

How To Apply

**Title IV, Part B – Nita M. Lowey
21st Century Community Learning Centers
Competitive Grant Application Process**



OKLAHOMA
Education

Agenda

- Funding Overview
- Eligibility
- Grant Guidance
 - Required Application Components
 - Allowable Program Components
 - Grant Leadership
 - Allowable and Non-allowable Expenditures
- How To Apply
- Navigating the Grants Management System
- Peer Review
- Resources



Website

- All information provided on this webinar is also available on the Oklahoma State Department of Education website at <https://sde.ok.gov/21cclc>.

Funding Overview

Federal Funding Stream

This competitive grant opportunity is federally funded by the United States Department of Education (USDE) and administered by the Oklahoma State Department of Education (OSDE).

- These funds are authorized under Title IV, Part B of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA).
- Specifically, this competitive grant opportunity is funded through Title IV, Part B – Nita M. Lowey 21st Century Community Learning Centers (CCLC) program.

Funding Focus

Funding is designated to provide opportunities for communities to establish or expand activities in community learning centers that:

- Offer opportunities for academic enrichment, including providing tutorial services to help students, particularly student who attend low-performing schools, to meet challenging State academic standards;
- Offer students a broad array of additional services, programs, and activities that are designed to reinforce and complement the regular academic program; and
- Offer families of the students served opportunities for active and meaningful engagement in their children's education, including opportunities for literacy and related educational development.



Grant Awards

It is the intent of the Oklahoma State Department of Education to award grants of sufficient size and scope to support high-quality, effective programs:

- \$50,000 - \$300,000 per applicant
- Renewed annually, for up to five consecutive years, dependent upon an annual review of performance
- To encourage sustainability, years 4 and 5 are funded at 80% of the original grant allocation, again dependent upon an annual review of performance
- Reimbursed grant - applicants must demonstrate sufficient operating funds to sustain the program until claims are reimbursed

Eligibility

Priorities

ESEA, Section 4204(i)(1) states that a State educational agency shall give priority to applications -

Proposing to target services to students who primarily attend schools that -

- are implementing Comprehensive or Targeted support and improvement activities;
- enroll students at risk for academic failure, dropping out of school, involvement in criminal or delinquent activities, or who lack strong positive role models; and
- the families of students enrolled in the program.

Submitted jointly by eligible entities consisting of not less than 1 -

- local education agency receiving funds under part A of title 1; and
- another eligible entity.

Submitted Jointly

The 21st CCLC grant is designed to build partnerships and engage community members in program development, implementation and evaluation. All partners should be prepared to commit to:

- Play a substantive role in design, delivery and resources;
- Be involved in the management, oversight and evaluation of programming; and
- Engaging in an active advisory committee structure.



Who Can Apply

Agencies and organizations eligible to receive 21st CCLC funds include, but are not limited to:

- Local Education Agencies
- Career and Technology Centers
- Non-profit Agencies
- City or County Government Agencies
- Community-Based Organizations
- Faith-Based Organizations
- Institutions of Higher Education
- For-profit Corporations

Geographic Diversity

ESEA, Section 4204(f)(1) states to the extent practicable, a State educational agency shall -

Distribute subgrant funds under this part equitably among geographic areas within the State, including urban and rural communities.

In order to distribute available funds equitably and eliminate duplication of services:

- Applicants must specify the county, district, and site code where students participating in the program attend school.
- For purposes of this grant a site is defined using the school site listing posted on the Oklahoma State Department of Education website at <http://www.ok.gov/sde/state-school-directory>.



