**Nita M. Lowey 21st Century Community Learning Centers (21st CCLC)**

**and ESSER II Out-of-School Time (E2 OST)   
Application for Professional Development Supplemental Funds for FY2023-24**

This year, as we all continue to recover from the COVID-19 pandemic, the Colorado Department of Education would like to expand in-person learning opportunities for 21st CCLC and E2 OST subgrantees. Acknowledging that programs may be accustomed to budgeting only for virtual events and have not built in expenses related to in-person professional learning, CDE is offering 21st CCLC and E2 OST subgrantees an opportunity to apply for supplemental funds that would allow for subgrantees and their staff to participate in in-person events to support their professional learning.

The U.S. Department of Education’s COVID-19 Handbook\* specifically notes that providing out-of-school time (OST) programs as well as providing opportunities for professional development are key strategies for ensuring effective COVID-19 recovery for students. According to the USDE Handbook, there are many benefits of providing professional development to support program implementation, including:

* collaborating with other school staff such as school counselors to ensure coordination and appropriate support;
* helping staff build more equitable and inclusive approaches to school climate as they work to reengage students;
* helping students develop coping and resiliency skills;
* integrating trauma-informed care and teaching practices; and
* helping teams to replace exclusionary discipline practices with social and emotional supports, including restorative justice approaches, social emotional learning, and positive behavioral intervention and supports.

All 21st CCLC and E2 OST subgrantees are eligible to apply for these supplemental funds for expenses to be incurred during the period of July 1, 2023 through June 30, 2024. A total of $2,000 per center is available. Subgrantees must budget for mandatory subgrantee meetings occurring in the Fall and Spring or cover these costs using their existing approved budget or other local funds. Additional professional development events may also be budgeted for, including all statewide events listed on the [Important Dates](https://www.cde.state.co.us/21stcclc/21stcclcimportantdates20222023) for 2023-24 as well as national conferences pre-approved by the 21st CCLC/E2 OST state office.

Allowable expenses include mileage reimbursement, accommodations, per diem, substitute pay, and other relevant costs associated with travel and attendance at these events. Subgrantees must demonstrate that all costs associated with professional development are appropriate, reasonable, and allocable to the 21st CCLC/E2 OST grant programs.

Subgrantees that have costs associated with professional development in their current approved FY23-24 budget do not necessarily need to reallocate these funds to other program costs; however, subgrantees are highly encouraged to reallocate the previously approved professional development costs to direct services to students and families and apply for this supplemental funding to cover professional development costs.

All 21st CCLC and E2 OST subgrantees that are interested in applying for the professional development supplemental funds are required to complete this brief application as well as a budget revision to their current approved 21st CCLC/E2 OST budget. Submit the application and the budget via email to subgrantee’s assigned 21st CCLC/E2 OST Lead Consultant: [Cody Buchanan](mailto:buchanan_c@cde.state.co.us), [Jacqueline Chavez](mailto:Jacqueline%20Chavez), or [Shannon Allen](mailto:allen_s@cde.state.co.us).

Subgrantees may submit the application and revised budget at any time through **September 15, 2023**. Subgrantees may also submit this application on a rolling basis with pre-approval from their Lead Consultant. An expedited review and approval process will be used by the state 21st CCLC/E2 OST state office when applications are received.

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| **Date Submitted:** Click here to enter text. | **Requested By:** Click here to enter text. |
| **Subgrantee Name:** Click here to enter text. | **Center(s) Name(s):** Click here to enter text. |

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| **Names and Dates of proposed events for FY2023-24:** | **Name, Title, and Center Name of each staff member to attend proposed events:** | **Amount Requested for FY2023-24 per Center:** |
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**Description of how proposed costs are appropriate, reasonable, and allocable to your grant:**Click here to enter text.

**Please complete and attach a budget revision using the current approved 21st CCLC/E2 OST budget to your application. The budget revision should include line item(s) that show proposed professional development costs by center and match the information listed in the table above. For questions regarding how to revise your budget, please contact your assigned Lead Consultant.**

**TO BE COMPLETED BY 21st CCLC/E2 OST SUBGRANTEE**

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| Subgrantee Program Director Signature |  | Date |
| Subgrantee Primary Fiscal Contact Signature |  | Date |

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**TO BE COMPLETED BY CDE 21ST CCLC/E2 OST STAFF**

APPROVED  NOT APPROVED

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| CDE Lead Consultant Signature |  | Date |
| CDE Grants Fiscal Signature |  | Date |
| 21st CCLC State Coordinator Signature |  | Date |
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