

# **21st Century Community Learning Centers Cohort 18 Competitive Grant Program**

**Susan Brigman, Section Chief ~ 21st CCLC Programs  
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# North Carolina Department of Public Instruction Office of Federal Programs 21st CCLC Team

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WebEx Etiquette



First Name, Last Name,  
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Chat



Add questions to the  
Chat



Presentation Slides will  
be Posted

# Agenda

- Purpose of the 21st CCLC Grant
- Priority Considerations, Scoring and Technical Deductions
- Grant Awards and Funding Levels
- Federal and State Reporting Requirements
- Onboarding Requirements
- How to Apply
- Related Documents
- Competition Timeline

# Purpose of the 21st CCLC Grant:

**Authorized under Title IV, Part B, of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act of 2015. The purpose of the grant is to provide federal funds to establish or expand community learning centers that operate during out-of-school time (OST) hours with three specific purposes:**

1. Provide opportunities during non-school hours for academic enrichment, including providing tutorial services to help students (particularly students in high poverty areas and those who attend low-performing schools) meet state and local student performance standards in core academic subjects such as reading and math.
2. Offer students a broad array of additional services, programs, and activities, that are designed to reinforce and complement the regular academic program of participating students.
3. Offer families of students served by 21st CCLCs opportunities for active and meaningful engagement in their children's education, including opportunities for literacy and related educational development.

# Student Participant Eligibility

K-12 students who will be enrolled for the 2024-2025 school year in PSUs or private schools are eligible under Section 8501 of the Every Student Succeeds Act (ESSA) that provide instructional programs from kindergarten through 12th grade are eligible to participate in 2025-2028 NCDPI Cohort 18 21st CCLC Grant programs

# PreK

PreK students who are at least 4 years old by on or before August 31st and **are enrolled in public PreK programs** (i.e., NC-PreK, Title I PreK, Exceptional Children, and/or Head Start) **administered by LEA/PSUs** are eligible to participate in 2025-2028 NCDPI Cohort 18 21st CCLC Grant Programs.

- Programs proposing to serve PreK students **must take place at locations administered by the LEA/PSU** acting as the fiscal agent.
- Privately funded childcare and daycare centers receiving Head Start and/or PreK funding are not eligible to apply for 21<sup>st</sup> CCLC funds at this time.
- **Please Note: Proof of licensing will be required as part of the monitoring/onsite review documentation.**

# Program Design (RFP Pg 7)

For the 2025-2028 NCDPI Cohort 18 21<sup>st</sup> CCLC Competitive Grant Program, NCDPI will allow applicants to apply to implement **one of three** (3) distinct program design formats to best meet their community's needs. These program design formats include:

- **Academic Year Program Only** (programming begins by October 15, 2025, for the 2025-2026 school year), or
- **Academic Year Program and Summer Program** (programming begins by October 15, 2025, for the 2025-2026 school year) or
- **Summer Program Only** (programming begins after the 2024-2025 school year).



# Implementation Timelines (RFP Pg. 8)

## Option 1: Cohort 18 Academic Year Program Only Grant Cycle

Funding Span: July 1, 2025 – September 30, 2028

Year 1	Year 2	Year 3
<p>21<sup>st</sup> CCLC Academic Year Program begins with the <b><u>start</u></b> of the <b>2025-2026 school year.</b></p> <p>All 21<sup>st</sup> CCLC Academic Year Programs must start on or before Oct. 15, 2025.</p>	<p>21<sup>st</sup> CCLC Academic Year Program begins with the <b><u>start</u></b> of the 2026-2027 school year.</p> <p>All 21<sup>st</sup> CCLC Academic Year Programs must start on or before Oct. 15, 2026.</p>	<p>21<sup>st</sup> CCLC Academic Year Program begins with the <b><u>start</u></b> of the 2027-2028 school year.</p> <p>All 21<sup>st</sup> CCLC Academic Year Programs must start on or before Oct. 15, 2027.</p>

# Implementation Timelines (RFP Pg. 8)

## Continued

### Option 2: Cohort 18 Academic Year Program & Summer Program Grant Cycle

**Funding Span: July 1, 2025 – September 30, 2028**

Program Type	Year 1	Year 2	Year 3
Academic Year	<p>21<sup>st</sup> CCLC Academic Year Program begins with the <b><u>start</u></b> of the 2025-2026 school year.</p> <p>All 21<sup>st</sup> CCLC Academic Year Programs must start on or before Oct. 15, 2025.</p>	<p>21<sup>st</sup> CCLC Academic Year Program begins with the <b><u>start</u></b> of the 2026-2027 school year.</p> <p>All 21<sup>st</sup> CCLC Academic Year Programs must start on or before Oct. 15, 2026.</p>	<p>21<sup>st</sup> CCLC Academic Year Program begins with the <b><u>start</u></b> of the 2027-2028 school year.</p> <p>All 21<sup>st</sup> CCLC Academic Year Programs must start on or before Oct. 15, 2027.</p>
Summer	<p>The 21<sup>st</sup> CCLC Summer Programs associated with an Academic Year Program must begin after the 2025-2026 school year.</p>	<p>The 21<sup>st</sup> CCLC Summer Programs associated with an Academic Year Program must begin after the 2026-2027 school year.</p>	<p>The 21<sup>st</sup> CCLC Summer Programs associated with an Academic Year Program must begin after the 2027-2028 school year.</p>
Each year, all 21 <sup>st</sup> CCLC Summer Programs must meet program design format requirements and end before the start of the upcoming school year.			

# Implementation Timelines Continued

See Cohort 18 RFP Pgs. 8-  
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## Option 3: Cohort 18 Summer Program ONLY Grant Cycle Funding Span: May 1, 2025 – September 30, 2027

Year 1	Year 2	Year 3
<p>The 21st CCLC Summer Only Programs should begin after the <b>2024-2025</b> school year has ended.</p> <p>All 21<sup>st</sup> CCLC Summer Only Programs must meet program design format requirements and end before the start of the upcoming school year.</p>	<p>The 21st CCLC Summer Only Programs should begin after the <b>2025-2026</b> school year has ended.</p> <p>All 21<sup>st</sup> CCLC Summer Only Programs must meet program design format requirements and end before the start of the upcoming school year.</p>	<p>The 21st CCLC Summer Only Programs should begin after the <b>2026-2027</b> school year has ended</p> <p>All 21<sup>st</sup> CCLC Summer Only Programs must meet program design format requirements and end before the start of the upcoming school year.</p>

# Academic Year Programs (RFP pgs. 9-12)

In the state of North Carolina, all proposed academic year 21st CCLC programs must

- enroll a minimum of (50) students and
- operate for a minimum of (300) student contact hours prior to the end of the academic year for each year of the grant cycle.
- Be fully operational and serving students by October 15<sup>th</sup> each year during the three (3) year grant cycle

Each enrolled student must be given the opportunity to attend all scheduled activities offered during 21st CCLC program hours when a center is open (e.g., cannot serve only third graders on Monday and Wednesday and only fifth graders on Tuesday and Thursday).

Travel time to and/or from the 21st CCLC program does not count towards the (300) hour minimum requirement.

*Awarded programs who do not meet the October 15<sup>th</sup> deadline may be subject to funding reductions by NCDPI*

# Performance Goals and Objectives Alignment Requirement Pgs. 47-50

Performance Goal 1: Projected numbers of students are enrolled.

Performance Goal 2: Enrolled students attend program for 30 days (90 hours) or more.

Performance Goal 3: Programs will offer services in core academic areas, enrichment, and family engagement.

Performance Goal 4: Enrolled students attending the program (30 days [90 hours] or more) will demonstrate educational and social benefits and exhibit positive behavioral changes.

Performance Goal 5: NCDPI strengthens the quality of 21<sup>st</sup> CCLC programs by providing capacity-building initiatives for subgrantees.

# Core Academic Areas Pg. 11

## PreK Centers:

- Early literacy programming aligned with NC Foundations for Early Learning and Development Language Development and Communication subdomains of Foundations of Reading and Foundations of Writing.
- Math programming aligned with NC Foundations for Early Learning and Development Cognitive Development subdomains of Construction of Knowledge: Thinking and Reasoning, and Mathematical Thinking and Expression.
- Science programming aligned with NC Foundations for Early Learning and Development Cognitive Development subdomains of Construction of Knowledge: Thinking and Reasoning and Scientific Exploration and Knowledge

## K-12 Centers:

- Literacy programming aligned with feeder district(s)/school(s) annual literacy support plans;
- Math programming aligned with feeder district(s)/school(s) annual math support plans;
- Science programming aligned with NCDPI's 2023 K-12 Science Standards.

# Enrichment Pgs. 11-12

## PreK Centers:

- Arts programming (i.e., dance, music, theatre, visual arts) aligned with NC Foundations for Early Learning and Development domains of Approaches to Play and Learning and Cognitive Development (with a focus on the subdomain of Creative Expression)
- Workforce Development programming utilizing age-appropriate implementation methods outlined in Table 1 (Appendix A).
- Physical Education programming aligned with NC Foundations for Early Learning and Development domains Approaches to Play and Learning and Health and Physical Development
- Health Education programming aligned with NC Foundations for Early Learning and Development domains Approaches to Play and Learning and Emotional and Social Development.

## K-12 Centers:

- Arts programming (i.e., dance, music, theatre, visual arts) aligned with NCDPI's Arts Standard Course of Study
- Workforce Development programming utilizing age-appropriate implementation methods outlined in Table 1 (Appendix A) and aligned to the NCDPI CTE Essential Standards (Grades 5-12 only).
- Physical Education programming aligned with NCDPI K-12 Physical Education Essential Standards
- Health Education programming aligned with NCDPI K-12 Health Education Essential Standards
- STEM programming aligned with the NCDPI adopted Digital Learning (K-12)

# Dosage Requirements Pg. 11

**All proposed 21st CCLC centers must provide annual academic and enrichment services during the academic year that meet the following criteria :**

1. Offer activities in at least two (2) of the core enrichment areas listed and at least two (2) of the core enrichment areas listed
2. Provide each of the selected activities at least 2 times per week,
3. Ensure each selected activity totals at least 2 hours per week, and
4. Offer the above required dosage of selected activities for each grade span served (i.e., PreK, K-5, 6-8, 9- 12).



# Family Engagement (RFP Pgs. 12-13)

Host at least three (3) educational workshops annually for families of participating students focused on each of the following topics:

- Educational Workshop 1: must focus on deepening participating families' understanding of the connection between consistent school-day attendance and future student success.
- Educational Workshop 2: must focus on offering families training on age-appropriate strategies and resources for supporting students' positive academic behaviors and/or social-emotional well-being.
- Educational Workshop 3: must focus on offering families the opportunity to gain skills and knowledge to support students' academic needs, including literacy and related educational development.

*Applicants can propose to offer the required academic year family engagement workshop topics in any order.*

# Summer Learning Programs (RFP Pgs. 13-15)

All applicants can propose to implement summer learning programs as part of their 2025-2028 NCDPI Cohort 18 21<sup>st</sup> CCLC Grant Program. An applicant can choose one of the following options:

(1) To not operate a summer program (Option 1: Academic Year Program Only),

or

(2) Operate a summer program in addition to an academic year program (Option 2: Academic Year & Summer Program),

or

(3) Operate only a summer learning program (Option 3: Summer Program Only).

Applicants must choose only one option and must implement it for the entirety of the grant cycle.

# Summer Program Design Formats Pgs. 13-14

The 2025-2028 NCDPI Cohort 18 21<sup>st</sup> CCLC Grant Program summer learning program requirements apply to the following overarching program design formats:

Option 2: Academic Year Program & Summer Program and

Option 3: Summer Program Only

For Options 2 and 3, applicants must propose operating a standard summer learning and/or a summer intensive program(s).

**To be considered for funding, proposed summer learning programs must meet the requirements for their chosen summer learning program design format(s)**

# Standard Summer Learning Programs Pg. 13

Proposed standard summer learning programs must meet the following criteria:

## 1. Duration:

- Operate for at least four consecutive weeks, and
- Provide a total of at least 80 hours of programming

## 2. Program Design Requirements:

- Offer at least 3 hours of core academic learning per day, and
- Include at least 1 hour of varied daily enrichment opportunities per day
- Core academic learning and enrichment opportunities must align with core areas as described in NCDPI 21st CCLC Statewide Performance Goals - Objectives 3.1 and 3.2.