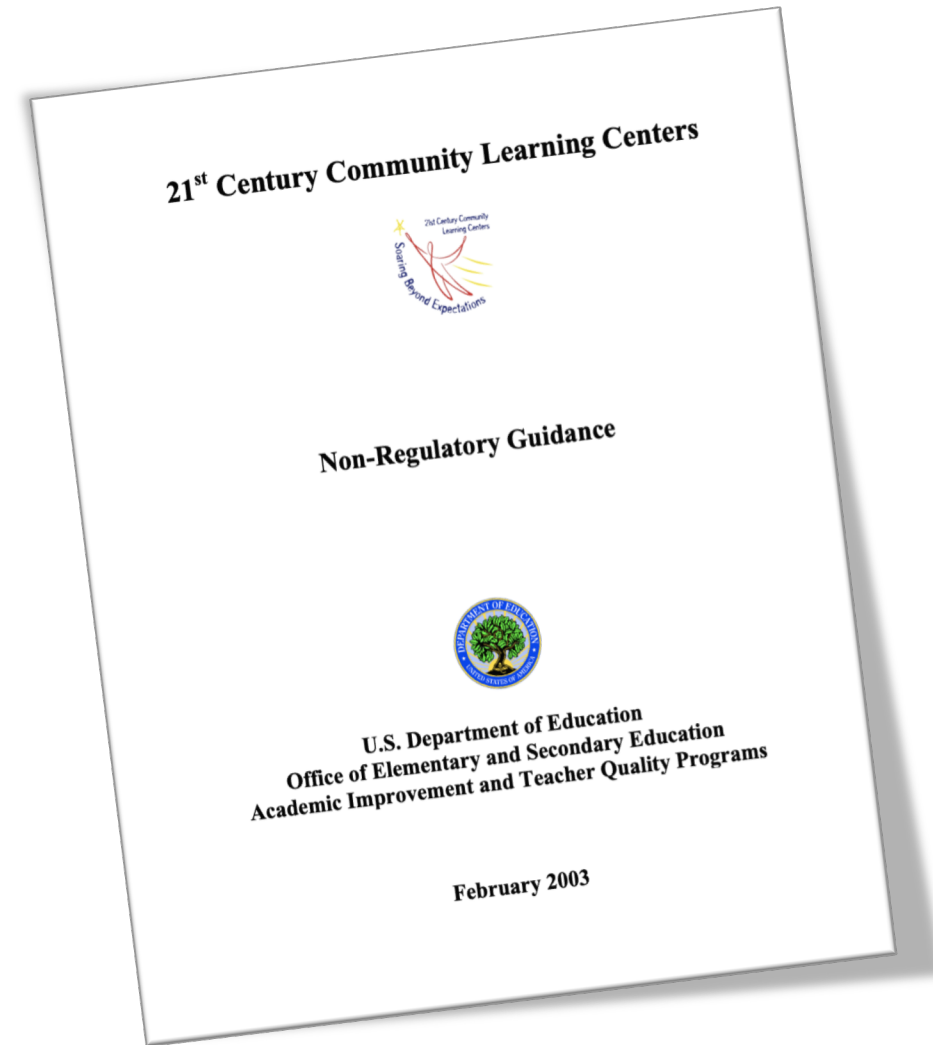
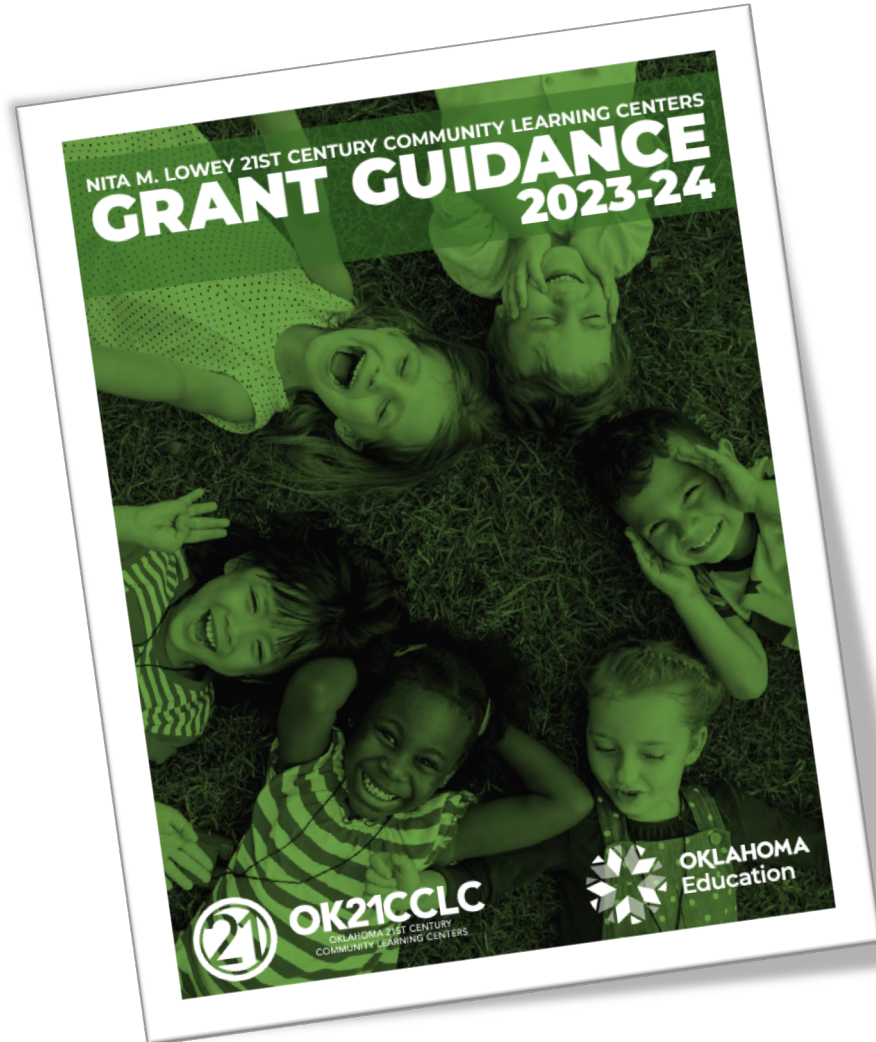
Program Types

- As of the 2022-2023 fiscal year, applicants are able to choose between two program types: Site Level and District Level.
- **Site Level Application:** Applicants are limited to serve students from no more than two sites.
- **District Level Application:** Applicants with district-wide enrollment less than 300 students may choose this option to apply to serve their entire district.



