



Richard Woods, Georgia's School Superintendent  
"Educating Georgia's Future"



## 21<sup>st</sup> Century Community Learning Centers – FY18 Request for Proposal Frequently Asked Questions

**Question:** What does a first time non-LEA mean?

**ANSWER:** A first time non-LEA is an organization (non-profit, faith-based, community based organization, etc.) that did receive a 21<sup>st</sup> CCLC grant in FY17.

**Question:** Are transportation costs for a field trip reimbursable?

**ANSWER:** Yes, transportation costs for allowable field trips are reimbursable.

**Question:** Can the applying agency be located in one county and serve another county?

**ANSWER:** Yes, your agency can serve students in other counties.

**Question:** Are college tours within the United States and abroad allowable expenses?

**ANSWER:** All travel must be reasonable and necessary. We will not allow college tours abroad and may allow college tours in close proximity to the Georgia border provided the cost is comparable to the cost of a similar trip in state.

**Question:** Is there a specific standard or specific criteria that a co-applicant must meet?

**ANSWER:** Section 4204(i)(1)(B)(i),(ii) and (C)(i)(ii) states that: "In general - In awarding subgrants under this part, a State educational agency *shall give priority* to applications--submitted jointly by eligible entities consisting of not less than 1—(i) local educational agency receiving funds under part A of title 1; and (ii) another eligible entity and (C) demonstrating that the activities proposed in the application – (i) are, as of the date of the submission of the application, not accessible to students who would be served; or (ii) would expand accessibility to high-quality services that may be available in the community.

**Question:** Can we provide services for parents during the school day?

**ANSWER:** Yes, you can provide services to parents during the school day.

**Question:** Can you obtain funding if the school you are targeting does not have 40% free and reduced lunch?

**ANSWER:** No, you cannot be granted funding if the school you are targeting doesn't have at least 40% free and reduced lunch. This is an absolute priority for the 21<sup>st</sup> CCLC grant.

**Question:** If our superintendent is resigning January 1, 2017 do I have to wait for the new superintendent's signature before submitting or submit early with current superintendent's signature?

**ANSWER:** Whoever is the current superintendent must sign the application at the time of submission. If the application is successfully funded and if there is a change in

superintendent from the person who signed the application, at any point during the grant period, then you will be required to complete an amendment.

**Question:** **If we want to provide a residential component for one week, will travel cost be reimbursed?**

**ANSWER:** Overnight trips are not an allowable cost. Please see the RFP for further information and examples of unallowable costs.

**Question:** **Can a non-profit agency apply for more than \$350K if the agency has more than one fiscal agent?**

**ANSWER:** The maximum amount that will be awarded for each successful application is \$350,000.

**Question:** **If a school qualifies for priority 2 and priority 3, can you choose one over the other since you can only claim one priority or do you have to choose priority 2?**

**ANSWER:** Schools that qualify for Competitive Priority 2 (Priority, Focus and Opportunity Schools) are not eligible to receive points for Competitive Priority 3.

**Question:** **With the online submittal, can you work and save without submitting?**

**ANSWER:** Yes, in fact, please save your work as you progress through the application. You can leave and return to work on the saved application later.

**Question:** **Program purpose – does a program need to meet all 3 purposes (academic, enrichment activities and parent engagement)?**

**ANSWER:** Yes, Section 4201(a)(1)(2)(3) states that the purpose of community learning centers is to offer academic enrichment to help students meet the State academic standards, offer a broad array of additional services that complement the regular academic program and offer opportunities to families for meaningful engagement in their children's education.

**Question:** **Is there a required number of hours or days per year that grantees must provide services?**

**ANSWER:** The Georgia Department of Education (GaDOE) requires a minimum of 12 hours each week in order to provide a quality program. Most 21<sup>st</sup> Century Community Learning Centers are open at least 15 hours per week and operate between 28 to 30 weeks.

**Question:** **Do all programs need to do after school?**

**ANSWER:** Yes, all programs are required to provide an afterschool component.

**Question:** **Is the 12 hours per week required contact time or clock time?  
Are meals included in the 12 hours contact time?**

**ANSWER:** 12 hours per week is contact (instructional/enrichment) time. Meals are not included in this time if there is no instructional or enrichment activity provided along with the meals.

