Nita M. Lowey 21st Century Community Learning Centers (CCLC)

FY 2021 Request for Proposals

Frequently Asked Questions

<u>**RFP and Eligibility Questions**</u>

Question: Are community colleges eligible to apply as the lead for this grant opportunity if they are in partnership with a school district?

Answer: Yes, public and private entities are eligible to apply. Non-LEA applicants should review the collaboration requirements that are listed on page 13.

Question: Can a school be a recipient of 21st CCLC grants and other grants?

Answer: Grantees must use program funds for the purpose intended and to supplement and not supplant other federal, state, and local funds.

Question: Is there a form I need to submit to officially let you know we will be applying?

Answer: Please use the template on page 51 of the RFP. This template may be emailed to 21stcclc@isbe.net

Question: I learned that only new cohorts are allowed to apply during this round. Could you provide any clarity around what is meant by a "new cohort"? Additionally, my understanding is that my grant is in year 5 of 5 for funding, so if we are not a new cohort, are we not eligible to apply for future funding?

Answer: All public and private entities are eligible to apply. Entities are not allowed to propose to serve schools currently funded by 21st Century funds. A list of currently funded schools can be found at https://www.isbe.net/Documents/schools_served.pdf.   Cohort 13 funding is due to expire June 30, 2022. Cohort 15 funding is due to expire June 30, 2024. Cohort 19 funding is due to expire June 30, 2023.

Question: If there is a school that wants to work with us for this new RFP, but they are currently funded through another 21stCCLC grant... but they want to exit that other grant, is there any procedure for that? In other words, can a school site opt to join a different 21st CCLC Grant during the RFP process?

Answer: Per page 3 of the RFP, "An applicant cannot propose to serve any school already receiving services under a 21st CCLC grant. As such, applications that propose services to schools that are currently being served by another 21st CCLC grant will not be funded."

Question: The RFP states the notice of intent to apply was to be posted to the community 45 days before the submission of the application. Is this correct? If we do not have proof of notification with today's date, will applications still be accepted?

Answer: The 45-day notice can run concurrent to the application proposal. It must be posted prior to submission.

Question: What is the requirement for identifying Private and Public schools in our geographical area? How far, in miles, from the applicant school?

Answer: Applicants must think about the logical attendance area of students near the site. Applicants should consult with their local LEA to determine private/non-public schools in the area.

Question: Will you help me understand who is a previously funded applicant? Am I understanding correctly that we *are* a previously funded applicant since we are currently receiving 21cclc funding for previous cohorts - even if the school sites (co-applicants) in an FY 21 cohort application have not been previously funded?

Answer: A previously funded applicant is an applicant that is currently funded. This would be applicants currently in Cohort 13, Cohort 15, and Cohort 19.

Question: Attachment 7 C requests a signature of the Superintendent or Administrator on the 2nd page. Does that mean that the attachment needs to be filled out for each school site within the application and signed by the particular school administrator?

Answer: Attachment 7C is a request to generate program income. Completion of 7C is for the entire application (not each individual site). The signature provided should be from the administrator of the entity applying.

Question: Can a community site, other than a school, be used to provide services for children from a given community?

Answer: Each non-LEA applicant must actively collaborate with the LEAs and school(s) from which participating students attend to develop and implement the proposed program. For more information on the collaboration requirement, please see page 13 of the RFP. Applicants should identify and describe the facilities where the programs will be located. The location must be incompliance with the Americans with Disabilities Act. Please see page 40 of the RFP for more information.

Question: What is the email address we can email questions to?

Answer: Questions can be emailed to 21stcclc@isbe.net.

Question: What if our after-school program doesn't measure the performance measures about academics, homework, etc. listed in the RFP?

Answer: The program is designed to provide academically focused after-school opportunities, particularly to students who attend high-poverty, low-performing schools, to help those students meet state and local performance standards in core academic subjects and to offer families of participating students opportunities for literacy and related educational development.

Question: What is the process and/or limitations on partners switching projects. We have a potential partner that would like to join our proposal but is on a currently funded project.

