

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

FY 2022 Request for Proposals

Frequently Asked Questions

RFP and Eligibility Questions

Question: Can you please send me the Application Package for 21st century Application Package.

Answer: All application materials for this RFP are located on the ISBE 21st CCLC webpage at: <https://www.isbe.net/Pages/21st-Century-Community-Learning-Centers.aspx>. Materials are under the Funding section of the webpage, including the RFP, all needed Attachments to apply, guidance if applying to serve a CPS school, and materials from the Technical Assistance webinar.

Question: What do I do if don't know my entity's 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 additional information do I need to know about applying to serve a school in the Chicago Public School district?

Answer: For nonprofit organizations interested in pursuing the Nita M. Lowey 21st Century Community Learning Centers (21stCCLC) grant through the Illinois State Board of Education, in partnership with a Chicago Public School (CPS) there are additional protocol to submit to CPS. That documentation is linked on the ISBE 21st CCLC website, in the Funding section located beneath the RFP and Attachments. The CPS protocol link can be found here: <https://www.isbe.net/Documents/CPS-Protocol-21stCCLC-2021.pdf>

Question: Does CPS need to sign off on charter school applications in Chicago?

Answer: Per the CPS Protocol Document, " The District will sign off on an application that names Charter schools, but will not provide or sign an MOU." The CPS Protocol document is a requirement from the Chicago Public School District 299.

Question: It was brought to our attention that there is an additional form and steps we were required to complete to work with a Chicago Public School. Is such a form is required if we are working with schools in suburban Chicago rather than CPS?

Answer: The form you referenced: <https://www.isbe.net/Documents/CPS-Protocol-21stCCLC-2021.pdf> comes directly from Chicago Public School District 299 and is only required for applicants who wish to serve or partner with a school in Chicago Public School District 299.

Question: I just want to clarify though — the CPS protocol for submitting says proposals are due on April 28, though the press release ran on May 12. Is this a typo, or is this referencing a different grant?

Answer: Though there was a recent press release, the RFP for the 21st Century Community Learning Centers grant was released on Tuesday, April 13th. The CPS protocol linked under FY 2022 that

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you've included in your email is the document for the current RFP, due May 28, 2021. More nuanced questions about the CPS protocol should be directed to the contact in the document, as that comes directly from Chicago Public School District 299.

Question: Where can I find additional information and resources about the 21st CCLC program in Illinois including information provided in the Technical Assistance Webinar?

Answer: Illinois resources about the 21st CCLC program are located or linked on the ISBE 21st CCLC webpage: <https://www.isbe.net/Pages/21st-Century-Community-Learning-Centers.aspx>. These include resources connected to this RFP such as the Technical Assistance Webinar recording and slides (under Funding), links to the Federal regulations and guidance as well as the Illinois State Plan (under Program Information), as well as additional information for current grantees.

Question: I have missed the date to announce my intent to apply for this grant. Is that likely to be an issue? Can I post it on our school website immediately, even though the grant is due in about 29 days?

Answer: Per page 25 of the RFP, "Notification to the community can be made concurrent with proposal submission." In other words, it is permissible for the notice to overlap with the application process, we do just recommend that is posted as soon as possible and ensure that it remains posted for the required length of time. Documentation of the posting should be retained because, if funded, that information may be requested by ISBE.

Question: What is the total amount of funding available for this RFP?

Answer: Per page 34 of the RFP, "For purposes of compliance with Section 511 of P.L. 101-166 (the "Stevens Amendment"), applicants are advised that 100 percent of the funds for this program are derived from federal sources. The total amount of federal funding involved is \$10 million."

Question: Are previously funded applicants are defined as those who are participants of cohort 13, 15, 19 or 21? Do any sites funded prior to cohort 13 need to be addressed in the proposal or would entities serving students in a prior cohort be considered "new" applicants?

Answer: Previously funded applicants are considered entities that currently have active 21st CCLC grant(s) in Illinois. Currently, active grantees have grants awarded in FY13, FY15, FY19, or FY21. If an entity was awarded a 21st CCLC grant in a prior cohort that is not active, they are considered a new applicant for the purposes of this RFP.

Question: We are a municipal entity interested in applying for the 21st Century Community Learning Centers grant in collaboration with several 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, municipal or government entities would be eligible. If a municipal entity 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.

