

# Appendix C – Required Forms



## Alabama State Department of Education **Form 1**

**Office of Student Learning**

**Federal Programs Section**

**21st Century Community Learning Centers**

Intent to Apply for Title IV, Part B, Funds

***A Letter of Intent should be submitted for each grant application submitted.***

The \_\_\_\_\_ local education agency (LEA) or \_\_\_\_\_ faith-based organization (FBO), community-based organization (CBO), institution of higher education (IHE), non-profit agency, city or county government, or for-profit corporation **intends to apply** for Title IV, Part B, funds for Fiscal Year 2023.

Fiscal Agent

\_\_\_\_\_

School(s) Served

\_\_\_\_\_

Percentage of Poverty for School(s)

Served

\_\_\_\_\_

*(Current year poverty can be found in the eGAP online system under Building Eligibility. If serving multiple schools, list the school with the highest percentage of poverty.)*

Address

\_\_\_\_\_  
\_\_\_\_\_

City

\_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

County

\_\_\_\_\_ Phone \_\_\_\_\_

Email

\_\_\_\_\_

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Executive Officer's Signature (non-LEA)

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Date (mm/dd/yyyy)

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Superintendent's Signature (LEA)

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Date (mm/dd/yyyy)

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School's Administrator Signature  
(The signature is from the school that will be served)

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Date (mm/dd/yyyy)

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Chief School Financial Officer/ Fiscal  
Representative Signature  
(The signature is from the school that will be served)

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Date (mm/dd/yyyy)

- Filing of this notice is not mandatory; however, it will assist the ALSDE in anticipating the volume of proposals to better expedite the review process and finalize contract awards.
- Filing this notice in no way binds the organization to submit a proposal for this RFA.
- Applicants who do not file this notice are still eligible to submit a proposal.

Please submit this notice by mail or email as soon as possible after receipt of the RFA, but not later than, May 20, 2022, to:

**Please mail or email to:**

Ms. Annette Scogin, Education Administrator

Alabama State Department of Education

Federal Programs Section

Gordon Persons Building, Room 5348

Post Office Box 302101

Montgomery, AL 36130-2101

[21stccclgrant@ALSDE.edu](mailto:21stccclgrant@ALSDE.edu)

# Alabama State Department of Education

Form 2



Office of Student Learning/Federal Programs Section  
21st Century Community Learning Centers  
Elementary and Secondary Education Act  
Title IV, Part B  
FY 2023 Application Cover Page

Applicant Name of Fiscal Agent \_\_\_\_\_

Requested Amount \_\_\_\_\_

Schools to Be Served \_\_\_\_\_

### Priority Points Claimed:

- This application is a Joint/Co–Applicant proposal: \_\_\_\_\_ Yes \_\_\_\_\_ No
- This application will serve high school students ONLY: \_\_\_\_\_ Yes \_\_\_\_\_ No
- This application offers a Summer Program: [ Min. 5 weeks / 20 hrs. per week] \_\_\_\_\_ Yes \_\_\_\_\_ No
- County without current 21st CCLC Program: \_\_\_\_\_ Yes \_\_\_\_\_ No
- Comprehensive Support and Improvement School: \_\_\_\_\_ Yes \_\_\_\_\_ No
- Additional Targeted Support and Improvement School: \_\_\_\_\_ Yes \_\_\_\_\_ No
- Targeted Support and Improvement School: \_\_\_\_\_ Yes \_\_\_\_\_ No

For LEA Applicants Only: *Name of Cost Center*

*(For grants serving more than one school, enter the selected primary school served as the cost center.)*

Cost Center Code \_\_\_\_\_

Signature of Designated Project Manager \_\_\_\_\_

Typed Name of Project Manager \_\_\_\_\_

Date \_\_\_\_\_

Contact Phone Number and Email Address \_\_\_\_\_

*I certify that I am authorized by the governing board of the above-named school system or other eligible entity to submit this application or amendment; that all assurances, certifications, and disclosures submitted with the application will be observed; that the program will be implemented as described; and that the governing board is responsible for complying with all state and federal requirements, including any audit exceptions*

### FOR ALSDE USE ONLY:

Approved:

Eric G. Mackey  
*State Superintendent of Education*

Date

Signature of Superintendent or Authorized Official \_\_\_\_\_

Typed Name of Superintendent/Authorized Official \_\_\_\_\_

## Assurances and Certifications

Form 3

*An initial by the Superintendent or authorized person in the space to the left indicates the applicant agrees to comply with the statement.*

The applicant agrees to keep such records and provide such information to the Alabama State Department of Education (ALSDE) as reasonable and as may be required for fiscal audit and program evaluation.

