

21ST CENTURY COMMUNITY LEARNING CENTERS

Application Guidance



IDAHO STATE DEPARTMENT OF EDUCATION
STUDENT ENGAGEMENT | 21ST CCLC

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INTRODUCTION

The Idaho State Department of Education (SDE) is pleased to announce the release of the 21st Century Community Learning Centers (21st CCLC) Request for Application (RFA). This document contains the guidelines that should be followed when applying for a 21st CCLC grant.

The 21st CCLC is authorized under Title IV, Part B, of the Elementary and Secondary Education Act (ESEA), as amended by Every Student Succeeds Act (ESSA) of 2015. The program started in 1998 and was initially administered at the federal level. The reauthorization in 2001 turned over responsibility for administering this program from the U.S. Department of Education (ED) to the State Educational Agency (SEA) in each state. Each state's share of the ESSA funds is determined by a formula based on total Title I funds received, which is based on census data. Funding for this grant program is contingent upon continued funding from ESSA Title IV, Part B.

The purpose of the 21st CCLC is to:

1. provide opportunities for **academic enrichment**, including providing tutorial services to help students, particularly students who attend low-performing schools, to meet the challenging State academic standards;
2. offer students a broad array of **additional services, programs, and activities**, such as youth development activities, service learning, nutrition and health education, drug and violence prevention programs, counseling programs, arts, music, physical fitness and wellness programs, technology education programs, financial literacy programs, environmental literacy programs, mathematics, science, career and technical programs, internship or apprenticeship programs, and other ties to an in-demand industry sector or occupation for high school students that are designed to **reinforce and complement the regular academic program** of participating students; and
3. offer **families of students** served by community learning centers opportunities for **active and meaningful engagement in their children's education**, including opportunities for literacy and related educational development (ESSA, Sec. 4201(a)).

ACCOUNTABILITY

This document is intended to be read in conjunction with the authorized statutes and applicable regulations that are relevant to the 21st CCLC Grant:

- Legislation: Title IV, Part B, 21st Century Community Learning Centers (p.233-244), of the ESEA, as amended by the Every Student Succeeds Act (ESSA) (20 U.S.C. 7171-7176) – <https://www.ed.gov/essa>
- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – <https://www2.ed.gov/policy/fund/guid/uniform-guidance/index.html>
- The Administrator’s Handbook on EDGAR – <https://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>
- Non-Regulatory Guidance – 21st Century Community Learning Centers Non-Regulatory Guidance (February 2003): <https://www2.ed.gov/programs/21stcclc/legislation.html>
- Idaho 21st CCLC Grantee Guidance - <http://www.sde.idaho.gov/student-engagement/cclc/index.html>
- 21st CCLC Grant Application and related revisions / continuing applications

MEASURES OF EFFECTIVENESS & STATEWIDE OBJECTIVES

Applications shall be based on the following measures of effectiveness (ESSA, Sec. 4205(b)):

- An assessment of objective data regarding the need for before and after school (or summer recess) programs and activities in the schools and communities;
- An established set of performance measures aimed at ensuring high-quality academic and social enrichment opportunities;
- If appropriate, evidence-based research that the program or activity will help students meet the State academic standards and any local academic standards;
- Align with the regular academic program of the school and academic needs of participating students and include performance indicators and measures;
- Collect the data necessary for the measures of student success described; and
- A periodic evaluation to assess the program’s progress toward achieving the goal of providing high-quality opportunities for academic enrichment and overall student success.

The federal 21st CCLC has established performance objectives as part of the Government Performance and Results Act (GPRA):

- GPRA Objective 1: Participants in 21st Century Community Learning Center programs will demonstrate educational and social benefits and exhibit positive behavioral changes.
- GPRA Objective 2: 21st Century Community Learning Centers will offer high-quality enrichment opportunities that positively affect student outcomes such as school attendance and academic performance, and result in decreased disciplinary actions or other adverse behaviors.
- GPRA Objective 3: Improve the operational efficiency of the program.