## 3. Student Participation:

- Each year serve the same group of students throughout all four consecutive weeks.

# Summer Intensive Programs (RFP Pgs. 14-15)

NCDPI defines summer intensive programs as comprehensive, consecutive 2–3-week targeted interventions designed to eliminate skills gaps, accelerate learning, ease the social transition, and/or prepare participating students for success in the upcoming school year.<sup>5</sup>

For the purposes of the 2025-2028 NCDPI Cohort 18 21st CCLC Competitive Grant Program, all proposed summer intensive programs must meet the following criteria:

## 1. Duration:

- Operate for at least two consecutive weeks, and
- Operate for at least 16 hours per week

# Summer Intensive Programs Pgs. 14-15

## 2. Program Design Requirements:

- Summer Intensive Programs must be designed to support students in one or more of the following focus areas:
  - Kindergarten transition for rising kindergarteners (PreK students) (see notes section below).
  - 5<sup>th</sup> grade to 6<sup>th</sup> grade transition for rising 6<sup>th</sup> grade students.
  - 8<sup>th</sup> to 9<sup>th</sup> grade transition for rising 9<sup>th</sup> grade students.
  - Intensive tutoring previewing upcoming school year learning standards and/or credit recovery programs.
  - Comprehensive mental health supports (e.g., hiring certified, professional mental health staff to support students in developing social and emotional skills).
- Demonstrate how the program design will align to evidence-based, best practices for the allowable focus area(s).

## 3. Student Participation:

- Serve the same group of students per focus area throughout the entire summer intensive program.

# Summer Program Family Engagement Workshop Requirements

## Pg. 15

All applicants proposing to implement a Standard Summer Program and/or a Summer Intensive Program must also propose to offer **(1) family engagement workshop each summer of the grant**, totaling three workshops by the end of the grant cycle. Over the course of the three-year grant cycle, applicants must host a family engagement workshop on each of the following topics:

- Educational Workshop 1: must focus on deepening participating families' understanding of the connection between consistent school-day attendance and future student success.
- Educational Workshop 2: must focus on offering families training on age-appropriate strategies and resources for supporting students' positive academic behaviors and/or social-emotional well-being.
- Educational Workshop 3: must focus on offering families the opportunity to gain skills and knowledge for supporting students' academic needs, including literacy and related educational development.

*Applicants can propose to offer the required summer family engagement workshop topics in any order.*

## Eligibility to Apply (RFP Pg. 16)

- Local educational agencies;
- Community-based organizations;
- City or County government agencies;
- Faith-based organizations;
- Bureau of Indian Education schools
- Institutions of higher education; and
- For-profit corporations



# Fiscal Agent Responsibilities and Restrictions Pg. 16

An organization or individual serving as a Fiscal Agent is limited to submitting one application per 21st CCLC grant competition.

- The designated Fiscal Agent has the exclusive signatory authority for the 21st CCLC grant they are serving.
- The Fiscal Agent (or authorized signing signatory) is responsible for signing all documents required by NCDPI as well as other legally binding documents in all grant-related matters

# Subgranting Pg. 16

## **NCDPI prohibits subgranting of awards**

- Eligible entities may not submit applications on behalf of other parties.
- The applying Fiscal Agent must retain full responsibility for the 21st CCLC program's financial management, reporting obligations, and program implementation in all such arrangements.

# Prior History (Prior 21st CCLC Award Recipients) Pg. 16

Prior NCDPI 21st CCLC award recipients can apply for the 2025-2028 NCDPI Cohort 18 21st CCLC Competitive Grant Program if:

- they meet eligibility requirements and
- are deemed in Good Standing

Prior 21st CCLC program performance will be taken into consideration during the 2025-2028 competition.

The proposal submitted may not be a duplicate of a currently funded 21st CCLC project; Recent and/or new student and community needs must be identified in the needs assessment section of the application.

# Cohort 17 Subgrantees Pg. 17

To be considered for a Cohort 18 grant award, current grant recipients must propose to implement programming that:

- serves different grade levels, and/or
- serves different feeder schools, and/or
- was not included in the Cohort 17 grant (e.g., standard summer program, summer intensive program).

All current grant recipients must use recent and/or new student and community needs data, which must be identified clearly in the needs assessment section of the application.

# Good Standing Pg. 17

To be in Good Standing, all applicants must:

- have resolved all program and/or fiscal monitoring review findings or questioned costs at the time the application is due;
- have resolved fiscal findings from the previous five (5) fiscal years by the Office of the State Auditor (OSA) at the time the application is due;
- And, if applicable, organizations previously and/or currently receiving 21st CCLC funding for Cohort 15,16, and/or 17 must not have scored 'high' risk for more than one (1) year of the grant cycle on either the annual programmatic and/or fiscal 21st CCLC risk assessment.

# Good Standing Continued Pg. 17

**Any previous or current 21st CCLC subgrantees terminated by NCDPI are considered not in Good Standing and are not eligible to reapply for two (2) consecutive 21st CCLC standard three (3) year cohort grant cycles for a minimum of 6 years from the effective date of termination.**

- Good Standing is applied at both the subgrantee and fiscal agent levels. If the applicant organization is deemed Not in Good Standing by the NCDPI Office of Federal Programs, its associated fiscal agent is also deemed not in good standing.
- If the applicant organization and its associated fiscal agent are deemed Not in Good Standing by the NCDPI Office of Federal Programs at any point during this grant's review process, the application may be identified as "Not Recommended" for funding to the State Board of Education (SBE).

# Program Fees (RFP Pg 18)

The intent of the 21<sup>st</sup> CCLC program is to ensure equal access to all students (and their families) targeted for services. In North Carolina, **fees cannot be collected for participation in the 21<sup>st</sup> CCLC program.**

- If fees have been collected for student participation in the past, no fees can be collected for participation in the program going forward.
- Programs found to be collecting fees for student participation in 21<sup>st</sup> CCLC programs or that deny student access to 21<sup>st</sup> CCLC programs because of inability to contribute to the costs of the program will be ineligible for 21<sup>st</sup> CCLC funds or continuation of 21<sup>st</sup> CCLC funds and may be required to repay funds received.

# Absolute Priority Pg. 19

Under Section 4203 of the ESEA, the State must give priority to applications proposing to **primarily serve students who attend schools eligible for Title I, Part A schoolwide programs**. Title I, Part A (Title I) of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act (ESEA) provides financial assistance to LEAs and schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards.



# Competitive Priority Points (Up to 14 points) RFP Pgs. 19-22

# Federal Competitive Priorities: Special Populations (up to 4 points) Pg. 19

For the purposes of this grant, NCDPI will give priority consideration to applications requesting the Special Populations priority point(s) if **a majority (at least 51%)** of the proposed feeder schools meet the required conditions.

# Special Populations Pg. 19-20

## CSI/TSI Feeder School Designation (up to 2 points)

- Propose that all (100%) schools to be served are identified as Comprehensive Support and Improvement (CSI) Schools (2 points); or
- Propose that all (100%) schools to be served are a combination of Comprehensive Support and Improvement (CSI) and Targeted Support and Improvement (TSI) schools (1 point) [CSI/TSI 2023-2024 list](#)

## Chronic Absenteeism – 2023 NC School Report Card Data for Proposed Feeder Schools (1 point)

- To qualify for the Chronic Absenteeism priority point, a majority (at least 51%) of an applicant's proposed feeder schools must demonstrate greater rates of chronic absenteeism when compared to the State of North Carolina in 2022-2023 school year.

## Short-Term Out-of-School Suspension or In-School Suspension – 2023 NC School Report Card Data for Proposed Feeder Schools (1 point)

- To qualify for the Short-Term Out-of-School Suspension or In-School Suspension priority point, a majority (at least 51%) of an applicant's proposed feeder schools must demonstrate greater rates of short-term out-of-school suspension rates or in-school suspension rates when compared to the State of North Carolina in 2022-2023 school year.

# Joint Applicants (1 point) Pg. 20

- States must give competitive priority to applications submitted jointly by eligible entities consisting of not less than one LEA/PSU receiving funds under Title I, Part A of the ESEA and another eligible entity.
- If an LEA/PSU applicant (e.g., a rural LEA) demonstrates that it is unable to partner with another eligible entity, such as a community-based organization (CBO), in reasonable geographic proximity and of sufficient quality to meet the requirements of the 21<sup>st</sup> CCLC program, the State must give priority to the LEA/PSU applicant in the same manner as an LEA/PSU that applies jointly with another entity (Section 4204(i)(2)).
- *Additional information regarding reasonable geographic proximity can be found in Appendix B.*

# Joint Applicants Continued Pgs. 20-21

**To be considered as a joint applicant, the applicant must provide a Memorandum of Understanding (MOU) outlining the joint responsibilities of the partnership.** The MOU must provide evidence that:

1. The eligible LEA/PSU and at least one other eligible entity collaborated extensively in the planning and design of the 2025-2028 NCDPI Cohort 18 21st CCLC program;
2. Each joint applicant organization has substantial roles to play in the delivery of services;
3. All joint applicant organizations share grant resources to carry out their roles;
4. All joint applicants have significant and ongoing involvement in the management and oversight of the program; and
5. An agreement among the joint applicants and the fiscal agent has been signed that specifically states that the fiscal agent cannot act as 'flow-through' for grant funds and does not subgrant to other recipients. For example, applicants are not permitted to subgrant a significant portion of their award to a single entity.

# Expanded Access (up to 5 points) Pg. 21

Applications will receive a priority consideration if they demonstrate that the proposed activities are, as of the date of the submission of the application

- not accessible to students who would be served; or
- would expand accessibility to high-quality services available in the community.

For the purposes of this grant, NCDPI will give priority consideration to applications requesting the Expanded Access priority point(s) if **a majority (at least 51%)** of the proposed feeder schools meet the following condition(s):

# Unserved Counties (2 points) Pg. 21

Priority consideration shall be given to applications proposing to run 2025-2028 NCDPI Cohort 18 21<sup>st</sup> CCLC Program site(s) in a county that has not hosted a 21<sup>st</sup> CCLC program site in the last three (3) grant cycles (i.e., Cohort 15, Cohort 16, Cohort 17).

## 21st CCLC Cohort 18 Competition ~ Equitable Funding Competitive Priority Point

In an effort to ensure 21st CCLC funding is spread equitably throughout the state of North Carolina, NCDPI is granting two (2) priority points to applicants proposing to host one (1) or more 21st CCLC Program Sites in a county or counties that have not had a 21st CCLC funding in the last three (3) competitions (i.e., Cohort 15, 16, 17).

### HOW TO USE THIS DOCUMENT:

If the county where you plan to open one or more Cohort 18 21st CCLC program site locations is listed below, your application is eligible for the (2) equitable funding competitive priority points.

### List of Counties Not Having Hosted a 21st CCLC Program Sites For Cohorts 15, 16, and 17.

A-D	E-H	I-M	N-Q	R-U	V-Z
Alexander	Franklin	Jones	Northampton	Rockingham	Warren
Alleghany	Gates	Lincoln	Perquimans	Tyrrell	Watauga
Anson	Harnett	Macon	Person		

# Serving Rural Counties (up to 3 points) Pg. 21

The United States Department of Agriculture (USDA) 2023 Rural-Urban Continuum Codes distinguish U.S. metropolitan (metro) counties by the population size of their metro area, and nonmetropolitan (nonmetro) counties by their degree of urbanization and adjacency to a metro area.

- Counties rated 4 and 5: 1 priority point
  - Counties rated 6 and 7: 2 priority points
  - Counties rated 8 and 9: 3 priority points
- Applicants must use the USDA 2023 Rural-Urban Continuum Codes to determine county ratings.

