

21st Century Community Learning Centers

Completing the **Needs Assessment** Portion
of the
FY20 Request for Proposal (RFP)



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Georgia's Systems of Continuous Improvement





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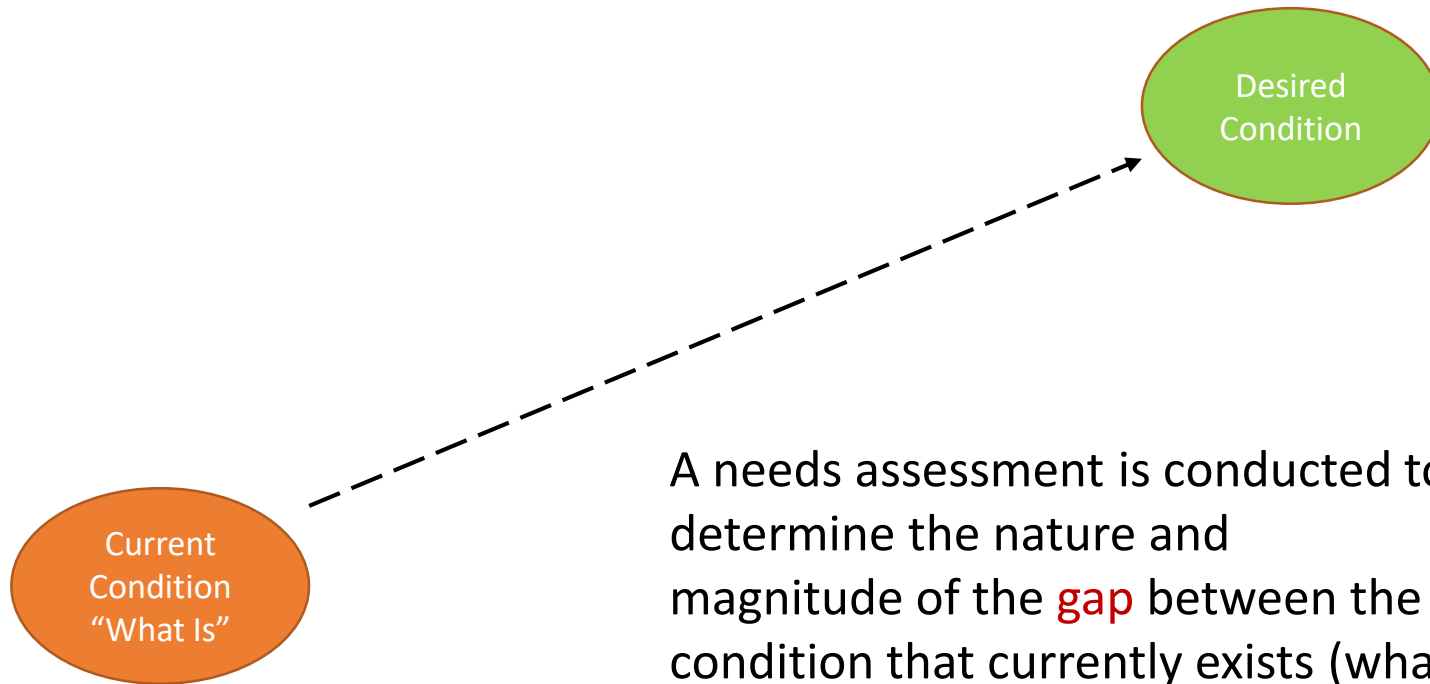
Workshop Goal

Attendees will review the guidance for completing each section of the needs assessment as outlined on pages 27-29 of the FY 20 Request for Proposal.

Needs Assessment

- A needs assessment serves as a process to collect and examine a *breadth* of information about district/school issues...
 - ...in order to provide a *depth* of understanding of student needs.
- A needs assessment then, through a structured decision making process, prioritizes concerns that will become the basis of plans...
 - ...for improving student achievement and meeting challenging academic standards.

Needs Assessment



A needs assessment is conducted to determine the nature and magnitude of the **gap** between the condition that currently exists (what is) and the desired condition (what should be).

3.1 Needs Assessment (20 Total Points)

Consists of:

- The Process (4 Points)
- Specific Needs (10 Points)
- Program Focus (6 Points)

3.1.1 The Process (4 Points)

- Describe the process used by the program to consult with stakeholders, including private school officials, to **actively collaborate** in identifying and developing the needs assessment.
- This includes:
 1. when the development began,
 2. who led and participated in the data/information collection effort,
 3. how the various data sources were gathered, analyzed by all of the stakeholders, and finally developed into a defined set of agreed upon needs.
- The process described should clearly allow the applicant to identify the needs that will form the basis of the proposed program.

Conducting a Needs Assessment

- Identify both the needs of the students and their families and current gaps in services.
- Describe the community and school(s) to be served by citing factors that impact the educational outcomes of the identified students.
- When all is said and done, this assessment should identify why the proposed program is needed.