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Question: Are there any additional considerations that non-LEA entities need to consider when applying for a 21st CCLC grant?

Answer: All public and private entities should consider a few items, 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. A list of schools currently receiving services is posted at https://www.isbe.net/Documents/schools_served.pdf." Additionally, non-LEA applicants should review the collaboration requirements that are listed on page 13 of the RFP.

Question: All of the schools in the area that we are targeting are receiving services under a 21st CLC grant. However, we would not be offering services AT schools, but rather would be serving students and families FROM these schools at a community-based site. Are we still able to propose to serve those students?

Answer: Students and families from a school who are currently being served under a 21st CCLC grant, no matter the location at which they are served, are not eligible to be served under a new 21st CCLC grant application. A list of schools currently being served is posted at https://www.isbe.net/Documents/schools_served.pdf

Question: Are special education cooperatives are eligible to apply for the 21st CCLC grant?

Answer: Per page 1 of the RFP, all "public and private entities or a consortium of two or more such agencies, organizations, or entities are eligible to apply." More information about eligibility and application information begins with page 1 of the RFP.

Question: What is different between the FY2022 RFP and prior year's RFPs?

Answer: In addition to a difference in available funding, the priority points for this RFP have been allocated differently. Information about the priority points begins on page 11 of the RFP.

Question: Is it permitted for one applicant to submit two separate applications for serving different student populations within the same school district, such as one program to serve the district's elementary school students and the other program to serve the same district's middle school students?

Answer: Yes, an entity is permitted to submit multiple applications. Per page 3 of the RFP, "Applicant Status: Applicants may submit multiple proposals in response to this NOFO/RFP. Applicants are advised to review the specifications and proposal requirements. All proposals will be entered into the same competition for 21st CCLC funds." Entities are permitted to submit applications that serve the same district, the limitation is on serving the same schools. Page 3 of the RFP indicates that "...applications that propose services to schools that are currently being served by another 21st CCLC grant will not be funded"

Question: I wanted to just confirm that schools/districts are only eligible if 40 percent of the district and/or school qualifies for free and reduced lunch (noted on page 3).

Answer: Per page 3 of the RFP, "The law requires that 21st CCLC awards be granted only to applicants that 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

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eligible for free or reduced-price meals)." So you are correct about the 40% threshold, however please note that is looked at on the school level, not the entire district.

Question: We are a private school interested in applying. I see that the RFP indicates, "Program will target students who attend schools eligible for school-wide programs under Title I." Private schools are not eligible for school-wide programs under Title I. Do we meet this criteria by consulting with the Title I eligible LEA and inviting public school enrolled children to participate?

Answer: The Population to be Served is described on page 3 of the RFP, "The law requires that 21st CCLC awards be granted only to applicants that 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)." That same section continues to say, "To this end, each applicant must propose to serve high poverty schools or schools eligible for schoolwide programs." Since private schools are not eligible for schoolwide programs under Title 1, the low income rate of the schools to be served in the grant will be used to determine eligibility. Offering services to public school students is a requirement of the grant but those students would not be calculated into the low-income rate of the school on the application.

Question: Is the application due on May 28th for the grant to be used beginning in the fall of 2021?

Answer: Per page 5 of the RFP, "The grant period will begin no sooner than July 1, 2021 and will extend from the execution date of the grant until June 30, 2022. Successful applicants may reapply via continuing application for up to four additional years (i.e., FYs 2023, 2024, 2025, and 2026)". Additionally, on page 5 of the RFP, "Proposals must be received by mail no later than May 28, 2021, at 5:00 pm." Directions for submission are also located on page 5 of the RFP.

Question: In addition, is there guidance in the grant that states if an applicant was funded for 10 years, they will not be approved?

Answer: There is nothing in the grant requirements that provide a cap at 10 years - there's no lifetime limit on service of a site. However, page 10 of the RFP does state, "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: Is our district eligible to apply for the 21st Century Community Learning Centers grant?

Answer: Eligibility requirements for the 21st CCLC grant are located on pages 1-6 of the RFP. In general, yes, school districts are an eligible applicant. Per page 1 of the RFP, "Public and private entities, including Local Education Agencies (LEAs) such as public school districts...and other public and private entities or a consortium of two or more such agencies, organizations, or entities are eligible to apply." Page 3 of the RFP does discuss the Population to be Served as, "The law requires that 21st CCLC awards be granted only to applicants that 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)." Again, additional eligibility information can be found in the RFP on pages 1-6.

