

21st Century Community Learning Centers Frequently Asked Questions

GENERAL INFORMATION

Where can I find information about the 21st Century Community Learning Centers (21st CCLC) grants? How can I get a copy of the application?

Michigan's grant information, including the application, is available on the Michigan Department of Education website at www.michigan.gov/21stcclc. Federal information is available at www.ed.gov/projects/21stcclc/index.html.

What is a 21st CCLC project?

The focus of the 21st CCLC project, re-authorized under Title IV, Part B, of the No Child Left Behind Act of 2001, is to provide expanded academic enrichment opportunities for children attending high-priority schools. Tutorial services and academic enrichment activities are designed to help students meet local and state academic standards in core subjects such as reading and math. In addition, 21st CCLC projects provide youth development activities, drug and violence prevention projects, technology education projects, art, music and recreation projects, counseling and character education to enhance the academic component of the project. Also, services such as family literacy may be provided to families of students enrolled in the 21st CCLC.

What is Out-of-School Time (OST)?

OST is any time when students are not in school, (ex. before- and after-school, and days when school is not in session due to teacher training, snow days, vacations, summer vacation, etc.,) which includes both extended learning opportunities to support the school day and school-age child care.

What is Temporary Assistance for Needy Families (TANF)?

TANF is another federal funding stream which can be and currently is provided in Michigan for before- and after-school programming. This Funding for OST under TANF is not included in the Governor's FY 2009-2010 budget.

What is Child Care Development Block Grant (CCDBG)?

The CCDBG provides funds that reimburse families who qualify for subsidized child care assistance.

SERVICE POPULATION

Which children/students can be served by the 21st CCLC?

Each applicant will define the school(s) intended for service at each proposed site. All students who attend those schools are eligible to attend the project. However, each school building proposed for service must have at least 30 percent of the students from low-income families for the school to be eligible for service. Low-income families are defined as those whose children qualify for free-or reduced-price meals. Applicants must provide equitable services to private school students and their families, if those students are part of the target population defined in the application.

Where can I find information on the percentages of students who qualify for free- or reduced-price meals?

Go to www.michigan.gov/21stcclc; there is a link on the 21st CCLC website to the October 2008 free- or reduced-price meals data.

Can students in all grades participate?

The applicant may propose services to students in preschool through 12th grade. There are priority points for applications that propose to serve middle and/or high school students.

What about preschool children?

The federal guidance indicates that “students” are the intended beneficiaries of the project; however, the U.S. Department of Education believes that younger children who will become students in the schools being served can also participate in project activities designed to get them ready to succeed in school. While some 21st CCLC funds might be used for projects that include preschoolers, an entire project may not be directed to preschoolers because the intent of the legislation is to focus on the school-age population and their families. For example, preschoolers who attend a project in an eligible school might attend the after-school portion of the 21st CCLC project. However, a private child care center would not be awarded funds to serve preschoolers and kindergartners who are served in that setting. In the same way, an applicant school district could not be awarded funds only to provide full-day services to the Great Start Readiness Program and kindergarten students who attend half-day funded projects. However, if the district proposes to serve those students and to provide them with after-school services along with students in older grades, that would be acceptable.

Can 21st CCLC services be provided to adults?

Yes, adult family members of students participating in the 21st CCLC may participate in educational services and/or activities appropriate for adults, such as family literacy and services to help parents support their children’s academic achievement and to support parents’ involvement in their children’s education.

ELIGIBLE AND PRIORITY APPLICANTS

Who can apply?

Local education agencies (LEAs), including local school districts, intermediate school districts, and public school academies, are eligible to apply, as well as faith-based and community organizations (FBCO). Faith-based organizations may not discriminate against beneficiaries on the basis of religion. Funds are to be used solely for the purposes of the 21st CCLC project. Funds may not be used to support religious practices, such as religious instruction, worship, or prayer.

Can current grantees apply?

21st CCLC grantees whose funding is continuing **may not apply** for funding for the same project or group of students. However, current grantees **may apply** for expansion of services. The application should clearly show how new funds will be used for new programming.

Grantees whose previous 21st CCLC funding has expired (Cohorts A, B, and C) may apply to serve the same schools/sites. Consideration is given to grantees who have demonstrated successful implementation.

Can a grantee or partnership submit more than one application?

Yes, an applicant may apply for more than one grant, if the services are proposed for different groups of students who attend different schools. A grantee or partnership may submit multiple applications, as long as there is no duplication of service proposed. In an urban area or collaborative arrangement, for example, one application might be developed to serve five sites on the east side of the city or county and another application to serve three sites on the west side.

Are there priorities for some groups?

Yes. Additional information regarding priority points can be found on the Michigan Department of Education website at www.michigan.gov/21stcclc.

How long will the projects operate?

Applicants are required to submit a budget for July 1, 2009 – June 30, 2010. Projects may begin as early as July 1, 2009 and must begin operation no later than October 1, 2009. Continuation of funding will be available for new projects contingent on successful implementation of the projects, for four additional years if federal funds are available. Each grant proposal must include a “sustainability plan” to ensure continuation of the project after the period of federal funding.