Grant Guidance

Guidance Documents



Allowable Program Components

- Academic enrichment learning programs
- Well-rounded education activities that enable credit recovery
- Literacy education, including financial and environmental literacy programs
- Programs that support healthy and active lifestyles (nutrition and physical activity)
- Services for individuals with disabilities
- Programs for students who are English learners
- Cultural programs

Allowable Program Components (cont.)

- Telecommunications and technology education
- Expanded library service hours
- Parenting skills programs that promote parental involvement and family literacy
- Programs that assist students who have been truant, suspended, or expelled improve academic achievement
- Drug and violence prevention and counseling programs
- Programs that build STEM skills
- Programs that partner with in-demand fields of local workforce or build career competencies and readiness



Required Application Components

- Transportation Plan
- Accessibility Plan
- Tribal Consultation Documentation
- Private School Consultation Documentation
- Summer Programming
- Nutrition Services
- Public Notice of Intent to Apply and Award
- Family Engagement
- Family Services

Grant Leadership

Careful selection and hiring of appropriate personnel to manage and conduct program services is imperative.

- Education (i.e. college degree, relevant certifications, or equivalent experience)
- Experience in positive youth development
- Half- to full-time program director with daily designated hours to administer grant services
- Required professional development during regular school day hours
- Current child abuse and criminal background checks on file

Allowable and Non-allowable Expenditures

- Expenditures must follow Federal and State guidelines.
- Costs must be directly linked to the size and scope of the program.
- Expenditures must be clearly tied to goals and objectives of the program.
- Supporting documentation for expenditures is required.
- A final budget will be negotiated at the time of award, then annually for the life of the grant to ensure all costs are reasonable, necessary, allocable, and can be properly documented.
- Examples of allowable and non-allowable grant expenditures are provided in the grant guidance and should be reviewed prior to application.

How To Apply

Website

- All information provided on this webinar is also available on the Oklahoma State Department of Education website at <https://sde.ok.gov/21cclc>.



Before You Start the Application

Successful applicants take the time prior to beginning the application process to:

- Assess community need;
- Establish a diverse advisory team and engage members in the development of the program design;
- Seek out community partners, clearly outlining roles and responsibilities;
- Engage fiscal staff in budget development and nutrition staff in program design; and
- Carefully review the grant guidance with advisory team and community partners.

Application Submission

Applications and supporting documents will only be accepted through the online application system.

To gain access to the application:

- **Step 1** – Complete the Letter of Intent
 - All applicants
- **Step 2** – Request Credentials for the online system
 - Only non-district applicants
- **Step 3** – Access the Grants Management System (GMS)

System Access and Security

System Access

- School district applicants will use the Single Sign-On system to access the grant application in the GMS.
- Non-district applicants must complete and submit a Credential Request Form to the 21st CCLC office to gain access to the GMS.

Grant Application Security

- There are three levels of security in the GMS. Superintendents and Executive Directors are given administrative credentials. All others are provided either data entry or view only access.

Navigating the Grants Management System (GMS)

Helpful Tips

- **Save often**
 - The system will time out if you are not actively working on a section.
- **Do not use the “back” button on your browser**
 - Using the "back" button will potentially log you out of the system. Instead, use the menu in the upper right-hand corner of the system to move between pages.
- **Submitting is final**
 - Once an application is submitted no further changes may be made.
- **Review the FAQs**
 - Further information about the Grants Management System (GMS) can be found on the *How to Apply* page of the 21st CCLC website.

Navigating the GMS



Creating an Application in the System

- Screenshots to guide you through the system are presented in the following slides.
- You will enter the system through GMS Access/Select, then choose 21st Century from the menu.
- If you have previously applied for the 21st CCLC funds, your previous application will be visible.

Menu List

Select GMS Access/Select for Grant Applications

Administrative

21st Century Monitoring

Special Education Compliance

GMS Access / Select

Funded Applications

Non-Funded Data Collections

Click GMS
Access/Select

GMS Access Select

Select Fiscal Year:

2024 ▼

[Click to view Funding Summary](#)

[Allocation Notices](#)

Select Fiscal Year 2024

GMS Access Select

Select Fiscal Year:

[Click to view Funding Summary](#)

[Allocation Notices](#)

► Created

Consolidated Plan

There currently aren't any Consolidated Plan applications created.

21st Century

There currently aren't any 21st Century applications created.

IDEA

There currently aren't any IDEA applications created.

Federal Programs

There currently aren't any Federal Programs applications created.

School Support

There currently aren't any School Support applications created.

Curriculum and Instruction

There currently aren't any Curriculum and Instruction applications created.

► Available

Consolidated Plan

Assurances

Create

21st Century

21st Century

Create Site

Create

Create

Create

Create

1. Click the arrow to show 21st Century

2. Click Create Site

LEA Agreement

School Based Services Part

Applicant:

Application Select - 21st Century Competitive

[Click for Instructions](#)

This Program Allows you to have multiple projects.

Would you like to create a new project for the current year?

☐ Yes

Click Yes

[Contact Us](#)

Applicant:

Application Select - 21st Century Competitive

[Click for Instructions](#)

This Program Allows you to have multiple projects.
Would you like to create a new project for the current year?