## File Downloads

2023 Rural-Urban Continuum Codes

[Download XLSX](#) | [Download CSV](#)

Last Updated 1/22/2024

PS	State	County_Name	Population_2020	RUCC_2023	Description
7001	NC	Alamance County	171,415	3	Metro - Coui
7003	NC	Alexander County	36,444	2	Metro - Coui
7005	NC	Alleghany County	10,888	9	Nonmetro - l
7007	NC	Ashe County	22,855	4	Metro - Coui



# State Level Priorities Pg. 22

USED allows states to include additional priorities in its local 21<sup>st</sup> CCLC subgrant competition. For the 2025-2028 NCDPI Cohort 18 21<sup>st</sup> CCLC Competitive Grant Program, NCDPI will award competitive priority points to applications proposing to meet the following criteria:

# County Distress Ranking (Tiers) (up to 2 points) Pg. 22

Priority consideration shall be given to applicants proposing to serve a majority (at least 51%) of proposed feeder schools located in a distressed county based on the NC Department of Commerce 2025 County Distress Rankings (Tiers).

- Tier 3: 0 priority points
- Tier 2: 1 priority point
- Tier 1: 2 priority points

2025 County Tier Designations	
Tier Ranking by County	
Show 10 entries	Search: Henderson
County	Development Tier
Henderson	3

# Demonstrated Use of Braided Funds to Support Program Implementation (1 point) Pg. 22

If an applicant plans to braid other local, state, or federal funding to support the 21<sup>st</sup> CCLC program throughout the duration of grant period applicants must:

- Complete the “Braided Funds” section of the Total Cost Worksheet to demonstrate that braided funds from multiple sources will constitute at least 10% of the total budget;
- Complete, Sign and upload the “Braided Funds with Partners Table Form” document to CCIP.

*Partnerships that indicate in-kind donations or general support without financial backing will not be considered for the priority point*

# Implement Trauma-Informed Practices (1 point) Pg. 22

**A trauma-informed approach incorporates recognition of the widespread impact of trauma and its signs and symptoms, appropriate responses, and active efforts to avoid re-traumatization.**

To receive this priority point, applicants must complete the “Trauma-Informed Practices Assurances Form” document to attest to:

- their capacity to hire and retain certified and qualified mental health professionals and/or
- partner with qualified mental health service providers employing certified mental health professionals
- to implement evidence-based trauma-informed practices throughout the duration of the 2025-2028 NCDPI Cohort 18 21<sup>st</sup> CCLC Competitive Grant Program.

# Funding Awards (RFP Pgs. 23-26)

For the 2025-2028 NCDPI Cohort 18 21st CCLC Competitive Grant Program, NCDPI may award:

- **At least one (1) 21<sup>st</sup> CCLC grants proposing to operate an academic year program (with or without a summer program) per each State Board of Education (SBE) region of the state** pending submission of quality applications by at least one (1) eligible organizations in the SBE Region and following Level I and Level II reviews.
- **At least one (1) 21<sup>st</sup> CCLC grant proposing to operate summer only programs per each State Board of Education (SBE) region of the state** pending submission of quality applications by at least one (1) eligible organization in the SBE Region and following Level I and Level II reviews.

After the initial awardees are identified, NCDPI may continue to recommend one (1) additional organization per region proposing to operate academic year program (with or without a summer program) for the award based on total application score and ranking. If funding is available, NCDPI will then recommend one (1) additional organization per region proposing to operate summer only programs for the award based on total application score and ranking until funds are depleted.

# Funding Levels Pg. 24

For the purposes of this competition, applicants will determine their academic year out-of-school-time program funding request and/or their summer program funding request separately in CCIP.

- If applying for academic year **and** summer programs (Option 1), applicants will then combine the proposed academic year and summer funding request amounts to generate the “Total Grant Award Requested”, which will also be input into the FY26 Cohort 18 application in CCIP.
- The total amount requested for academic year **and** summer program is either the sum of the requested funding for each proposed program or \$500,000, whichever is less.

# Academic Year Out of School Time Funding Levels Pgs. 24-25

## **50 Students:**

- Elementary School only, Middle School only, or Elementary School/Middle School combination: \$50,000-\$180,000
- High School in combination with Elementary and/or Middle: \$50,000-\$225,000
- High School Only: \$50,000-\$255,000

## **51-75 Students:**

- Elementary School only, Middle School only, or Elementary School/Middle School combination: up to \$221,250
- High School in combination with Elementary and/or Middle: up to \$266,250
- High School Only: up to \$296,250

## **76-100 Students:**

- Elementary School only, Middle School only, or Elementary School/Middle School combination: up to \$262,500
- High School in combination with Elementary and/or Middle: up to \$307,500
- High School Only: up to \$337,500

## **101+ Students:**

- Elementary School only, Middle School only, or Elementary School/Middle School combination: up to \$303,750
- High School in combination with Elementary and/or Middle: up to \$348,750
- High School Only: up to \$378,750

# Summer Learning Programs Funding Levels Pgs. 25-26

## Standard Summer Learning

- 25-49 students: \$25,000 - \$84,000
- 50-75 students: up to \$125,000
- 76-100 students: up to \$200,000
- 101+ students: up to \$250,000

## Summer Intensive Program

- 25-49 students: \$25,000 - \$50,000
- 50-75 students: up to \$75,000
- 76-100 students: up to \$120,000
- 101+ students: up to \$150,000



# Important Funding Notes (RFP Pgs. 25-26)

**NOTE:**

The maximum allowable award amount for Standard Summer Programs is \$250,000.

**NOTE:**

The maximum allowable award amount for Summer Intensive Programs is \$150,000.

**NOTE:**

The maximum allowable award amount for Academic Year Programs is \$378,750.

# Budget Design (RFP Pg. 38)

- Applicants must allocate at least 80% of the 21st CCLC grant award to providing direct student services to students.
  - Indirect student services cannot exceed 20% of the total grant award.
- An organization may only charge to the 21st CCLC grant up to 40 hours per week for a Program Director salary. This limitation applies even when the potential grant awards span different 21st CCLC cohorts.

# Continuation of Funding Requirements

**NCDPI Cohort 18 21st CCLC Competitive grants may be continued for up to two additional years.**

- To receive continued funding in Year 2 and Year 3, awarded subgrantees must submit an annual non-competitive continuation application.
- If Awarded priority points, subgrantees must also demonstrate how they will maintain these priority areas in the upcoming program year.

# RFP Pg. 27

## NOTES:

- Applicants who receive priority points for specific programmatic elements (such as joint applications, braided funding, or trauma-informed practices) are expected to maintain these elements throughout the entire grant cycle. Failure to uphold these commitments may result in the discontinuation of funding.
- Applicants must implement plans as approved during the award period. Significant changes to the program design without prior approval from the NCDPI Office of Federal Programs staff for programmatic amendments may result in delays or loss of funding during subsequent years of the continuation period.
- Subgrantee's continuation of funding may be terminated due to: failure to meet program goals, noncompliance with attendance and reporting requirements, insufficient fiscal documentation, and/or misuse of funds.
- Awards can be ratably reduced or terminated contingent upon the annual SEA award from USED.

# Qualifying for Annual Funding Installments

## 21<sup>st</sup> CCLC programs are not drop-in programs

- Awarded applicants are expected to recruit and provide continuous services designed to encourage full student and family participation in all 21st CCLC activities and long-term engagement

*NCDPI will closely monitor both student enrollment and average daily attendance (ADA) to ensure awarded applicants are serving the number of anticipated students identified in the grant application and to offer support and strategies to improve consistent attendance.*

# Academic Year Funding Installments Pg. 28

Academic year program funds will be allotted as follows:

1. Initial installment equal to 34% of total required academic program year award will be issued after NCDPI approval of required documentation and final budget;
2. Second installment equal to 34% of the total required academic program year award if subgrantee has met at least 50% of its enrollment goal as stated in the SBE-approved application. Additionally, students must attend the program for **at least 45 hours** to be counted towards the second installment attendance goal.
3. Final installment equal to 32% of the total required academic program year award if subgrantee has met at least 75% of its enrollment goal as stated in the SBE-approved application. Additionally, students must attend the program for **at least 90 hours** to be counted towards the third installment attendance goal.

## Summer Funding Installment Pg. 28

Upon approval of the awarded applicant's budget for each year of the grant award, summer program funds will be allotted as follows:

- One installment equal to 100% of total summer program award will be issued after NCDPI approval of required summer documentation and final summer budget.

**Summer program award installments will not be issued prior to April 1st each year.**

# Funding Reductions Pgs. 28-29

- Each year, if awarded subgrantees do not meet requirements for the second and/or third installment of the academic program year award, the awarded subgrantee will be required to forfeit second and/or third installment or right size their program for the remainder of the grant year. In addition, the program will be required to right size their program for the remainder of the three (3) year grant cycle.
- If awarded subgrantees do not meet proposed enrollment goals for the summer program, the awarded subgrantee will be required to reduce summer program funds for the remainder of the three (3) year grant cycle.

**Any funds recovered from reductions or forfeitures will be redistributed to those subgrantees that have successfully met the third (3) installment requirements.**



# Funding Reimbursement Notice Pg. 29

21st CCLC grant funding is made available on a reimbursement basis. Applicants are strongly encouraged to secure sufficient funding or a line of credit to operate the 21st CCLC program for **at least a three-to-four-month period** prior to initial disbursement each year.

- Reimbursement requests must be based on actual allowable expenditures versus encumbrances made prior to the September 30th deadline. Expenditure documentation to support reimbursement requests must be submitted to NCDPI.
- There is no liquidation period. At the end of Year 3, all unspent funds will revert to the state.

## Federal and State Reporting Requirements RFP . Pg 30

Awarded subgrantees will be required to collect, manage, and report data by center on participating students to NCDPI. *For details on reporting requirements refer to RFP pg 30.*

### **NOTE:**

Given the above reporting requirements, it is important that applicants consider whether they have the capacity to complete the required data management and reporting before applying.

# Awarded Cohort 18 Grant Recipient Onboarding Requirements Pg. 32

Date	Required Event	Required Attendees
Thursday, May 15, 2025	Summer Only Initial Onboarding (Virtual)	Program Director <b><u>and</u></b> Chief Fiscal Agent
Tuesday, July 29, 2025	Cohort 18 On-Boarding (In Person)	Program Director <b><u>and</u></b> Chief Fiscal Agent
Wednesday, July 30 – Thursday, July 31, 2025	21 <sup>st</sup> CCLC Program Foundations Conference	

Awarded organizations who do not attend the mandatory onboarding trainings may be required to forfeit their entire 3-year Cohort 18 21st CCLC grant award.

# How to Apply

*Wendy Buck, Program Administrator*

*Hawhana Locklear, Program Administrator*

*Areli Perez Nava, Program Administrator*

# BEGINNING ACTION STEPS Pg. 33

- Apply for an [NCID User Account](#) (for new users)
  - View the [virtual CCIP recorded training session](#) (for new users)
  - Password: kSZGyiv4
- Register with the System for Award Management at [SAM.GOV](#)
  - Must be active as of February 18, 2025
- Develop the organization's proposal
- Private School/Feeder School Consultations
- Public Notice Evidence
- Complete the Cohort 18 Application for Academic School Year or Summer Only found in related documents
- Complete and upload documents to the Related Documents section in CCIP

# Due Date Pg. 36

- Please submit your applications through the CCIP system **by 12:00 p.m. NOON EDT on February 18, 2025.** To be considered, applications must have a status of "Draft Completed."

## NOTE:

Once the Cohort 18 application due date and time have passed, CCIP will remain closed. NCDPI will not reopen the Cohort 18 application under any circumstance, including internal system malfunctions. NCDPI strongly encourages all applicants to allow considerable time to upload all required materials into CCIP.