**Question:** How many hours per day and for how many weeks does the summer program have to run?

**ANSWER:** 21<sup>st</sup> CCLC sites must offer 12 hours of services each week to each child. Most 21<sup>st</sup> CCLC sites are open 4 to 6 hours per day and operate between 4 to 6 weeks during the summer. To be eligible for Priority 2, grantees must operate a summer program, during each year of the award, for a total of at least 60 hours for a minimum period of three consecutive weeks during each summer recess.

**Question:** Will summer hours be counted toward contact hours for the school year? If so, will additional money be set aside for sites that want a summer program?

**ANSWER:** Summer hours are counted as contact hours for the summer. Each site must offer at least 12 hours per week to each student. Additional money is set aside, via the funding request worksheet, for summer programming.

**Question:** Are background checks an allowable expense?

**ANSWER:** Yes, background checks are an allowable expense.

**Question:** Will background checks be required for collaborating agencies that offer their staff to assist our program? For example: Boys & Girls Scouts, Habitat for Humanity, Tennis/golf Lessons, etc.

**ANSWER:** Yes. *However*, volunteers who will come in contact *only one time* with students in the 21<sup>st</sup> CCLC program *and who will be supervised by a 21<sup>st</sup> CCLC staff member* do not have to have a background check. For example, a volunteer guest reader at a site for a one-time reading event such as during Dr. Seuss week would not have to have a background check.

**Question:** Will extra funds be allocated for the first year for startup expenses in technology and equipment?

**ANSWER:** Technology and equipment are allowable expenses for the 21<sup>st</sup> CCLC grant. However, there will be no *extra* funds allocated for such startup expenses.

**Question:** Will extra funds be allocated for the first year for staff to attend trainings/meetings?

**ANSWER:** Staff attending trainings/meetings is an allowable expense. However, there will be no *extra* funds allocated for such expenses. These expenses should be included in funds budgeted in the program for professional development. No expenses incurred prior to the awarding of the grant will be reimbursed.

**Question:** What are administrative costs?

**ANSWER:** In developing a budget, administrative costs would be those expenditures which are not directly involved with program activities, but are necessary to conduct the grant, such as processing payroll or other overhead costs. Please reference page 19 of the RFP and the U.S. Department of Education website for further information.

<http://www.ed.gov/programs/readyteach/faqbudget.html#4>

**Question:** **How long does it take to get reimbursed?**

**ANSWER:** If a reimbursement request is submitted in an acceptable format, it can take up to 30 days for reimbursement.

**Question:** **Can a grantee submit more than one application? Will we be able to have two grants? If so, can they have the same name with one being under the school district and the other a faith-based organization?**

**ANSWER:** Yes. A grantee may submit more than one application. However, each application will be independently scored during the review process. Each fiscal agent is limited to one subgrant award for this competition but may receive up to two subgrant awards if there is an insufficient number of eligible applications to allocate the total funding. The GaDOE will allocate funding based upon the scores and will continue funding applications according to one subgrant per fiscal agent until funding is exhausted. If funding is not exhausted after allocating one subgrant per fiscal agent, then the GaDOE will allocate a second subgrant to a fiscal agent based upon the scores and continue funding to subsequent applications until funding is exhausted. Both applications *cannot* have the same name in order to avoid subsequent confusion during various administrative processes at the GaDOE.

**Question:** **Can a grantee move a program from one location (site) to another location?**

**ANSWER:** Yes, however it is highly rare and the grantee must submit to the GaDOE an amendment to their original approved grant application requesting that the site be moved. Additionally, the subgrantee must continue to serve the same target population as identified through the needs assessment process in the approved application.

