



# Nita M. Lowey

## 21<sup>st</sup> Century Community Learning Centers

### Program Specialist Updates

## Georgia Department of Education Federal Programs Division

July 25, 2023

# Contact Information

**Dr. Shemika Hubbard**

Program Specialist

Region 1

Phone: 678-564-4852

[Shemika.hubbard@doe.k12.ga.us](mailto:Shemika.hubbard@doe.k12.ga.us)



# Contact Information

**Amaris Smith**

Program Specialist

Region 2

Phone: 404-710-5525

[Amaris.smith@doe.k12.ga.us](mailto:Amaris.smith@doe.k12.ga.us)



# Contact Information

**Mike Hatfill**

Program Specialist

Region 3

Phone: 404-710-5525

[mhatfill@doe.k12.ga.us](mailto:mhatfill@doe.k12.ga.us)



# Contact Information

**Cindy Turner**

Program Specialist

Region 4

Phone: 404-416-0598

[cturner@doe.k12.ga.us](mailto:cturner@doe.k12.ga.us)



# Program Specialists



# Program Specialists

- Provide Guidance
- Provide Support
- Serve as a Liaison
- Provide Grantee Updates & Reminders

# Program Specialists

## Inform Grantees of:

- Dates and deadlines
- Professional development opportunities
- Updates from the US ED and GaDOE
- Monitoring details
- Upcoming events

## Support Grantees by:

- Providing technical assistance
- Arranging pertinent professional development sessions (Open Office Hours, etc.)
- Virtual/In-Person site visits
- Attend 21<sup>st</sup> CCLC special events
- Assuring compliance with approved Request for Proposal Grant (RFP) Grant Application



# 21<sup>st</sup> CCLC Resources



# 21<sup>st</sup> CCLC Resources

- GaDOE 21st CCLC Webpage
- GaDOE Community Professional Learning (PL) Page
- FY24 Subgrantees Operations Manual
- 21st CCLC Colleagues
- TransACT Contractor

# 21<sup>st</sup> CCLC Reminders



# 21<sup>st</sup> CCLC Reminders

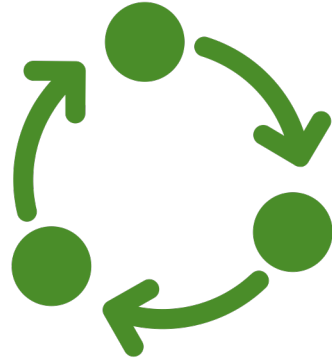
- Read and review your RFP application.
- Share the goals and objectives with your staff.
- Utilize GaDOE staff for assistance and support.
- Document all 21<sup>st</sup> CCLC meetings and events.
- Utilize gathered data to inform program decisions and goals.
- Review budget, create plans to make timely purchases, and utilize your budget.

# The Purpose of the 21<sup>st</sup> CCLC Program

The program supports the creation of community learning centers that provide academic enrichment opportunities during non-school hours for children, particularly students who attend high poverty and low performing schools. The Nita M. Lowey 21<sup>st</sup> Century Community Learning Centers Program:

- Helps students meet state and local academic standards in core academic subjects, such as reading and math.
- Offers students a broad array of enrichment opportunities that can complement their regular academic programs.
- Offers literacy and other educational services to the families of participating students.

# Program Operation



- Activities and programs **must align with the proposal's objectives and description.**
- **Programs must operate for the total number of hours and days** as described in the approved grant application, as well as **serve the targeted students and number of students daily** to ensure fidelity to the approved grant application.
- Staff-to-student ratios must be maintained as outlined in the RFP Grant Application.