Conducting a Needs Assessment- Continued

Factors may include:

- Poverty rates of the community
- School and/or district identification for needs improvement, corrective action, or restructuring
- Percentage of Title I students
- Test score trends- Milestones, End of Course and End of Grade scores, Writing Tests, GHSGT
- Grade retention results
- Drop out results
- Attendance data
- Other factors found on page 27-28 of RFP



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Equitable Services for Private School Students

- Any organization that is awarded a grant must provide equitable services to private school students and their families.
- In designing a program that meets this requirement, sub-grantees must provide comparable opportunities for the participation of both public- and private-school students in the area served by the grant.
- **Sub-grantees must conduct timely and meaningful consultation with private school officials during the design and development of the 21st CCLC program on issues such as how the children's needs will be identified and what services will be offered.**
- Must complete the Private Schools Consultation Form and place in Appendix C.

Equitable Services for Private School Students

Meaningful Consultation-


- ✓ Genuine opportunity for all parties to express their views and views are seriously considered
- ✓ Identify needs of eligible private school students
- ✓ Identify services that will be offered
- ✓ How, where and when services will be provided
- ✓ Determine consolidation with other eligible programs

Timely – Before any decisions are made

The goal should be to reach agreement on how to provide equitable and effective programs for eligible private school children.

Private School Consultation Form

Page 1
Appendix C



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**FY 20 RFP 21st Century Community Learning Centers
Appendix C: PRIVATE SCHOOLS CONSULTATION FORM**

An SEA, LEA, any other educational service agency (or consortium of such agencies), or private organization receiving financial assistance under an applicable program shall provide eligible private school children and their teachers or other educational personnel with equitable services or other benefits under these programs. Before an agency or consortium makes any decision that affects the opportunity of eligible private school children, teachers, and other educational personnel to participate, the agency or consortium shall engage in timely and meaningful consultation with private school officials.

Fiscal Agent Name: _____

Program Name: _____

Please complete the following form related to the involvement of eligible private schools in Title IV, Part B, 21st CCLC grant activities.

There are no private schools that serve students who reside within the attendance zone of the served school(s) for the 21st CCLC program.

There are private schools that serve students who reside within the attendance zone of the served school(s) for the 21st CCLC program and these schools (listed below) were consulted (indicate methods below) prior to the development of the Title IV, Part B, 21st CCLC application. Or, no response by deadline (must have documentation of attempts to contact the nonpublic representative).

Names of private school(s) that serve students who reside within the attendance zone of the served school(s):

Private School Consultation Form

Page 2

Private schools that have been contacted and were consulted by the applicant and are electing to **RECEIVE** services

Private School Name	School Official Contacted Name	School Official Contacted Title	Method of Contact	Date(s) of Consultation	Estimated Number Students Served	Describe Level/Type of Participation

Private schools that have been contacted and were consulted and are electing to **DECLINE** services or have failed to reply by the deadline

Private School Name	School Official Contacted Name	School Official Contacted Title	Phone Number of School Official	Reason(s) for declining to participate	No Response by Deadline (Y/N)?

3.1.2 Specific Needs (10 Points)

- Identify the student target population and detail the specific needs of the targeted students and community that place them at risk.
- Should include, at a minimum, schools served, grade levels, number of students, and academic or behavioral criteria
- Clearly define the agreed upon academic, social, emotional, cultural, and physical needs placing them at risk and producing the gaps in achievement.
- Cite specific data sources and you may use data tables to clearly convey the needs.
- Must complete the 'Schools Served Chart' and place it in Appendix B.

Schools Served Chart

Program Name: _____

Schools Served Chart (2019-2020)

Served School(s) Name(s)	County	School Designation (e.g. CSI or TSI)	Grade Span of School (e.g. K-5)	Total Enrolled in Regular School	Receiving Title I Funds Yes/No	% FRL	Number of Students from this school that will be served per day by the 21 st CCLC program

(Delete This Shaded Instructions Box Before Submitting)

Targeted School Name: Non-LEAs should include **each** of the schools the targeted population attends during the school day.
School Designation: Schools are identified as Comprehensive Support and Improvement or Targeted Support and Improvement. Please go to <http://www.gadoe.org/School-Improvement/School-Improvement-Services/Pages/School-Effectiveness.aspx> for a list of school designations.
Grade Span of School: Indicate which grade levels (PK – 12) the school serves during the regular school day.
Enrollment Number: Indicate the total student enrollment of the indicated school.
%FRL: Provide the percentage of students receiving and/or eligible to receive free/reduced lunch at the specified school.
Number of Students Targeted: Number of students targeted cannot exceed the number of enrolled students. In general, it is uncommon for 21st CCLC programs to serve more than 35% of the total school enrollment daily.



