



Updates, Amendments and Frequently Asked Questions 21st Century Community Learning Centers Invitation for Bid/Grant Application – 2014-2015

21st Century Community Learning Center (CCLC) applicants are advised to continually check this document for the latest information pertaining to the Invitation for Bid (IFB) and Grant Application Numbers: 21stCCLC14/15.

UPDATES AND/OR AMENDMENTS:

Notice: Items in bold have been added. Items with strikeout marks have been removed.

- 1.) On the Invitation for Bid, Attachment One, IFB NO. 21st CCLC1415 for ~~Public and Charter Schools~~ has been changed to 21st CCLC1415 for **Private Schools, Agencies, Non-profits, and Community/Faith-Based Organizations.**

FREQUENTLY ASKED QUESTIONS:

Attachment Four under “C” and “D” won’t allow typing. How do we explain here?

DESE will attempt to correct this page and repost. If it still doesn’t work, applicant may attach another page that says they were not able to type in this section due to DESE formatting and may then explain responses as needed. Attachments for this portion will not count against applicant.

Under the goals section, when writing a response, does each objective have to be addressed?

No. Only responses related to the actual goal.

Does the sample have to be used on Attachment Eight?

No, this is only a sample and the bottom of the page indicates you may use the sample form or provide your own letter using the same requirements.

Is the Program Quality Assessment (PQA) self-assessment the same as the self-assessment with the tiered monitoring?

No. The PQA self-assessment is about program quality. The self-assessment under the tiered monitoring is based on compliance and accountability.

Question- I am applying with four sites in one district. One of them is not at 40% free and reduced lunch can I include it in my application?

Possibly it depends on the enrollment numbers at the three sites that do qualify. In this instance you take the enrollment numbers of the three qualifying sites. If that number is larger than the one qualifying site then all sites may be included.

Can a district/organization that currently has a 21st CCLC grant in another cohort with two remaining renewal years apply for a cohort 8 grant?

If you are including your already existing sites the answer is no. If the same district/organization is applying for a cohort 8 grant the services must take place at different sites.

Can I apply for a SAC and a CCLC grant at the same time?

A district may apply for both grants however to receive both grants (post evaluation) they must represent different sites within a school district. In the event applicant applies for both at the same site, DESE will contact program to ask for preference in the event both should happen to make the funding selection.

If we have a K-6 building, can we target services only to the 3rd and 4th grades? Or, could we target just ESL students and their families?

Applicants may elect to restrict the number of students served; however, applicants are cautioned that by serving smaller numbers of students, the cost per participant may be higher than a similar grant with larger numbers of students with a lower cost per participant which may be reflected in the evaluation. Applicants must demonstrate that costs are reasonable in relationship to the number of persons to be served and to the anticipated results and benefits. Costs will be judged against the scope of the program and its anticipated benefits.

Could a current Superintendent or Principal serve as the 21st CCLC Program Coordinator?

This is not recommended. It would be very difficult to justify time spent in the regular school day and that during the Afterschool program for such person.

What is the maximum amount of funding?

By federal statute, the DESE cannot consider funding any Application that requests less than \$50,000 per year. Maximum awards will be no more than \$400,000 per proposal. Applicants must be aware that funds requested must be reasonable and necessary as well as appropriate to the number of students to be served. The DESE strongly encourages applicants to be cognizant of their sustainability efforts when requesting these funds. **Note: Please plan your budget for ALL five years very carefully. Do not ask for the full amount of available funding just because you can; be sure what you request is reasonable and justifiable to meet the needs and scope of your program. If you request excessive funds that are not expended accordingly, renewal year budgets may be reduced as a result.**

If awarded, how will the fiscal agent get paid as a result of the CMIA rule?

Awardees may request reimbursement (not advance payment) only; therefore awardees must be able to have adequate cash management in place. Additionally, the Cash Management Improvement Act (CMIA) states the applicant ensures that they are in compliance with the CMIA. This act which requires applicants to demonstrate that when receiving federal funds, they have either already spent the funds or will spend the funds within three days of receipt.

What does it mean to submit jointly?

Two or more entities apply jointly to 'share' full responsibility for all programs served under the grant. One entity would have to be identified as the fiscal agent for payment purposes. The required MOU between an LEA and community-based organization is not joint submittal.

Can we send all school teachers to a professional development opportunity?

No, if using grant funds for this purpose, only staff funded by the afterschool program are allowed; additionally, the professional development must be related to the afterschool program.

Should applicants base the number of adult family members of students to be served on enrollment?

More than likely, applicants will not know how many adult family members (of students to be served) they will provide services to until they have completed enrollment. For purposes of this IFB/application, applicants should state the number they “propose” to serve based on the targeted audience, based on the community needs. Only family members served in the CCLC program are allowable with this funding.

Can services for adult family members of students served be provided by a vendor?