# Weekly Schedule Sample

Monday	Tuesday	Wednesday	Thursday
2:30-3:00 Snacks/Homework Help	2:30-3:00 Snacks/Homework Help	2:30-3:00 Snacks/Homework Help	2:30-3:00 Snacks/Homework Help
3:00-4:15 Masters of Math	3:00-4:15 Science Scholars	3:00-4:15 English Enthusiasts	3:00-4:15 Masters of Math/Science Scholars
4:15-5:30 Young Picassos	4:15-5:30 Student Studio	4:15-5:30 Mixed Martial Arts	4:15-5:30 Team Success



## 21<sup>st</sup> CCLC Academic Activities

Activity	Description	Alignment to Goal(s)/Objective(s)	Student/Staff Ratio	APR Category
Masters of Math	Students will participate in real-world, project-based math activities that support the regular-day program.	<p><b>Goal 1)</b> Regularly participating students (students who participate at least 30 days throughout the school year) will improve their academic achievement in ELA, math, and science</p> <p><b>Objective 1.2)</b> By the end of the school year, 50% of regularly participating students will improve their math grades from the fall semester progress reports to their final report card grades.</p>	10:1	Academic Enrichment
				Choose an item.
				Choose an item.
				Choose an item.





## 21<sup>st</sup> CCLC Enrichment Activities

Activity	Description	Alignment to Goal(s) /Objective(s)	Student/Staff Ratio	APR Category
Young Picassos	Students will be learning about the elements and principles of design. Students will be exploring creativity through colors, textures, shapes, and forms.	<p><b>Goal 1)</b> Regularly participating students (students who participate at least 30 days throughout the school year) will improve their academic achievement in ELA, math, and science.</p> <p><b>Objective 1.1)</b> By the end of the school year, 50% of regularly participating students will improve their ELA grades from the fall semester progress reports to their final report card grades.</p> <p><b>Goal 2)</b> Regularly participating students will demonstrate positive behavioral changes and attitudes towards school.</p> <p><b>Objective 2.1)</b> Regularly participating students will report a decrease in the number of in-school suspension referrals during the school year.</p>	12:1	Well-Rounded Education Activities, Including Credit Recovery & Attainment
				Choose an item.

# Goals & Objectives



Programs should reference the Request For Proposal (RFP) or most recently approved program amendment to ensure your program operations meet the stated goals and objectives.

# 21<sup>st</sup> CCLC Updates



# Pre-Monitoring Updates

- Indicators **P3 and P4** have been added to the Pre-Monitoring Activities.
- The complete lists with descriptions of the academic activities used to support the Georgia Standards of Excellence and achieve the approved goals and objectives of the program will be submitted as part of the Pre-Monitoring Activities.
- The complete list with descriptions of the enrichment activities that complement the regular academic program and align with the approved goals and objectives of the program will be submitted as part of the Pre-Monitoring Activities.
- Activity Plans will be provided by the subgrantees during site visits.

# Revisions Based Upon the Results of the Annual Summative Evaluation

- Indicator **P15** has been added to the Pre-Monitoring Activities.
- The evidence of program revisions based upon the results of the annual subgrantee evaluation will be reviewed by the home/assigned Program Specialist during the Pre-Monitoring Activities.

# Memorandum of Agreements (MOA)

- The updated MOAs will be uploaded in the **GaDOE Consolidated Application (Con App)**.
- Please use the **Attachments tab** and select general for the group category when uploading the updated MOAs.
- The deadline is **September 29, 2023**.
- **All cohorts** will upload MOAs from their approved RFPs.

# Memorandum of Agreements (MOA)

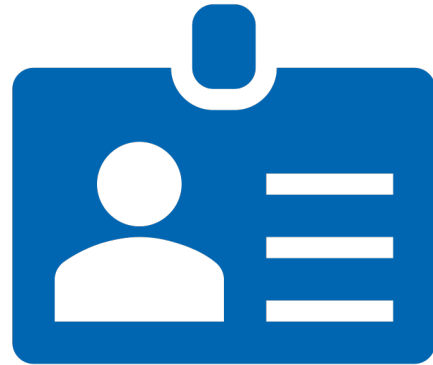
- Every year, subgrantees must update their signed Memorandum of Agreements (MOA) describing the required components for each partnership.
- The updated MOAs must include data sharing agreements detailing who has what rights to access the data, what data is being shared, the appropriate use of data, and a time limit to make sure the agreement is modified and updated annually.
- A signed MOA must be submitted for each partnership identified between the fiscal agent and an LEA, a community-based organization, and/or another public or private organization.

