

Virtual Grant Application Information (Bidders') Meeting: Wednesday, June 23, 2021 from 10:30 am to 12:30 pm - <u>LINK TO JOIN</u> and Passcode:01060164

Required <u>Letter of Intent Form</u> Due Date: Monday, August 2, 2021

Application Due Date (Utah Grants Submission): Friday, August 20, 2021

Organization Name & Key Partners:

Utah State Board of Education American Rescue Plan Act Afterschool and Summer Funding Application

Application Checklist - All Information Submitted in Utah Grant System ALL APPLICATON INFORMATION DUE IN UTAH GRANTS BY 5 PM ON 8/20/21

Application Component Information		Details
	1. Application Questions	PDF Form Fill Can submit a separate signature page
	2. Budget Narrative	Completed in Utah Grant
	3. Gap Analysis	Excel Form
	4. Program Site Information	Can be Word, PDF or Excel documents Must be a single document under 100 MB) containing the following program operations elements for each program site included in the application for school year and summer programming: • Program Site Name • Cost Per Student - amount of funding requested for this site/number of students to be served per year • Proposed Average Daily Attendance • Grades to Be Served • Number of Hours Per Week • Number of Weeks • Weekly Schedule (M-Th. 2:30 to 5:30 & Fri. 2:30 to 5:00)
	5. Up to 7 Optional Chart or Graphs	Not required - Can be Word, PDF or Excel documents

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Background and Purpose

The American Rescue Plan Act (ARP) 2021 was signed into law on March 11, 2021 and provides an additional \$122.8 billion for the Elementary and Secondary School Emergency Relief Fund (ESSER III Fund). ESSER III Fund awards to state education agencies (SEAs) are in the same proportion as each State received funds under Part A of Title I of the Elementary and Secondary Education Act (ESEA) of 1965, as amended, in Fiscal Year 2020.

The Utah State Board of Education (USBE) is distributing these funds by application in alignment with the federal distribution formula. The Utah State Board of Education will be spending the flexible state reserve as follows:

- 1% for evidenced based summer enrichment programs \$6,155,260.70
- 1% for evidenced based comprehensive after school programs \$6,155,260.70

Application Timeline:

- Virtual Public Comment Meetings:
 - o Thursday, May 20, 2021 from 10:30 am to 11:30 am
 - o Thursday, May 27, 2021 from 10:30 am to 11:30 am
- Application Release Date: Tuesday, June 15, 2021
- Virtual Grant Application Information (Bidders') Meeting: Wednesday, June 23, 2021 from 10:30 am to 12:30 pm
- Required <u>Letter of Intent Form</u> Due Date: Monday, August 2, 2021
- Application Due Date: Friday, August 20, 2021
- Application Review Period: August 20, 2021 through September 17, 2021
- Award Notification Period: Week of September 20, 2021

Requirements

Planning Requirements

- Must submit a non-binding Letter of Intent Form, using link below:
 - o <u>Letter of Intent Form Link</u>
- Collaboration Efforts A single application requires a partnership between at least one or more Local Education Agency (LEA) attended by students and one or more community-based organization, or local business
 - Local Education Agency (LEA)
 - Community-Based Organization (CBO)
- Alignment with existing funding sources

Program Implementation

- Each organization can only be the fiscal lead on one application.
 - However, organizations may collaborate with other applications and organizations as a partner.
- No more than 10 program sites can be included in one application.
- Program Site Operation: Duration Requirements
 - School Year minimum of 32 weeks during school year, 10 hours per week
 - Summer minimum of 6 weeks during summer months (can be non-consecutive), 20 hours per week
 - Support from Certified Teacher
- Participation Requirement: Serve a minimum of 10 youth on an average daily basis (ADA)

- All staff working 10 hours or more at a program site must receive a minimum of 25 hours of professional development each year.
- Must include family engagement activities as part of all funded afterschool and summer program(s).
- Programs must include a balance of both academic and enrichment activities.
- Evidence-based practices for academic enrichment and social emotional learning.
- Identify and serve students in need, including:
 - Students from economically disadvantaged households;
 - Students from traditionally underserved communities;
 - Students with disabilities;
 - Students identified as needing academic support;
 - Students experiencing homelessness;
 - Students in foster care;
 - Students who are English Learners;
 - Students who have been impacted by COVID-19;
 - Students who missed the most in person instruction for 2019-2020 and 2020-2021 school years;
 - Students who did not consistently participate in remote instruction when offered during school building closures;
 - o Students with families engaged in migratory agricultural work; and
 - Students from refugee backgrounds.