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Proposal Submission

Question: Given that fact that mail has been delayed significantly in some areas during COVID, will grantees still not be considered for funding even if they mail their application 5-7 days in advance of May 28th? Can applications be sent via FedEx?

Answer: Per page 5 of the RFP, "It is advised to use certified mail with guaranteed delivery date and a return receipt requested. Late proposals will not be accepted." Applicants may use whatever type of mail or parcel delivery method they feel most comfortable with to ensure that applications are received in the ISBE office by 5pm on May 28, 2021.

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.

Question: Where can I find the forms required to be submitted with the application including the Uniform Application for State Grant Assistance and the Public and Private School Consultation forms?

Answer: Forms required to be submitted with the application are posted on ISBE's 21st CCLC webpage (<https://www.isbe.net/Pages/21st-Century-Community-Learning-Centers.aspx>) as part of the "FY 2022 21st CCLC RFP Attachments" PDF. The FY 2022 RFP Attachments are located directly under the link to the FY 2022 RFP document in the Funding section of the webpage. Additionally, a checklist of all required components to be submitted is located in the RFP beginning on page 36.

Question: Would it be possible to receive a version of the RFP pdf that is not password protected? Applicants cannot extract pages and send to relevant parties for signatures with it being password protected.

Answer: The PDFs of the RFP and the RFP Attachments will only be shared in the format that they are posted on the ISBE 21st CCLC website since they are official components of the grant application. Entities will need to find another way to collect signatures on individual documents.

Question: Can you clarify where we need to indicate that we are submitting a joint application with an LEA?

Answer: Per page 2 of the RFP, "A consortium of two or more eligible applicants may apply as co-applicants by submitting a joint proposal. An administrative agent must be designated for each proposal." First it needs to be determined who the administrative (fiscal agent) will be as they will be the lead applicant on the application, co-applicants are then indicated on the Program Summary form which is located in the RFP Attachments document. Please note, if the school you are considering serving is located within the Chicago Public School District there are additional protocol which CPS requires applicants to follow. Those are located on the ISBE 21st website under Funding.

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Question: Do we need a SAM number to apply for the grant?

Answer: Per page 4 of the RFP, "Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM): Each applicant (unless the applicant is an individual or Federal or State awarding agency that is exempt from those requirements under 2 CFR § 25.110(b) or (c), or has an exception approved by the Federal or State awarding agency under 2 CFR § 25.110(d)) is required to: (i) Be registered in SAM before submitting its application. If you are not registered in SAM, you may do so at www.sam.gov; (ii) Provide a valid DUNS number (<https://fedgov.dnb.com/webform>) in its application; and (iii) Continue to maintain an active SAM registration with current information at all times during which it has an active federal, federal pass-through, or state award or an application or plan under consideration by a federal or state awarding agency. ISBE may not consider an application for a federal pass-through or state award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements."

Question: Where does the narrative go in the order of submission?

Answer: Using the checklist that begins on page 39 of the RFP, the Narrative will be inserted after Attachment 19.

Question: What about forms that don't pertain because of the grade levels we are proposing to serve, for example Attachment 12 the State Graduation Courses.

Answer: If your proposal does not include graduation courses, you may simply write N/A for not applicable and sign this form to be included with your application materials.

Question: One question I have about the form is on Attachment 12, "State Required Graduation Courses." Since the program I'm working with is for a K-5 program, is that attachment required? We're debating as to whether elementary level courses are required for receipt of a diploma. Are all classes taken from K-12 required for receipt of a diploma?

Answer: Attachment 12 is required to be completed for programs wishing to offer high school courses for credit towards graduation. Page 18 of the RFP has more information about High School Credit that would require the full completion of Amendment 12. If your proposal does not include graduation courses, you may simply write N/A on Attachment 12 and have the required parties sign this form to be submitted with the application.

Question: Is that Attachment 7C for Program Income only applicable if the program is planning to make non-grant-funded income in the first year? My entity will not be implementing a participation fee structure until year two of its program at the earliest.