# Pre-Monitoring Updates

- Indicator **P19** has been added to the Pre-Monitoring Activities.
- The updated Memorandum of Agreements will be reviewed by the assigned/home Program Specialist during Pre-Monitoring.



# 21<sup>st</sup> CCLC Staff



- Staff is hired according to the district/organization's procedures and policies.
- ALL 21st CCLC program staff, volunteers, and contractors shall have National Criminal Background Checks completed prior to employment or participation in the program.

# 21<sup>st</sup> CCLC Advisory Council



- **Establishment of Advisory Council and Operating Procedures** for the council.
- **Mandatory inclusion of at least two parents, and two students** as advisory council members, as well as other community partners and stakeholders.
- The first meeting should take place by December of the first semester.

# Required Documentation



# Documentation

## Record Maintenance

Keep ongoing records, evidence/artifact, and documentation must be maintained consistently to ensure that the grant is being implemented as proposed.

## Keep & File

Keep and file copies of invitations, agendas, sign-in sheets, and notifications from advisory council meetings as documentation for monitoring.

## Drill Logs

Keep a log of Safety Drills (fire, inclement weather, and lockdown) to include type of drill, date, time, etc.

## Activity Plans & Activities

Keep documentation of activities and lesson plans.

# Documentation (Family Engagement Activities)

Record Maintenance	Keep & File	Purpose	Agendas
Family engagement initiatives and efforts <b>must be documented</b> to describe the services offered as well as evaluate the family engagement practices that serve to strengthen the program's connections with families.	Keep a record of all meetings with families to include <b>family engagement activities, report card meetings, behavior meetings, etc.</b>	List the <b>purpose</b> of each parent/family engagement activity.	Provide family engagement meeting agendas with the following: <b>program name, site name, 21<sup>st</sup> CCLC logo, title, date, time and sign-in sheets.</b>

# 21<sup>st</sup> CCLC Handbooks



# 21<sup>st</sup> CCLC Handbooks

- Distribute Student/Parent and Staff Handbooks.
- Refer to Appendix E of the Subgrantee Operations Manual.
- Include cover pages with the name of the program and year.
- Keep copies of the signed acknowledgement pages.

# Student/Parent Handbooks

Written **Attendance Plan or Procedures**

---

Copy of **Emergency Preparedness Plan**

---

Copy of **Acceptable Usage Policy**

---

Copy of **Behavior Management Plan**

---

Copy of **Recruitment Plan**

---

**Student Transportation Plan or Policy**

---

**Student Pick-Up/Drop-Off Procedures or Policies**

---

**Alternative Programming Plans/Virtual Programming**



# Staff Handbooks

Professional Learning Plan/Schedule for the year and summer (if applicable) Classroom Observation, Formal Mid-Year and Formal End-of-Year Evaluation Plan, and Written Communication Plan that incorporates regular and effective communication between:

- a. School day instructional staff and 21st CCLC instructional staff;
- b. Program Director/Site Coordinator(s) and school principal(s) administration;
- c. Subgrantee and parents/guardians about student's behavior, experiences, successes and challenges; and
- d. Subgrantee and parents/guardians with limited English proficiency.

# 21<sup>st</sup> CCLC Site Visits



# Site Visit Purpose

- Observe the program in action.
- Evaluate the success of the program.
- Provide technical assistance in identified areas of need.
- Support program staff by offering constructive feedback.
- Ensure the program is aligning with the RFP Grant goals and objectives.

# Site Visit Purpose (Continued)

- Evaluate the success of the program.
- Provide technical assistance in identified areas of need.
- Support program staff by offering constructive feedback.

# Site Visit Best Practices

- Prepare students for virtual participation to eliminate as many distractions as possible.
- Create and implement creative and engaging lessons.
- Align activities to the Georgia Standards of Excellence and the regular school day.