*RFP PG. 36*

# Locating the Application in CCIP Pgs. 33-34

1

NCCCIP Home

Administer ▶

Search ▶

Reports

Inbox ▶

Planning ▶

Application Supplement ▶

Funding ▶

Sections

Application Status: Not Started

Change Status To: [Draft Started](#)

[View NCDPI History Log](#)

[View Change Log](#)

After you log into CCIP:

- 1. Go to Funding> Funding Applications
- 2. Select 2026 from the dropdown list
- 3. Select **FY26 Cohort 18**

OR

**FY26 Cohort 18 Summer Only**

2

Fiscal Year:

2026 ▼

Funding Application:

EC - School Psychologist Grant Program  
Equipment, Services for Students in C  
ERP Section 7.79 Grant Program  
ESSERF-Learning Management Syst  
FP-21st CCLC Budget PRC 0110  
3 FP-21st CCLC New  
FP-21st CCLC Summer Only New

# Navigating CCIP Pgs. 33-34

When applicants log into CCIP, they will only need to work on the:

- Budget Section
- Related Documents
- Contacts
- GAN Organization Data

Before an applicant can begin uploading any Related Documents, they will need to **click on the “Draft Started” link** on the Section Page of CCIP.

<a href="#">Allotments</a>
<b>FP-21st CCLC New</b>
<a href="#">Budget</a>
<a href="#">Related Documents</a>
<b>Contacts</b>
<a href="#">Contacts</a>
<b>Substantially Approved Dates</b>
<a href="#">Substantially Approved Dates</a>
<b>Assurances</b>
<a href="#">Assurances</a>
<b>New Applicant Summary</b>
<a href="#">New Applicant Summary</a>
<b>Grant Award Notification (GAN)</b>
<a href="#">GAN Information</a>
<a href="#">GAN Organization Data</a>



# Cohort 18 Related Documents

*Wendy Buck, Program Administrator*

*Areli Perez Nava, Program Administrator*

*Hawhana Locklear, Program Administrator*

# Required Documents Pgs. 40-43

★ Requires multiple signatures for Joint Applicants

**Cohort 18 Application  
(Academic Year)**

**Cohort 18 Application  
(Summer Only)**

**Basic Organization  
Information** *(template  
provided)* ★

**Good Standing  
Document** *(template  
provided)* ★

**Statement of  
Assurances** *(template  
provided)* ★

**Debarment  
Certification** *(template  
provided)* ★

**Criminal Background  
Checks Certification** *(template provided)* ★

**Organization's Written  
Fiscal Procedures** *(no  
template)* ★

**Financial Audit  
Statement** *(no  
template)* ★

**Private Schools  
Consultation** *(template  
provided)*

**Public Notice** *(no  
template provided)*

**Total Cost Worksheet** *(excel spreadsheet)*

**21<sup>st</sup> CCLC Proposed  
Feeder School(s) with  
School Poverty &  
Performance Status** *(excel spreadsheet)*

**Data Integrity and  
Confidentiality  
Certification** *(template  
provided)* ★

**System for Award  
Management (SAM)  
Registration  
Confirmation Notices** *(no template provided)*

**Sample Program  
Schedule**

# Basic Organization Information

*(template provided)*

- The Fiscal Agent is the eligible entity that is authorized to receive funds from the NCDPI
- Document is used to communicate with the program
- In cases of joint submittal, Basic Organization Information (template provided) will need to be copied so that each agency, entity, or organization has signed where required.

BASIC PROGRAM INFORMATION SHEET									
Fiscal Agent Organization Name		Fiscal Agent Organization Unit #							
Fiscal Agent Tax ID #		Fiscal Agent UEI #							
21 <sup>st</sup> CCLC Program Name		21 <sup>st</sup> CCLC Program Type		Academic School Year	Optional Standard Summer	Optional Intensive Summer			
Fiscal Agent Physical Address:		City		Zip Code					
County(ies) Served by (21 <sup>st</sup> CCLC Grant Funding)		Requested Grant Award		Cohort #	Cohort 17	Cohort 18			
Fiscal Agent Chief Administrator Name		Phone	Email						
Chief Financial Officer Name		Phone	Email						
Program Director Name		Phone	Email						
If Submitting a Joint Application, provide the Name of the Partnering Agency									

TARGET SCHOOLS									
School Name	School-wide Information			# Targeted Students					
	Grades Served by School	Title I School %	Grades Served by Program	BS	AS	SUM	INT SUM	W	H
Total:									

STUDENT/TEACHER RATIO			
Academic Ratio		Personal Enrichment Ratio	

BEFORE SCHOOL (BS) SITE OPERATIONS						
Start Date	End Date		Total Number of Service Days			
Non-service days						
	Monday	Tuesday	Wednesday	Thursday	Friday	Total hours of Before School services per typical week.
Start Time						
End Time						
Hours						

AFTER SCHOOL (AS) SITE OPERATIONS						
Start Date	End Date		Total Number of Service Days			
Non-service days						
	Monday	Tuesday	Wednesday	Thursday	Friday	Total hours of After School services per typical week.
Start Time						
End Time						
Hours						

# Basic Program Information Sheet Continued

- Target Schools
- Grade Levels Served
- Title I %
- Targeted Students (When Served)
- Student/Teacher Ratio
- Start/Stop Dates with Hours of Service
- Family Caregiver Engagement



Early Release Dates					Total Service Days		Hours/Day	
WEEKEND (W), HOLIDAY (H), SCHOOL BREAK SITE OPERATIONS								
Service days	Holidays/Break		Total number of Holiday, School Break service days.	Saturday		Total number of Weekend service days.		
Start Time				Start Time				
End Time				End Time				
Hours				Hours				
SUMMER (STAN SUM/INTEN SUM) SITE OPERATIONS								
(IF AN AGENCY IS PROPOSING TO SERVE MULTIPLE SUMMER PROGRAMS, A SCHEDULE FOR EACH MUST BE INCLUDED)								
Start Date	End Date				Total Number of Service Days			
Non-service days								
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total hours of Summer services per typical week.	
Start Time								
End Time								
Hours								
FAMILY/CAREGIVER ENGAGEMENT SERVICES								
Describe Frequency, Duration, and Dosage:								
Total Number of Sessions						Total Number of Adult Family Members Served		

By signing below, I am attesting that I understand it is the Fiscal Agent Organization's responsibility to: 1) maintain accurate and updated contact information for all 21<sup>st</sup> CCLC Competitive Grant sites with NCDPI; 2) ensure adherence to all assurances and certifications associated with 21<sup>st</sup> CCLC Competitive Grant Program; 3) assume responsibility for the reconciliation of any audit exception or compliance finding, including as necessary, the repayment of 21<sup>st</sup> CCLC funds from a non-federal funding source. (Note, an original, handwritten signature or official electronic signature is required)

Fiscal Agent Organization

Title of Fiscal Agent Chief Administrator or Designee

Printed Name of Fiscal Agent Chief Administrator or Designee

Date

Signature of Fiscal Agent Chief Administrator or Designee

Date

# Good Standing Document (template provided)

## Good Standing Document

*Revised January 2025*

Organizations previously and/or currently receiving competitive grants administered through the NCDPI Office of Federal Programs must be in 'Good Standing' with the NCDPI in order to receive a 2025-2028 21<sup>st</sup> CCLC grant award. Any previous or current 21<sup>st</sup> CCLC subgrantees terminated by NCDPI are considered not in Good Standing and are not eligible to reapply for two (2) consecutive 21<sup>st</sup> CCLC standard three (3) year cohort grant cycles for a minimum of 6 years from the effective date of termination.

### Section 1. Prior History

1. Have you ever received any competitive grants administered through the NCDPI Office of Federal programs, either currently or in the past?

☐ No, if no, please skip to section 3.

☐ Yes, if yes please respond to the following:

☐ Yes, I have resolved all program and/or fiscal monitoring review findings or questioned costs through July 2024.

☐ Yes, I have resolved all fiscal findings from the previous five (5) fiscal years by the Office of the State Auditor (OSA) at the time the application is due.

2. Termination: Has any previous competitive grant administered through the NCDPI Office of Federal Programs been terminated by NCDPI?

☐ No

☐ Yes, if yes, please respond to the following:

Date of Termination:

Name of Grant Terminated:

### Section 2. 21<sup>st</sup> CCLC Prior History

Did you receive a cohort 15, 16 and/or 17 21<sup>st</sup> CCLC grant administered through NCDPI?

☐ No, if no, skip to section 3.

☐ Yes, if yes please respond to the following questions.

1. Please select your most recent cohort: ☐ Cohort 15 ☐ Cohort 16 ☐ Cohort 17

2. For the most recent cohort selected:

a. How many students did you propose to enroll in your original School Board of Education (SBE) approved application?

b. How many students did you actually enroll?

c. What was the ADA for the most recent year?  
Academic School Year:  
Standard Summer  
Summer Intensive

### Section 3. Signatures

Fiscal Agent Organization:

Title of Fiscal Agent Chief Administrator or Designee:

Printed Name of Fiscal Agent Chief Administrator or Designee:

Signature of Fiscal Agent Chief Administrator or Designee: \_\_\_\_\_

Date: \_Click or tap to enter a date.\_ \_\_\_\_\_

# Statement of Assurances (template provided)

•Read each assurance with care to ensure your organization can attest that it will be upheld

•Ensure the appropriate signatures are in place

## Assurances for 21<sup>st</sup> Century Community Learning Centers Competitive Grant (Revised January 2021)

Assurances are hereby provided to the State Education Agency (SEA) that awarded applicants, and all employees and representatives of the applicant's organization, will abide by the following terms:

- Implement a program in a safe and easily accessible facility in accordance with section 4204(b)(2) (A)(i).
- Develop and implement the proposed program in active collaboration with the schools the students attend in accordance with section 4204(b)(2)(D).
- Primarily target students who attend schools eligible for school-wide programs under section 1114 and the families of such students in accordance with section 4202(b)(2)(F).
- Use funds to increase the level of State, local and other non-Federal funds that would, in the absence of funds under this part, be made available for programs and activities authorized under this part, and in no case supplant Federal, State, local, or non-Federal funds in accordance with section 4202(b)(2)(G).
- Provide the community with notice of an intent to submit an application and that the application and any waiver request will be available for public review after submission of the application in accordance with section 4204(b)(2)(L).
- Submit evaluation data supporting successful program implementation and progress aligned with the approved proposal.
- Consult with private school officials during the design, development, and implementation of the 21<sup>st</sup> CCLC competitive grant program on issues such as how the children's needs will be identified and what services will be offered.
- Ensure that services and benefits provided to private school students must be secular, neutral, and non-ideological.
- Ensure the organization does not collect fees and services and benefits provided to enrolled students are free of charge.
- Use funds solely for the purposes set forth in this grant program as approved in the application.
- Use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for federal funds allotted to the organization.
- Be responsible for repayment of 21<sup>st</sup> CCLC competitive grant federal funds in the event of an audit exception or compliance issue.
- Maintain records to ensure that the Single Audit Requirement is applicable for any non-federal entity that expends \$1,000,000 or more in a year in Federal awards shall have a single or program specific audit conducted for that year in accordance with the provisions of Uniform Guidance, Subpart F.
- Conduct operations in compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and Title IX of the Education Amendments of 1972, if applicable.
- Abide by federal regulations which bar discrimination on the basis of race, color, national origin, religion, disability, age, sex and which require accessibility for persons with disabilities.
- Provide the Federal awarding agency, Inspectors General, the Comptroller General of the United States, and the pass-through entity or any other authorized representatives the right of access to any documents, papers, or other records of the non-Federal entity which are pertinent to the Federal award, in order to make audits, examinations, excerpts and transcripts. The right also includes timely and reasonable access to the non-Federal entity's personnel for the purpose of interview and discussion related to such documents (8200.337).
- Submit school year and summer data, including instructional staff survey results, by NCDPI-determined deadlines each fiscal year.
- Thoroughly read, understand, and agree to uphold all policies and procedures found in the most recent NCDPI 21<sup>st</sup> CCLC Grant Guidance document.
- Thoroughly read and understand the updated 21<sup>st</sup> CCLC funding installment policies including, but not limited to the NCDPI-determined thresholds for regular attendees.
- Describe how the transportation needs of participating students will be addressed in the application.
- Coordinate with other Federal, State, and local programs and make the most effective use of public resources. (Section 4204(b)(2)(C))
- Applicants who receive priority points for specific programmatic elements (such as joint applications, braided funding, or trauma-informed practices) are expected to maintain these elements throughout the entire grant cycle. Failure to uphold these commitments may result in the discontinuation of funding.