☒ Yes

Year:

New Project Title:

Create New Project

1. Enter Program or Project Name

2. Click Create New Project

TESTvm user ID: SDE Administrator (TULSAREP)

[Contact Us](#)

Navigating the GMS



- Note: There are multiple levels of tabs in the grant application. Please spend a few moments becoming familiar with the tabs before you begin.
- It is important to make sure you are completing ALL tabs.

Applicant:
Application:
Cycle:
Application Due Date:

21st Century ▾

Project Period:

[Printer-Friendly](#)
[Click to Return to GMS Access/Select Page](#)
[Click to Return to Menu List / Sign Out](#)

Overview Pages	Program Detail	Application Narrative	Supporting Documentation	Assurances	Application	Submit
Planning Process	Program Need and Goals	Program Design	Program_Management	Continuous Quality Improvement (CQI)	Sustainability	Budget
Program_Description				Required Components		

Program Description

1. Provide an overview of the key elements of the program design including, areas of focus, ages of youth served and expected learning outcomes. Include evidence-based strategies that will be implemented to ensure that programming is student centered and that every participant has a high level of engagement.
(0 of 6000 maximum characters used)

2. Describe how the program will intentionally align and integrate with the regular school day and other out of school day programs and systems (e.g., shared staff, space, training, policies, graduation requirements, LEA comprehensive needs assessments, Schoolwide Title 1 plans) and specifically how this program will contribute to school-wide improvement strategies or efforts.
(0 of 2000 maximum characters used)

Applicant:
Application:
Cycle:
Application Due Date:

Project Period:

21st Century ▾

[Printer-Friendly](#)
[Click to Return to CMS Access/Select Page](#)
[Click to Return to Menu List / Sign Out](#)

Overview Pages	Program Detail	Application Narrative	Supporting Documentation	Assurances	Application	Submit
Guidelines	Application Map	Preparing the Application	Program Goals and Objectives	Scoring Guide		
Planning Process Scoring	Program Need and Goals Scoring	Program Design Scoring	Required Components Scoring	Program Management Scoring	CQI and Sustainability Scoring	Budget Scoring
						Scoring Summary

Scoring Guide: Planning Process

This page is provided for applicant reference only to show HOW readers will evaluate applications. Applicants should not attempt to complete this page.

CRITERIA

Points
0 - (N/A or None) 1 - (Low) 3 - (Average) 5 - (Exemplary) **Total Points Awarded**

Summary

1. Evidence that a broad-based advisory committee was formed and how and when members were involved in planning the program.
2. Evidence that family and community members have been involved in the planning process.
3. Evidence that the public was notified of the intent to apply is well documented.

The scoring guide is provided for reference only.
The applicant will not complete these pages.

Submitting the application. Specific examples are clearly evident. An on-going advisory committee of students and families had a voice and role in the planning process. The application has been presented.

Advisory Committee

4. **CURRENT** evidence that a broad-based advisory committee, including membership from outside the organization, was engaged in the development of the application and will continue meeting regularly throughout the duration of the program is present. The advisory structure includes students, families, community members and key school team members.



Overview Pages	Program Detail	Application Narrative	Supporting Documentation	Assurances	Application	Submit
Contact Information		Abstract		Population / Program Type		

Contact Information

Superintendent / Authorized Representative:

Name

Address 1*

Address 2

City*

Phone*

State*

Zip+4*

Email*

Extension

☐

Check here if there is an alternate contact at the district for 21st CCLC Application

☐

Check here if there is a claims contact for 21st CCLC Application

Disclosure of Grant Writer

If the application was completed by a person or organization other than the applicant listed above, please complete the following information. Failure to provide this information may result in the application being disqualified. Documentation from the authorizing agent of the applying organization stating that they have read and approve of the program plan must be uploaded.

☐

Check here if there is a grant writer contact for 21st CCLC Application

Application Approval / Disapproval

☐

Check to add up to two (2) users who should receive notification should approval notices. The Authorized Representative or Superintendent who submits the application does not need to be included in this list. Any other users who should

* Denotes required field

All applicants are required to disclose grant writers.

Overview Pages	Program Detail	Application Narrative	Supporting Documentation	Assurances	Application	Submit
Contact Information	Abstract	Program Type	Population			

Program Detail: Program Type

Application Type

Site Level Application:

Applicants are limited to serve students from no more than two sites.

If your entire district enrollment is less than 300 and you would like to serve the district, please complete the District Level Application.

For the purpose of this grant a site will be defined using the school site listing as posted in the Oklahoma State Department of Education [School District Directory](#)

District Level Application: Districts greater than 300 students must complete Site Level Application.

Applicants with district wide enrollment less than 300 students may choose this option to apply to serve their entire district.

If your enrollment is less than 300 and you would like to serve only one site, please complete the Site Level Application.

For the purpose of this grant a site will be defined using the school site listing as posted in the Oklahoma State Department of Education [School District Directory](#)

Select the application type you are applying for. Make sure to save the page before moving to the next tab.