To coincide with these performance objectives, the Idaho 21st CCLC has established the following:

- **Academic:** Establish community learning centers that provide opportunities for academic enrichment to students in high-poverty, low-performing schools.
- **Enrichment:** Establish community learning centers that offer a broad array of additional services, programs, and activities that complement the regular school day.
- **Family & Parent Engagement:** Establish community learning centers that offer families of student's opportunities for active and meaningful engagement in their children's education, including opportunities for literacy and related educational development.
- **Targeted Services:** Establish community learning centers that target services to students who attend schools that (1) are implementing comprehensive support and improvement activities and (2) enroll students who may be at risk for academic failure, dropping out of school, involvement in criminal or delinquent activities, or who lack strong positive role models.
- **Continuous Improvement:** Establish community learning centers that continuously improve operational efficiency to provide high quality programming for participants.
- **Summer Program:** Establish community learning centers that provide academic enrichment opportunities to students during the summer months.

ELIGIBLE APPLICANT

To be eligible to receive a grant under Title IV, Part B, an eligible entity shall submit an application to the SDE at such time, in such manner, and including such information as the SDE may reasonably require (ESSA, Sec. 4204(b)(1)).

Eligible Application: the term 'eligible applicant' means a local educational agency, community-based organization, Indian tribe or tribal organization (as such terms are defined in section 4 of the Indian Self-Determination and Education Act (25 U.S.C. 450b)), another public or private entity, or a consortium of 2 or more such agencies, organizations, or entities (ESSA, Sec. 4203).

LETTER OF INTENT TO APPLY

Eligible entities that intend on submitting an application must submit a *Letter of Intent to Apply* to Camille McCashland at cmccashland@sde.idaho.gov by **December 1, 2017**. Letters submitted after this date are allowed but may result in delayed access to the online application.

Please note: after submitting the Letter of Intent, it may take up to five (5) business days to gain access to the application portal.

PRIORITY FOR APPLICATIONS

In awarding grants under Title IV, Part B, the SDE shall give priorities to applications that are targeting services to students who primarily attend schools that are:

- Implementing comprehensive support and improvement activities or targeted support and improvement activities under Sec. 1111(d) – (ESSA, Sec. 4204(i)(1)(A)(i)(I));
- Schoolwide eligible to receive funds under Title I, Part A – (ESSA, Sec. 4204(b)(2)(F));
- Submitted jointly by eligible entities consisting of a local educational agency receiving funds under Title I, Part A, and another eligible entity – (ESSA, Sec. 4204(i)(1)(B)(i)(I));
- Mid-high and high poverty based on lunch eligibility – (ESSA, Sec. 4204(i)(1)(A)(i)(II));
- Proposing to offer at least 40 hours of summer learning;
- Below the state average for median household income (by county) – (ESSA, Sec. 4204(f));
- Not receiving 21st CCLC grant funds for the 2018-2019 school year – (ESSA, Sec. 4204(f));
and
- Novice grantees (have not received a prior 21st CCLC grant) – (ESSA, Sec. 4204(i)(1)(C)).

MULTIPLE CENTERS & APPLICATIONS

Center: the site or location where programming occurs. Eligible entities may apply for up to four (4) centers within one application. For applications proposing (a) kindergarten or pre-K services **AND** (b) afterschool services, an applicant may choose to track as two separate centers.

Applications: eligible entities may submit more than one application per award cycle, as long as no duplication of services are proposed.

RIGOROUS PEER-REVIEW PROCESS

All eligible applications submitted within the required timeframe will enter a two-step review process:

1. Employees of the SDE who are familiar with the programs and activities under Title IV, Part B, will review all applications received for completeness and applicant eligibility (ESSA, Sec. 4201(b)(5)(A)). **Applications that do not meet at least 50 of the 90 competitive priority points are not submitted for peer review.**
2. The SDE selects peer reviewers to review and rate the applications based on an established scoring rubric to determine the extent to which the applications meet the application requirements (ESSA, Sec. 4201(b)(5)(C)).

The SDE selects peer reviewers, who shall:

- Be selected for their expertise in providing effective academic, enrichment, youth development, and related services to children; and
- Not include any applicant, or representative of an applicant, that has submitted an application in the current grant competition (ESSA, Sec. 4201(b)(5)(b)).

APPEALS PROCESS

Applicants that wish to appeal a grant competition decision, may submit an *Application Appeal* to the SDE. More information may be found on the [21st CCLC Webpage](#).

PARTNERSHIP WAIVER

In the case of an application where there is no such partnership available within the community, then the applicant may submit a *Partnership Waiver Form* (ESSA, Sec. 4204(i)(2)). All Partnership Waiver Forms must be submitted to the SDE for prior approval. Applicants must demonstrate evidence of exhausting all available organizations within a reasonable geographic proximity.