- Applicants must implement plans as approved during the award period. Significant changes to the program design without prior approval from the NCDPI Office of Federal Programs staff for programmatic amendments may result in delays or loss of funding during subsequent years of the continuation period.
- Subgrantee's continuation of funding may be terminated due to: failure to meet program goals, noncompliance with attendance and reporting requirements, insufficient fiscal documentation, and/or misuse of funds.
- Awards can be ratably reduced or terminated contingent upon the annual SEA award from USED.

21<sup>st</sup> CCLC subgrantee's found in violation of any of the above assurances risk being considered not in good standing with NCDPI for grant continuation and/or future competitive grant opportunities offered by the Office of Federal Programs.

Fiscal Agent Organization

Title of Fiscal Agent Chief Administrator or Designee

Printed Name of Fiscal Agent Chief Administrator or Designee

Date

Signature of Fiscal Agent Chief Administrator or Designee

Date



# Debarment Certification (template provided)

- For NC Debarred Vendors, go to <https://ncadmin.nc.gov/documents/nc-debarred-vendors>.
- To search for federal exclusion records. go to: <https://www.sam.gov/SAM/>.

## North Carolina Debarment Certification

### CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, debarment and suspension, 34 CFR Part 85, Section 85.535, Participant responsibilities. The regulations were published as Part VIII of the May 26, 1988, Federal Register (pages 160-19211).

Copies of the regulations may be obtained by contacting the person to whom this proposal is submitted. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

Reference for US Government Debarred Vendors: <https://www.sam.gov>; Website Reference for NC Debarred Vendors: <https://www.ncadmin.nc.gov/Find/Certifications.asp>

#### THE AUTHORIZED REPRESENTATIVE IS THE FISCAL AGENT CHIEF ADMINISTRATOR or DESIGNEE (SUPERINTENDENT)

1. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
2. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
4. The prospective lower tier participant agrees by submitting this proposal that should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
5. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions," without modification on all lower tier covered transactions and in all solicitations for all solicitations for lower tier covered transactions.
6. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
7. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for transactions authorized under number 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

\_\_\_\_\_  
Fiscal Agent Organization

\_\_\_\_\_  
Printed Name of Fiscal Agent Chief Administrator or Designee

\_\_\_\_\_  
Signature of Fiscal Agent Chief Administrator or Designee

\_\_\_\_\_  
Title of Fiscal Agent Chief Administrator or Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# Criminal Background Checks Certification

*(template provided)*

- Program conducts criminal background checks for all staff, direct service contractors, and volunteers, **PRIOR** to working with students

- Run against national and state criminal databases including North Carolina Sex Offender Database and National Sex Offender Database

- Allowable Expense



## CRIMINAL BACKGROUND CHECK CERTIFICATION

*Revised January 2025*

Fiscal Agent Organizations awarded the 21<sup>st</sup> Century Community Learning Centers (CCLC) Competitive Grant must certify that all employees, direct-service contractors, and volunteers who work with the program have approved criminal background checks on file prior to their work with the program. In accordance with State 21<sup>st</sup> CCLC guidelines, the organization's procedure regarding criminal background checks must meet the following requirements:

1. Must comply with the criminal background check policy and personnel procedures of the program feeder schools' district(s)/LEA or
2. The Fiscal Agent Organization must obtain background checks that meet the following criteria at a minimum:
  - Criminal background checks are run against national and state criminal databases, and must include the North Carolina Sex Offender Database, <http://sexoffender.ncdhs.gov/>, and the National Sex Offender database, <http://www.nsor.gov/>.
  - Criminal record checks must be completed and cleared for all new or existing employees, volunteers, or contractors prior to their interaction with children or handling of 21<sup>st</sup> CCLC funds.
  - Statewide criminal background checks must include all states in which the employee or volunteer lives or has lived for the previous five (5) years.
  - All criminal background checks must be obtained directly and kept on file by the Fiscal Agent Organization; background checks obtained/submitted by employees are not acceptable. The Fiscal Agent Organization maintains responsibility to ensure that the background check data is accurate and current.
  - All criminal background checks must include the following:
    - a) Date criminal history check was obtained;
    - b) Name of agency that completed criminal history check;
    - c) Name or identity code of the person who ran the background check; and
    - d) Results of the criminal history check (e.g. "no record," "record attached," etc.).
3. Each Fiscal Agent Organization has the authority to determine and manage its own personnel policies; however, individuals convicted of the following offenses are strictly prohibited from working with the 21<sup>st</sup> CCLC Competitive Grant Program in any capacity:
  - Felony (of any kind);
  - Any offense involving sexual or physical abuse/neglect against a child.
4. If an employee or volunteer is arrested, charged, or convicted of a crime as indicated above during the course of contracted services with the 21<sup>st</sup> CCLC Competitive Grant Program, that individual is required to notify the Fiscal Agent Organization within 24 hours (or within 72 hours if arrested), and the organization must run a new criminal background check.

By signing below, I am attesting that the Fiscal Agent Organization understands and will abide by the abovementioned guidelines regarding criminal background checks for employees, volunteers, and contractors working with the 21<sup>st</sup> CCLC Competitive Grant Program. (Hand-written signature is required.)

\_\_\_\_\_  
Fiscal Agent Organization

\_\_\_\_\_  
Title of Fiscal Agent Chief Administrator or Designee

\_\_\_\_\_  
Printed Name of Fiscal Agent Chief Administrator or Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Fiscal Agent Chief Administrator or Designee

\_\_\_\_\_  
Date



# Private Schools Consultation

(template provided)

*The current list of North Carolina conventional non-public schools (i.e., private schools) is available at:*  
<http://www.ncdnpe.org/convnonpub.aspx>.

Section 8501 of the Every Student Succeeds Act (ESSA) requires timely and meaningful consultation occur between any entity receiving 21st CCLC Program funds and private school officials **prior to** any decision that affects the opportunities of eligible private school children, teachers, and other educational personnel to participate in programs under this Act

★ = REQUIRED INFO Also REQUIRED: All 3 of A-B-C OR D

For Service Starting in Academic Year 20  - 20  ★

★ <input type="text"/> School	Ph (optional): <input type="text"/>
Email (optional): <input type="text"/>	Contact (optional): <input type="text"/>

★ 21CCLC Subgrant Recipient Offering Services	<input type="text"/>
---	----------------------

**SECTION A:** The private school official checks one box.

- A-1 ☐ THE private school named above hereby affirms that:
- it has been consulted by the Recipient named above regarding equitable services for the academic year listed above
  - the "Summary of Topics & Assurances for the Provision of Equitable Services to Private School/Children Under ESEA" was provided to the Private School and discussed as a part of the consultation and
  - the selections made in SECTION B (below) are based on the consultation.

or

- A-2 ☐ THE private school named above hereby asserts that one or more of the three conditions listed above **have not been met**. Complaints may be filed with the NCDPI Equitable Services Ombudsman (984-238-2797 or [Talbot.Troy@dpi.nc.gov](mailto:Talbot.Troy@dpi.nc.gov)).

**SECTION B:** Only the private school official may check "Accept" or "Decline".

21CCLC Service ☐ Accept ☐ Decline If consultation is not completed, the Recipient fills in Section D.

**SECTION C:** The private school official must provide a signature by hand, not electronically.

\*\* Private schools participating in consultation should be given a copy of this completed and signed form. \*\*

The private school hereby agrees to accept or decline services, as indicated in Section B above. Additionally, any decision to accept services is based on the understanding that the private school

- is a non-profit private school,
- will provide accurate information requested by the Recipient to allow for timely calculation of proportionate share, and
- will engage in ongoing timely consultation to allow Recipient officials to implement and assess services that are equitable with respect to eligible private schools and students.

Name of private school official (please print): <input type="text"/>	Hand signature (not electronic): <input type="text"/>	Date signed: <input type="text"/>
--	---	-----------------------------------

**SECTION D:** If the school did not consult (for whatever reason), the Recipient must check at least one box below.

\*\* In all cases, this form must be included in the consolidated application along with the others. \*\*

- D-1 ☐ The Recipient has documented that it invited the school to equitable services consultation, as required, but the school:
- actively declined the invitation to consult or did not consult despite accepting the invitation
  - did not respond, despite two timely and direct invitations being documented by the Recipient and/or
  - declined to complete Sections A, B & C despite initially engaging in consultation.

AND/OR

- D-2 ☐ The Recipient has documented why they believe the school is closed or not operating as a private school. [Please notify the DPI Office of Federal Programs at [Talbot.Troy@dpi.nc.gov](mailto:Talbot.Troy@dpi.nc.gov)]

★ <b>SECTION E:</b> The Recipient official's signature is required in all cases.		
Name of Recipient official (please print): <input type="text"/>	Hand signature (not electronic): <input type="text"/>	Date signed: <input type="text"/>

Only this form is to be uploaded in CCIP. All other documents must be kept by the Recipient for future reference as needed.

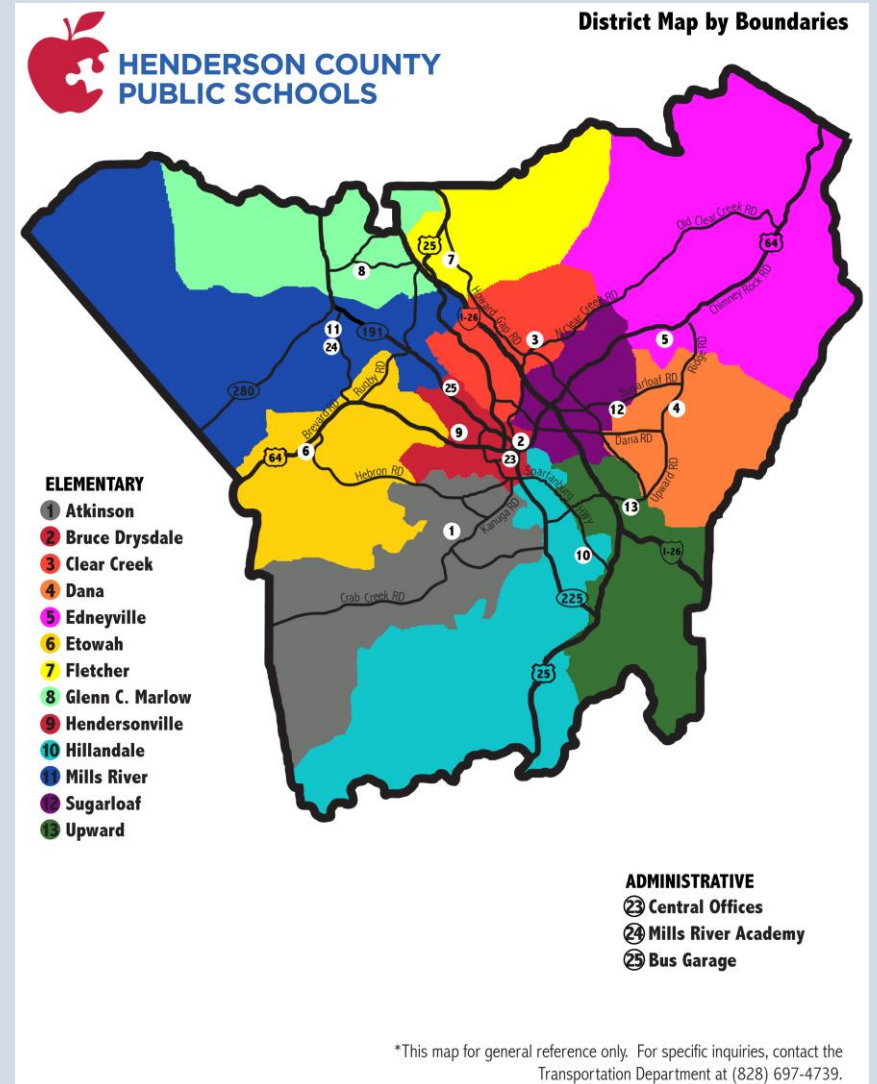
# Private School Consultations

The applicant organization is required to contact private school officials in the **proposed feeder school's attendance zone** to inform them of the opportunity for the private school students and their families to receive 21st CCLC services.