Financial Requirements

- Equitable Program Access very minimal or no fees, must have advertised free option for students eligible for free lunch or those who cannot pay and sliding fee scale.
- Must provide a cost per student total for the program as proposed.
- All applicant organizations must complete a gap analysis (<u>link</u>) to be able to calculate the resources needed to address your community needs.
- Application award values:
 - The minimum amount for the total application is \$100,000/year
 - The maximum amount for the total application is \$400,000/year
- A single application may apply for either or both of the following funding streams defined in separate budget tables:
 - Evidenced-based summer enrichment program
 - Evidenced-based after school program

Outcome Requirements

- State Required Outcomes:
 - Expansion of operations (additional hours and weeks) that were supported by this funding
 - Number of identified students in need that were served with additional funding (unduplicated/distinct students served count)
 - o Quality Self-Assessment Tool from Utah Afterschool Network
 - End of grant award <u>observation</u> for quality summer and afterschool programs from the Utah Afterschool Network (at the conclusion of the program)
- Organization Specific Outcomes:
 - A measure for reducing learning loss related to coronavirus pandemic for students served
 - A measure to build relationships between Local Education Agencies (LEAs) and community based organizations (CBOs) through the <u>School Alignment Rubric</u> from the Utah Afterschool Network

Financial Requirements

- Equitable Program Access
 - Must have advertised a free option for students eligible for free lunch (2019) or those who cannot pay and sliding fee scale.
 - o The program needs to prioritize engagement of the following students groups:

Students from economically disadvantaged households;

Students from traditionally underserved communities;

Students with disabilities;

Students identified as needing academic support;

Students experiencing homelessness;

Students in foster care:

Students who are English Learners;

Students who have been impacted by COVID-19;

Students who missed the most in person instruction for 2019-2020 and 2020-2021 school years;

Students who did not consistently participate in remote instruction when offered during school building closures;

Students with families engaged in migratory agricultural work; and

Students from refugee backgrounds.

Minimal or no fees:

Participant fees are limited to the maximum values allowable on the LEA fee schedule, and must be documented in the application

- Must provide a cost per student total for the program as proposed.
- All applicant organizations must complete a gap analysis (<u>link</u>) to be able to calculate the resources needed to address the needs of the community your organization proposes to serve.
- Application award values:
 - The minimum amount for application is \$100,000/year
 - The maximum amount for application is \$400,000/year
- A single application may apply for either or both of the following funding streams defined in separate budget tables:
 - o Evidenced-based summer enrichment program
 - Evidenced-based after school program

Allowable and Unallowable Costs

Allowable Costs	Unallowable Costs
 Staff costs Time and effort documentation required for reimbursement Cleaning and sanitization services Supplies, materials, and equipment Curriculum costs Professional development and training Cell phone usage Mileage Transportation costs Evaluation costs Contracted services Family engagement activities with direct link to student learning Pre-approval required: Field trips with direct link to program goals and outcomes Food costs Highly recommend coordinating with Child Nutrition to participate in reimbursement program Technology equipment 	 Capital expenses Construction expenses Taxes on purchases Anything considered entertainment Food for meetings and/or trainings Candy and soda Incentives Toys Gift cards Gaming systems T-shirts Staff bonuses Purchase of additional new/used vehicles

Important Application Process Information

Virtual Grant Application Information (Bidders') Meeting

The Grant Application Information (Bidders') Meeting will be held Wednesday, June 23, 2021 from 10:30 am to 12:30 pm via ZOOM: <u>LINK TO JOIN</u> and Passcode:01060164. The conference provides prospective applicants with a review of the grant application process. The conference will be recorded and the recording link will be sent to all applicants.

REQUIRED Letter of Intent Information

A Letter of Intent must be submitted by an organization to be considered for funding. The form is non-binding and helps the internal USBE grant team prepare for number of grant readers needed. The required Letter of Intent must be submitted by utilizing the electronic form: Letter of Intent Form

Preparation and Submission

All application documents need to be submitted in the <u>Utah Grants</u> management system. The submission in Utah Grants requires a two-step approval process. The application creator must submit the application to the organization's internal approver and the internal approver must review and submit the application by the deadline. Below is the link to access the website:

Utah Grants Website

Application Review Process

The total amount of points for the application is 78 points. All completed applications will be reviewed by a group of highly qualified peer reviewers with out of school time, youth development and grant management experience. The reviewers will utilize the scoring rubric provided to all applicants. All reviewers will receive an in-depth orientation prior to the scoring process.