APPLICATION TIMELINE

The timeline for the 2018-2019 RFA:

- October 27, 2017 - Request for Application Webinar
- November 2017 - Request for Application Workshops (Various Locations)
- December 1, 2017 - Letter of Intent to Apply
- **January 26, 2018 - Application MUST be submitted by 6:00 PM (MT)***
- February - March 2018 - Peer Review process of Applications
- April 2018 - Announcement of Awards
- July 1, 2018 - Grant Funding Begins
- July 2018 - New Grantee / Director's Meeting

**Applications that are incomplete, submitted late, include an unsigned Memorandum of Understanding or do not follow the 21st CCLC guidelines provided will not be considered for review.*

NO FACSIMILE, PRINTED, HAND DELIVERED OR EMAILED APPLICATIONS WILL BE ACCEPTED.

ONLINE APPLICATION

All 21st CCLC applications must be completed in the SDE online application:

<http://www.sde.idaho.gov/student-engagement/cclc/index.html>

Applicant User Roles

There are two (2) primary roles within the application:

1. *Authorized Applicant Representative*: individual with the legal authority from organization to enter into a legal contract. Typically, it is the superintendent, CEO, or president of the organization. Individual will be the primary contacted source concerning the grant application.
2. *Project Director*: individual with the responsibility of entering information into the grant application. Individual may be the secondary contacted source concerning the grant application.

Application Submission Instructions

In order to submit the 21st CCLC grant application:

1. Authorized Applicant Representative **MUST** agree to the TERMS AND CONDITIONS; and
2. Project Director **MUST** click the SUBMIT icon on the top MAIN MENU.

APPLICATION INSTRUCTIONS

Applicant is the fiscal agent. Provide the name and contact information.

Competitive Priorities

The SDE shall give priorities to applications that are targeting services to students who primarily attend schools with high-need and lack of available services. **Applications that do not meet at least 50 of the 90 competitive priority points are not submitted for peer review:**

- 5 points – at least **one (1)** of the target schools is implementing comprehensive support and improvement activities or targeted support and improvement activities under Sec. 1111(d):
 - **Demonstrated Evidence:** [Idaho Priority and Focus School List 2016-2017](#).

- 15 points – at least **75%** of the target schools are schoolwide eligible to receive funds under Title I, Part A:
 - **Demonstrated Evidence:** [Title I School Status 2016-2017](#).
- 20 points – application is submitted jointly by not less than one (1) local educational agency receiving funds under Title I, Part A, and another eligible entity:
 - **Demonstrated Evidence:** Signed Memorandum of Understanding (MOU).
- 10 points – at least **75%** of the target schools are mid-high poverty (50% or more of the building students qualified as low-income as of April 3, 2017):
 - **Demonstrated Evidence:** [Lunch Eligibility Data by District 2016-2017](#).
- 5 points – at least **50%** of the target schools are high poverty (75% or more of the building students qualified as low-income as of April 3, 2017):
 - **Demonstrated Evidence:** [Lunch Eligibility Data by District 2016-2017](#).
- 5 points – at least **one (1)** of the target schools is located in a county below the state average for median household income (\$47,583):
 - **Demonstrated Evidence:** [US Census Bureau \(2015\) Median Household Income](#).
- 10 points – at least **50%** of the target schools propose 40 hours of summer learning:
 - **Demonstrated Evidence:** Center Operating Schedule & Statewide Objectives.
- 5 points – **100%** of target schools are not receiving 21st CCLC funds for 2018-2019:
 - **Demonstrated Evidence:** [Current or Returning Grantee List](#).
- 5 points – **100%** of schools within a district are not receiving 21st CCLC funds for 2018-2019:
 - **Demonstrated Evidence:** [Current populations Served by District](#).
- 10 points – **100%** of target schools have not received a 21st CCLC grant from the SDE within the last eight (8) years. Current or returning grantees will have the opportunity to make up points by demonstrating previous program performance:
 - **Demonstrated Evidence:** [Current or Returning Grantee List](#).

Abstract

Provide a brief overview of the project, which includes a description of a typical day, service area, activities proposed, participants to be served, and the intended outcomes. Also include a brief description of how the activities will meet the Measures of Effectiveness.