The attendance zone is determined as the geographic attendance boundary or school district boundary for each targeted feeder school

For example:

- I am applying to serve Edneyville Elementary (Pink area on the map).
- I would contact all private schools located in the pink attendance area



**Note: The required private school consultation form can be found in CCIP under Related Documents**

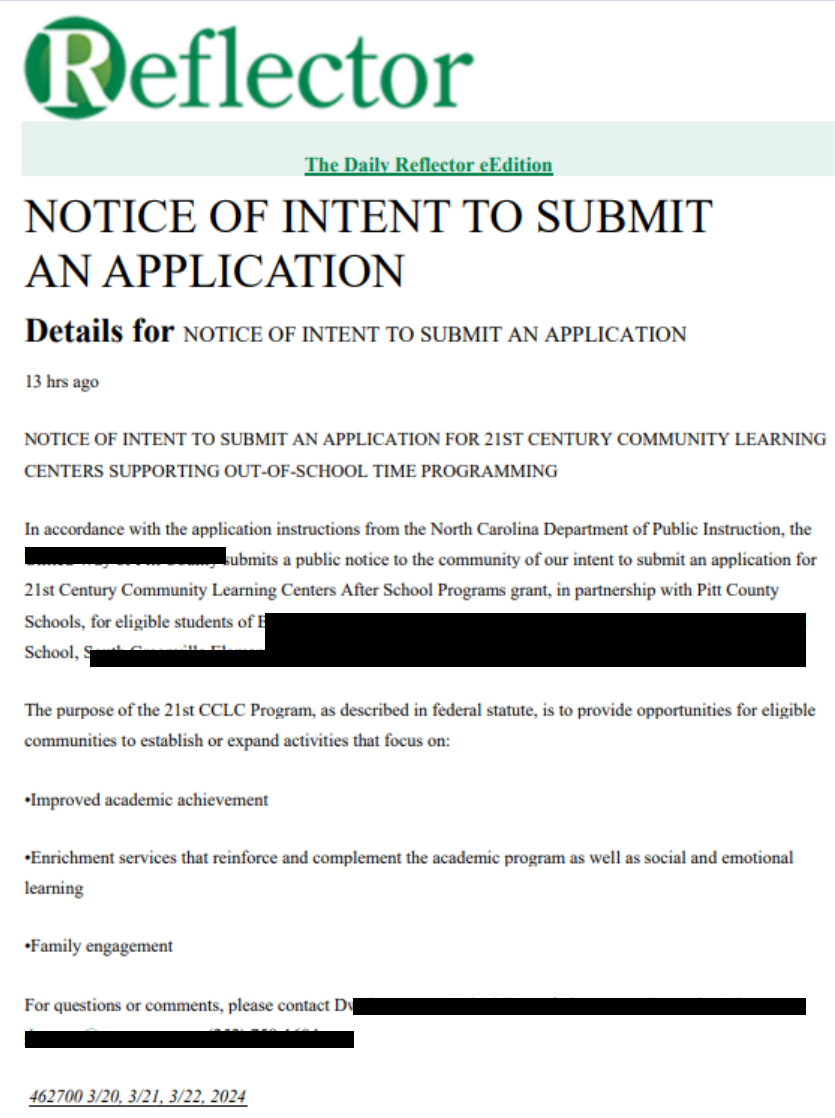
# Public Notice

*(no template provided)*

Applicants must provide evidence of a public notice concerning their organization applying for the 21st CCLC grant.

Evidence uploaded must demonstrate that the public notice has been published and is available to the public.

- Acceptable examples include:
  - Newspaper clipping of the public notice
  - Photo of the published newsletter with the announcement
  - Screenshot of the digital newsletter with the announcement
  - Screenshot of the announcement on your organization's website
  - Screenshot of public notice posted on social media
  - ***There must be proof of publication***



The screenshot shows a public notice titled "NOTICE OF INTENT TO SUBMIT AN APPLICATION" from "The Daily Reflector eEdition". The notice is dated "13 hrs ago" and is for a "21ST CENTURY COMMUNITY LEARNING CENTERS SUPPORTING OUT-OF-SCHOOL TIME PROGRAMMING". The text states that in accordance with application instructions from the North Carolina Department of Public Instruction, the [redacted] submits a public notice to the community of their intent to submit an application for 21st Century Community Learning Centers After School Programs grant, in partnership with Pitt County Schools, for eligible students of [redacted] School, [redacted]. The purpose of the 21st CCLC Program, as described in federal statute, is to provide opportunities for eligible communities to establish or expand activities that focus on:

- Improved academic achievement
- Enrichment services that reinforce and complement the academic program as well as social and emotional learning
- Family engagement

For questions or comments, please contact Dr. [redacted].

462700 3/20, 3/21, 3/22, 2024

# Written Fiscal Procedures

*(no template)*

The uniform guidance requires non-federal to have written fiscal policies and procedures.

## Uniform Guidance Provisions

- Internal Controls (§200.303)
- Travel (§200.474)
- Financial Management (§200.302)
- Personnel, Time & Effort (§200.430)
- Equipment Management (§200.313)
- Procurement (§200.317-327)
- Allowability (§200.403c-405))
- Report Certification (§200.415)

It is important that procedures have a description of how these policies will be followed.



# Financial Status Statement

*(no template)*

The following is a list of acceptable documents for the Financial Status Statement:

- Applicant's most recent independent audit
- Applicant's most recent year ending balance sheet
- Applicant's most recent year ending income statement (Form 990)

# Total Cost Worksheet

(excel spreadsheet)

21st Century Community Learning Centers BUDGET WORKSHEET & TOTAL COST CERTIFICATION FORM Cohort 18 - FY 2026								
Expenditure Categories	Purpose Code Category	Object Code Category	School Year Total	Summer Programming Total	Summer Intensive Total	Annual Grant Total Requested (Grant Funds)	TOTAL BRAIDED FUNDS	BRAIDED FUNDS SOURCE(S)
<i>BLUE IS FOR DIRECT SERVICES ORANGE IS FOR INDIRECT SERVICES</i>			enter dollar amount	enter dollar amount	enter dollar amount	Auto-generated (column will auto total)		
Site Coordinator	5000 - Instructional Services	100 - Salaries	\$ -	\$ -	\$ -	\$0.00		
Certified Teachers	5000 - Instructional Services	100 - Salaries	\$ -	\$ -	\$ -	\$0.00		
Teacher Assistants	5000 - Instructional Services	100 - Salaries	\$ -	\$ -	\$ -	\$0.00		
Tutors	5000 - Instructional Services	100 - Salaries	\$ -	\$ -	\$ -	\$0.00		
Staff Development Instructor Pay	5000 - Instructional Services	100 - Salaries	\$ -	\$ -	\$ -	\$0.00		
Staff Development Participant Pay	5000 - Instructional Services	100 - Salaries	\$ -	\$ -	\$ -	\$0.00		
Family Engagement/Education Activities	5000 - Instructional Services	100 - Salaries	\$ -	\$ -	\$ -	\$0.00		
Salary Benefits/Fringes for Direct Services	5000 - Instructional Services	200 - Employer Provided Benefits	\$ -	\$ -	\$ -	\$0.00		
Salary Benefits/Fringes for Indirect Services	5000 - Instructional Services	200 - Employer Provided Benefits	\$ -	\$ -	\$ -	\$0.00		
Transportation	5000 - Instructional Services	300 - Purchased Services/Contracts	\$ -	\$ -	\$ -	\$0.00		
Contracted Services for Programming	5000 - Instructional Services	300 - Purchased Services/Contracts	\$ -	\$ -	\$ -	\$0.00		
Contracted Services for Administration	5000 - Instructional Services	300 - Purchased Services/Contracts	\$ -	\$ -	\$ -	\$0.00		
Printing/Binding Fees for Programming	5000 - Instructional Services	300 - Purchased Services/Contracts	\$ -	\$ -	\$ -	\$0.00		
Printing/Binding Fees for Administration	5000 - Instructional Services	300 - Purchased Services/Contracts	\$ -	\$ -	\$ -	\$0.00		
Postage	5000 - Instructional Services	300 - Purchased Services/Contracts	\$ -	\$ -	\$ -	\$0.00		
Lease/Rental for Programming	5000 - Instructional Services	300 - Purchased Services/Contracts	\$ -	\$ -	\$ -	\$0.00		
Lease/Rental for Administration	5000 - Instructional Services	300 - Purchased Services/Contracts	\$ -	\$ -	\$ -	\$0.00		
Telephones/Mobile Devices	5000 - Instructional Services	300 - Purchased Services/Contracts	\$ -	\$ -	\$ -	\$0.00		
Workshop Expenses/Allowable Travel	5000 - Instructional Services	300 - Purchased Services/Contracts	\$ -	\$ -	\$ -	\$0.00		

# Total Cost Worksheet Cont.

*(excel spreadsheet)*

B	C	D	E	F	G	H	I	J
Computer Hardware Purchase -(Capitalized) for Administration	5000 - Instructional Services	400 - Supplies and Materials	\$ -	\$ -	\$ -	\$0.00		
Director	6000 - Systems Wide Supports	100 - Salaries	\$ -	\$ -	\$ -	\$0.00		
Office Support	6000 - Systems Wide Supports	100 - Salaries	\$ -	\$ -	\$ -	\$0.00		
Director Salary Benefits/Fringes	6000 - Systems Wide Supports	200 - Employer Provided Benefits	\$ -	\$ -	\$ -	\$0.00		
Public Utilities (Water, Electric)	6000 - Systems Wide Supports	300 - Purchased Services/Contracts	\$ -	\$ -	\$ -	\$0.00		
Indirect Cost	8000 - Non-Program Charges	300 - Purchased Services/Contracts	\$ -	\$ -	\$ -	\$0.00		
Other (specify) for Programming			\$ -	\$ -	\$ -	\$0.00		
Other (specify) for Administration			\$ -	\$ -	\$ -	\$0.00		
Annual Grant Total Requested						\$0.00	\$0.00	FOR APPLICANTS APPLYING FOR BRAIDED FUNDS PRIORITY POINT, TOTAL MUST BE A MINIMUM OF 10% OF THE ANNUAL GRANT TOTAL REQUESTED
					Total Indirect Services	\$0.00		
					Higher than 20%	#DIV/0!		
Budget - Under Sections Tab								
Object Code	Salaries 100	Employer Provided Benefits 200	Purchased Services 300	Supplies and Materials 400	Total			
Purpose Code								
5000- Instructional Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
6000- System-Wide Support	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
8000- Non-Programmed Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Total					\$0.00			
SIGNATURE REQUIRED								
Organization Name:								
Signature of Fiscal Agent Chief Officer:				Date:				

# Poverty & Performance Status Form

(excel spreadsheet)

21st Century Community Learning Centers (21st CCLC) Competitive Grant Application  
Poverty and Performance Status Form

						<a href="#">ESSR DATA</a> Use the ESSR DATA sheet to complete columns G-I below (click for link)			<a href="#">Low Performing Schools</a> Use the Low Performing Schools Sheet to complete columns J-L below (click for link)			<a href="#">NC Report Card</a> Use the NC Report Card to complete columns M-O below (Click for link)		
Organization/LEA Name	Organization/LEA Region (NC Regions 1-8)	Organization/LEA County	Public School Unit (PSU)/Non-PSU Organization Code:	School(s) proposed to be served by the grant (i.e., feeder schools) <i>[Note: List one school per row. The number of schools listed should match the number reported in the Absolute Priority Section of your Application]</i>	Indicate whether feeder school will be served during: Academic School Year and/or Standard Summer, and/or Summer Intensive	School Code	Grade Span	Enter poverty Percentage found in Column N of ESSR document	Enter Low Performing School Grade	CSI School	TSI School	Chronic Absenteeism	Number of Short Term Suspensions (Out of School Suspension)	Number of In School Suspensions
						found in Column D of ESSR document			Enter School Performance Grade	(Yes/No)	(Yes/No)	Must be higher than 24.96 to qualify for priority point	must be higher than 164.57 to get priority point	must be higher than 170.46 to get priority point

All sections of this form must be completed regardless of which priority point(s) organizations are applying for.