Yes.

Is the Program Quality Assessment (PQA) the same as the evaluator?

No. The PQA is a system to help programs with quality improvement and is a snapshot in time observation by a trained and reliable outside assessor. The evaluator is to be selected by program from a list of trained evaluators (will be provided to program’s receiving grant) who will take a comprehensive look at the program throughout the full year(s) of operation. Results from the PQA may be included as some of the data in the evaluation.

What impact does the Program Quality Assessment have on the grant award?

This is a system to help programs with quality improvement. Individual results are not shared with the DESE, only aggregate data.

Could teaching staff from the regular school day serve during the 21st CCLC Afterschool Program?

Yes, however, federal time and effort guidelines must be followed.

Can summer programming be budgeted into the grant?

Yes. However, budgets follow the state fiscal year of July 1-June 30. For example, in year one, if summer programming occurs in June it may only budget June expenses under the first year. If any summer programming occurs in July and/or August, it must only budget those expenses in the year two renewal budgets.

Is there a recommended salary or range for staff?

Afterschool staff salaries and benefits should remain consistent with their entity’s salary and benefit structure or similar programs in the area. Is not acceptable to exceed such a structure in hopes that the grant would allow for higher salaries and benefits.

Is the student data management software and/or the APR report in lieu of an independent evaluator?

No. The purpose of the software is to aid awardees in tracking uniform data for consistent state and federal reporting. The purpose of the APR report is to meet federal reporting requirements (such data should be used as part of the evaluation). An evaluator should balance demands for accountability with the need to evaluate for continuous improvement and program effectiveness.

When asked to provide name and contact information of client/contracting agency representative who may be contacted for verification of information in the Adequacy of Resources section, who should this be?

This should be someone/entity that has worked with the applicant who can verify applicant’s performance and reliability.

Can suspended students participate in a 21st CCLC program during the regular school day while they are not attending regular school due to suspension?

No, 21st CCLC/Afterschool program funds must only be used for services provided during non-school hours.

Can 21st CCLC activities take place during the regular school day?

No. The statute specifically indicates services are to be provided outside the regular school day or during periods when school is not in session (e.g., before school, after school, evenings, weekends, holiday or summer). The program may offer services to students during normal school hours on days when school is not in session (e.g., school holidays or teacher professional development days).

Are private/non-public school students eligible to participate in 21st CCLC?

Yes. Applicants must consult 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. Documentation of consultation must be maintained by applicant for all auditing purposes.

Can programs only offer tutoring?

No. They must also offer a broad array of services.

Can a new room be built onto an existing building with these grant funds?

No, this is considered capital improvement.

What's not allowable as Capital Improvements?

Page 31-33 of the application/IFB pertains to spending guidelines, not all inclusive.

Are there additional evaluation points for centers that are licensed and/or accredited?

No, but programs of such quality should demonstrate this in their program design and management plan.

How do we know if we are subject to Licensure?

Applicants are highly advised to address such questions to the Section for Child Care Regulation, Missouri Department of Health and Senior Services before submitting IFB/application. NOTE: programs that are required by law to be licensed may not be allowed by law to operate an Afterschool program until licensure is attained; therefore it may not be permissible to apply for these grant funds until license is obtained as delayed implementation is not allowable with this grant.

What if we have multiple sites that have different hours of operation?

In such cases, applicant should specify the hours of operation for each site on Attachment Four where appropriate. However, each site must be open at least 15 hours per week and no less than 4 days per week.

Is Service-Learning acceptable as an activity that 21st CCLC program funds may be used for?

Yes. Programs may incorporate Service-Learning activities into their grant.

Are the prices for service, as listed on Attachment Twelve—A firm prices?

Yes, the prices stated here are the prices not to exceed for each year. Successful applicants will be required to complete a renewal application at which time they will have to provide a budget justification page which does not exceed the total amount stated on Attachment Twelve—A.

How are diminished funds determined?

The DESE will diminish funds by 20% in year four and 40% in year five of the average amount *awarded* in years one through three. The applicant must not diminish the amounts themselves on Attachment Twelve-A or it will result in a double diminish, once by applicant and then again by the DESE.

May grantees use grant funds to offer programs or activities for which participants may receive credit toward high school graduation requirements?

Grant funds may not be used to pay for activities or programs that would have been provided from other public funds in the absence of the 21st CCLC program. However, grant funds may be used for a before- or after- school program or activity for which participants may receive credit toward high school graduation requirements if: 1) such a program or activity is an expansion of the options for receiving high school credit at in particular area that would not have been provided without the 21st CCLC program and 2) the program or activity does not replace or reduce the courses and programs normally provide by a local school district or private school (i.e., there is no reduction in the course offerings or costs in the particular academic area). It is important to note that it is the local school district or private school that decides whether to award credit for the program or activity. Programs are not required to offer programs or activities for which participants may receive credit.

