

FY20 21st 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 and circle **NO** for assurance 18 on page 65.
- 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 21st Century grant as an institution of higher learning?** Yes
- 4. Can a private school district apply for a 21st 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. The maximum allowed for indirect cost is 8%.
- 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?** 21st 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 July 10, 2019.
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 21st 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 21st 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 30th of each year?** It is anticipated that Year 1 will begin October 1, 2019 and end September 30, 2020. Year 2 will begin October 1, 2020 and end September 30, 2021. Year 3 will begin October 1, 2021 and end September 30, 2022. 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 30th?** Yes, Section 3.4.3 of the RFP indicates the summative evaluation report is due by August 15th.
23. **Can students pay their own field trip admission fees?** We strongly discourage student fees since 21st 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 21st CCLC grant. This includes administrative personnel, supplies, equipment, and the indirect costs associated with the 21st 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 21st CCLC FAQ document that is posted on the MDE website to accompany the RFP. The 21st CCLC FAQ document is regarded as an Amendment to the actual 21st CCLC RFP.