# Budget Section in CCIP Pgs. 36-37

Budget - Under Sections Tab						

Total Cost Worksheet

SIGNATURE REQUIRED

Organization Name:

Signature of Fiscal Agent Chief Officer:



NORTH CAROLINA  
State Board of Education  
Department of Public Instruction

## Budget Section in CCIP

NCCCIP Home

Administer

Search

Reports

Inbox

Planning

Funding

Project Summary

LEA Document Library

Address Book

Budget Inquiry Reports

Budget Processing

Grant Subscriptions

NCDPI Resources

Help for Current Page

Contact NCDPI

NCCCIP Sign Out

Budget

Go To

Download Budget Data

Object Code	Salaries 100	Employer Provided Benefits 200	Purchased Services 300	Supplies and Materials 400	Total
5000 - Instructional Services	108,000.00	0.00	990.00	18,763.00	127,753.00
6000 - System-Wide Support Services	86,625.00	0.00	66,870.00	0.00	153,495.00
8000 - Non-Programmed Charges	0.00	0.00	0.00	0.00	0.00
Total	194,625.00	0.00	67,860.00	18,763.00	281,248.00
Adjusted Allocation					281,248.00
Remaining					0.00

Go To

# Data Integrity and Confidentiality Certification

*(template provided)*

## 21<sup>st</sup> CCLC DATA INTEGRITY and CONFIDENTIALITY CERTIFICATION (Rev. 1/2019)

Inclusion in the 2025-2026 NCDPI Cohort 17 or 18 21<sup>st</sup> Community Learning Centers (CCLC) Competitive Grant Program indicates the applicant's interest in working with North Carolina's Public Schools as well as the students, teachers, administrators, and parents associated with those schools. As a result, the applicant organization may encounter data generated by the North Carolina Department of Public Instruction or local school districts which is confidential under state law, federal law, or both state and federal law.

All personally identifiable information is to be protected in adherence with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §12329, 34 C.F.R. Part 99. Accordingly, the organization must refrain from including personally identifiable information\* in any form of communication with anyone outside of the project. This includes emails, instant messaging, faxes, other written correspondence, advertising, and any type of verbal conversation. When conversing with any LEA or school employees about any students, staff, schools, or LEAs in the execution of my assigned duties, the organization must take all necessary precautions to protect the confidentiality of all personally identifiable information. Adherence to FERPA means meeting each of the detailed items below. Check off each item to certify the applicant's full understanding and adherence to the policy.

*Double-click on the gray text box field; applicant will then be prompted to confirm the data field should be "checked."*

- ☐ The applicant certifies that the organization, and all agents, employees, and staff members within this organization, will comply with all laws and regulations governing the confidentiality of student records including, but not limited to the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §12329, 34 C.F.R. Part 99.
- ☐ All personally identifiable information is to be protected in adherence with the Family Educational Rights and Privacy Act (FERPA) guidelines. I will refrain from including personally identifiable information in any form of communication with anyone outside of the project. This includes emails, instant messaging, faxes, other written correspondence, advertising, and any type of verbal conversation. When conversing with any LEA or school employees about any students, staff, schools, or LEAs in the execution of my assigned duties, I will take all precautions to protect the confidentiality of all personally identifiable information.
- ☐ In all respects comply with the provisions of FERPA. For purposes of this agreement, "FERPA" includes any amendments or other relevant provisions of federal law, as well as all requirements of Chapter 99 of Title 34 of the Code of Federal Regulations. Nothing in this agreement may be construed to allow either party to maintain, use, disclose or share student information in a manner not allowed by federal law or regulation.
- ☐ Use the data shared under this agreement for no purpose other than work authorized under Section 99.31(a)(6) of Title 34 of the Code of Federal Regulations. The applicant further agrees not to share data received under this Confidentiality Agreement with any other entity without the NCDPI approval. 21<sup>st</sup> CCLC grantee agrees to allow the Office of the State Auditor, subject to FERPA restrictions, access to data shared under this agreement and any relevant records of the applicant for purposes of completing authorized audits of the parties.
- ☐ Maintain all data obtained pursuant to this agreement in a secure computer environment and not copy, reproduce or transmit data obtained pursuant to this agreement except as necessary to fulfill the purpose of the original request. All copies of data of any type, including any modifications or additions to data from any source that contains information regarding individual students, are subject to the provisions of this agreement in the same manner as the original data. The ability to access or maintain data under this agreement shall not under any circumstances transfer from the

Page 1 of 2

## 21<sup>st</sup> CCLC DATA INTEGRITY and CONFIDENTIALITY CERTIFICATION (Rev. 1/2019)

applicant to any other institution or entity.

- ☐ Not to disclose any data obtained under this agreement in a manner that could identify an individual student, except as authorized by FERPA, to any other entity. The applicant agrees to abide by the NCDPI "small numbers" policy of deleting all data items that include any group of students less than five (5).
- ☐ Not to provide any data obtained under this agreement to any party ineligible to receive data protected by FERPA or prohibited from receiving data from any entity by virtue of a finding under Section 99.31(6)(iii) of Title 34, Code of Federal Regulations.
- ☐ Destroy all data obtained under this agreement when it is no longer needed for the purpose for which it was obtained. Nothing in this agreement authorizes the applicant to maintain data beyond the time period reasonably needed to complete the purpose of the request. All data no longer needed shall be destroyed or returned to the NCDPI in compliance with 34 CFR Section 99.35(b)(2).

**\*PERSONALLY IDENTIFIABLE INFORMATION (PII):** Any information about an individual maintained by an agency, including any information that can be used to distinguish or trace an individual's identity such as name, social security number, date or place of birth, mother's maiden name, biometric records, and any other personal information that is linked or linkable to an individual.

*Registered Agent Signature certifies the applicant's full understanding and adherence to the Data Integrity and Confidentiality Certification policy. (Note, an original, hand-written signature or official electronic signature is required.)*

Fiscal Agent Organization

Title of Fiscal Agent Chief Administrator or Designee

Printed Name of Fiscal Agent Chief Administrator or Designee

Date


Signature of Fiscal Agent Chief Administrator or Designee

Date

# System for Award Management (SAM)

The confirmation must show:

- Unique Entity ID
- Registration Status as **ACTIVE** as of February 18, 2025
- Expiration Date



Unique Entity ID	CAGE / NCAGE	Purpose of Registration
ETOWHITJE05		Federal Assistance Awards Only
Registration Status	Expiration Date	
Active Registration	Jul 28, 2024	
Physical Address	Mailing Address	
R		
46	97	
United States	United States	

Business Information

Doing Business as	Division Name	Division Number
Congressional District	State / Country of Incorporation	URL

Registration Dates

Activation Date	Submission Date	Initial Registration Date

Entity Dates

Entity Start Date	Fiscal Year End Close Date

# Sample Program Schedule

(template provided)

- This document upload should only be for your sample program schedule
  - No narratives should be included here
- Please make sure the narrative portion of the grant details application is also completed.
- The template has a sample on page 2 of what needs to be completed.
- Reminder, whatever is listed in your narrative must match your program schedule.

## Sample Program Schedule

Complete the sample program schedule below to reflect one week of programming. If operating multiple sites with varying schedules, upload one sample schedule per site. See example at the bottom of this file if needed.

Organization Name & Unit Number:	Days of Operation:						
Site Name:	Hours of Operation:						
Grade Levels Served at Site:							

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

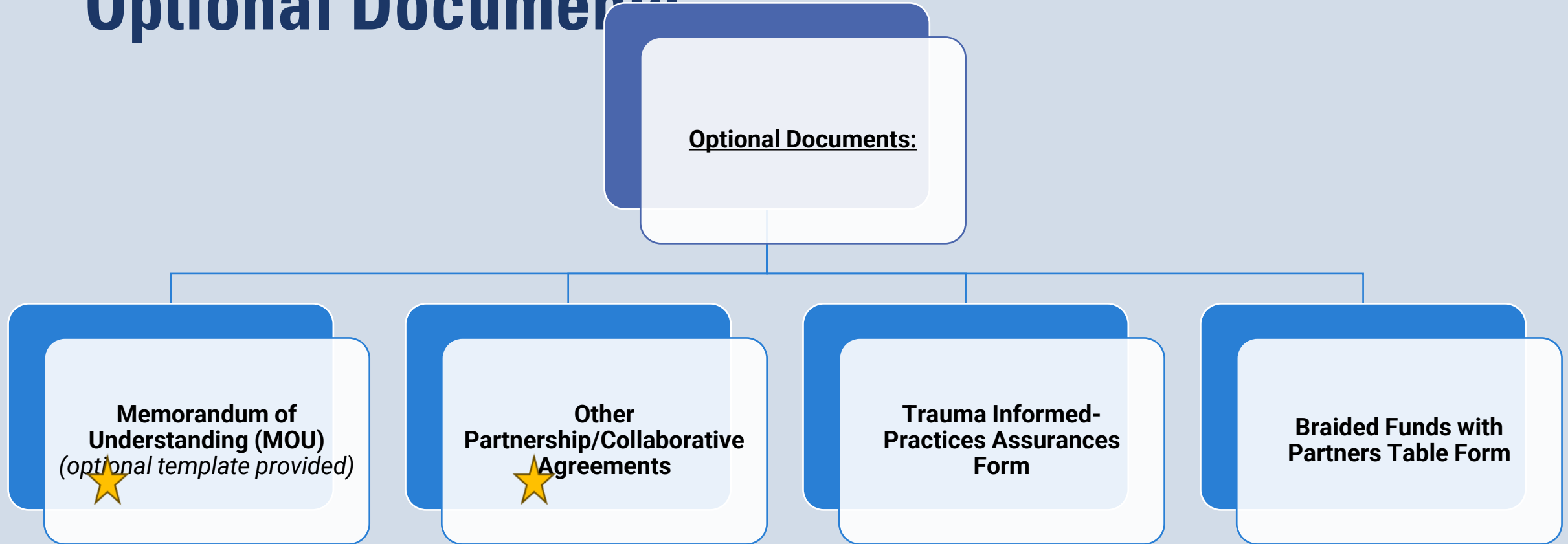
Complete the sample program schedule below to reflect one week of programming. If operating multiple sites with varying schedules, upload one sample schedule per site.

Organization Name & Unit Number: Blue Ridge Scholars, FS7	Days of Operation: Monday-Friday						
Site Name: Apple Elementary	Hours of Operation: 4:00-6:30pm						
Grade Levels Served at Site: 3-5							

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
4:00-4:30	SEL Circles	Homework Time	SEL Circles	Homework Time	Hiding Club	Closed	Closed
4:30-5:00	Homework Time	3 <sup>rd</sup> grade: Reading Explorers 4 <sup>th</sup> /5 <sup>th</sup> grade: Math Flyers	Homework Time	3 <sup>rd</sup> grade: Reading Explorers 4 <sup>th</sup> /5 <sup>th</sup> grade: Math Flyers	Hiding Club		
5:00-5:30pm	STEM LAB Groups	3 <sup>rd</sup> grade: Math Flyers 4 <sup>th</sup> /5 <sup>th</sup> grade: Reading Explorers	STEM LAB Groups	3 <sup>rd</sup> grade: Math Flyers 4 <sup>th</sup> /5 <sup>th</sup> grade: Reading Explorers	Book Club		
5:30-6:30	Club Time Group 1: Art Group 2: Karate Group 3: Cooking	Wayfinder	Club Time Group 1: Art Group 2: Karate Group 3: Cooking	Wayfinder	Fun Friday: Video Game Coding		

★ Requires multiple signatures for Joint Applicants

# Optional Documents



## **Optional Documents: Memorandum of Understanding (MOU) Pgs. 43-44**

*(optional template provided)*

**For applicants applying for the Joint Application Priority Point, the MOU is required and must demonstrate at minimum that:**

1. The LEA/PSU and at least one other organization collaborated extensively in the planning and design of the 2025-2028 NCDPI Cohort 18 21st CCLC program;
2. Each joint applicant organization has substantial roles to play in the delivery of services;
3. All joint applicant organizations share grant resources to carry out their roles;
4. All joint applicants have significant and ongoing involvement in the management and oversight of the program; and
5. An agreement among the joint applicants and the fiscal agent has been signed that specifically states that the fiscal agent cannot act as 'flow-through' for grant funds and does not subgrant to others.