Answer: Program Income is discussed on page 26 in the RFP and includes a link to a guidance document (<https://www.isbe.net/Documents/21st-Century-Program-Income-Guidance.pdf>). On page 2 of the Program Income Guidance Document, "The request to generate program income/fees must be a part of the approved original grant application." If there is an intent to generate program income at any point in the life of the grant, the attachment should be fully completed and included with the submission of the original grant application.

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Question: Were there header requirements for the narrative section of the application mentioned in the Bidder Webinar?

Answer: Yes, this was mentioned in the Bidder Webinar that is posted on the 21st CCLC website. The information is covered on slide 63 of that presentation. Specifically, referring to headers it was mentioned that page headers should include the name of the administrative agent and the date of submission.

Question: What is the difference between applicant and co-applicant?

Answer: Applicant would refer to the entity that will be the fiscal and administrative agent of the grant, if awarded. Per page 1 of the RFP, this can be any public or private entity. Each applicant must determine for itself if they wish to apply alone or with a co-applicant. Information about joint applications is on page 2 of the RFP if needed.

Question: What GATA requirements do I need to complete before submitting an application?

Answer: Information about this part of the process is located on pages 3 and 4 in the RFP. First of all, prior to submitting an application, applicants need to complete: Grantee Registration, Grantee Pre-qualification, and Fiscal and Administrative Risk Assessment (ICQ). All of those items are completed via the GATA web portal, located here:

<http://www.illinois.gov/sites/GATA/Grantee/Pages/default.aspx>. *If an applicant is funded, an applicant will also need to complete a Programmatic Risk Assessment which will be located via the ISBE Web Application Security known as IWAS system.*

Question: How do we access the 21st CCLC New Awards System Listing in IWAS?

Answer: The 21st CCLC New Awards System Listing in IWAS will only appear in the IWAS account of *funded* applicants. For the RFP process directions for submission are located on page 5 of the RFP and require that applicants "Mail the original and two paper copies plus an electronic copy of the proposal on a USB flash drive" to the address listed in the RFP.

Question: If we are a school district who has already completed GATA information for other ISBE grants (DUNS, SAM, etc) Does a new GATA application need to be submitted for this grant, or only a Programmatic Risk Assessment if the application is funded?

Answer: An entity needs to ensure they have an active DUNS and SAM number. It is possible that an organization has already completed the GATA requirements and have obtained a DUNS or SAM number if they receive other grants where these items are required. It is the applicant's responsibility to verify that they have obtained a DUNS and SAM number as well as ensuring the 3 GATA requirements are completed for their entity prior to submitting the application.

Question: I would like to know if there are any specific preferences or requirements as to font type and size as well as spacing (for the proposal and attachments)?

Answer: Information about requirements in the narrative begin on page 39 of the RFP, including a mention about length of the narrative "The narrative description may not exceed 30 pages. Information exceeding the page limit will not be considered as part of the competitive review process." There are some formatting requests made especially of the narrative portion of the

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application. Those are mentioned in the Technical Assistance Webinar that is posted on the ISBE 21st CCLC website. Slide 62 of the webinar is where 21st CCLC Content and Form of Application Submission begin to be discussed.

Question: Can charter schools sign their own MOUs/applications? Are they considered their own LEA?

Answer: Page 1 of the RFP indicates that "state-authorized charter schools" are eligible to apply but the following footnote is indicated after the phrase state-authorized, "Refers specifically to charter schools that are authorized by ISBE as opposed to charter schools authorized by LEAs. Charter schools authorized by LEAs are not eligible to apply independently from their authorizing LEAs." Additionally, there is the following note on page 2 of the RFP, "Note: A charter school that is a 501(c)(3) may apply with a Regional Office of Education or Intermediate Service Center that is recognized as an LEA."

Question: Can this application be completed electronically on ISBE?

Answer: Submission information for the RFP is found on page 5 of the RFP where it states, " Mail the original and two paper copies plus an electronic copy of the proposal on a USB flash drive to Kathryn Elvidge, Illinois State Board of Education, Wellness Department, Mail Code E-222, 100 North First Street, Springfield, Illinois, 62777-0001 to ensure the NOFO/RFP response is in the ISBE offices on May 28, 2021 at 5:00 pm. It is advised to use certified mail with guaranteed delivery date and a return receipt requested." There is no electronic option for the competition, *if funded* an applicant will complete information electronically.