Needs Assessment

Provide an evaluation of the community needs and available resources for the community learning center, including the needs of target population and working families (ESSA, Sec. 4204(b)(2)(I)).

1. Describe the objective data regarding the need for before and after school (or summer recess) programs and activities in the schools and communities (ESSA, Sec. 4205(b)(A));
2. Describe the current before or after school services available, or lack thereof, to address identified needs, which may include community- or school-based programs;
3. Describe the target population to be served in need of intervention and support to improve student academic achievement and other outcomes (ESSA, Sec. 4204(i)(1)(A)(i)); and
4. Describe how the proposed project will address and reduce the specific risk factors for the target population.

Project Design

Provide a comprehensive scope of services to meet the needs of the whole child, which includes services that reinforce and complement the regular academic programs of the students.

1. Describe the activities and how they are expected to improve student achievement as well as overall student success (ESSA, Sec. 4204(b)(2)(B));
2. Describe the plan to align academic enrichment activities with the challenging State academic standards and any local academic standards (ESSA, SEC. 4204(b)(2)(D)(ii));
3. Describe the plan for providing parents and families active and meaningful engagement opportunities to the children served by the program;
4. Describe the plan to use best practices, including research or evidence-based practices, to provide educational and related activities that will complement and enhance academic performance, achievement, postsecondary and workforce preparation, and positive youth development of the students (ESSA, SEC. 4204(b)(2)(J));

5. Describe the plan to undergo periodic evaluation to assess the program’s progress toward achieving the goal of providing high-quality opportunities for academic enrichment and overall student success (ESSA, Sec. 4205(b)(2)(A));
6. Provide evidence that the proposed number of students for the application is likely to be achieved on a daily basis; and
7. **Attach** a letter documenting the plan for providing snacks and/or meals for students through the US Department of Agriculture child nutrition program or commitment of funding or in-kind from a private organization (21st CCLC grant funds cannot be used for snacks).

Collaboration and Partnerships

Provide the scope of collaborative efforts and partnerships in operating a successful 21st CCLC program.

1. Describe the prior experience in afterschool programming or promise of success for each partner in the proposed application, including primary applicant;
2. Describe the plan to develop a community advisory board to promote transparency and continuous improvement;
3. Describe the plan to disseminate information about the community learning center (including its location) to the community in a manner that is understandable and accessible (ESSA, Sec. 4204(b)(2)(A)(iii));
4. Describe the plan to coordinate Federal, State, and local programs and make the most effective use of public resources (ESSA, SEC. 4204(b)(2)(C));
5. Describe the plan to encourage and use appropriately qualified persons to serve as volunteers (ESSA, Sec. 4204(b)(2)(M));
6. Describe the plan for ongoing professional development for both staff members and volunteers; and
7. **Attach** a signed Memorandum of Understanding (MOU) between the local educational agency and partnership that outlines (1) active collaboration with assigned responsibilities and commitments, and (2) sharing of relevant data among the schools and partner, in compliance with relevant laws relating to privacy and confidentiality (ESSA, Sec. 4204(b)(2)(D)(i));

Equitable Access and Site Location

Provide the description of equitable access and site location for all participants.

1. Describe the plan to ensure the program will take place in a safe and easily accessible facility (ESSA, SEC. 4204(b)(2)(A(i));
 - If the location is not a school site, provide the additional information requested below:
 - Evidence that the program will be as available and accessible as it would be at a school site (ESSA, Sec. 4204(c));
 - Evidence that the school district and collaborating partners are in agreement on the non-school learning center site(s); and
2. Evidence that transportation costs of a school site versus non-school site were considered when deciding on the program location.
3. Describe the plan to ensure students participating in the program carried out by the community learning center will travel safely to and from the center and home (ESSA, SEC. 4204(b)(2)(A(ii)));
4. Describe the plan for equitable access and participation for students with special needs (i.e. individualized Education Program and Section 504); and
5. Describe the plan for outreach to eliminate barriers that could impede equitable access for participation in services due to limited English proficiency.

Fiscal Management and Resources

Provide the description of fiscal agent and resources for program operations.