## Other Partnership/Collaborative Agreements

- This slot in the related documents section of the CCIP application is for programs that would like to upload any other documents to demonstrate collaboration with another organization such as:
  - Letters of support
  - Collaborative agreements
- *Is only required for joint applicants and/or priority points for braided funds.*



# Trauma Informed Practices Assurance Form

**(Template Provided)**

## Trauma-Informed Practices Assurance Form

### Attestation for Mental Health Professional Capacity

- Applicants will be given priority consideration if they propose to implement trauma-informed practices that meet an identified need of their intended participants. A trauma-informed approach incorporates recognition of the widespread impact of trauma and its signs and symptoms, appropriate responses, and active efforts to avoid re-traumatization. Resources from the Department's National Center on Safe Supportive Learning Environments can be adapted for use in 21st CCLC programs.
- To be awarded this priority point, the applicants must attest to their capacity to hire and retain certified and qualified mental health professionals and/or partner with qualified mental health service providers employing certified mental health professionals to implement evidence-based trauma-informed practices throughout the duration of the 2025-2028 NCDPI Cohort 18 21st CCLC Competitive Grant Program.
- By signing this form, the fiscal agent or authorized designee, attest the organization agrees to the Trauma-Informed Practices consideration for priority points requirements as referenced in the North Carolina Department of Public Instruction Request for Proposal (RFP).

Subgrantee: Unit #: 

Contact Person:

Contact Information:

1. Agency Capacity to Hire and Retain Certified and Qualified Mental Health Professionals:

- a) Does your agency currently employ any certified or qualified mental health professionals?

Yes

No

☐ If Yes, please specify:

- Number of professionals:
- Licensure/Certification held (e.g., LCSW, LMHC, LPCC, etc.):

- b) Does your agency have the capacity to hire and retain additional certified or qualified mental health professionals?

Yes

No

• If Yes, please briefly describe your capacity (e.g., available budget, recruitment strategies, benefits packages):

## 2. Agency Capacity to Partner with Qualified Mental Health Service Providers:

- a) Does your agency have experience partnering with qualified mental health service providers?

Yes

No

☐ If Yes, please provide examples of past partnerships:

- b) Does your agency have the capacity to establish and maintain effective partnerships with qualified mental health service providers?

Yes

No

- If Yes, please briefly describe your capacity (e.g., existing networks, contracting procedures, communication protocols):

### 3. Agency Commitment:

- The undersigned affirms that the information provided in this attestation is true and accurate to the best of their knowledge.
- The agency is committed to ensuring that all mental health services provided, whether through direct employment or partnerships, are delivered by qualified and competent professionals.

### Fiscal Agent Organization

Title of Fiscal Agent Chief Administrator or Designee

Printed Name of Fiscal Agent Chief Administrator or Designee

Signature of Fiscal Agent Chief Administrator or  
Designee

Date



# Braided Funds with Partners Table Form

(Template Provided)

**Braided Funds with Partners Table Form**  
Revised January 2025

■ Annual review and approval by the State Board of Education

**Partner Roles & Responsibilities:** (Complete a separate form if there are more than 2 partners to be included in the proposal submission.)  
Enter each partner name below:  
[ ] will:

1. Serve as a partner in the 21st Century Community Learning Centers Grant.
  - a. Provide expertise in an area for the proposed program;
  - b. Provide coordinated task(s) or activities for the proposed program;
  - c. Provide when and how the partner will coordinate and collaborate with the proposed program (duration, dosage and frequency).
  - d. [ ] will contribute funds (dollar or in-kind) to the subgrantee

Estimated Value of Contributed expertise, services & resources:	\$
---	----

[ ] will:

2. Serve as a partner in the 21st Century Community Learning Centers Grant.
  - a. Provide expertise in an area for the proposed program;
  - b. Provide coordinated task(s) or activities for the proposed program;
  - c. Provide when and how the partner will coordinate and collaborate with the proposed program (duration, dosage and frequency).
  - d. [ ] will contribute funds (dollar or in-kind) to the subgrantee

Estimated Value of Contributed expertise, services & resources:	\$
---	----

**Other Awarded Funds:**  
[ ] has been awarded funds by the following agencies:

Agency	Total Award
	\$

(Add to add additional rows)

**Table for Braided Funds:**

Funding Designation	Name	Funding Amount	Total
Local			
State			
Federal			
In-kind			

**Braided Funds with Partners Table Form**  
Revised January 2025

All Partners agree...

Any data shared will be aggregated and/or anonymized when appropriate to prevent the identification of individual students or family members.

( [ ] will lead all data collection and management related to all GPRA measures).

Partners agree that after the term of the grant has been completed, all data will be properly destroyed and otherwise made unreadable to protect Confidential Information or Personally Identifiable Information (PII).

Partners intend to continue the partnership for the duration of the grant period or when the organization goals have been achieved. On an annual basis, partners will meet to review and update or modify the "Partnership Agreement (PA)" as necessary.

Name (Signature)	
Title	
Name (Signature)	
Title	

(All listed partners must sign)

\_\_\_\_\_  
Fiscal Agent Organization

\_\_\_\_\_  
Title of Fiscal Agent Chief Administrator or Designer

\_\_\_\_\_  
Printed Name of Fiscal Agent Chief Administrator or Designer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Fiscal Agent Chief Administrator or Designer

\_\_\_\_\_  
Date

\*If the organization is awarded a priority point based on a partnership agreement, the partnership must remain active throughout the entire grant period.

# Live Links

- Links in the Request for Proposal (RFP) take you to the direct file needed for the application.
- Live links may change as other NCDPI departments update their information.
- If you have any issues with live links, there will also be a copy of the file in the 21st CCLC website.

**Contact 21<sup>st</sup> CCLC staff if you have any questions/issues with any links provided**

# Checking for Errors in CCIP

Review all sections of your application for:

- Boxes left unchecked
- Required fields empty
- A missing required document
- GAN contact information blank
- Budget Section incomplete

The screenshot displays the North Carolina State Board of Education Department of Public Instruction (NCDPI) CCIP application interface. At the top, the header reads "NORTH CAROLINA State Board of Education Department of Public Instruction". Below this, the "Sections" tab is active, showing a search bar and the text "- FP-21st CCLC New - Rev 0". The "Application Status" is "Not Started", and the "Change Status To:" dropdown is set to "Draft Started". There are links for "View NCDPI History Log" and "View Change Log". A "Description" section is visible with links for "View Sections Only" and "View All Pages". At the bottom, a table with the header "All" is partially visible.

Submit the application in CCIP by changing the status to **at least "Draft Completed" by 12:00 p.m. NOON EST February 18, 2025**

# How to Check for Errors in CCIP

A - FY 2026 - FP-21st CCLC New - Rev 0

Application Status: Not Started

Change Status To: [Draft Started](#)

[View Change Log](#)

Description ( [View Sections Only](#) [View All Pages](#) )

All

History Log

[History Log](#)

[Create Comment](#)

Allotments

Allotments

Actions

Review

This Funding Application must have at least one Grant with a Budget greater than zero.

Error

Contacts

Contacts

Actions

Review

The Contact 'Funding Application Contact' has 0 contacts selected. It requires a minimum of 1 contact(s).

Error

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**If you forget to enter any  
information in your application,  
wrote the wrong information, or  
want the application back  
after you have submitted...  
We cannot send your  
application back to you!**



# Virtual Office Hours

**January 30, 2025**

**10:30-12:00pm**

<https://ncgov.webex.com/ncgov/j.php?MTID=md1b1cc28c4be0cd7b016888eecd77eaf>



# Competition Timeline

<b>January 9</b>	Per State Board of Education policy- Approval of the Cohort 18 RFP
<b>January 13</b>	CCIP Application Opens at <b>8:00 am</b>
<b>January 15<sup>th</sup> and 16<sup>th</sup>, 2025</b>	<u>Technical Assistance (TA) Webinars</u>
<b>Can be accessed online at any time</b>	<u>CCIP Virtual New Users Training Password for Training</u> kSZGyiv4  <u>CCIP New Users Training Link</u>
<b>February 18, 2025</b>	Applications Due – Application submitted through CCIP and time stamped by 12:00 p.m. NOON Eastern Standard Time. Applications must at least be at 'Draft Completed' to be considered for review and/or evaluation.
<b>May 1, 2025</b>	<u>SBE Meeting</u> – Anticipated meeting for new grant recommendations for SBE review and approval as Action on First Reading.
<b>May 5, 2025</b>	<u>Notifications to Approved/Not Approved Applicants</u> – Applicants notified of approval or non-approval.

Questions?





# **Part 3: Application Review and Selection Process** (RFP pgs. 45-46)

Susan Brigman, Section Chief 21st CCLC & ELISS

# SBE Policy CNTR 001

The North Carolina State Board of Education (SBE) policy CNTR-001 outlines the approval process for competitive non-discretionary funds.

This policy was developed to assure the Board that all project proposals have been evaluated fairly and on merit without bias or favoritism and all approval criteria for selection have been followed.

Definition: Competitive projects are those projects for which NCDPI or SBE solicits proposals from eligible applicants and are evaluated against a set of approved criteria to determine the recommendations for funding.

## SECTION V. Exceptions

- Any additional criteria, **amended process**, or further changes made to the above procedures must be approved by the deputy state superintendent.
- In accordance with the policy, the State Board of Education (SBE) can approve deviation from the written policy.

**The SBE approval of this RFP authorizes the following approval process for awarding 21<sup>st</sup> CCLC Cohort 18 grants.**

# 21st CCLC Competitive Grant Competition Review Process

- **Initial Login and Screening:** Each application is reviewed to determine the presence of basic components including proposal sections, applicant and partner signatures, and other essential items outlined in the Application Guidance including determination of Good Standing.
- **Level I Review:** The review team is comprised of experienced, external grant readers from various professions. Impartial reviewers will evaluate each application based on the proposed activities and the capability of the applicant to implement the proposed program.
- A review team of three reviewers will assess each application utilizing a Rating Rubric (Appendix E). Scores from the independent evaluations will be averaged to determine a final rating for each application. Each proposal will be included in one of the five following quality bands:
  - Excellent (123-145)
  - Strong (100-122)
  - Average (76-99)
  - Weak (55-75)
  - Unacceptable (54 or below)

# 21st CCLC Competitive Grant Competition Review Process

- **Level II Review:** Applications recommended for funding by the review team will be reviewed by a smaller team of reviewers (which may include the Office of Federal Programs director and review team chairpersons). These reviewers will use the following criteria and will assign priority points to applications that meet with specific funding priorities.
- In addition to a quality review score, all applications will receive a technical review to ensure all required and related documents are complete, including all official signatures on all required documents.
- Any required document(s) not completed or submitted in its entirety and/or is missing official signatures will be considered incomplete in its submission and will receive a point deduction(s) for each incomplete required document submitted. Any Technical Review point deductions will be applied to the final score of the application, reducing the final score.

# Priority Points Review

Priority points are reviewed and added to the final score for the application before any technical deductions.

# 21st CCLC Competitive Grant Competition Review Process

- **Level III Review:** Using results from the level I and level II evaluations, the Office of Federal Programs director and other leadership appointed by the appropriate chief officer, jointly determine with the appropriate SBE Committee the final recommendations to the SBE for approval based on the total amount of funds requested compared to the total amount of funds available.
- Upon approval from the SBE, the General Contact Person and Fiscal Agent (if different organization from the General Contact) will be notified via email.



# Appeals Process (RFP Pgs. 75-76)

- In accordance with federal rules, NCDPI provides applicants or recipients with the opportunity for a hearing to appeal NCDPI's final action under an applicable federal program. See 34 C.F.R. § 76.401(a), 34C.F.R. § 76.783 and 20 U.S.C. 1231b-2.
- For more information on the appeals process see Appendix F of the Request for Proposal (RFP).