Question: I am currently in the process of transitioning to be the Superintendent in a different school district. I begin July 1st but would like to submit on their behalf. Can I do so?

Answer: The RFP requests that application documents be signed by "a district superintendent or official authorized to submit the proposal." It would be up to the school district to decide if you are an authorized representative who can submit on their behalf.

Question: Using the guidelines set forth in the PowerPoint for the 21st CCLC Content and Form of Application Submission, I typed our organization's proposal abstract, double-spaced. However, it does not reflect as double-spaced when pasted into the PDF Attachments we are to us. I believe I recall that using the forms provided were required, however, in light of this circumstance I am curious as to what would be an acceptable way to resolve the issue.

Answer: You are correct that you are required to use the forms provided, such as Attachment 4. The double-spaced guideline is expected in the narrative portion of the application which is submitted in addition to the required forms. We understand that the required PDF forms will not be able to reflect that double-spaced formatting requirement.

Question: I have a question as a non-LEA applicant. We are now going to work with a community center to serve children and their families with out of school time programming. Who should sign attachment 11B and other forms requiring district signature?

Answer: The 21st CCLC grant has a collaboration requirement, per page 13 of the RFP, "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." So even if you intend to serve

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students at a community center, non-LEAs are still required to collaborate with the schools those students attend. On Attachment 3, the Program Sites and Schools form applicants should, "Complete the information for each proposed program site for which funding is requested, including information about the school(s) whose students will be served at that site." (page 36 of the RFP). Therefore, any documentation in the application needed to be signed by school administration should be signed by the administration of the districts which students proposed to be served attend.

Question: We are a contract high school and its own 501(c)3. Could you please clarify if, as a contract school, we can apply independently or if we need to apply in conjunction with an LEA? We read the text below from the guidelines and are unsure if we can apply independently.

Answer: There are two portions of guidance in the RFP that may apply, but some of this is determined by your entity and connection to the LEA (Local Education Agency such as a public school district). Per page 1 of the RFP, "Charter schools authorized by LEAs are not eligible to apply independently from their authorizing LEAs." and then you also quoted the RFP from page 2, "A charter school that is a 501(c)(3) may apply with a Regional Office of Education or Intermediate Service Center that is recognized as an LEA." Both of these reference some entity acting as the LEA for a charter school.

Question: I had a question pertaining to the final document for submission. I have been working on the budget through excel and would like to insert numbers on attachment 9 of the form. Is there a way to do such or would I have to insert each number individually?

Answer: You'll have to insert the numbers onto Attachment 9 individually, it is a secured PDF and doesn't have the functionality of a spreadsheet.

Question: To make sure we have signatures correct, what is the difference between Authorized Official and Authorized Representative in our school district? Am I as superintendent the representative and my board president is the official?

Answer: That determination is up to each school district, the RFP states on page 36 "The Application page must be signed by the official authorized to submit proposals." As long as your board has authorized you to make decisions and commit resources on behalf of the district, you would be considered authorized.

Question: PR/Award Number or Project Name - Is that what we name our 21st CCLC program or the name of the grant - Title IV Nita M. Lowey 21st Century Comm Learning Center? And is that the same "Program Name" that goes on the FFATA form as well?

Answer: The PR/Award Number or Project Name is simply referring to the project they're applying for, in this case Nita M. Lowey 21st Century Community Learning Centers. Yes, this would also apply to Attachment 19 (FFATA).

Question: What is Applicant's Organizational Unit? Department Name and Division Name?

Answer: The Department and Division Name information would come from within your organization. Which department/division (if any) within your organization that is applying for the grant.

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Question: I read the FAQ but just want to make sure I understand, there is no electronic submission. 2 paper copies and flash drive only by May 28th 5pm, right?

Answer: Correct, no electronic submissions per page 5 of the RFP "Proposals must be received by mail no later than May 28, 2021, at 5:00 pm."

Question: I've searched for instructions on Disclosure of Lobbying Activities and remember years ago most of it was NA. So we just type NA on each line and sign, right?

Answer: Yes, if a document does not apply, please simply write N/A and still sign to submit with application.

Question: On Attachments 15 and 16, there is a line labeled "PR/Award Number or Project Name." Is that an ISBE notation, or is that something that our school district should know?