Can we use grant funds to cover the expense for volunteer staff background checks?

Yes, this is an allowable expenditure as part of the administration of the program.

I am writing this grant and I am wondering if the grant writer fee can be added to the budget?

No, because the grant writing took place prior to the award of the grant and pre-award costs are unallowable.

When are award notifications expected?

We anticipate award notifications in September.

When looking at supplanting or enhancing an existing program, will you consider the current sustained program or the program operated under the previous grant?

You cannot use CCLC funds for any services or programming that is currently being offered.

Are programs required to offer services during summer breaks, holidays, etc.?

Programs are not required to offer services during summer, holidays, and teacher in-service days.

Can you only serve students receiving free and reduced lunch?

No. The grant states that you must primarily serve students who attend schools that are eligible as Title I school wide programs (40% or more of the student population is eligible to receive free and reduced price meals.)

If we are a Community Based Organization do we need to have an MOU with each school district?

Yes.

If we are applying for multiple sites and in multiple school districts do we have to have two applications?

No, we encourage you to put multiple sites on one application.

What is included in indirect cost?

Indirect cost is the expenses of operating an afterschool program that are not readily identified with the grant, but are necessary for the general operation. Some examples of indirect costs are heat, light, accounting, and custodial services.

Can you use grant money for student scholarship, tuition, or stipends?

These funds cannot be used for student scholarships, tuition, or stipends.

If a district has their own bus, can you use grant funds to pay for the fuel and bus driver?

You can use grant funds to pay for the fuel used for transporting the students home in the evening participating in the afterschool program and for the bus driver.

Can transportation costs be included in the grant?

Yes (exception for purchasing vehicle) as there must be a safe transportation plan in place for students attending the program.

Can you use grant funds to offer services to the community beyond the family?

No, grant funds can only be used to provide services to the adult family members of the students you are serving.

Can you hire staff outside the school district?

Yes, you can hire staff outside the school district. They must be at least 18 years old and have a high school diploma or GED. Salaries should remain consistent with entity's salary and benefit structure or similar programs in the area.

Can a security system such as video cameras be purchased with grant money?

Needs to be reasonable and justifiable to the program and the cost would be divided out with an appropriate percentage from the program and an appropriate percentage from the district/entity.

Can installation of a security camera be paid for with the grant money?

No, these funds cannot be used for any kind of installation.

Can you budget CPR training and background checks under the professional development categories?

Yes; however, the background check should be aligned with the district policy.

If program is determined that they must become licensed, is there a grace period to get licensed?

No, programs must be legal to operate.

Can equipment purchased in this grant be used during school day?

The equipment has to be reasonable and appropriate to the afterschool program and may then also be used in the regular school day but an equitable cost distribution plan must be in place.

Who is responsible for reporting?

The entity that is awarded the grant is responsible for all reporting and all aspects of the grant as written.

Can the \$5,000 amount for sheltered workshops be multiple or only one?

It can be multiple.

If program is charging fees can the fees assist with sustainability?

Any fees collected must be in a separate account and tracked separately; all such funds must be expended for program use by June 30 of year 5 of grant award. Fees cannot be bankrolled for after grant funds end.

Can other funds be used to support CCLC program after grant funding has ended?

Determination would have to be made by those other funding sources. Again, CCLC funds or any funds raised cannot be bankrolled for after grant funds have ended.

Attachment 12-C only asks for budget information for years 1-2, is this correct?

Yes. However, if awarded grant, each year a renewal application will have to be submitted which includes a budget and budget narrative. If the information submitted on the original application changes in year 2, grant recipient would have to explain why the change occurred at the time of writing the renewal application.

Is there still a requirement for National Conference attendance?

No. This is now voluntary but grant recipients would have to receive prior approval for an appropriate national conference and no more than three people may attend (rationale must be provided for more than one person to attend).

What's considered reasonable when students attending the program are outside the sending area, can they still get transportation?

Yes, CCLC funds allow for transportation as long as procedures and policies are followed at the local level concerning transportation and what is or is not allowed.

What are some examples of products or services for sheltered workshops?

Questions should be submitted to the contact person who will forward questions to the Accounting office for determination.

Is it acceptable to have only one site but serving three schools?

Yes, application asks for feeder school information.

Where must a superintendent sign?

For an IFB the superintendent must sign on the assurance page, and fully developed MOU and any other page that specifically asks for the superintendent's signature. For an application the superintendent must sign page one, the assurance page, and any other page that specifically asks for the superintendent's signature.

Can one entity submit two applications each serving different districts?

Yes but they will be subject to competition as any application would be.

When determining cost per child, is it acceptable to include costs for adult programming?

The percentage of funds spent to offer adult services is so minimal it would not make much of a difference in the calculation.