Overview Pages	Program Detail	Application Narrative	Supporting Documentation	Assurances	Application	Submit
Contact Information	Abstract	Program Type	Population			

Program Detail: Population / Program Type

The Oklahoma 21st CCLC Guidance states that an individual application **cannot serve students from more than two sites**. For the purpose of this grant a site will be defined using the school site listing as posted in the Oklahoma State Department of Education School District Directory at [School Directory](#)

1. Name of school site from which participating students attend.
2. County/District/Site Code from which participating students attend.
3. Annual number of students enrolled at each site.
4. Percentage of students eligible for free or reduced lunch at each site.
5. Percentage of students identified as English Language Learners.
6. 21st CCLC Participation Goals.
 - a. Grade level of students that will be participating in 21st CCLC services at each site.
 - b. Annual number of students targeted for participation in 21st CCLC services at each site.
 - c. Anticipated average daily attendance for 21st CCLC services at each site.

Site 1

Site2

B **I** **U**

B **I** **U**

7. Location where 21st CCLC services will be provided (may be different from the school site above).

Awarded grantees will be required to meet participation goals based on the projections provided above. Reduction or loss of funds may occur if participation goals are not met for each site.

8. Program Calendar

- a. Annual number of weeks services will be provided during the fall term.
- b. Annual number of weeks services will be provided during the spring term.
- c. Annual number of weeks services will be provided during the summer term.
- d. Annual number of days services will be provided during all three terms.

Type of Program: (Check all that apply)

- ☐ Before School
- ☐ After School
- ☐ Weekend
- ☐ Summer
- ☐ School Breaks

Per Pupil Expenditure: Projected annual cost based on average daily attendance

Total Grant Amount Requested (Year 1-5):

Grant Amount Requested Year 1

Save Page

Once on the Population Tab, your selection from the previous tab should be listed. This is a screenshot of the **Site Level Application**.



Program Detail: Population / Program Type

District Level Application: Applicants with district wide enrollment less than 300 students may choose this option to apply to serve their entire district. If your enrollment is less than 300 and you would like to serve only one site, please complete the Site Level Application.

For the purpose of this grant a site will be defined using the school site listing as posted in the Oklahoma State Department of Education School District Directory at [School Directory](#)

1. Name of school site from which participating students attend.
2. County/District/Site Code from which participating students attend.
3. Annual number of students enrolled at each site.
4. Percentage of students eligible for free or reduced lunch at each site.
5. Percentage of students identified as English Language Learners.
6. 21st CCLC Participation Goals.
 - a. Grade level of students that will be participating in 21st CCLC services at each site.
 - b. Annual number of students targeted for participation in 21st CCLC services at each site.
 - c. Anticipated average daily attendance for 21st CCLC services at each site.

Site 1

TEST

11 25 222

300

80

20

Site2

Site 3

6-8 grade

300

150

B I U

B I U

B I U

7. Location where 21st CCLC services will be provided (may be different from the school site above).

Test

Awarded grantees will be required to meet participation goals based on the projections provided above. Reduction or loss of funds may occur if participation goals are not met for each site.

8. Program Calendar

- a. Annual number of weeks services will be provided during the fall term.
- b. Annual number of weeks services will be provided during the spring term.
- c. Annual number of weeks services will be provided during the summer term.
- d. Annual number of days services will be provided during all three terms.

18

18

6

120

Type of Program: (Check all that apply)

- ☐ Before School
- ☒ After School

Days of Program Operation (Ex: M-F or MWF):

- ☐ Weekend
- ☒ Summer

Days of Program Operation (Ex: M-F or MWF):

- ☐ School Breaks

Operation Hours (Ex: 9-5):

Operation Hours (Ex: 9-5):

Per Pupil Expenditure: Projected annual cost based on average daily attendance

Total Grant Amount Requested (Year 1-5):

Grant Amount Requested Year 1

[Save Page](#)

Once on the Population Tab, your selection from the previous tab should be listed. This is a screenshot of the **District Level Application**.



Program Detail: Population / Program Type

The Oklahoma 21st CCLC Guidance states that an individual application **cannot serve students from more than two sites**. For the purpose of this grant a site will be defined using the school site listing as posted in the Oklahoma State Department of Education School District Directory at [School Directory](#)

1. Name of school site from which participating students attend.

2. County/District/Site Code from which participating students attend.

3. Annual number of students enrolled at each site.

4. Percentage of students eligible for free or reduced lunch at each site.

5. Percentage of students identified as English Language Learners.

6. 21st CCLC Participation Goals.

a. Grade level of students that will be participating in 21st CCLC services at each site.

b. Annual number of students targeted for participation in 21st CCLC services at each site.

c. Anticipated average daily attendance for 21st CCLC services at each site.

Site 1

Site2

B I U

B I U

7. Location where 21st CCLC services will be provided (may be different from the school site above).

Awarded grantees will be required to meet participation goals based on the projections provided above. Reduction or loss of funds may occur if participation goals are not met for each site.

8. Program Calendar
- a. Annual number of weeks services will be provided during the fall term.

b. Annual number of weeks services will be provided during the spring term.

c. Annual number of weeks services will be provided during the summer term.

d. Annual number of days services will be provided during all three terms.

