



Updates, Amendments, and Frequently Asked Questions 21st Century Community Learning Centers Grant Application – 2019-2020

21st Century Community Learning Center (CCLC) applicants are advised to continually check this document for the latest information pertaining to the Grant Application.

UPDATES AND/OR AMENDMENTS:

-Page 7 under Competitive Priority 2.b. the families of these students (maximum 3 points). Should say maximum 2 points.

-Top of page 53 states (**Program Design-Program Plan** (fifteen pages maximum-do not include this page) while 1. a. below states (These pages do not count toward the 12-page maximum for **ATTACHMENT SIX-A**). That should have read 15-page maximum for **ATTACHMENT SIX-A**.

FREQUENTLY ASKED QUESTIONS:

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

No. Only responses related to the actual goal.

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 school building enrollment numbers at the three sites that do qualify. In this instance you take the school building 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 remaining continuation years apply for a Cohort 11 grant?

If you are including your already existing sites the answer is no. If the same district/organization is applying for a cohort 11 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 the 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 time during the Afterschool program for such person. If necessary, there would need to be a contract between the administrator and school board outlining that the hours would be outside duties as superintendent/principal.

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, continuation year budgets may be reduced as a result.

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 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 the program from a list of certified, 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.

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 after the school year ends it may only budget June expenses under the first year. If any summer programming occurs in July and/or August before the new school year begins, it must only budget those expenses in the year two continuation 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. It is not acceptable to exceed such a structure in hopes that the grant would allow for higher salaries and benefits.

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?

Pages 32-34 of the application 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 must complete a DC-20 form and submit to the Section for Child Care Regulation, Missouri Department of Health and Senior Services before submitting their application.

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 Three where appropriate. However, each site must be open at least 12 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.

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 Eleven -A or it may result in a double diminish, once by applicant and then again by the DESE.

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.

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. You will need to have all superintendents sign the assurance page.

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.

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.

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 five 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.

Is there a requirement for National Conference attendance?

No. This is 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.

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

Yes, application asks for feeder school information.

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.

Can specific activities be limited to targeted audiences?

Having regular attendance is critical; programs should not overlook that by offering limited attendance opportunities (i.e. grades K-2 on Monday and Wednesday and grades 3-5 on Thursday). However, specific activities may be offered during the programming schedule (i.e. girls collaborative, boy scouts, etc.). Activities provided should be based on the needs identified.

How does 21st CCLC fit within the broader context of a school’s improvement plan?

A 21st CCLC program can be an important component in a school’s improvement plan, particularly as it offers extended learning time to help children meet state and local academic standards. Local programs must ensure that the academic services they provide are aligned with the school’s curriculum in the core subject areas. It is equally important that the 21st CCLC program be a balanced and diversified program meeting the total needs of students.

What is the relationship between the 21st CCLC and other federal programs?

The 21st CCLC serves as a supplementary program that can enhance state or local reform efforts to improve student academic achievement and to support their overall development. In particular, 21st CCLC funds will create and expand after school programs that offer extended learning opportunities for children and their families. Once these programs have been established with 21st CCLC funds, other federal, state, or local funds can also be used to provide activities and services in these centers. 21st CCLC funds may not be used to supplant other federal, state, or local funds.

Can 21st CCLC awardees use funds from other federal, state, and local programs that have related purposes? Yes.

Applicants are highly encouraged to identify other sources of related funding and demonstrate how all of these resources will be combined and/or coordinated to offer a high-quality, sustainable program. Applicants must identify federal, state, and local programs that also offer afterschool services and will be combined and/or coordinated with the proposed program to make the most effective use of public resources.

Experience & Practice

Title I funds, in concert with the 21st CCLC program funds, can provide extended learning programs in schools to integrate enrichment and recreation opportunities with the academic services that are provided. The 21st CCLC program funds can also meet the needs of parents seeking supplemental educational services, such as tutoring and academic enrichment, for their children. Local 21st CCLC programs may also work with programs to supplement services to target populations such as migrant students.

Other federal programs can also complement local 21st CCLC programs. Many current programs are eligible to receive funds through the U.S. Department of Agriculture-Food and Nutrition Service for “after-school snacks,” and in some cases to provide supper to young children. Local communities can also participate in USDA’s Summer Food Service Program. These snacks and meals can contribute to the nutritional services provided in local programs. Services made available through funds from Temporary Assistance to Needy Families (administered by the U.S. Department of Health and Human Services) can be combined with 21st CCLC programs to serve children outside of the regular school day.

Are religious organizations, including entities such as religious private schools eligible to receive 21st CCLC awards from a state education agency (SEA)?

Yes. Faith-Based Organizations (FBOs) are eligible to apply for local awards provided they meet all statutory and regulatory requirements of this program. Funds shall be used solely for the purposes set forth in this award program. No funds provided pursuant to this program shall be expended to support religious practices such as religious instruction, worship, or prayer. FBOs may offer such practices, but not as part of the program receiving assistance. FBOs shall comply with generally applicable cost accounting requirements to ensure that funds are not used to support these activities.

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

Yes. Students, teachers, and other educational personnel are eligible to participate in 21st CCLC programs on an equitable basis. See Section V for more information.

Are public charter schools eligible to participate in 21st CCLC programs?

A public charter school is eligible to be considered for support on the same basis as other schools in the state. Even if a charter school does not apply for or receive an award, its students may participate in 21st CCLC programs established through an Application submitted by other organizations.

Is an applicant eligible to apply if it has no prior after school experience?

Organizations do not have to demonstrate prior experience in providing after school programs to be eligible to apply for an award. However, an organization that does not have such experience must demonstrate promise of success in providing educational and related activities that will complement and enhance the academic performance, achievement, and positive youth development of the students.

May grantees use 21st CCLC funds to offer programs or activities for which participants may receive credit toward high school graduation requirements?

Yes. In some circumstances, grantees may be able to use 21st CCLC program funds to offer programs or activities for which participants may receive credit toward high school graduation.

The primary purpose of the 21st CCLC program is to offer students a broad array of services, programs, and activities before and after school that are designed to *reinforce* and *complement* the regular academic program of participating students. In addition, section 4203(a)(9) of the ESEA requires states receiving funds under the 21st CCLC program to use such funds to supplement, and not supplant, other federal, state, and local public funds expended to provide programs and activities authorized under the 21st CCLC program and similar programs. 20 U.S.C. 7173(a)(9). **Thus, 21st CCLC 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.**

A grantee may, however, use 21st CCLC program funds 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 in a 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 provided by a local school district or private school (*i.e.*, there is no reduction in the course offerings or costs in that particular academic area).

Note: This answer addresses the use of 21st CCLC funds by grantees for programs or activities that may result in participants' receiving high school credit. It is important to note, however, that it is the local school district or private school (*i.e.*, not the 21st CCLC grantee, if it is a different entity) that decides whether to award credit for the program or activity. It is also important to note that 21st CLCC projects are not required to offer programs or activities for which participants may receive credit.

What if the private school(s) contacted does not respond during the design of the application for documentation to be attached in Appendix F?

It is possible that the private school(s) will chose not to respond to the applicant's request for consultation during the design of the application; therefore, not having any response to attach in Appendix F. However, the applicant shall attach to Appendix F any documentation efforts of the applicant's outreach to the private school(s) to validate the outreach was made and that such outreach could be confirmed by the contacted private school(s) if asked (contact should be in writing as phone calls can't be easily documented and validated).