If the school did not meet Annual Yearly Progress (AYP) last year but does this year, are they still eligible?

AYP is not a pre-requisite for eligibility. To receive additional priority points the school must be in need of improvement. The definition of schools in need of improvement is schools that will not have met AYP in one or both 2006-2007 or 2007-2008. All schools that qualify for these priority points are listed at www.michigan.gov/21stcclc.

If a building has 30 percent free- or reduced-price meals enrollment, can you only serve that population in the school?

No, you can serve all the students in that building.

Older students often don't sign up for subsidized meals even though their families are low-income. Won't this penalize middle and high schools?

Instead of using the percentages of the middle or high school directly, the Michigan Department of Education will use the district average percentage for a middle or high school where the individual building percentage is lower for priority scoring. However, the middle or high school must have at least 30 percent free- or reduced-price meals to be eligible to compete for this grant.

COMMUNITY COLLABORATION

Collaboration with the community is required. What is an MPCB and why is it important?

The Multi-Purpose Collaborative Body (MPCB) is an inclusive planning and implementation body of stakeholders at the county or multi-county level. An MPCB serves every county in Michigan and is made up of public and private agency directors, including minimally the intermediate school district, Department of Human Services, and Department of Community Health. The MPCB articulates a shared vision and mission to improve outcomes for children and families, and recognizes that improved outcomes for children and families are the responsibility of all of the human services agencies and the entire community. Some MPCBs take responsibility for local direction and coordination of state-, federal-, and foundation-sponsored collaborative enterprises. The MPCB facilitates the development of comprehensive cross-systems arrangements through which agencies and the community working together can better meet the needs of children and families.

Why do faith-based and community organizations have to collaborate with the schools?

The 21st CCLC project is Title IV, Part B of the No Child Left Behind Act. The intent and focus of the Act is to improve student achievement in high-priority schools. Although this legislation allows community-based and faith-based organizations to apply to be the lead and fiscal agents for their projects, it will not be possible to reach the overarching goal of improvement in student achievement if the out-of-school time project does not interact with the teachers and schools of the students who are served.

Can a lead agency that coordinates community and vendor services sign one Intent to Provide Services and/or Co-applicant form instead of each vendor signing separate forms?

Yes, the lead agency can sign the form(s)/letter(s) and should list the specific services, agencies, and vendors they represent.

OPERATIONS

How many sites may a grantee operate?

Each application is limited to five sites.

What is the difference between a site and a school?

A site is where services are provided, which could be the school. A school is defined as the population of students being served.

Two schools share the same building is that one site?

It depends; if each of the schools has a separate building code, the Michigan Department of Education may count each as a separate site as long as there is separate site programming and site coordinators. For the purpose of licensing the Bureau of Child and Adult Licensing will determine the number of licenses based on the address of the building. Therefore, one license (number) will cover both sites.

What is the difference between a co-applicant and a vendor providing services?

A co-applicant is an entity that is directly involved in making decisions about the implementation and operation of the grant. A vendor may be either a co-applicant or simply providing services.

My building has an existing non-21st CCLC after-school program. Can I apply for the 21st CCLC grant?

Yes, as long as the grant does not supplant existing programs. Existing programs may show capacity for additional programming and can be expanded. Applicants should describe current programming in the needs assessment.

How many hours must a 21st CCLC operate?

Data from the Michigan 21st CCLC Annual Report indicates that there is a minimum participation level before the 21st CCLC is effective. Therefore, Michigan has determined that projects must provide services a minimum of four days per week, at least three hours per day for 38 weeks total, including six weeks during the summer recess. Of course, additional services may be proposed as indicated in the needs portion of the application. A 21st CCLC may operate during any non-school hours or periods when school is not in session, including before school, after school, evenings, weekends, during the summer, on staff development days, and vacation periods.

Does summer programming have a minimum number of hours?

Yes, as with the school year project the summer project must operate a minimum of four days per week at least three hours per day for six weeks. Of course, additional services may be proposed as indicated in the needs portion of the application.

Must projects take place in school buildings?

No, however, the federal legislation indicates that non-school facilities must be at least as available and as accessible to students as the school building. This requires that students be transported or escorted to off-campus locations. The applicant must address how students will travel safely to and from the community learning center and home.

Why must projects be licensed, and how do I take care of that?

Public Act 116 of 1973 requires that comprehensive projects like the 21st CCLC projects be licensed as child care centers if they serve children ages 12 and under. Projects proposing to provide services to students ages 13 and over exclusively do not need to be licensed but must meet the minimum requirements of licensing and follow the [Model Standards for Out-of-School Time/After-School Projects in Michigan](#). A state agency, such as the Department of Education, cannot legally forward funds to a project that is not in compliance with state law. Call the Department of Human Services, Bureau of Child and Adult Licensing, at (517) 373-8300 if you do not know the local office that serves your area.

Is transportation required?

Each applicant must assess the needs of the community. In some communities, students will not be able to stay after school for the project unless they have a way to get home at the end of the project. In other communities, parents may be able to pick up their children at the end of the day.