Answer: The PR/Award Number or Project Name should be filled in by the applicant. It is simply referring to the project they're applying for, in this case Nita M Lowey 21st Century Community Learning Centers.

Question: I was not sure if the Equitable Participation of Private Schools form -Attachment 11A was a requirement for the 21st Century Learning Grant application.

Answer: All applicants proposing to serve public schools must also consult with private schools within the geographical area proposed to be served by the grant and submit Attachment 11A. Per page 20 of the RFP, "A public school or other public or private entity that is awarded a grant must provide equitable services to private and public school students and their families. Grantees designing a program that meets this requirement must provide comparable opportunities for the participation of both private and public school students in the area served by the grant."

Question: Attachment 11A - We do not have any private schools within our district boundaries, but I don't see a choice to indicate as such on the form. How would we note that, so the grant reviewers don't just think it was a step we skipped?

Answer: Please indicate that there are no private schools within the district boundaries on the form and have your authorized district representative sign.

Question: Attachment 11B - We are the public school. Do we have to sign this form for ourselves?

Answer: All forms must be included. You may simply write "N/A" for "not applicable" and sign.

Question: Attachment 12 - We are not offering any graduation course programs. As with the Private School form, how would we note that, so the grant reviewers don't think it was a step we skipped? Do we just leave that particular attachment out of our application when we submit it?

Answer: All forms must be included. You may simply write "N/A" for "not applicable" and sign.

Question: Attachments 16A-C - We have no lobbying activities to report. Do we need to fill these out and include them in our application at all?

Answer: All forms must be included. You may simply write "N/A" for "not applicable" and sign. The signature box is in the lower right corner.

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Question: What is the Program Name?

Answer: The project name is Nita M. Lowey 21st Century Community Learning Centers

Question: To whom are the letters of agreement with partners addressed to?

Answer: In general, the letters of agreement are between the partnering organizations. Per page 25 of the RFP, "Once partnerships have been determined, applicants should execute letters of agreement with those entities that will serve as community partners in the 21st CCLC program and include roles and responsibilities of each entity."

Question: How would applicants know if schools were previously funded? Is there a record somewhere that houses the past history of programs that have been funded.

Answer: Previously funded 21st CCLC funded schools are included in a document posted on the ISBE 21st CCLC website. The document is at the bottom of the "Funding" section of the webpage or the direct link is here: https://www.isbe.net/Documents/schools_served.pdf In terms of the RFP, previously funded applicants are considered "Applicants that have previously (since 2012) received 21st CCLC funding".

Grant Competition Priority

Question: We do not have a co-applicant, it is just our district. Our district falls under three of the priority point criteria, but since it says "and" a joint applicant, are we ineligible?

Answer: Correct, all of the priority points would require you to have a co-applicant of "at least one public or private community organization." (page 11 of the RFP)

Question: All of my buildings are eligible for Title I, but we have it structured where only one school has the school wide program. No other schools can use Title funds. Do I only mark Title for the one school?

Answer: Guidance about Title I exists on page 3 of the RFP, "To this end, each applicant **must** propose to serve high poverty schools or schools eligible for *schoolwide programs* under Section 1114 of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA) Title I Part A (i.e., schools in which not less than 40 percent of the children are from low-income families)".

Question: Where can I verify if I am a rural school?

Answer: Rural school information is discussed on page 12 of the RFP, and indicates that "Verification of rural status will be made by using the Rural Education Achievement Program provided by ED at <https://www2.ed.gov/programs/reaprlisp/eligibility.html>."

Question: Can you provide clarification on when priority points are assigned?

Answer: The priority point information for this year begins on page 11 in the RFP. Per the RFP, "Proposals that receive a base score of 80 points or higher (out of 100 total points), as explained in the Application Review section, will be eligible for up to 30 competitive priority points." In other words, first the application must be scored and receive higher than 80 points, then the priority points will be added, if eligible. Information about the review criteria which will be used to evaluate all RFPs begins on page 47 of the RFP.

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Question: We will be partnering with a Title 1, Tier 2 public school, so we should be eligible for the priority points in that area, correct?