Award Decision Information

Award decisions will be made the week of 9/20/21. All applicants will be notified of the award decision via phone and email. Organizations awarded funding will receive their official award letter through the Utah Grants management system. Any applicant can request their organization's grant evaluation rubrics. The protest and appeals process will be discussed at the Bidders' Meeting and the information discussed will be posted on the 21st CCLC Grant Program webpage and/or sent out to applicants.

Helpful Information and Resources

Resource/Information	Information and/or Link to Access Resource
	Utah Grants Link
Utah Grants Link	Budget narrative information is entered into the Utah
	Grants system
USBE Child Nutrition Information	<u>USBE CNP Webpage</u>
Data Sharing Template - developed by USBE	
Data Privacy Team	USBE Student Data Privacy Webpage
All grantees need to have a data sharing	
agreement in place with schools served as part	Example Data Sharing Template
grant program	
	High Impact Family Engagement - CT Department of Education
Family Engagement Resources	
	<u>Dual Capacity Framework</u>
You for Youth (Y4Y) is online professional	
development and technical assistance	
(contracted by the Department of Education) for	You for Youth (Y4Y) Website
21 st CCLC programs, but is free for any	
afterschool program.	
This Y4Y list features tools for developing and	Starter Tool Kit - Y4Y
implementing afterschool programming.	
This Y4Y tool provides a template for conducting	<u>Program Needs Assessment - Y4Y</u>
your organization's needs assessment process.	
Utah Afterschool Network is a resource hub for	Utah Afterschool Network Website
all afterschool programs in Utah.	
	Social Emotional and Academic Enrichment Resources
State Summer Learning Network	
Summer Learning and Enrichment Collaborative	Summer Learning and Enrichment Resources
Education Resources and Information Center	Education Research and Information Online Library
What Works Clearinghouse	Education Research Resources
Evidence of ESSA	Information on Programs Meeting ESSA Evidence Standards

ARPA Afterschool and Summer Grant Application

Please complete the fields below and upload to the Utah Grants Management System along with the budget request.

Planning Requirements

- Planning and Collaboration Efforts must collaborate with Local Education Agencies (LEA) attended by students and one community-based organization or local business.
 - LEA Collaboration
 - Provide details on how the grant is supported by the LEA(s) from which most of your students attend.
 - O Describe joint planning that occurred between the LEA and applicant. Include alignment information between proposed project goals and the LEA goals.
 - o Community Based Organization Collaboration
 - Describe how the lead applicant developed the plan in collaboration with at least one community-based organization or local business.
- Alignment with Existing Funding Sources
 - o Describe how the additional funds will align and support or supplement your organization's existing afterschool or summer programming plans.
 - o Describe how the program will align with other federal and state programs.

0	Must complete the Gap Analysis form.

Program Implementation

Organization Information	Response
Lead Organization Name:	
Total Amount of Funds Requested (all proposed program sites combined):	
Afterschool Funds Requested (all proposed program sites combined):	
Summer Learning Funds Requested (all proposed program sites combined):	
Number of program sites included in the application:	
List of Additional Partner Organizations/LEAs participating in the final program:	
Physical Address:	
Website Address:	
Type of Application:	New Application – request to fund new project Supplemental Application - request to expand or enhance current afterschool or summer programming Expanded Application – request to add new program afterschool or summer programming and expand current afterschool or summer programming
Main Grant Contact Name (First and Last) Email Phone	
Please include all the USBE and/or DWS, OCC afterschool grant types the organization receives:	

Additional space for grant type:	
Do all program sites commit to serve a minimum of 10 youth on an average daily basis (ADA)?	Yes No
Do all program sites commit to operate a minimum of 10 hours per week and 32 weeks during the school year and 20 hours per week and 6 weeks during summer? If funded, additional information will be requested.	Yes No
Please submit a document (Word, PDF, Excel - must be a following program operations elements for each progra summer programming: • Program Site Name • Cost Per Student - amount of funding requested • Proposed Average Daily Attendance • Grades to Be Served • Number of Hours Per Week • Number of Weeks • Weekly Schedule (M-Th. 2:30 to 5:30 & Fri. 2:30	m site included in the application for school year and for this site/number of students to be served per year
Do all program sites commit to have a sliding fee scale and an advertised free option for students and families who qualify for fee waivers under the school/LEA fee waiver policies?	Yes No
Briefly describe program fees for all program sites.	
Describe how the plan will include a supervisory role for at least one licensed teacher with appropriate endorsement in secondary, elementary or early childhood according to the grade levels of the students to be served.	