1. Describe the plan to charge program fees:
 - If a fee will be collected, then provide an explanation of the fee structure and why fees are necessary. Assurance that students will not be turned away for inability or lack of pay. Any revenue generated by charging fees must be expended within the five year grant cycle.
 - If fees will not be collected, then state “fees will not be collected.”
2. Describe the fiscal organization that will be the recipient of the 21st CCLC grant funds, including:
3. Experience administering local, state or federal grants of similar requirements;
4. Proven fiduciary responsibility as demonstrated through annual audits; and
5. Indication of findings from previous audits (ESSA, SEC. 4204(b)(2)(N));
6. Describe how existing school and other resources will be used to carry out project activities;
7. Describe the adequacy of the budget to meet needs in the following areas: staffing, staff development, program implementation, supplies, transportation, snacks, and program management;

8. Describe a plan to generate sufficient in-kind/matching funds in years 3-5 to maintain the original level of service to the proposed number of students to be served;
9. Describe the 10% match and/or in-kind secured by partnership(s) outside the applicant (ESSA, Sec. 4204(d)(1));
10. Describe a preliminary plan for how the program will continue after 21st CCLC grant funding ends (i.e. sustainability) (ESSA, Sec. 4204(b)(2)(K)); and
11. **Attach** Letter of Commitment(s) to substantiate match and/or in-kind contributions.

Budget

Provide a detail budget for the first year of funding as well as a summary for the entire five-year grant.

1. Develop a budget that is complete, detailed, and free of errors;
2. Develop a budget that meets mandatory budget items;
3. Develop a budget that meets restricted costs;
4. Develop a budget that meets allowable expenses; and
5. Develop a budget that is supported by the needs assessment and project design.

Centers

The site or location where programming occurs. A center section must be created for each site or location of the application. For applications proposing (a) kindergarten or pre-K services **AND** (b) afterschool services, an applicant may choose to track as two separate centers.

Center Info

Provide the Center Name, proposed average daily attendance, and grades.

Operating Schedule

1. Provide the anticipated start date and end date of the school year program.
2. Provide the days and hours of operation for the school year program.
3. If proposing a summer program, then do steps 1 and 2 for summer program.

Target Schools

1. Provide the target school(s) for the proposed center.
2. **Attach** Letter of Commitment(s) from each target school to substantiate evidence of (1) physical building space, (2) recruitment strategies, and (3) sharing of relevant student data among school and partner.

Statewide Objectives

1. Provide academic activities and timeframes to be offered.
2. Provide enrichment activities and timeframes to be offered.
3. Provide family & parent engagement activities to be offered.
4. If proposing a summer program, then do steps 1 through 3 for summer program.

Staffing Plan

1. Provide title of each position that will work within the center.
2. Provide quantity of staff for position.
3. Provide staff to student ratio for position. For staff that does not have direct contact with students enter "N/A."
4. Describe qualifications required for position.
5. Describe project responsibilities for position.
6. Provide hours per week on 21st CCLC grant.
7. **Attach** Governance Organizational Structure.

Current or Returning Grantees

21st CCLC grantees with ongoing projects may not apply for duplicate funding for the same project activities or group of students. However, grantees may apply for significant expansion of services to those students, expansion to additional centers (e.g. expanding to four (4) centers instead of two (2) centers) or significantly increasing the number of students. The application must clearly demonstrate the need to expand services and how new funds will be used for the new programming.

1. Provide the first year of the most recent award received by target school(s).
2. Provide the total number of students to be served for the target school(s).
3. Provide the total number of youth attending at least one day for each year of the grant award.
4. Provide the total number of family members participating for each year of the grant award.
5. Provide the total number of regular program participants for each year of the grant award.
6. Describe how the proposed application will not duplicate students and/or services currently offered by 21st CCLC grant funds. If an expansion project, applicant must clearly demonstrate the previous success and need to expand services.
7. Describe the efforts that have been made towards program sustainability from current or returning 21st CCLC grants.
8. Describe the academic and behavior outcomes of participating students in the current or returning 21st CCLC grant.
9. Describe the different types of formal training offered to primary staff during the most recent year of the 21st CCLC grant.

GRANTEE REQUIREMENTS

The following requirements are broken into two (2) sections: program operations and budget. This section should be read in conjunction with the authorized statutes, applicable regulations, and grantee guidance:

Program Operation

Advisory Board: develop a community advisory board that consists of representation from a variety of community organizations that meet at least two (2) times per year.

Evaluation: conduct a local, independent program evaluation during the third year of grant to demonstrate the program's effectiveness.

