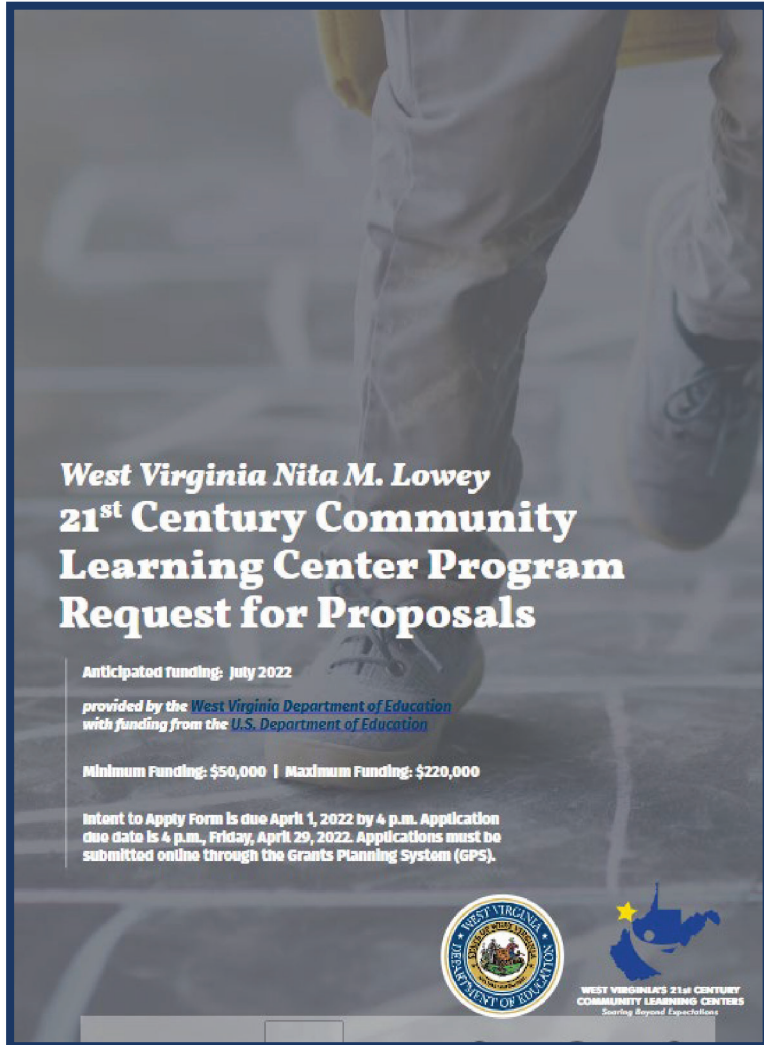
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# Questions about fiscal management?



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# Application Tools




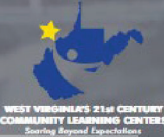
**West Virginia Nita M. Lowey  
21<sup>st</sup> Century Community  
Learning Center Program  
Request for Proposals**

Anticipated funding: July 2022

provided by the West Virginia Department of Education  
with funding from the U.S. Department of Education

Minimum Funding: \$50,000 | Maximum Funding: \$220,000

Intent to Apply Form is due April 1, 2022 by 4 p.m. Application  
due date is 4 p.m., Friday, April 29, 2022. Applications must be  
submitted online through the Grants Planning System (GPS).

## Application (Submitted in GPS) Cover Sheet

Local Project Title Lead Agency Community-Based Organization?		
Lead Agency Contact Person	Fiscal Agency Contact Person	Co-Applicant Partner Agency Contact Person
Phone:	Phone:	Phone:
Fax:	Fax:	Fax:
Email:	Email:	Email:
Mailing Address:	Mailing Address:	Mailing Address:
Other Collaborating Partnerships		
Agency	Contact Person	Contact Information
Number of Collaborating Partners Actively Involved in the Project		Schools Served
Number	Type of Organization	District
	Schools	School
	Community-Based Organizations (CBOs)	
	Faith-Based Organizations (FBOs)	

## 21<sup>st</sup> CCLC Action Plan Worksheet

### SMART Program Objectives

Detailed statements of intended **annual** results that must be SMART (Specific, Measurable, Achievable, Relevant, and Timebound)

Goal 1: Increase Academic Achievement				
Specific	Measurable	Achievable	Relevant	Timebound
<b>Example</b>				
Objective 1.1 – By the end of the school year, at least 75% of students who attend the 21 <sup>st</sup> CCLC program for at least 90 hours will demonstrate growth from the iReady BOY (beginning-of-year) to the EOY (end-of-year) benchmark in reading.				
How will you achieve this objective?				
<b>Outcome</b> What is one short-term change that needs to happen periodically in order to meet this objective by the end of the year?	<b>Strategies</b> What actions will you take to make this short-term change happen?	<b>Progress Indicator(s)</b> What tool(s) will you use to measure progress?	<b>Evaluation Plan</b> How will you administer each tool, why, to whom, and how often?	
Students will master explicitly taught foundational reading and writing skills.	<b>Action:</b> Evidence-based one-on-one tutoring and small group interventions to improve foundational skills listed in the WV College- and Career-Readiness Standards for English Language Arts (ELA)	1. PALS (Phonological Awareness Literacy Screener) for foundational skills	Once at the beginning of the year (BOY) to all students; quarterly to progress monitor all students; biweekly to assess foundational skill	

Visit WVDE 21stCCLC Webpage for application and resources:

<https://wvde.us/21st-cclc/application-resources/>

# Next Steps

- Partnership Decision-making
- Explore the Application Resource webpage
  - Lists upcoming Technical Assistance calls
  - Recordings of conference and calls will be posted
  - Application template and budget codes
  - Data Sources
    - **School Attributes Table**
    - Average Daily Attendance Table
    - List of accredited and registered nonpublic schools
    - External Organization List
    - Future Frequently Asked Questions Document
- Complete the Intent to Apply form and return it by March 21, 2025



# Contact Information

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West Virginia DEPARTMENT OF  
**EDUCATION**