



FORM 13
Acknowledgment of Amendments
Request for Information (Q&A)
FY24 Nita M. Lowey 21st Century Community Learning Center Grant
Amendment Number One
August 2, 2023

1. Pre-Proposal recording/transcript. Link information.

 [FY24 21st CCLC RFP Pre-Proposal Conference-20230725_133655-Meeting_Recording.mp4](#)

2. If a non-profit is submitting an application, and will include multiple school districts (neither are joint applicants) which forms are required for each district to sign, or do they only need to submit a Letter of Participation?

The proposal will need to include the participation letters (Form 7 and Form 8 on pages 51 and 52 of the RFP), from each participating school and school districts as listed on the Cover Page (Form 1). Form 7 must be completed by the superintendent for each participating school district and Form 8 must be completed by the principal of each participating school. The letters must also contain the authorized signatures and title of the responsible parties.

3. We are only submitting for a 6-week summer program which won't start until June. Nevertheless, if awarded funds, we plan to immediately begin the planning process. Will this be acceptable, or do we have to begin the actual program activities?

The 21st CCLC program requires opportunities for academic enrichment activities during non-school hours which is before or afterschool. Assurance 31(f) (g) on page 47 of the RFP states each 21st CCLC program will operate at least three (3) days per week at a minimum of nine (9) hours per week of afterschool programming. If a summer program is proposed, it must be in conjunction with an afterschool program. Each 21st CCLC program must provide students at least 300 additional program hours before or after the traditional school day.

4. On page 30, the RFP states that "The entire proposal should not exceed 25 pages." Does the 25-page limit include the required forms and attachments?

You are limited to 25 pages of narrative. The narrative portions of the application begin with the abstract, include the needs assessment, program plan and implementation, and conclude with the evaluation plan.

5. On page 69, in the order for the proposal, the Completed Competitive Priority Worksheet is listed at the end of the proposal. However, on page 31, the Completed Competitive Priority Worksheet is listed after the Private School Consultation Form. Where should we put this form in our proposal?

The Competitive Priority Worksheet is required, but the order of placement is optional.

6. If an applicant is submitting two proposals via the RFXS, should we submit each proposal separately (i.e., send one proposal per email)?

Yes, a response proposal received via the RFXS must include ONE proposal per electronic submission. See page 32 of the RFP, Section 5.3 Formatting and Submission Directions

7. If an applicant is submitting two proposals via the RFXS, should we submit each proposal separately (i.e., send one proposal per email)?

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8. Will applicants receive a submission confirmation if submitted via the RFXS?

Yes, upon submission of the response a confirmation receipt shall be provided. See page 34 of the RFP, Section 5.6 Risk of Delivery.

9. If applicants are submitting proposals via the RFXS, will MDE accept electronic signatures?

Yes, only if it is a certified digital signature.

10. Can 1 district serve multiple grade bands in one application, or must a separate application be completed for each grade band? Ex. PreK, 6-8 and 9-12

Yes, the district can serve multiple grade bands in one application.

11. Where can we find a list of those districts that received this grant last year?

Supplemental Form D lists the current 21st CCLC subgrantees by Geographical Location on page 76.

12. Are consulting companies considered to be an educational consortia?

No, consulting companies are not considered to be an educational consortia.

13. If we decide to partner with multiple schools, will the budget we are approved for be spread across all those schools we partner with?

The applicant completes the budget to include all participating schools. Amounts allocated to each school should be based on the needs assessment.

14. Can the proposal be electronically signed - or must be a physical signature?

A certified electronic signature is acceptable.

15. If partnering with multiple agencies/school districts, will they each need to sign all required forms?

A Partner Letter (Form 10) is required, and the organization must be listed in the Summary of Partners Table (Form 9). There is a distinction between partner and participating in the RFP. See Question #2 for participation information.

16. Do non-LEA applicants need to have the Cover Page signed by the Board president?

No, the Board president signature is not required for a non-LEA

17. Regarding the 21st Century RFP, is the 12 Font required or suggested? If suggested, will applications be denied if not a 12 Font or will they be looked over?

Applicants are encouraged to use the 12 Font size, but it is not a requirement. The guidelines should be followed as stated in Section 5.3 Formatting and Submission Directions of the RFP.

18. For clarity purposes, will the application be disqualified for having 2 additional pages in the narrative (17 instead of 15).

Twenty-five (25) pages of the narrative is the limit. See Question #4 for details.

19. I am not sure what to submit for the audit requirement for the application. What specifically do we need to submit for that? I got audited last year for 21st CCLC.

See Form 4, Program Specific Assurances section #18 (Page 44). All Non-Federal entities/subgrantees that expend \$750,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with provisions of OMB Uniform Guidance: Cost Principles, Audit, and Administrative Requirements for Federal Awards. A copy of the most recent single or program- specific audit must be submitted with proposal.

20. What are the beginning and ending dates for Year 1? For Year 2?

Dates are contingent upon the State Board of Education approval date. MDE is tentatively seeking State Board approval on November 9, 2023.

21. If we have intermittent/alternating service on Saturdays, can those hours enable reduction in the otherwise 9 hour per week requirement on those specific weeks?

The applicant must meet the 9-hour per week requirement and at least 300 additional program hours before or after the traditional school day.

22. On Page 8 of the RFP, there is no mention of Saturday programming to meet the 300-hour requirement?

If Saturday is a non-school day, it will be considered towards meeting the 300-hour requirement.

23. Will Saturday field trips count as hours? How about extended activities, e.g., music or drama events, community service, neighborhood clean-up?

No, extended activities outside of the regularly scheduled program will not count towards the 300-hour requirement.

24. Does the guidance about the entire proposal not exceeding 25 pages mean the elements listed under 15.1 Program Plan?

You are limited to 25 pages of narrative. The narrative portions of the application begin with the abstract, include the needs assessment, program plan and implementation, and conclude with the evaluation plan.

25. What does sustainability look like?

Sustainability refers to the ability to continue the afterschool program services after the federal funds end. All applicants are to include a detailed plan for sustainability to address how students' services will continue when there are no remaining grant funds.

26. Who can't get paid in this program in administration?

Superintendents, School principals, CEOs, CFOs, Transportation directors, or similar executive positions cannot serve as project directors or site coordinators for 21st Century Community Learning Centers grant programs.

27. Can one person hold more than one position in the program i.e., can the project director be site coordinator with a lead teacher?

The organizational structure is determined by the needs of the proposed program; however, the individual salary/wage can only appear once in the budget.

28. On the summary of partners table, what qualifies as a "partner"? Please provide an example.

Partners are individuals, organizations, agencies that contribute finances, tangible materials, goods, services, training, and/or volunteers to your 21st CCLC program.

29. Is a partnership mandatory, or do I need to at least send an invitation to non-public/private schools to participate?

Yes, it is important to remember public schools are required to provide services to eligible students who attend non-public/private schools in the local attendance area. Therefore, the non-public/private schools should be invited to participate in the services of your proposed program through consultation.

30. Since it is reimbursement only, is it correct that participants must launch programs with their own funds? How long does it take for reimbursement each month?

Yes, programs must be funded with applicants' own funds. The 21ST CCLC grant is reimbursement only. Reimbursements are typically completed within 30 days of request submissions. See Question #4.

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NOTE: *This amendment one is hereby made a part of the Mississippi Department of Education's Request for Proposals/Applications. The Applicant acknowledges receipt of said amendment and is made aware of the changes contained therein. By signing this form, the Applicant accepts the changes as part of the subgrant requirement.*

Authorized Signature

Date

Printed Name