Type of Program: (Check all that apply)

- ☐ Before School

☐ After School

☐ Weekend

☐ Summer

☐ School Breaks

Per Pupil Expenditure: Projected annual cost based on average daily attendance

Total Grant Amount Requested (Year 1-5):

Grant Amount Requested Year 1

Save Page

21st CCLC Participant Goals will be used to evaluate enrollment success.

Hours and weeks identified in this application will be used to measure program performance. Students should be allowed an opportunity to benefit from a minimum of 10 hours per week during the school year and from robust summer programming.

Applicant: 21st Century ▾
 Application: Printer-Friendly
 Cycle: Click to Return to GMS Access/Select Page
 Application Due Date: Click to Return to Menu List / Sign Out

Overview Pages		Program Detail		Application Narrative		Supporting Documentation		Assurances		Application		Submit	
Planning Process		Program Need and Goals		Program Design		Program Management		Continuous Quality Improvement (CQI)		Sustainability		Budget	
Summary		Advisory Committee		Primary Partner		Partnership Agreement		Capacity Determination					

Program Detail: Advisory Committee

The following individuals have participated in the planning and design of this program and have agreed to support and participate in the program outlined in this application.
 For any Advisory Committee Members who are students, please only provide first name and last initial and list the Address and Contact information for the school they attend.

Name	<input type="text"/>	Organization	<input type="text"/>	
Address	<input type="text"/>			
City	<input type="text"/>			
Phone	<input type="text"/>	Extension	<input type="text"/>	
Date (mm/dd/yyyy)	<input type="text"/>			
			Zip+4	<input type="text"/>

Remember to complete and upload the **current** Advisory Committee Membership form under the Supporting Documents tab.

Note: An upload of a current year Advisory Committee Roster with participant signatures, is required. All supporting documentation should be uploaded on the Supporting Documentation tab. [Advisory Committee Membership](#)

[Save Page](#)

Applicant:

Application:

Cycle:

Application Due Date:

21st Century

[Printer-Friendly](#)

[Click to Return to GMS Access/Select Page](#)

[Click to Return to Menu List / Sign Out](#)

Project Period:

Overview Pages	Program Detail	Application Narrative	Supporting Documentation	Assurance	Application	Submit
Planning Process	Program Need and Goals	Program Design	Program Management	Continued Quality Improvement (CQI)	Sustainability	Budget
Summary	Advisory Committee	Primary Partner	Partnership Agreement	Capacity Determination		

Program Detail: Partnership Agreement

The partners listed below have participated in the planning and design of this program and agree to support and participate in the activities outlined in this application.

Participating Agency

Legal Name:

Address:

City: State: Zip+4: -

Primary Contact

Name:

Phone: Ext.

Description of Services and Support

(0 of 1500 maximum characters used)

Note: An upload of the following documents is required. All supporting documentation should be uploaded on the Supporting Documentation tab.

Click on the following links to download the forms: [Partnership Information List \(UPLOAD Required For All Applicants\)](#)

[School Collaboration Signature \(UPLOAD Required for Non-District Applicants\)](#)

[Add Additional Part](#)

[Save Page](#)

Remember to complete and upload the **current** Partnership Agreement forms under the Supporting Documents tab.

Navigating the GMS



- The USDE has issued non-regulatory guidance on using evidence to strengthen education investments.
- Applicants are strongly encouraged to study and use this guidance to assist them in selecting proper program curricula and strategies.
- Establishing SMART goals based on a current needs assessment is required to guide implementation and evaluate program performance throughout the life of the grant.

Applicant:
Application:
Cycle:

21st Century

Project Period:

[Printer-Friendly](#)

[Click to Return to GMS Access/Select Page](#)

[Click to Return to Menu List / Sign Out](#)

Overview Pages	Program Detail	Application Narrative	Supporting Documentation	Assurances	Application	Submit
Planning Process	Program Need and Goals	Program Design	Program_Management	Continuous Quality Improvement (CQI)	Sustainability	Budget
	Need and Timeline			Goals		

Program Need and Timeline

1. Provide an evaluation of the community needs and available resources, including the needs specific to students and families, and how partners were engaged in this assessment of need. Describe the specific target population for the application and how the proposed programs will address their needs.

(0 of 4000 maximum characters used)

B **I** **U**      

2. Provide a detailed timeline for implementation of all major grant activities.

(0 of 2000 maximum characters used)

B **I** **U**      



Applicant:
Application:
Cycle:

21st Century

Printer-Friendly

Click to Return to GMS Access/Select Page

Click to Return to Menu List / Sign Out

Project Period:

Overview Pages	Program Detail	Application Narrative	Supporting Documentation	Assurances	Application	Submit
Planning Process	Program and Goals	Program Design	Program Management	Continuous Quality Improvement (CQI)	Sustainability	Budget
Budget Narrative	Program Budget Worksheet			Program Budget Summary		
Personnel Services and Benefits	Contracted Services	Purchased Property Services	Other Purchased Property Services	Supplies	Property	Other Objects
				Program Budget Worksheet Summary		

Budget: Budget Worksheet - Personnel Services and Benefits

All applicants that are awarded 21st CCLC funds must follow the Oklahoma Cost Accounting System (OCAS) expenditure coding process when requesting reimbursements.