Answer: A co-applicant works with the applicant to complete the application and is responsible to ISBE and to the administrative agent for the grant. Co-applicants remain for the life of the grant. Partners have a limited role and provide a specialized service for a shorter amount of time to be determined by the applicant.

Question: If a school performs above state average on their IAR Assessment in both ELA and Math but are designated underperforming are they eligible for funding?

Answer: The law requires that 21st CCLC awards be granted only to applicants who will primarily serve students who attend schools with a high concentration of students from low-income families (defined as not less than 40 percent of the students being eligible for free or reduced-price meals). Applications proposing services to schools with less than 40 percent low-income students as reported on the Illinois Report Card will not be considered.

Question: If a school is reporting 14% ELA Proficiency on IAR Assessment are they eligible even if they are designated commendable?

Answer: Please see the answer above. The use of summative designations is only for awarding priority points, not eligibility.

Question: I am wondering if received, is an announcement release required?

Answer: A notice to the community of the intent to apply must be posted for 45 days in advance. The 45 days may run concurrent to your proposal submittal. If awarded, it is the grantee's choice if they notify the public.

Question: We are a county Health Department interested in applying for the 21st Century Community Learning Centers grant in collaboration with 3 local school districts. I just wanted to confirm that government entities are considered community organizations per the RFP and if so, would we need our own RCDT code or would we utilize those of our partner schools?

Answer: All public and private entities are eligible to apply, therefore, the Health Department would be eligible. If the Health Department will be applying for the grant, they would need to use their own RCDT code. More information can be found on page 1 of the RFP regarding locating or applying for a RCDT code and eligible entities.

Question: Four of our schools serve >40% low-income students, while the other two have 34% and 35% low-income students. Since 4 of the 6 schools that qualify as an "eligible school," would we qualify as serving "primarily" eligible schools/students? Or alternatively, should we propose to only implement the program in the 4 schools that have more than 40% low-income students.

Answer: The law requires that 21st CCLC awards be granted only to applicants who will primarily serve students who attend schools with a high concentration of students from low income families (defined as not less than 40 percent of the students being eligible for free or reduced-price meals). This will be verified through the Illinois Report Card.

Question: Are electronic signatures acceptable?

Answer: For the purpose of this RFP, electronic signatures will be accepted. All parties must consent to the use of their signature electronically. The signator should use a secured, authenticated

system, such as Docusign, Adobe, PandaDoc, etc. If awarded entities will have 45 days from notification of grant award to submit all required application materials with original signatures to ISBE or risk forfeiture of award.

Hours of Operation

Question: How do we request an extension to cover summer programming in 2021?

Answer: Applicants should indicate on Attachment 2 and Attachment 5 their request for an extension for summer programming. Any proposed summer programming will be considered in addition to the 12-hour, 28-week requirement and will have a three-week minimum requirement.

Question: Can an applicant propose 11 hours of service each week?

Answer: Per page 18 of the RFP, "21st CCLC programs funded under this NOFO/RFP, however, must operate a minimum of 12 hours a week for a minimum of 28 weeks per year."

Question: What are the limitations on paying staff outside of student contact time? In other words, if staff met the 12 hours contact hours per week requirement, could they be paid for preparation time and could that preparation time overlap with in school time?

Answer: This would be dependent on what the staff member's job description includes and what the applicant decides is the employee's work hours. For example, if the applicant decides that an employee's work time is from 2-6pm with 2-3 pm as plan time and 3-6 pm as student contact time that is acceptable. Time and effort sheets must be kept for employees.

Question: We were hoping to provide separate programming to two different grade levels. For example, in one week, we'd provide 6 hours of programming to 1st graders on Wednesdays and Fridays and 6 hours of programming to 4th graders on Tuesdays and Thursdays. Does this tally to a total of 12 hours of programming or to 6 hours of programming?

Answer: The program must be offered for a minimum of 12 hours per week. Regular attendance is encouraged by program participants. Regular attendance is defined as a student attending programming at least 30 days or more within the year.