Center Location: submit annual mandatory documentation assurance that (1) all staff have received a background check and (2) all center(s) have completed safety inspections:

1. Centers operating on school property and not receiving funds from the Idaho Department of Health and Welfare (IDHW) are **not** required to go through IDHW day care licensing. School districts are already required by law to get background checks on all employees and facilities are already inspected for school purposes.
2. Centers operating on school property receiving funds from IDHW must comply with the licensing requirements of IDHW (if required by IDHW as a condition of funding).
3. Centers not operating on school property must comply with IDHW day care licensing requirements: background checks, fire, and building inspections.

Family & Parent Engagement: promote and offer five (5) family literacy services and three (3) parent involvement opportunities.

Participation: serve the proposed number of students on a daily basis.

Professional Development: at least one (1) individual participates in a two-day new grantee training and a two-day conference (Idaho Out-of-School Network Summit). Applicants are also required to offer ALL program staff opportunities for staff development and training based on the needs of program staff.

Timeframe of Services: provide typical school year programmatic services no less than 100 days, 4 days per week, and 12 hours per week.

- Summer Program: operate a minimum of 40 hours during the summer break.

Budget

Award Amount: applications are allowed to request funds based on the number of students to attend the program on a daily basis. The following is the maximum award amounts based on student daily participation:

Number of Students to Attend Daily	Maximum Request*	Year 1 & 2 100%	Year 3 90% + \$6,000	Year 4 85%	Year 5 80%
25-40	\$95,000	\$95,000	\$91,500	\$80,750	\$76,000
41-60	\$110,000	\$110,000	\$105,000	\$93,500	\$88,000
61-80	\$125,000	\$125,000	\$118,500	\$106,250	\$100,000
81-100	\$140,000	\$140,000	\$132,000	\$119,000	\$112,000
101+	\$155,000	\$155,000	\$145,500	\$131,750	\$124,000

*The SDE reserves the right to reduce initial award amounts to maximize statewide impact. The SDE also reserves the right to reduce or eliminate award amounts if key performance indicators are not met. Year-to-year funding will be based on meeting program goals and objectives through measureable outcomes concerning student achievement, participation, and family engagement. Reduction of grant funds is based upon an analysis of per-pupil expenditures. Funding for this program is contingent upon continued funding from ESSA, Title IV, Part B.

Minimum Award Amount: applications cannot request a maximum award less than \$63,000 to ensure eligible entity does not receive less than \$50,000 in year 5 of funding (ESSA, Sec. 4204(h)).

Transportation Support: applications may request up to \$15,000 (each year of the grant) to ensure that students participating in the program travel safely to and from the center and home (ESSA, Sec. 4204(b)(2)(A)(ii)). However, these funds may **ONLY** be used for transportation costs.

Budget Definitions:

- Personnel (2 C.F.R. §200.430): Costs incurred for employment people to meet the goals and objectives of program operations.
- Fringe Benefits (2 C.F.R. §200.431): Cost incurred that supplement an employee's salary such as health insurance, retirement, PERSI, and so forth.

- Travel/Professional Development (2 C.F.R. §200.474): Costs incurred for employees to participate in training, professional development, and conferences. Costs may include travel, per diem, lodging, registration fees, conferences (2 C.F.R. §200.432), and other such costs.
- Supplies (2 C.F.R. §200.94): All tangible personal property other than those described in equipment and/or a computing device is a supply if the acquisition cost is less than \$250.
- Equipment (2 C.F.R. §200.33 and 2 C.F.R. §200.313): All (1) tangible personal property having a useful life of more than one year and (2) a per-unit acquisition cost which equals or exceeds \$250. Computing devices are classified as equipment. Costs incurred for equipment must be used to carry out program operations are allowable if directly connected to the program objectives and design.
- Purchased Services: Costs incurred when purchasing a service, which includes contracts (2 C.F.R. §200.22 – a legal instrument by which the sub-grantee purchases property or services needed to carry out the program project).
- Transportation: Costs incurred for the transportation of program participants to travel safely to and from the 21st CCLC site and off-site locations including academic enrichment activities and home. This may include mileage reimbursement, contracted bus driver services, and or flat bus rates.
- Indirect Cost (2 C.F.R. §200.56): Costs incurred (1) for a common or joint purpose benefitting more than one cost objective, and (2) not readily assignable to the cost objectives specifically benefitted. Costs must be set at the restricted indirect cost rate.

