21st Century Community Learning Centers – FY20 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 21st CCLC grant in FY19.

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 21st CCLC grant.

Question: **If our superintendent is resigning January 1, 2019, 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: **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 21st 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: 21st CCLC sites must offer 12 hours of services each week to each child. Most 21st 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 5, 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 21st CCLC program ***and who will be supervised by a 21st 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 21st 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 five subgrant awards for this competition. The GaDOE will allocate funding based upon the scores and will continue funding applications until funding is exhausted.

Question: **Can a grantee move a program from one location (site) to another location?**
ANSWER: Yes. However, it is 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

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 21st 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 21st 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 21st CCLC if we receive other Federal grants?**

ANSWER: 21st CCLC program funds can only be used for 21st 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 21st CCLC programs to inquire about providers offering evaluation services.

Question: **Can the proposed 21st 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 21st 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 12th grade students and their families in the grant.

Question: **How many organizations can possibly receive 21st 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 21st CCLC grant will be determined by the total dollars available once the U.S. Department of Education makes it appropriations.

Question: **Can you pay to have the grant written with 21st CCLC funds?**
ANSWER: No. Pre-award costs are specifically unallowable costs.

Question: **The RFP states if you're an existing grantee for FY19, an audit is not required to be submitted with the proposal. Does this mean we are not to submit ANY financials at all or is there an alternate to submitting the audit for existing grantees?**
ANSWER: No audit and no financial documentation are required if an applicant is a current subgrantee for the FY19 program.

Question: **The RFP indicates the job descriptions should be included in the narrative. The Request for Proposal Checklist indicates it should be included as attachment 5 in appendix A. May you clarify? I want to be sure we're not kicked out because they are in the wrong place.**
ANSWER: Information should be included in both places, in the narrative and as an attachment.

Question: **The new code for professional development is 2213. When entering the budget the new code has not been updated in the budget summary tab and is not transposing. For that reason, I used the old code of 2210 so that it would transpose to the budget summary Is this accurate or how should I handle this?**
ANSWER: Both codes are now available.

Question: **I have MOAs with a Non-LEA and a school system for the proposed grant. The MOAs are signed by the Superintendent of schools and the President of the Non-LEA. Should there be MOAs for each school separately? Or can I upload the MOA with all three sites listed three times?**
ANSWER: One MOA with all parties and individual deliverables for each party listed is acceptable. All parties have to sign and the MOA is uploaded multiple times.

Question: **Where can I find additional information for the RFP?**
ANSWER: Website and Webinar information for the FY20 RFP is located: http://www.gadoe.org/Pages/Home.aspx Click on- Program initiatives tab. Then click on- Development and Improvement. Next Click on- Federal programs. On the Left side of page- Click on- Title IV, Part B- 21st Century Community Learning Centers. On the Right side of page- Program resources- Click on- FY20 21st CCLC RFP. Then Scroll down to bottom of page. In center of page- Recording links and materials for completed trainings and webinars. All webinars and webinar information are listed. Click on the links for each one.

Question: **I am receiving an error message with my online application.   What do I need to do to correct this?**
ANSWER: Contact GEM which is the online software company we are using for the RFP. The contact information is GEM HELP DESK- 207-985-8802 or email at support@gemsoftwaredevelopment.com

Question: **Can the MOA take the form of a letter from the partner indicating the level of commitment and services they plan to provide to the LEA?**
ANSWER: The MOA submitted with the FY20 RFP needs to be a true MOA signed by all parties and not a letter from the partner.

Question: **How do I update the grant contact person information?**
ANSWER: Contact GEM which is the online software company we are using for the RFP. The contact information is GEM HELP DESK- 207-985-8802 or email at support@gemsoftwaredevelopment.com

Question: **Would a program serving 3 year old children and parents be considered as an enrichment program and be eligible for the 21st CCLC FY20 Grant?**

ANSWER: Since 21st CCLC funding cannot be utilized during the "school day" and that is when most programs for 3 and 4 year old children operate, this scenario would not be eligible for the use of 21st CCLC funds. In addition, incorporating 3-year old children into before school and/or after- school would make for a very long day for that age group of students and might not be best practice. The students would have to have a "daytime" school that they attended to participate in before or after-school.

Question: **Does a non-LEA currently operating a 21st CCLC program need to provide the financial statements related to the audit and the working capital analysis (WCA) worksheet?**

ANSWER: Such an applicant will need to submit the WCA worksheet but does not need to submit the audit or financial documentation because this should have been submitted to Grants Accounting in April.

Question: **We have a school interested in serving as a site on two separate applications (two partners intend to serve as the lead agencies for two separate afterschool programs). Is this allowable? Would it be perceived as a conflict to reviewers?**

ANSWER: Each RFP will need to target different groups. For example, one RFP could target grades 1-2 and the other RFP could target grades 3-4. Since each RFP is scored separately the readers will not know there are two applications for the same school.

Question: **Even though it is past the deadline, can we still submit our notice of intent to apply to create a new account?**

ANSWER: Yes, you may still submit the intent to apply online.

Question: **Do we need to create a new account with a new login or password or should we use our old one?**

ANSWER: Once you submit the intent to apply and your intent is approved, then you will receive a login and password.

Question: **With regards to funding, do we need to have the capital in our account at this time or at the time the grant would be awarded?**

ANSWER: From page 19 of the RFP- "It is important to note that this is a reimbursement only grant, meaning all subgrantees must initially expend their own funds prior to receiving reimbursement from the GaDOE. The GaDOE will not reimburse a subgrantee for expenditures that are not allowable under the 21st CCLC program or for expenditures that were not approved in its budget. Therefore, it is a requirement that all applicants have the necessary capital to sustain full program operations for a minimum of three months. This is accomplished by demonstrating availability of these funds for the three consecutive month period prior to submission of the application. Applicants must complete the Working Capital Analysis Worksheet in Appendix A and are required to submit supporting financial documents as instructed and identified on this form. Completing this form will allow applicants to determine if they have the three months of working capital that is required to support the level of funding requested."