Answer: Per page 11 of the RFP is "These are programs that serve schools from Tier 1 or Tier 2 districts (status as determined by EBF in FY 2020 on the 2019-20 Illinois Report Card) identified as not having 21st CCLC services funded in Cohorts 13, 15, 19, and 21." So not only should the district qualify as a Tier 1 or Tier 2, but the district needs to not have any 21st CCLC services currently being funded within the district.

Question: The school we are working with has a grade range of K-8. Would we be eligible for the middle school priority points?

Answer: The RFP states (page 11), "For the purpose of this NOFO/RFP, middle schools are defined as eligible schools that contain exclusively grades 5 through 8, 6 through 8, or 7 and 8." A key word to note here is the word exclusively, for a school to be considered a middle school in terms of being eligible for the priority points, it must be a standalone building which serves a combination of grades 5-8. K-8 buildings will not qualify as a middle school for priority points.

Budget

Question: Is it permissible to budget for and pay a current Administrator to oversee the 21st Century program at their administrative rate?

Answer: Ultimately, that decision is up to the applicant and their co-applicant(s). Applicants should consider if the individual would have the time and capacity to dedicate to the 21st CCLC program when considering individuals for that position. In addition to on-site work overseeing programming, there are additional requirements which include the reporting and data collection requirements as well as attendance at required meetings or trainings. Additionally, per page 28 of the RFP, "The budget shall specify that no more than 5 percent of the total grant award shall be used for administrative and general expenses (General Administration 2300) (Page 56, [Illinois State Plan for Illinois 21st Century Community Learning Centers](#))". Depending on the rate of pay and percentage of time or hours that will be dedicated to the 21st CCLC program, these administrative costs could be in danger of approaching or surpassing the 5% cap.

Question: Is there an average cost per child to help determine the budget request?

Answer: No, applicants are encouraged to take into consideration proposed activities, number of students and families to be served, staffing levels, goals and objectives and evaluation services when determining the proposed budget. As costs for these items can vary throughout the state, there is no uniform cost calculation provided to applicants. Additionally, each applicant must be a good steward of public funds and take action to prevent the duplication of services. Applicants should identify other federal, state, and local programs that offer before and after school and summer services and work to coordinate and/or combine efforts for the most effective uses of public resources.

FY 2022 Request for Proposals Frequently Asked Questions

Question: May undergraduate teacher candidates be paid from the grant funds to provide academic enrichment, including providing tutorial services and academic enrichment services to eligible students?

Answer: Undergraduate teacher candidates can be hired to provide services to students using grant funds. Applicants would need to ensure that all Program Specific Terms of the Grant (RFP Attachments, beginning on page 39) are followed for all employees and volunteers.

Programming

Question: What is the minimum number of children that must be served per site?

Answer: There is no required minimum. However, it is recommended that applicants take into consideration the age of the students, the grade of the students and your community and what other services are already being provided. Your narrative must also include a recruitment and retention plan of the students most in need of academic assistance and the criteria.

Question: We are looking to work with volunteers to support some of the physical activities that are being planned for the program. If the volunteers are being recruited from specific organizations, do those organizations have to be designated as partners with formal MOUs?

Answer: Pages 25 and 26 of the RFP which discuss community partnerships. Specifically, page 25 of the RFP states, "Once partnerships have been determined, applicants should execute letters of agreement with those entities that will serve as community partners in the 21st CCLC program and include roles and responsibilities of each entity. These letters can be submitted as an attachment to the proposal as evidence of a commitment to partner with community organizations. The letters should describe the roles and responsibilities of the partners in the 21st CCLC, including any cash or in-kind services." This section discusses that any partners may submit letters committing cash or in-kind services (such as volunteers) outlining the roles and responsibilities the entity is committing to. There is more information on pages 25 and 26 as to the kinds of things that should be included.

Question: If awarded, do these grants include the learning partners to come in and work with students after school? Or, are there learning partners from which we can choose? Or, do districts typically provide their own staff and own materials for these after school opportunities?

Answer: The 21st CCLC grant does not come with built-in partners or a list of partners. Community Partnerships are discussed beginning on page 25 in the RFP where it states, "21st CCLC programs are strongly encouraged to establish collaborative partnerships with community organizations." It is up to the applicant to determine how the program will be staffed using 21st CCLC funding, if awarded. Allowable use of funds begins on page 28 of the RFP. Per page 30 of the RFP, "Funds may be requested to cover expenses for instructional staff who work directly with students."