

## FY19 21<sup>st</sup> Century Community Learning Centers

### FAQ Document

- 1. What should I do if my organization did not receive \$750,000 in federal funds and an audit is not required?** The applicant should include a statement with the proposal indicating it did not receive \$750,000 in a fiscal year.
- 2. Do you have to complete both the Summary of Partners Table (Form 7) and Participation Letter (Form 6)?**  
Yes, both forms are required. You have to complete and submit the Summary of Partners Table as well as Participation Letters for each of your partners.
- 3. Can the Community College Board apply for the 21<sup>st</sup> Century grant as an institution of higher learning?** Yes
- 4. Can a private school district apply for a 21<sup>st</sup> CCLC grant?** Yes
- 5. Does the 20% maximum administrative costs include the 3% for the evaluation costs or is this separate?** No, the 20% administrative costs does not include the 3% maximum for evaluation costs. The 3% maximum for evaluation costs is separate.
- 6. Does the 20% administrative cost includes indirect cost?** Yes, the 20% maximum for administrative costs includes indirect cost.
- 7. I'm a community based organization, as CEO/Executive Director, do I need to sign the assurances alone or do I need an additional signature from a partner?** The CEO/Executive Director of the community based organization needs to sign as the Fiscal Agent and must obtain a signature from a collaborating school district as partner.
- 8. Will the presentation be posted or available on the website?** Yes, the presentation is posted on the website at: <http://www.mdek12.org/OFP/Title-IV-Part-B>.
- 9. Can programs operate just afterschool or operate during summer?** 21<sup>st</sup> CCLC programs may operate before and after school, summer, or weekends. The programs may operate anytime school is not in session.
- 10. Do field trips have to be in-state?** Out-of-state field trips are allowable; however, MDE has to approve all field trips.

11. **Is the audit required from the fiscal agent only?** Yes, the audit is required of the fiscal agent.
12. **Will responses to questions be posted as they are submitted?** No, all questions and responses will be published in the FAQ document posted on August 6, 2018.
13. **Please define “families.” This implies siblings, participants, yet it seems to be limited to parents, grandparents, etc.** Families refer to the family members of the students being served in the 21<sup>st</sup> CCLC program.
14. **Please define administrative costs/expenses.** Administrative costs/expenses are defined as general expenses that are associated with the implementation and oversight of the grant, such as the director’s office, administrative personnel, bookkeeper/accountant, etc.
15. **Can the charts and tables be single-spaced?** Yes
16. **Is it required for programs to operate during the school year and in the summer?** No, the organization decides the time when the 21<sup>st</sup> Century Community Learning Center is operational. The anticipated time of operation and the amount of student contact time should be indicated in the proposal.
17. **Are programs required to work with elementary, middle, and high schools or just middle and high schools?** The proposed program may work with any school and any grade level based on the needs of the community.
18. **What sections of the Required Elements Checklist (Supplemental Form B) are considered the narrative portion of the proposal and count toward the 15-page maximum?** The following sections are considered the narrative portion of the proposal: Abstract, Needs Assessment, Program Plan, and Evaluation Plan.
19. **Please clarify the following: The RFP states Double-spaced and not single spaced.** On Supplemental Form B (page 47), applicants are encouraged to submit proposals that are double-spaced and single sided. This is not a requirement but recommended for the readability of proposals by the Peer Review Committee.
20. **Should works cited page be included within the 15-page limit?** Yes
21. **The RFP states mid-October as the award date. Since the awarded program will begin within thirty days from award notification, when should Year 1 end? Will Year 2 and**

**Year 3 operate July 1-June 30<sup>th</sup> of each year?** It is anticipated that Year 1 will begin October 2018 and end September 30, 2019. Year 2 will begin October 1, 2019 and end September 30, 2020. Year 3 will begin October 1, 2020 and end September 30, 2021. All dates are subject to change based on approval by the State Board of Education.

22. **If a summer school program is part of the plan, will there be enough time to complete evaluation should the ending date be June 30<sup>th</sup>?** Yes, Section 3.4.3 of the RFP indicates the summative evaluation report is due by August 15<sup>th</sup>.
23. **Can students pay their own field trip admission fees?** We strongly discourage student fees since 21<sup>st</sup> CCLC programs are prioritized to applicants primarily serving low-income students and families (Section 2.5). You may seek out sponsorship as another option.
24. **Can the external evaluator be within the same university but different department from the awardee?** No
25. **Please clarify the budget allocation requirements regarding the 20% and the indirect cost rates.** A maximum of 20% of each year's budget can be allocated for activities related to the administration of the 21<sup>st</sup> CCLC grant. This includes administrative personnel, supplies, equipment, and the indirect costs associated with the 21<sup>st</sup> CCLC grant.
26. **Please clarify the percentage of the total budget or the Program Director and/or on-site coordinator positions.** The Program Director position is regarded as an administrative position; therefore, the salary associated with this position cannot exceed 20% of the annual budget. There is no designated percentage of the budget that is specified for On-site Coordinator positions.
27. **As a non-profit organization targeting low income public school students, are we mandated to include private schools via this grant?** Yes, you are required to consult with private schools in the attendance area of the public schools that you intend to serve. There is a required Private School Consultation (Form 3) in the RFP that must be completed with the proposal submission.
28. **Are we required to submit Form 9, regarding Amendments?** Yes, the Acknowledgement of RFP Amendments (Form 9) of the RFP is a required form in which prospective applicants attest to having access to the 21<sup>st</sup> CCLC FAQ document that is posted on the MDE website to accompany the RFP. The 21<sup>st</sup> CCLC FAQ document is regarded as an Amendment to the actual 21<sup>st</sup> CCLC RFP.