All non-LEA applicants receiving more than \$750,000 per year agree to have an annual audit, per guidance from 2CFR part 200.501.

The Community Learning Center will be operated in a safe and easily accessible facility.

All reports will be completed and submitted in a timely manner in accordance with directives from the ALSDE.

The applicant will establish an active Community Learning Center Advisory Council that will meet at least bi-annually.

The applicant, if funded, will utilize fiscal accounting, disbursement, and auditing procedures consistent with local policies and ALSDE requirements. LEA Chief Financial School Officers will provide appropriate expenditure reports at least monthly to the 21st CCLC program manager for the purpose of managing 21st CCLC funds.

The proposed program was developed and will be carried out in active collaboration with other federal funding sources to increase the level of state, local, and other non-federal funds—that would, in the absence of 21st CCLC funds be made available for programs and activities authorized under this program; therefore, avoiding the supplanting of other federal or non-federal funds.

Employees paid by 21st CCLC funds will not be used for any purpose other than to carry out the specific programs set forth in the proposal based on the full or proportionate salary and time worked.

The community will be given notice of the intent to submit an application for 21st CCLC funds and that the application and any waiver requests will be available for public review after submission of the application.

The applicant has authority under Alabama state law to perform the function of the community learning center under the *No Child Left Behind Act of 2001 (NCLB)*; to submit the application; and to receive, hold, and disburse federal funds made available under the application.

Funds will be expended according to the purpose and intent for which they were designated by ESEA directives and the LEA/non-LEA application for funds.

This application will serve as the basis for local operation and administration of program(s) under ESEA.

The applicant communicates and enforces rules and regulations of student and employee conduct, related illicit drug use, and unlawful possession and distribution of these drugs. The applicant further clearly communicates sanctions for both students and employees and provides information about available resources for those in need of such information.

Procedures are developed for storing and administering approved and/or required medications and/or first aid to students.

Applicant will comply with the applicable Office of Management and Budget 2CFR part 200 *“Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Grants.”*

Applicant will comply with Education Department General Administrative Regulations (EDGAR), 34 CFR Part 80 and Section 427 of the General Education and Provisions Act relating to overcoming barriers in the six areas of gender, race, national origin, color, disability, or age.

\_\_\_\_\_  
Signature of Superintendent or Project Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chief School Financial Officer/Fiscal Accountant

\_\_\_\_\_  
Date

or

\_\_\_\_\_  
Signature of non-LEA/Agency CEO

\_\_\_\_\_  
Date



# MEMORANDUM OF AGREEMENT (SAMPLE)

The purpose of this Memorandum of Agreement is to state the mutual understanding of the parties regarding the application to establish a 21st Century Community Learning Center and foundation for collaboration between

\_\_\_\_\_ and \_\_\_\_\_,

\_\_\_\_\_ supported by 21st CLCC funds, has set the following goals for 202\_ - 202\_ for students in grade level(s):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

This agreement defines the partnership agreement and contributions and capabilities of

\_\_\_\_\_, to advance goals 1-3 through the following: (Examples of contributions and capabilities of the above-mentioned partner)

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_

\_\_\_\_\_ agrees to provide the following capabilities and resources towards successful implementation of the project:

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_

The agreement is for a period of one year and may be renewed annually up to five years.

Accepted and Agreed:

**By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Organization:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Organization:** \_\_\_\_\_



The Alabama State Department of Education (ALSDE) expects each 21st CCLC program to collaborate and cooperate with regular school academic programs and help students meet state and local College and Career-Ready Academic Standards. Accordingly, 21st CCLC grantees must develop a comprehensive and strategic plan of action to involve sustainable partnerships with all stakeholders within the community. In keeping with this expectation, the Superintendent, and **each** principal of the school(s) whose students are served through the efforts of the program must demonstrate commitment and buy-in to the ongoing success of the proposed project.

**LEA Leadership** (Superintendent, Assistant Superintendents, LEA Board, etc.) agrees to the following roles and responsibilities:

1. Maintain knowledge of state (ALSDE) and local LEAs 21st CCLC site(s) goals, objectives, and practices; help to foster partnership development, and advocate the program in the school district and community.
2. Assist in ensuring and implementing consistent communication among partners and stakeholders.
3. Provide site staff and partners with access to appropriate LEA buildings, facilities, and student-level data.
4. Consider 21st CCLC project implementation and capacity-building efforts as a multi-year commitment.
5. Participate in meetings as deemed appropriate, necessary, and/or as requested by the ALSDE.
6. Remain apprised of 21st CCLC federal and state statutes; ensure compliance with the original stipulations and intent of the approved RFA; and adhere to all guidelines, regulations, and assurances as set forth in the Grant Application.