Mandatory Budget Items:

- Staff Professional Development;
- Two-Day New Grantee Meeting (Boise) – transportation, lodging, per diem.
- Idaho Out-of-School Network Summit (Boise) – registration (\$75/person), transportation, lodging, per diem.

Match / In-Kind: applications are encouraged to match 10% of the total proposed award amount with funds from (1) outside of the applicant organization and (2) may not be derived from other Federal or State funds (ESSA, Sec. 4204(d)(1)). Eligible Entities are permitted to provide all or any portion of such match in the form of in-kind contributions. Furthermore, to meet the match requirements, eligible entities may secure match and/or in-kind contributions from more than one entity. All match or in-kind contributions must be substantiated by a MOU or Letter of Commitment.

Restricted Costs:

- Remodeling - No more than \$500 of the grant award;
- Equipment - No more than 5% of the grant award (does not include transportation support costs);
- Indirect Cost - Set at the restricted indirect rate of the school district that is the applicant or partnering with the applicant; and
- Rental Facilities - Limited to the fair market value for similar facilities in the local community.

Allowable Expenses: All expenses should follow Statutory Requirements outlined in *Elementary and Secondary Education Act, Sec. 4205(a) - Authorized Activities*. Below is a list of common allowable expenses with 21st CCLC grant funds (for a more detailed list see *EDGAR*, 3rd Edition, p. 138-162):

Cost	Status	Citation	Notes
Advertising & Public Relations	Allowable with Restriction	2 C.F.R. §200.421	For recruitment of personnel, procurement of goods or services, or disposal of scrap metal.
Advisory Councils	Allowable with Restriction	2 C.F.R. §200.422	
Alcoholic Beverages	Unallowable	2 C.F.R. §200.423	
Alumni/ae Activities	Unallowable	2 C.F.R. §200.424	
Conferences	Allowable	2 C.F.R. §200.432	
Contributions & Donations	Unallowable	2 C.F.R. §200.434	
Capital expenditures for general purpose equipment, buildings, and land	Unallowable	2 C.F.R. §200.439	
Capital expenditures for special purpose	Allowable	2 C.F.R. §200.439	

Cost	Status	Citation	Notes
equipment			
Curriculum	Allowable		
Decorative Items	Unallowable		
Entertainment	Unallowable	2 C.F.R. §200.438	Costs for entertainment, amusement, diversion, and social activities.
Facilities	Unallowable		
Field Trips	Allowable with Restriction		
Food	Allowable with Restriction		
Fund Raising and Investment Management Costs	Unallowable	2 C.F.R. §200.442	
Gifts	Unallowable		This may include prizes, gift cards, awards, and other items that appear to be gifts.
Goods or Services for Personal Use	Unallowable	2 C.F.R. §200.445	
Government Costs	Unallowable	2 C.F.R. §200.444	
Grant Writing Services	Unallowable		
Incentives	Unallowable		
Indirect Costs	Allowable with Restriction	2 C.F.R. §200.56	
Lobbying	Unallowable	2 C.F.R. §200.450	
Participant Support	Allowable with Restriction	2 C.F.R. §200.456	Prior approval by the Federal Award Agency.

Cost	Status	Citation	Notes
Personnel & Fringe Benefits	Allowable		
Pre-Award Costs	Unallowable		
Program Operations that take place during the Regular School Day	Unallowable	Sec. 4201(b)(1)(A)	
Remodeling Existing Facility Costs	Allowable with Restriction		Up to \$500
Rental Costs of Real Property and Equipment	Allowable with Restriction	2 C.F.R. §200.465	Rates are comparable to that of other rental property in the locale.
Scholarships and Student Aid	Allowable with Restriction	2 C.F.R. §200.466	Prior approval by the Federal Award Agency.
Selling and Marketing	Unallowable	2 C.F.R. §200.467	
Student Activity	Allowable with Restriction	2 C.F.R. §200.469	
Supplies and Materials	Allowable		
Training and Education (Professional Development)	Allowable	2 C.F.R. §200.472	
Transportation	Allowable	2 C.F.R. §200.473	
Travel	Allowable	2 C.F.R. §200.474	Allowable for transportation, lodging, subsistence, and related items incurred by employees traveling on official business.
T-Shirts	Unallowable		

Cost	Status	Citation	Notes
Vehicle	Unallowable		