Will all program sites offer a healthy snack and/or	Yes
meal?	No No

Competitive (Additional) Priority Points Total: 2 Points Each, total of 18 Points

Competitive Priorities (2 Points Each)	Must provide explanation in box below to receive the additional points:
The program will serve one or more program site(s) with a poverty rate of 40% or higher.	
2. The program plan was developed in collaboration with interagency or community councils, adult and community education, community-based organizations, and parents and students who may be receiving services in the afterschool program.	
3. The program operates 15 hours a week and 36 weeks during the school year and an alternate site is identified in case the center site becomes temporarily unavailable.	
4. The program plan includes a supervisory role for at least one licensed teacher with appropriate endorsement in secondary, elementary or early childhood according to the grade levels of the students to be served.	
5. The program will offer a healthy snack and/or meal.	

9	5. The proposed program operates in a rural county (Rural Map and/or Identification in the Small, Rural School Achievement Program, page 23-25). Note: The program can submit other documentation demonstrating rural area.	
f 1 (7. The proposed program will serve students from a school with an intergenerational poverty (IGP) enrollment rate of 10% or more (Find rate on pages 61-65 of Annual IGP Report 2020).	
(3. The proposed program serves teen youth ages 13-18) from middle schools, junior high and high schools.	
	9. The proposed program serves Kindergarten students.	

Narrative Questions

- Describe how the organization will identify and serve students in need, including:
 - Students from economically disadvantaged households;
 - o Students from traditionally underserved communities;
 - Students with disabilities;
 - Students identified as needing academic support;
 - Students experiencing homelessness;
 - Students in foster care;
 - Students who are English Learners;
 - Students who have been impacted by COVID-19;
 - Students who missed the most in person instruction for 2019-2020 and 2020-2021 school years;
 - Students who did not consistently participate in remote instruction when offered during school building closures;
 - Students with families engaged in migratory agricultural work; and
 - Students from refugee backgrounds.
- Considering the needs of the identified student populations:
 - Explain how the academic enrichment activities, based on evidence-based practices, are tied to supporting students' academic needs, including learning loss related to the coronavirus pandemic.
 - Describe how the organization plans to meet the social emotional and mental health needs of the
 participating students, utilizing evidence-based practices. Includes details of how the evidence-based
 practices meet the Every Student Succeeds Act (ESSA) criteria for evidence-based interventions listed
 below:
 - -Has research from studies using a well-implemented experimental or quasi-experimental design (meets ESSA Tier 1 or 2 evidence)
 - -Has research showing promising evidence from a well-implemented, correlational study that statistically controls for selection bias (meets ESSA Tier 3 evidence)
 - -Has rationale demonstrating the intervention is likely to improve student outcomes, and an effort to study the effects of the intervention is underway (meets ESSA Tier 4 evidence

Outcome Requirements

For each outcome, describe how the organization will meet each outcome.

- State Required Outcomes:
 - o Expansion of operations (additional hours and weeks) that were supported by this funding
 - Number of identified students in need that were served with additional funding (unduplicated/distinct students served count)
 - o Quality Self-Assessment Tool from UAN
 - o End of grant award <u>observation</u> for quality summer and afterschool programs from the UAN (at the conclusion of the program)
- Organization Specific Outcomes:
 - o A measure for reducing learning loss related to coronavirus pandemic for students served
 - A measure to build relationships between LEAs and CBOs through the <u>School Alignment Rubric</u> from the UAN

Program Assurances

The applicant hereby certifies to the Utah State Superintendent of Public Instruction:

- 1. The filing of this application has been authorized by the governing body of the applicant.
- 2. The grantee will operate in compliance with all federal rules, regulations, and state guidelines, maintaining effective control over, and accountability for, all grant funds, property, and other assets or, if that is not feasible, will transfer title to the Utah State Board of Education (USBE). Grantees shall adequately safeguard all property and assets and shall assure that they are used solely for authorized program purposes.
- 3. The grantee will prepare reports, containing such information as the State Superintendent of Public Instruction may reasonably require, to determine the extent to which funds have been effective in carrying out grant purposes and project objectives.
- 4. Program will fulfill state, federal and other fiscal reporting requirements.
- 5. The grantee will notify USBE of any changes to the application.
- 6. Program will participate in technical assistance and training with USBE designee.
- 7. All program sites commit to participate in annual Utah Afterschool Program Quality Assessment and Improvement Tool (Quality Tool) assessment and/or observation tool.
- 8. The grantee will comply with all civil rights regulations prohibiting discrimination in program benefits, participation, employment, or treatment based on race, color, national origin, sex, and disability.
- 9. The grantee assures that funds will only be expended on eligible activities as outlined in this application. The grantee additionally assures that funding will not be used for sectarian instruction or religious worship.
- 10. Programs must serve a minimum of 10 youth on an average daily basis (ADA).
- 11. Program(s) must operate a minimum of 10 hours a week and 32 weeks during school year and 20 hours a week and 6 weeks during summer.
- 12. The grantee assures curriculum, instruction, and evaluation are based on state-approved standards and objectives.
- 13. The grantee shall include evidence-based practices to support the needs of students and families.
- 14. The grantee must include family engagement activities as part of all funded afterschool and summer program(s).
- 15. The grantee shall have a sliding fee scale and have an advertised free option for students and families who qualify for fee waivers under the school/LEA fee waiver policies.
- 16. The grantee shall ensure all staff working 10 hours or more in the program receive a minimum of 25 hours of professional development each year.
- 17. Proper equipment and adequate supplies are available to maintain and support the program.
- 18. The grantee will submit an appropriately amended application prior to any material change greater than 10% affecting the following:
 - a. Purpose;
 - b. Administration;
 - c. Organization;
 - d. Budget; or
 - e. Operation of an approved project.

- 19. The grantee assures that receipts and expenditures of all funds associated with this program will be documented and accounted for, and available for review as required by the USBE.
- 20. The grantee is strongly encouraged to submit requests for reimbursement at least four times during the school year to the Utah State Board of Education.
- 21. District and school administration and charter schools understand and demonstrate support for the program. Administration maintains positive working relationships with custodial agencies, ensuring adequate educational opportunities for all students.
- 22. The grantee assures that the program will:
 - a. Utilize qualified administrative personnel and instructional staff;
 - b. Provide access to guidance and counseling services, if needed;
 - c. Provide year-round instruction as feasible;
 - d. Provide educational services at a reasonable cost and benefit;
 - e. Develop effective recruitment and retention strategies; and
 - f. Provide adequate ADA and 504 accessible facilities, equipment, and materials meetings students' needs.

Fiscal and Reporting Assurances

- 1. The LEA will comply with all reporting requirements at such time and in such manner and contain such information as the federal government, state lawmakers, and USBE may reasonably require in the future.
 - a. Records pertaining to this award under 2 C.F.R. 200.334 and 34 C.F.R. 76.730, including financial records related to use of grant funds.
- 2. The LEA will cooperate with any examination of records with respect to the award by making records available for inspection, production, and examination, and authorized individuals available for interview and examination, upon the request of (i) the governor; (ii) the Department of Education and/or its Inspector General; or (iii) any other federal agency, commission, or department in the lawful exercise of its jurisdiction and authority.
- 3. Grantees and subgrantees that receive grant funds under programs of the Department are responsible for maintaining internal controls regarding the management of Federal program funds under the Uniform Guidance in 2 CFR 200.302 and 200.303. In addition, grantees are responsible for ensuring that subgrantees are aware of the cash management and requirements in 2 CFR part 200, subpart D.
- 4. Federal grant recipients, sub recipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email when driving. Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," October 1, 2009.
- 5. When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, U.S. Department of Education grantees shall clearly state:
 - a. the percentage of the total costs of the program or project which will be financed with Federal money;
 - b. the dollar amount of Federal funds for the project or program; and