# Site Visit Best Practices (Virtual)

- Be punctual to your site visit; contact your Program Specialist if you need to reschedule.
- Make sure your Program Specialist has the most recent links for classes.
- Have a backup plan in case of technology failure.
- Be sure to troubleshoot possible issues with technology; microphone and camera.

# Site Visit Best Practices (Virtual)

- Provide the number of students registered.
- Provide the number of students in attendance during the site visits (by classroom if multiple classes are visited).
- Provide the number of staff in attendance during the site visit (by classroom if multiple classes are visited).

# Monitoring





# Monitoring Purpose

- Monitoring of Federal Programs is conducted to ensure that children have a fair, equal, and significant opportunity to obtain a high-quality education.
- Monitoring emphasizes accountability for using federal resources wisely.
- Monitoring serves as a vehicle for the Georgia Department of Education to help subgrantees achieve high quality implementation of educational programs utilizing federal funds.

# Types of Monitoring

## PMA

All grantees are required to submit Pre-Monitoring Activities (PMA) requirements to their assigned Program Specialist no later than **October 31, 2023**.

## Virtual

Virtual monitoring will be conducted by Program and Fiscal and Compliance Specialists who are not the grantees' home Specialists.

## In-Person

In-person monitoring will be conducted by Program and Fiscal and Compliance Specialists who are not the grantees' home Specialists.

## Cross-Functional

Can be virtual or in-person. The date of Cross-Functional Monitoring is determined by the LEA's Central Office.

Notification of Monitoring dates will be e-mailed to each grantee and followed by a letter of confirmation.

# Monitoring Best Practices

- Make sure to review both the requirement and evidence of implementation sections of the FY24 Compliance and Performance Assessment Document.
- Conduct a mock monitoring review with your program team.
- Contact your Program Specialist or Fiscal and Compliance Specialist if you have any questions.

# Assessments



# Types of Assessments

## Formative

Measures student progress toward goals/objectives as stated in the Request for Proposal (RFP) Grant Application.

**Typically, the Formative Assessment Worksheet is due annually in February.**

## Summative

A detailed summary of the program and progress towards meeting each stated objective listed in the grantee's Request for Proposal (RFP) Grant Application.

Prepared by the grantee's External Evaluator. **Typically, the Summative Evaluation is due annually in June.**

## Summer

The report includes a description of the program, services and activities offered to students and families during the summer. Subgrantees must also describe how the summer program supported the identified goals and objectives listed in the Request for Proposal (RFP Grant Application). **Typically, the Summer Evaluation is due annually in August.**



# Forms



# Program Amendment Form

## Nita M. Lowey 21<sup>st</sup> Century Community Learning Centers Budget/Program Amendment Form Instructions 2023 - 2024

1	Subgrantee name is the name on grant application. The program name is the unique program identifier, if it has one. For example ABC School District would be the subgrantee name, while ALLSTARS might be the program name. In this example, the subgrantee would write "ABC School District- ALLSTARS". The cohort would be FY20, FY21 or FY23.
2	Project/program director's name and phone number
3	Project/program director's email address. The date is the date the amendment is submitted to GaDOE.
4	Check line to indicate type of amendment: Program, Budget or Both
5a	Insert Program Amendment (PA) number. NOTE: The number should reflect the amendment from the beginning of the subgrant and will continue sequentially until the subgrant ends. The Program Amendment (PA) number will not start over each fiscal year. (Example: PA/1, PA/2, PA/3, etc.)
5b	Insert Budget Amendment (B) number. NOTE: The Budget Amendment (B) number WILL start over each fiscal year. (Example: FY20B/1, FY20B/2, etc. and FY21B/1, FY21B/2, etc. and FY22B/1, FY22B/2, etc.)
5c	Use this line, if your amendment requires BOTH a program and budget amendment. NOTE: Follow the same instructions for 5a and 5b. The amendment numbers MAY not be the same due to the fiscal year. (Example: PA/1, FY22B/1); (Example: PA/2, FY22B/3); (Example: PA/3, FY22B/1)
6	Insert current language in original grant application or most recently approved amendment and the page number where it can be found.