**Location Leadership** (Principal, Assistant Principal(s), etc.) agrees to the following roles and responsibilities:

1. Maintain knowledge of state (ALSDE) and local LEAs 21st CCLC site(s) goals, objectives, and practices; help to foster partnership development, and advocate the program in the school district and community.
2. Champion the 21st CCLC program with faculty and staff.
3. Provide leadership while ensuring and implementing a shared vision and 21st CCLC program alignment to the regular school-day objectives.
4. Meet weekly/bi-weekly with the Program Manager or Site Coordinator(s) to communicate accomplishments and/or identify any areas of opportunity.
5. Maintain regular communication with 21st CCLC stakeholders and community partners by telephone, email, newsletters, websites, or by whatever means necessary or needed.
6. Visit 21st CCLC classrooms to support implementation efforts.
7. Consider 21st CCLC project implementation and capacity-building efforts as a multi-year commitment.
8. Provide site staff and partners with access to appropriate LEA buildings, facilities, and student-level data.
9. Assist with research and evaluation activities including the collection and management of data (including grant impact) as directed by the ALSDE team.
10. Include the work of the 21st CCLC program within the school and local LEA plan of the CIP.
11. Participate in meetings as deemed appropriate, necessary, and/or as requested by the ALSDE.
12. Remain apprised of 21st CCLC federal and state statutes; ensure compliance with the original stipulations and intent of the approved RFA; and adhere to all guidelines, regulations, and assurances as set forth in the Grant Application.

**Name of Eligible LEA/School(s)**

By signature, I certify that I have reviewed all applicable documentation; I understood and agree to support the implementation of the proposed 21st CCLC program and will adhere to the assurances.

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<b>Name of Superintendent</b>	<b>Original Signature</b>	<b>Date</b>
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<b>Name of Principal(s)</b>	<b>Original Signature</b>	<b>Date</b>
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**Alabama Department of Education**  
**Federal Programs**  
**Alabama 21st Century Community Learning Centers**  
**Administrative Cost Worksheet for Fiscal Year 10/1/2022 - 9/30/2023**

\_\_\_\_\_  
 Applicant Agency

\_\_\_\_\_  
 Site Location

\_\_\_\_\_  
 Revision Date

\_\_\_\_\_  
 Cohort

Total Grant Award		Administrative Cap		Program Administrative Cost	
<b>Administrative Personnel</b>					
<b>Object Code</b>	<b>Title/Position</b>	<b>Annual Salary</b>	<b>Benefits</b>	<b>Totals</b>	
Organizational Code for CBO/FBO					
			<i>Total Salaries</i>		



Total Administrative Salaries from table above: \_\_\_\_\_

Place this amount on the Budget Page in eGAP under General Administrative (6000-6999) Salaries (010-199). Administrative salaries should be allocated under *General Administrative* in eGap and separated from other salary funding.

Total Administrative Benefits from table above: \_\_\_\_\_

Place this amount on the Budget Page in eGAP under General Administrative (6000-6999) Benefits (200-299)

**Indirect Costs**

**Indirect Costs** are defined as those costs of a general nature which are not readily identifiable with the activities of the grant; but are, nevertheless, incurred for the joint benefit of those activities and other activities of the organization.

Object Code	Item	Total
Organizational Code for CBO/FBO		
		<i>Total Indirect Costs</i>



**Alabama Department of Education  
Federal Programs  
Alabama 21st Century Community Learning Centers  
Program Timeline 10/1/2022 - 9/30/2023**

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**Applicant Agency**

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**Site Location**

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**New Application (Y or N)**

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**Continuation Application (Y or N)**

### Timeline

Applicants must list the expected timeline for program activities for the academic year of October 1, 2022 - September 30, 2023. A comprehensive month-by-month timeline outlining the procedures to be followed during the grant year must be provided. It should include the following: Planning meetings, Advisory council appointments and meetings, hiring of staff, training, recruitment of students, meetings with school day staff, creating of materials, student and family engagement activities, evaluations, and assessments and summer school if applicable.

<b>Month</b>	<b>Activities</b>
<b>August</b>	
<b>September</b>	
<b>October</b>	
<b>November</b>	
<b>December</b>	
<b>January</b>	
<b>February</b>	
<b>March</b>	
<b>April</b>	
<b>May</b>	
<b>July</b>	