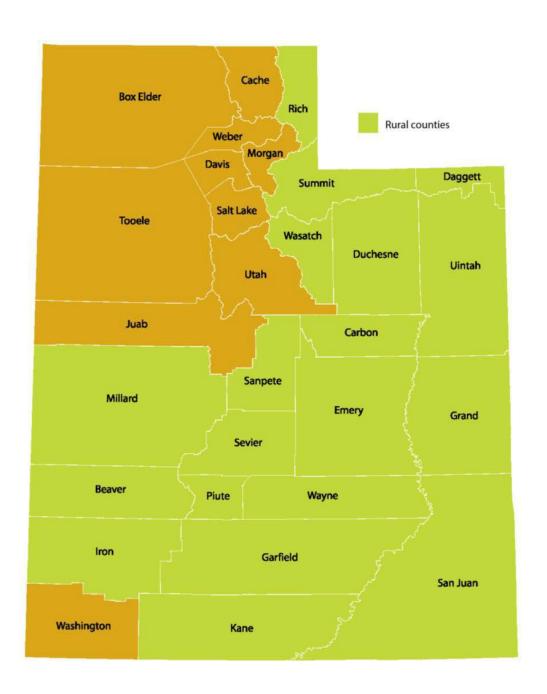
- c. the percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.
- d. Recipients must comply with these conditions under Division B, Title V, Section 505 of Public Law 115-245, Consolidated Appropriations Act, 2019.

The District Superintendent or Charter School Director or Executive Director or Business Administrator or Project Director or other designee certify that, to the best of his/her knowledge and belief, the data in this application are true and accurate, and that he/she will comply with all assurances noted above.

To the best of my knowledge and belief, all of the information and data in this certification and agreement are true and correct. I acknowledge and agree that the failure to comply with all Assurances and Certifications in this Agreement, all relevant provisions and requirements of the Coronavirus Aid, Relief, and Economic Security Act or CARES Act, Pub. L. No. 116-136 (March 27, 2020), or any other applicable law or regulation may result in liability under the False Claims Act, 31 U.S.C. § 3729, et seq.; OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 3485; and 18 USC § 1001, as appropriate.		
Name of Person with Authority to Sign (Typed Name):	Telephone:	
Signature of Person with Authority to Sign*:	Date:	

^{*}Digital signatures are preferred and require a timestamp for authentication. If a digital signature is not possible, USBE will accept a handwritten signature uploaded as a PDF.

Competitive Priority Points Information - Rural Programs



Small, Rural School Achievement Program List	
Local Education Agency (LEA) NAME	CITY
Bear River Charter School	LOGAN
Beaver District	BEAVER
Bonneville Academy	STANSBURY PARK
Box Elder District	BRIGHAM CITY
Cache District	LOGAN
Carbon District	PRICE
Daggett District	MANILA
Dixie Montessori Academy	WASHINGTON
Duchesne District	ROOSEVELT
Edith Bowen Laboratory School	LOGAN
Emery District	HUNTINGTON
Excelsior Academy	ERDA
Fast Forward High	LOGAN
Garfield District	PANGUITCH
Gateway Preparatory Academy	ENOCH
George Washington Academy	ST GEORGE
Grand District	MOAB
Intech Collegiate High School	NORTH LOGAN
Iron District	CEDAR CITY
Juab District	NEPHI
Kane District	KANAB
Logan City District	LOGAN
Millard District	DELTA
Morgan District	MORGAN
North Sanpete District	MT PLEASANT
North Summit District	COALVILLE
Park City District	PARK CITY
Pinnacle Canyon Academy	Price
Piute District	JUNCTION
Promontory School of Expeditionary Learning	PERRY
Rich District	RANDOLPH

Local Education Agency (LEA) NAME	CITY
San Juan District	BLANDING
Scholar Academy	TOOELE
Sevier District	RICHFIELD
Soldier Hollow Charter School	HEBER CITY
South Sanpete District	MANTI
South Summit District	KAMAS
St. George Academy	SANTA CLARA
Success Academy	CEDAR CITY
Terra Academy	VERNAL
The Center for Creativity Innovation and Discovery	PROVIDENCE
Thomas Edison - Lea	NORTH LOGAN
Tintic District	EUREKA
Tooele District	TOOELE
Tuacahn High School for the Performing Arts	IVINS
Uintah District	VERNAL
Uintah River High	FORT DUCHESNE
Valley Academy	HURRICANE
Vista at Entrada School of Performing Arts and Technology	IVINS
Washington District	ST GEORGE
Wayne District	BICKNELL
Weilenmann School of Discovery	PARK CITY
Winter Sports School	PARK CITY