Proposal Submission

Question: Will ISBE share an editable PDF of the application? We tried editing the application we get from the ISBE website and it states that it is password protected.

Answer: The attachments can be saved by an applicant to a USB flash drive or on your computer's hard drive to be printed and scanned. Applicants may type directly on the forms.

Question: Does "mail" include FedEx or UPS, or does it mean only US Mail?

Answer: The type of mail service used can be determined by the applicant.

Question: What do nonprofit put for RCDT code?

Answer: Applicants will need to use their Region, County, District, Type (RCDT) code when applying. Applicants may verify their RCDT code at https://www.isbe.net/ and selecting "RCDTS Lookup" under "System Quick Links." Applicants who do not have a RCDT code may email 21stCCLC@isbe.net for information on how to establish a RCDT code.

Question: What should nonprofits list as department name and division name under Applicant's Organizational Unit on the application?

Answer: If an applicant does not use department or division names, the applicant may type "not applicable".

Question: Just to clarify- we must submit an actual USB drive to ISBE with all forms of the application?

Answer: Applicants should mail the original and two paper copies plus an electronic copy of the proposal on a USB flash drive.

Question: Does the 12-pt. font/double spaced apply to the forms?

Answer: 12-point font and double spaced refers to the narrative portion of your proposal.

Question: I am wondering if you would be willing to extend the deadline for submission.

Answer: At this time and per the RFP, proposals must be received by mail no later than July 13, 2020.

Grant Competition Priority

Question: How is a school's summative designation determined?

Answer: Summative Designations are annual designations that meaningfully differentiate school performance based on all elements of a state's accountability system. The system must differentiate between the performance of all students in a school, and the performance of particular student demographic groups. More information can be found at **https://www.isbe.net/Documents/2019-Official-Summative-Designation-Business-Rules.pdf**

Question: Could you give me guidance on where to find whether a school (or a district) is categorized as rural?

Answer: Pages 11 and 12 of the RFP provide links to the National Center for Education Statistics and US Department of Education Rural Education Achievement Program. The US Department of Education link provides a list to all schools in the United States. Districts with locale codes of 41, 42, or 43 meet the definition of rural.

Question: What specific document do we look at to find the Tier 1 and Tier 2 list of districts?

Answer: Schools from districts identified as Tier 1 and Tier 2 (based on the Evidence-Based Funding Student Success Act for Fiscal Year 2020) can be found at https://www.isbe.net/Pages/ebfdistribution.aspx.

Budget

Question: What percent can evaluation fees be of the budget?

Answer: Evaluation fees cannot exceed 10% of the budget.

Question: Should we submit one application per school if we provide programming at multiple schools throughout the city?

Answer: An applicant may submit one application with multiple schools. If program design is different for each school, an applicant may want to submit separate applications.

Question: If we use the 10% indirect cost rate, is the indirect cost amount just 10% of our direct costs or is there a modified direct cost?

Answer: 21st CCLC is a federal program that requires the use of a restricted indirect cost rate, not for profit entities, community/faith-based organizations and other non-LEA subgrantees shall utilize the 8% default rate described at 34 CFR 76.564. Colleges and Universities will be limited to a maximum indirect cost rate of 8% or other indirect cost rate calculated by their cognizant federal agency, whichever is less, for grants administered by ISBE.

Question: Is there a minimum number of students that need to be served per site?

Answer: There is no minimum number of students to be served at a single school location. The funds requested must be reasonable and necessary based on the number of students. For example, if you are asking to serve 20 students a request of $150,000 is not reasonable. If awarded, grantees must be able to serve 90% of the students proposed and that the students are regular attendees of 30 days or more.

Question: We serve students at our sites and at school sites. Are we able to request funding for our sites and/or school sites?

Answer: Each non-LEA applicant must actively collaborate with the LEAs and school(s) from which participating students attend to develop and implement the proposed program. For more information on the collaboration requirement, please see page 13 of the RFP.   This is regardless of where the program will occur. Applicants should identify and describe the facilities where the programs will be located. The location must be incompliance with the Americans with Disabilities Act. Please see page 40 of the RFP for more information.