**Question:** **Are there guidelines for calculating administrative fees, consulting fees, program director salary, etc.?**

**ANSWER:** Please reference the RFP or 2 *CFR Part 225 'Cost Principles for State, Local, and Indian Tribal Governments'* for federal guidelines regarding calculating compensation for personal services. You can access guidance from the Office of Management and Budget website at:  
[https://www.whitehouse.gov/sites/default/files/omb/assets/omb/fedreg/2005/083105\\_a87.pdf](https://www.whitehouse.gov/sites/default/files/omb/assets/omb/fedreg/2005/083105_a87.pdf)

**Question:** **Do we get to set salaries or are there guidelines we need to follow?**

**ANSWER:** Grantees can set salaries for those personnel directly involved with running the 21<sup>st</sup> CCLC program. However, compensation for employees engaged in work on Federal awards will be considered reasonable to the extent that it is consistent with that paid employees for similar work in the labor market in which the employing agency is located. If a salary seems to be out of line, you may be asked to amend your budget so that it falls within a reasonable guideline.

**Question:** Can a program director and/or a site coordinator be considered a full time position under the 21<sup>st</sup> CCLC grant program?

**ANSWER:** Yes. However, this also depends on the number of proposed sites and the number of proposed students to be served. Certainly, programs with multiple sites proposing to serve a large number of students could need a full time program director and/or site coordinator. However, smaller programs with only one site and serving as few as 50 students may not need a full time program director and/or site coordinator. Please remember the concept of “reasonable and necessary” while using prudent judgment.

**Question:** Do we respond to the “outcomes requirement” by stating that the evaluator will provide outcome information?

**ANSWER:** No. The proposal must describe the plan in detail, addressing the purpose and expected outcomes of the program.

**Question:** How do we determine what percentage of our expenses will be covered by 21<sup>st</sup> CCLC if we receive other Federal grants?

**ANSWER:** 21<sup>st</sup> CCLC program funds can only be used for 21<sup>st</sup> CCLC program expenses.

**Question:** How do we find an appropriate evaluator?

**ANSWER:** The GaDOE does not make recommendations regarding service providers. However, applicants may want to consult with existing 21<sup>st</sup> CCLC programs to inquire about providers offering evaluation services.

**Question:** Can the proposed 21<sup>st</sup> CCLC program evaluator assist with writing the grant?

**ANSWER:** For the purpose of this application, an external evaluator is an individual, agency, or organization, with no vested interest in the 21<sup>st</sup> CCLC program. This requirement excludes the original grant application writer(s); family members of applicants, participants, and partners; employees of applicant; and the applicant’s partners.

**Question:** Can we charge a fee to students for the program or should the program be free?

**ANSWER:** Yes, you can charge a fee to students. However, programs must be equally accessible to all students targeted for services, regardless of their ability to pay. Programs that charge fees may not prohibit any family from participating due to its financial situation. The priority of the program to serve poor students and families could be compromised through high program fees. Programs that opt to charge fees must offer a sliding scale of fees and scholarships for those who cannot afford the program. Income collected from fees must be used to fund program activities specified in the grant application. GaDOE must approve all fee requirements *annual and prior* to the implementation of the fees.

**Question:** We only operate during the summer as a summer enrichment camp. We would like to operate as an afterschool program starting in September, if funded, is this ok?

**ANSWER:** Yes.

**Question:** We have one site in which the project director serves as the site coordinator. Can she also fulfill the data management role?

**ANSWER:** Yes.

**Question:** Can we have an in-house staff person to monitor our program to ensure compliance before we are monitored by GaDOE?

**ANSWER:** Yes. You can assign this role to an in-house staff person. Please provide a full description for each position you list. Please note this task is typically carried out by the program director.

**Question:** If you are working with an LEA, can you have a separate fiscal agent?

**ANSWER:** The fiscal agent must be one of the co-applicants.

**Question:** Is this grant specific to elementary or can we include middle and high school students, K-12, Pre-K?

**ANSWER:** You may include Pre-K through 12<sup>th</sup> grade students and their families in the grant.

**Question:** How many organizations can possibly receive 21<sup>st</sup> CCLC grants?

**ANSWER:** It is not possible to determine the exact number of organizations that may receive grants at this time. The number of organizations that may receive a 21<sup>st</sup> CCLC grant will be determined by the total dollars available once the U.S. Department of Education makes its appropriations.

**Question:** Can you pay to have the grant written with 21<sup>st</sup> CCLC funds?

**ANSWER:** No. Pre-award costs are specifically unallowable costs.