# Program Amendment Form

## Nita M. Lowey 21<sup>st</sup> Century Community Learning Centers Budget/Program Amendment Form Instructions 2023 - 2024

7	Insert amended language to reflect requested change(s) to original grant application or previous approved amendment (Addition or deletion to language). Please note that it is acceptable and encouraged to state "Refer to attached spreadsheet" for changes to spreadsheets, such as budgets, site profile forms, or funding request worksheets. It is not necessary to write out each of the changes, so long as the spreadsheets make it clear what is being changed. Updated funding request worksheets, with total equal to or exceeding original approved worksheets, are needed if requesting a change to the number of students, hours per week, or weeks per year.
8	State the reason for the change. How will this change benefit your subgrant? OR Why is it necessary to make this change? (If this is a change in program director, superintendent, etc., state that.)
9	State how the proposed amendment is consistent with the goals/objectives of the subgrant and how the change will be implemented. To add additional rows, select the "Tab" key when the cursor is in this cell.
10	If attachments accompany the proposed amendment, be sure to name each attachment accordingly.
11	Send an electronic copy to your program specialist and/or fiscal and compliance specialist
12	Fiscal agent, joint applicant designee, program director, superintendent/CEO must sign and date the form.



# Forms

An additional training will be provided to review the procedures for submission of the 21<sup>st</sup> CCLC forms.



# August Reminders

Deadline Date	Form to be Submitted
August 21, 2023	Upload Conflict of Interest Form in the GaDOE Consolidated Application
August 21, 2023	Sign off on FY24 Program Assurances in the GaDOE Consolidated Application
August 21, 2023	Submit 21st CCLC Program Contact Information Form to your assigned Program Specialist
August 31, 2023	Submit the Summer Program Evaluation Form to your assigned Program Specialist
August 31, 2023	Submit the Site Profile Update form to your assigned Program Specialist

# Service and Support

If you have any questions concerning service and support, please contact:

## Jeff Barnett

Program Manager

Phone: 404-695-1883

Email: [jbarnett@doe.k12.ga.us](mailto:jbarnett@doe.k12.ga.us)

## Amaris Smith

Program Specialist (Region 2 )

Phone: 404.710.5525

Email: [Amaris.smith@doe.k12.ga.us](mailto:Amaris.smith@doe.k12.ga.us)

## Michelle Gray

Fiscal & Compliance Specialist

(Regions 1 & 2 )

Phone: 678-953-9745

Email: [michelle.gray@doe.k12.ga.us](mailto:michelle.gray@doe.k12.ga.us)

## Cindy Turner

Program Specialist (Region 4)

Phone: 404-416-0598

Email: [cturner@doe.k12.ga.us](mailto:cturner@doe.k12.ga.us)

## Dr. Shemika Hubbard

Program Specialist (Region 1)

Phone: 678-564-4852

Email: [shemika.hubbard@doe.k12.ga.us](mailto:shemika.hubbard@doe.k12.ga.us)

## Desmond Carter

Lead Fiscal & Compliance Specialist

(Regions 3 & 4 )

Phone: 404-617-2744

Email: [dcarter@doe.k12.ga.us](mailto:dcarter@doe.k12.ga.us)

## Mike Hatfill

Program Specialist (Region 3)

Phone: 404-971-0399

Email: [mhatfill@doe.k12.ga.us](mailto:mhatfill@doe.k12.ga.us)

## Brad Stancil

Fiscal & Compliance Specialist  
(Regions 1, 2, 3 & 4 )

Phone: (404) 520-4677

Email: [brad.stancil@doe.k12.ga.us](mailto:brad.stancil@doe.k12.ga.us)

## Kevin Wilson

Program Evaluation and Data  
Specialist

Phone: 678-953-9054

Email: [kevin.wilson@doe.k12.ga.us](mailto:kevin.wilson@doe.k12.ga.us)

[www.gadoe.org](http://www.gadoe.org)

   @georgiadeptofed

 [youtube.com/user/GaDOEmedia](https://youtube.com/user/GaDOEmedia)



**EDUCATING  
GEORGIA'S FUTURE**