This worksheet is intended to help you plan an annual program budget and will serve as the budget narrative for the application. In each section, **list all projected costs** including those that will not be funded by the grant (in-kind). Note clearly which costs are in-kind and their funding source(s).

NOTE: In-Kind / matching should not be included in cost totals.
Please remember 15% cap is figured for 2330 & 5400 function codes.

This worksheet is considered a proposed budget. A final budget will be negotiated at the time of award to ensure all costs are reasonable, necessary, allocable and can be documented.

Instructional Staff Salaries (1000-100)

List each projected instructional staff position. This area includes certified and non-certified staff working directly with student instruction.

Per person, show the number of project hours multiplied by the hourly rate, and the number of program weeks to calculate wages. Do not include benefits in this section. Rather, benefits should be entered in the 1000-200 section below.

(4 of 4000 maximum characters used)

dfdf

Note first year costs only.

Total First
Year Cost
20000.00

Instructional Staff Benefits (1000-200)

List each projected instructional staff position. This area includes certified and non-certified staff working directly with student instruction.

Per person, enter the benefits proposed to be paid.

(6 of 4000 maximum characters used)

Total First
Year Cost
1000.00



Navigating the GMS



- Assurances are the legally binding terms and conditions for these grant funds.
- Only the administrative login credentials for the GMS have the ability in the system to agree to the terms of the assurances and submit the application.
- These assurances may only be agreed to by the Superintendent or Authorized Agent for non-district applicants.

Applicant:
Application:
Cycle:
Application Due Date:

21st Century ▾

Project Period:

[Printer-Friendly](#)
[Click to Return to GMS Access/Select Page](#)
[Click to Return to Menu List / Sign Out](#)

Overview Pages	Program Detail	Application Narrative	Supporting Documentation	Assurances	Application	Submit
SAM UEI Number	General Assurances	Program Assurances	Fiscal Assurances	Assurances Summary		

SAM UEI Number

System for Award Management (SAM)

LEAs are required, as per OMB Section 200.32 to register the UEI number with the System for Award Management (SAM).

Follow these steps to access your Entity Overview Record:

1. Go to SAM.GOV.
2. Type in your User Name and Password.
3. Click on SEARCH RECORDS.
4. Enter your UEI# and click SEARCH.
5. Click on ENTITY DASHBOARD.
6. Click on ENTITY RECORD. This is the page that should show you your DISTRICT'S NAME, your UEI#, and your REGISTRATION EXPIRATION DATE.
7. Upload into the space provided.

*A screenshot from SAM.GOV or the confirmation e-mail from SAM.GOV can be uploaded in place of the Entity Overview Record as long as the document is clearly from SAM.GOV and includes the LEA name, UEI# and expiration date.

*SAM UEI Number

Expiration Date:

A copy of the Entity Overview Record must be uploaded.

Choose File No file chosen

No files are currently uploaded for this page.

[Delete Selected Files](#)



Applicant:
Application:
Cycle:
Application Due Date:

21st Century ▾

Project Period: ▾

[Printer-Friendly](#)
[Click to Return to GMS Access/Select Page](#)
[Click to Return to Menu List / Sign Out](#)

Overview Pages	Program Detail	Application Narrative	Supporting Documentation	Assurances	Application	Submit
DUNS Number	General Assurances	Program Assurances	Fiscal Assurances	Assurances Summary		

Assurances: General Assurances

☐ By checking this box and saving the page, the applicant hereby certifies that he/she has read, understood and will comply with the assurances listed below.

The applicant hereby assures to:

- The applicant will administer 21st CCLC program in accordance with all applicable statutes, regulations, program plans, and applications.
- The applicant will adopt and use proper methods for administering the 21st CCLC program, including:
 - The enforcement of any obligations imposed by law.
 - The correction of deficiencies in program operations that are identified through program audits, monitoring, or evaluation; and
 - The adoption of written procedures for the receipt and resolution of complaints alleging violations of law in the administration of programs.
- The applicant will make reports to the OSDE as may be necessary to enable the agency and the staff to perform their duties under the 21st CCLC program.
- The community will be given notice of intent to submit an application and that the application and any waiver request will be available for public review after submission of the application.
- The applicant will make all equitable access to and equitable participation in the program's activities to be conducted in compliance with applicable federal civil rights laws, Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975.
- The applicant will comply with the Debarment, Suspension, and Other Responsibility Matters regulation (34 C.F.R. 85.110), the Single Audit Act, and the Gun Free Schools Act of 1994 (Reauthorized the *No Child Left Behind Act of 2001*).
- The applicant will not utilize any federal funds to lobby Congress or any other federal or state agency.
- The applicant will meet all applicable federal, state, and local health, safety, and civil rights laws.
- The applicant will possess the legal authority to conduct all activities proposed to be funded under the grant.
- Applications that appear to be substantially similar to other applications submitted, appear to be duplicates of other applications, or do not appear to be uniquely developed for the applicant district may be disqualified.
- The grantee will maintain the control of funds under the program and title to property acquired with program funds will be in a public agency or in an eligible private agency, institution, organization or Indian tribe, if the law authoring the program provides for assistance to those entities.