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Schools Served Chart - LEA Example

Program Name: Great County – 21st CCLC Program

Schools Served Chart (2019-2020)

Served School(s) Name(s)	County	School Designation (e.g. CSI or TSI)	Grade Span of School (e.g. K-5)	Total Enrolled in Regular School	Receiving Title I Funds Yes/No	% FRL	Number of Students from this school that will be served per day by the 21 st CCLC program
DEF Elementary School	Great	CSI	K-5	487	Yes	90	125

(Delete This Shaded Instructions Box Before Submitting)

Targeted School Name: Non-LEAs should include **each** of the schools the targeted population attends during the school day.
School Designation: Schools are identified as Comprehensive Support and Improvement or Targeted Support and Improvement. Please go to <http://www.gadoe.org/School-Improvement/School-Improvement-Services/Pages/School-Effectiveness.aspx> for a list of school designations.
Grade Span of School: Indicate which grade levels (PK – 12) the school serves during the regular school day.
Enrollment Number: Indicate the total student enrollment of the indicated school.
%FRL: Provide the percentage of students receiving and/or eligible to receive free/reduced lunch at the specified school.
Number of Students Targeted: Number of students targeted cannot exceed the number of enrolled students. In general, it is uncommon for 21st CCLC programs to serve more than 35% of the total school enrollment daily.

The Number of Students per day to be served for DEF Elementary should be identical to the number indicated on the Funding Request Worksheet

Schools Served Chart - Non-LEA Example

Program Name: ABC – 21st CCLC Program

Schools Served Chart (2019-2020)

Served School(s) Name(s)	County	School Designation (e.g. CSI or TSI)	Grade Span of School (e.g. K-5)	Total Enrolled in Regular School	Receiving Title I Funds Yes/No	% FRL	Number of Students from this school that will be served per day by the 21 st CCLC program
DEF Community Center	Great						
XYZ High School	Great	CSI	9-12	1670	Yes	60	25
123 Middle School	Great	NA	6-8	659	Yes	75	50
456 Middle School	Great	NA	6-8	702	Yes	80	50

(Delete This Shaded Instructions Box Before Submitting)

Targeted School Name: Non-LEAs should include **each** of the schools the targeted population attends during the school day.
School Designation: Schools are identified as Comprehensive Support and Improvement or Targeted Support and Improvement. Please go to <http://www.gadoe.org/School-Improvement/School-Improvement-Services/Pages/School-Effectiveness.aspx> for a list of school designations.
Grade Span of School: Indicate which grade levels (PK – 12) the school serves during the regular school day.
Enrollment Number: Indicate the total student enrollment of the indicated school.
%FRL: Provide the percentage of students receiving and/or eligible to receive free/reduced lunch at the specified school.
Number of Students Targeted: Number of students targeted cannot exceed the number of enrolled students. In general, it is uncommon for 21st CCLC programs to serve more than 35% of the total school enrollment daily.

The Number of Students per day to be served for DEF Community Center should be identical to the number indicated on the Funding Request Worksheet for each of the sites to be served.

Online Schools Served Chart

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Schools Served Chart (2019-2020)

Program Name: ABC 21st CCLC

[Sample Form](#)

Name of School(s) Served	County	School Designation (e.g. CSI or TSI)	Grade Span of School (e.g. K-5)	Total Enrolled in Regular School	Receiving Title I Funds Yes/No	% FRL	Number of Students from school that will be served per day by the 21st CCLC Program
Alternative School ▼	Warren	N/A	9-12	200	<input type="radio"/> Yes <input checked="" type="radio"/> No	20.0% *	5
On this data entry screen there will always be three empty rows for entering target schools. To delete a school, enter "delete" in %FRL and click the "Save" button.							
▼			-		<input type="radio"/> Yes <input type="radio"/> No	%	
▼			-		<input type="radio"/> Yes <input type="radio"/> No	%	
▼			-		<input type="radio"/> Yes <input type="radio"/> No	%	

No information is entered in the shaded boxes. It will fill automatically.

Save

**This targeted school is not eligible to receive 21st CCLC funding as its FRL rate is less than 40%. The application cannot be submitted until all proposed targeted schools are eligible.*

Reminder



Applicants must complete and submit **Schools Served Chart** (Appendix B) and **Private Schools Consultation Form** (Appendix C) in their application.



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Resources

21st CCLC Website:

<http://www.gadoe.org/School-Improvement/Federal-Programs/Pages/21st-Century-Community-Learning-Centers.aspx>

21st CCLC RFP Website: <http://www.ga21cclc.org>

Questions may always be submitted as well to
21stCCLC@doe.k12.ga.us

Online Submission

www.ga21cclc.org



Georgia Department of Education
21st Century Community Learning
Centers



21st Century Community Learning Center Program Request for Proposals (RFP)

A login and password are required to complete and submit an application using this web site.

If you do not yet have a login and password
[Complete the "Notice of Intent to Apply"](#)

[FOR READERS
Reader Application](#)

To access your account for the FY18 RFP enter login and password below:

Login:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Login"/>	

The Login and Password ARE CASE SENSITIVE.

RFP DOCUMENTS *To download a copy click on the links below:*

[DOWNLOAD A COPY OF THE RFP DOCUMENT](#)

[DOWNLOAD A COPY OF THE READER SCORING RUBRIC](#)

[TECHNICAL GUIDANCE FOR COMPLETING THE RFP](#)
(Please download technical directions first.)

[Technical guidance for creating/uploading PDF documents](#)

For technical support call the GEM HELP DESK at 207.985.8802 or email support@gemsoftwaredevelopment.com
Please include the name of your organization in the email.

Questions?



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Need Assistance? Email 21stCCLC@doe.k12.ga.us



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