Can programming elements be gender specific?

The entire project must be available to all students. However, aspects of the project may address gender-related topics.

May a vendor provide services at a separate facility?

Yes, for example, the YMCA may offer use of their facility to a project on a weekly basis. This would be considered a field trip. The YMCA would not need to be licensed in this instance.

What would happen if a project doesn't start on October 1?

Projects are required to operate 38 weeks (including six weeks of summer programming). If services are not provided for the full 38 weeks, this may result in a reduction of funding or discontinuation of the grant.

Can services be offered for partial weeks for separate groups of students? For example, Monday and Wednesday for first grade and Tuesday and Thursday for second grade?

No, all students must be offered services for the entire project.

How do grantees get continuation funding?

A continuation application will be submitted in the Michigan Electronic Grants System (MEGS). Grantees will be asked to update budget, goals, site licensing information, etc. in MEGS.

Can you partner with a current 21st CCLC grantee to serve new schools and sites?

Yes, services may not be duplicated but it is allowable to partner with an agency that is already serving schools as long as the schools proposed to receive services are not currently receiving grant dollars.

FINANCIAL ISSUES

Are there limits on funding?

There is a minimum of \$50,000 per year for each grant. The Michigan Department of Education has limited funding to \$150,000 per site based on spending patterns from past grants.

Is there a match requirement?

No, however, projects must develop a plan for sustainability after the period of federal funding. Tuition and child care subsidy through the Department of Human Services Child Development and Care Unit are common funding sources. Funding for snacks and meals is available through the School Meals Unit of the Michigan Department of Education.

Can you charge fees for this project?

Yes, however, projects must be equally accessible to all students targeted for services, regardless of their ability to pay. Projects that charge fees may not prohibit any family from participating due to its financial situation. The priority of the project to serve poor students and families could be compromised through high project fees. Projects that opt to charge fees must offer a sliding scale of fees and scholarships for those who cannot afford the project. Income collected from fees must be used to fund project activities specified in the grant application.

What is the timeline for reimbursement?

As soon as the grant application is approved in the Michigan Electronic Grants System (MEGS) funds are accessible, which normally occurs mid-July.

Is carryover allowed?

No, carryover is not allowed.

How do you show in-kind on the budgets?

In-kind contributions should be described in the budget detail.

What's the difference between a one-year budget and a first-year budget?

The applicant should provide a one-year budget that aligns with the narrative description and project plan. This budget should reflect programming for the full year including summer programming. The first-year budget will be negotiated and approved by the Michigan Department of Education in MEGS. This budget will reflect start-up costs and may not necessarily include summer programming.

How would you pay for summer programming?

Since the fiscal year is July 1 to June 30, services provided prior to July 1 will be reflected in the previous year's budget. Services from July 1 to the start of school will be included in the second-through fifth-year budgets.

Can we charge 10 percent of the grant total to administration and 10 percent to in-direct for a total of 20 percent?

No, the maximum allowable charge for both administration plus in-direct is 10 percent.

EVALUATION

How will projects be evaluated?

Each project must propose a local evaluation that takes into consideration all aspects of the project's function, particularly its effectiveness in implementing a high-quality experience for students that improves their development and academic achievement. Each applicant must assure participation in a statewide evaluation and agrees to cooperate fully with the state evaluators. Projects should expect on-site visits from the Michigan Department of Education consultants at least twice during the funding period.

Is there a certain tool that the local evaluator should use to help collect data?

The local evaluator must use the Youth Project Quality Assessment (YPQA) and EZReports to help collect data for the state and federal collection requirement but can use other tools to help with local data collection.

Is there an average rate of pay for a local evaluator?

No, the range for the work performed by a local evaluator is too wide to have an average rate of pay. Expenditures must be allowable, necessary, and reasonable. A request for contract or request for proposal should be used to hire a local evaluator.

GRANT SUBMISSION AND TIMELINE

When is the application due?

The application is due by 5 p.m. on **March 31, 2009**. Delivery instructions are included in the application. The application **cannot** be hand-delivered due to security measures.

When will awards be announced?

Notification of awards will be posted to the website and letters to all applicants will be mailed by the first of June 2009.

Will there be another application period?

Maybe; federal funding will be available for new projects contingent on availability. We anticipate that the 2010-2011 application will be posted on the Michigan Department of Education website at www.michigan.gov/21stcclc in February 2010.

I'm having trouble with the application forms, how can I type in the forms?

Application forms are in Word format. The forms have been locked but are not password protected. Save the application forms. When the document is opened from a computer in Word you can type in the form fields only. When typing in the fields the formatting of a page may change and you will not be able to fix the formatting, when locked. In order to fix the formatting, click on view, toolbars, and forms. The forms toolbar will appear. Click on the icon that looks like a lock. This will unlock the form and allow changes to be made to the formatting of the page. If you have a form field that is not filling in properly, (ex. drop-downs or check boxes), the form is unlocked and needs to be locked. Click the lock icon again to lock the form.