Grant assurances can only be agreed to by the Superintendent or Authorized Agent for a non-district applicants.

Save Page

Navigating the GMS



- To print a copy of the application, request a print job on the application print tab.
- A PDF of the application is automatically generated every hour by the GMS.
- Check back on the print tab and a link to your PDF will be available.

Applicant:
Application:
Cycle:

21st Century ▾

Project Period:

[Printer-Friendly](#)

[Click to Return to GMS Access/Select Page](#)

[Click to Return to Menu List / Sign Out](#)

Overview Pages	Program Detail	Application Narrative	Supporting Documentation	Assurances	Application	Submit
	Application Print		Page_Lock Control		Application History	

Selectable Application Print

Requested Prints will be processed on the hour, from 8:00AM to 8:00PM, Monday – Friday. Once completed, a link to a PDF will display on the Right Side of the page under Completed Printed Jobs. Applicants may save this PDF to their local computer, and print as desired.

Completed Print Request links will remain on this page for 7 days. After that time, the document will be removed. If you would like to retain a copy beyond 7 days, please save the PDF to your local computer.

Request Print Job

☐ 21st Century

Request Print

Requested Print Jobs

Completed Print Jobs



Navigating the GMS



- To submit the application, you must first complete a consistency check to ensure all required fields in the online system have been completed.
- Once a consistency check is initiated the application is locked by the system.
- To unlock the application simply click the *Unlock Application* button on the *Submit* tab.
- Remember, the application can only be submitted to the OSDE by the Superintendent for district applicants or the Authorized Representative for non-district applicants.

Applicant:
Application:
Cycle:

Project Period:

21st Century ▾

[Printer-Friendly](#)

[Click to Return to GM Access/Select Page](#)

[Click to Return to List / Sign Out](#)

Overview
Pages

Program
Detail

Application
Narrative

Supporting
Documentation

Assurances

Application

Submit

Submit

The Consistency Check must be successfully processed before you can submit your application.

Consistency Check

Lock Application

Unlock Application

Assurances have not been agreed to on the consolidated application

LEA Data Entry

LEA Administrator

Grant Admin - Final Review

Peer Review

Peer Review Process

- All applications are reviewed and rated through a peer review system.
- Reviewers will have knowledge of out-of-school time programs and strategies to improve the success of at-risk students.
- Award selection will be based on merit, quality of information, and meeting the criteria for the 21st CCLC grant application guidelines.
- All applications will be reviewed by a minimum of three peer reviewers.
- Sample scoring criteria is provided in the competitive application.

Applicant:
Application:
Cycle:
Application Due Date:

21st Century

Project Period:

Printer-Friendly
Click to Return to GMS Access/Select Page
Click to Return to Menu List / Sign Out

Overview Pages	Program Detail	Application Narrative	Supporting Documentation	Assurances	Application	Submit
Guidelines	Application Map	Preparing the Application	Program Goals and Objectives	Scoring Guide		
Planning Process Scoring	Program Need and Goals Scoring	Program Design Scoring	Required Components Scoring	Program Management Scoring	CQI and Sustainability Scoring	Budget Scoring
						Scoring Summary

Scoring Guide: Program Need and Goals

This page is provided for applicant reference only to show HOW readers will evaluate applications. Applicants should not attempt to complete this page.

CRITERIA	Points				Total Points Awarded
	0 - (N/A or None)	1 - (Low)	3 - (Average)	5 - (Exemplary)	
Program Need					
1. A clear concise inventory of the community demographics and how they relate to the target population are presented. Demographics presented are unique to this community and the identified population to be served. Methods for gathering this inventory are cited, such as family surveys, partner interviews, or advisory meetings.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Program Goals and Timeline					
2. Measurable success is expected. SMART goals have been developed to provide clear measures of success and improvement for program leaders. Measures are reasonably structured so as to be consistently tracked throughout grant without difficulty.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
3. Program goals and objectives correlate with strategies and resources to support academic achievement through the program.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
4. A detailed timeline to meet the goals and objectives of the program, including adequate time for start-up and implementation has been developed. Goals, objectives and scope of services stated are reasonable and achievable given the resources, experience and community demographics.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Total:					<input type="text"/>

Note: Criteria in bold have weighted points.

Reviewer Comments:

(0 of 4000 maximum characters used)

Resources



Resources

- Oklahoma State Department of Education
 - <http://ok.gov/sde/21cclc>
- United States Department of Education
 - <http://ed.gov>
- Institute for Educational Research – What Works Clearinghouse
 - <http://ies.ed.gov/>
- You for Youth
 - <http://y4y.ed.gov/>

Deadline

- **Tuesday, May 23, 2023 at 3:00 p.m. (CST)**
- At 3:00 p.m. CST on the deadline date, the application will still be visible but the SUBMIT button will be removed.
- Allow time for the system to run the consistency check and for any needed corrections to allow the application to submit.
- Late applications will NOT be accepted.

Questions

Due to the competitive nature of this grant application, all questions must be received in writing.

Questions should be directed to Shante.Fenner@sde.ok.gov.

