

## 21<sup>st</sup> Century Community Learning Centers (CCLC)

### FY 2019 Request for Proposals

#### Frequently Asked Questions

##### RFP and Eligibility Questions

**Question:** When will the full RFP be released?

**Answer:** The full RFP was released on December 15, 2017. The RFP can be located at <https://www.isbe.net/Pages/21st-Century-Community-Learning-Centers.aspx>

**Question:** Is there a list of priority schools that ISBE is looking to fund specifically?

**Answer:** The priority schools list can be found at <https://www.isbe.net/documents/priority-schools-15.pdf>

**Question:** Will letters of intent be accepted in early January without penalty?

**Answer:** Yes, but we prefer that letters of intent be submitted by December 19, 2017.

**Question:** How should the narrative be organized?

**Answer:** The narrative portion of the proposal should be organized to respond to each of the inquiries in the order presented starting on page 36 of the RFP.

**Question:** Will you archive questions that are emailed to ISBE staff?

**Answer:** Yes, please send questions to [21stcclc@isb.net](mailto:21stcclc@isb.net).

**Question:** Are you referencing page numbers of the narrative or do you want the proposal numbered by page starting with attachment 1?

**Answer:** Number your pages beginning with Attachment 1, so that you can ensure that you have all documents requested.

**Question:** Page 21, Evaluation: Measures of Effectiveness. A. (1)(E) states: collect the data necessary for the measures of student success described in subparagraph (D). Where is this subparagraph?

**Answer:** Subparagraph D refers to the line item directly above item E on Page 21.

**Question:** Do you know when the attachments will be updated?

**Answer:** All attachments have been updated to correct formatting errors. No content was changed in the attachments.

**Question:** Can Chicago grantees submit to the ISBE office in Chicago?

**Answer:** Yes, proposals may be hand-delivered to the Chicago Office Reception Area, Suite 14-300, 100 West Randolph by 4:00 PM on February 15, 2018.

- Question:** Attachment 2 how do you mark Item "C" when you have new districts and also a previous funded site?
- Answer:** If the applicant (not the site) is a previously funded applicant in FY13 or FY15, "Previously Funded" should be selected.
- Question:** What needs to go in the notice to the newspaper?
- Answer:** The notice should include information about your intent to apply and who to contact if there are questions or entities interested in partnerships.
- Question:** If we are applying for the first time and don't have an RCDT code, where do we get one? We are a CBO.
- Answer:** Entities wishing to apply for an RCDT code should email [21stcclc@isbe.net](mailto:21stcclc@isbe.net).
- Question:** When does ISBE anticipate announcing the successful applicants?
- Answer:** It is anticipated that successful applicants will receive a Notice of State Award (NOSA) from the State Superintendent via email or the U.S. Postal Service approximately 90 days after the application deadline.
- Question:** Can a district apply for several school sites?
- Answer:** Yes
- Question:** If a school is at 39% low SES, are they eligible? What is only one school in the district meets the 40% requirement?
- Answer:** The law requires that 21<sup>st</sup> CCLC awards be granted only to applicants who will primarily serve students 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). Middle and high schools, the free and reduced-price count generated at the school or from the elementary schools that feed into the middle and/or high schools may be used to establish the low-income count at the receiving middle or high school.
- Question:** Are Chicago based charter schools eligible to apply?
- Answer:** Charter schools authorized by LEAs are not eligible to apply independently from their authorizing LEAs unless they are a 501c3, but will need to have a co-applicant with a LEA (i.e. Regional Office of Education). State-authorized charter schools are eligible.
- Question:** 2 USB drives or 1 USB drive with two electronic copies saved onto it?
- Answer:** 2 separate USB drives, 1 original paper copy, and 2 additional paper copies should be submitted
- Question:** If we have a priority school that is a charter school (chartered by the school district) can we include them as a site in the RFP?
- Answer:** Yes, charter schools may be included as a site.
- Question:** The Needs Assessment template - do we need to include that? It was not listed as an attachment in the RFP.

- Answer:** The Needs Assessment template does not need to be included. The template is to be used as a graphic organizer for applicants. Applicants should refer to the results of the assessment in the needs section of the narrative.
- Question:** Can we include a contracted school through CPS?
- Answer:** Please follow the CPS protocol that is on the 21<sup>st</sup> Century webpage.
- Question:** Can the funds be used to support organized high school sports programs?
- Answer:** No
- Question:** For the notice to the community, do social media sites count, ex: Facebook, Twitter, etc.?
- Answer:** The site needs to be accessible to the public.
- Question:** Would two sites be combined on one application if the program design is different?
- Answer:** If program design is different, an applicant may want to submit separate applications.

### **Co-Applicants and Partners**

- Question:** Do joint applicants have to have their RCDT code to submit the application?
- Answer:** Yes, please email [21stccclc@isbe.net](mailto:21stccclc@isbe.net) for more information on obtaining an RCDT code.
- Question:** Can an organization apply and partner with private schools and if so, who is the LEA
- Answer:** Organizations can apply with private schools. However, the purpose of the funds is to provide resources to increase student academic achievement for students who attend the State's lowest performing schools. The list of priority schools is located at <https://www.isbe.net/Documents/priority-schools-15.pdf%23search=priority%20schools>
- Question:** Given the page constraints some sections ask for in-depth/further partner information. Can partners be separated as those that are primary and those with less extensive involvement so that the narrative can focus on those primary partners? So that the secondary partners can still be listed without penalty for not providing more robust information.
- Answer:** Yes, you may separate the partners based on the extent of their involvement.
- Question:** There are priority points for working with a Community agency, so are they listed as a co-applicant with an RCDT code/GATA or is this addressed in the narrative?
- Answer:** Co-applicants will need to establish an RCDT code and complete the GATA pre-qualification process. The community agency will need to be listed as a co-applicant to receive priority points.
- Question:** When writing for multiple school districts, do they just sign the assurances for their original signatures?
- Answer:** The Assurances (Attachment 13B) will need to be signed by the co-applicant. A memorandum of understanding should also include the original signature of the co-applicant.

**Question:** Is there any advantage to submitting a joint application vs. applying as a single applicant?

**Answer:** A joint application is part of the criteria for priority points. Joint applications also provide applicants with opportunities access to more resources and services.

**Question:** Can you please clarify the difference between a co-applicant and a project partner?

**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:** We are an elementary school district. Is there an advantage to partnering with a high school?

**Answer:** Applicants should take into consideration the needs of their community when determining partners or co-applicants. Competitive priority points will be given to programs that serve eligible middle or high schools and are submitted as a joint application between at least one LEA receiving funds under Title I, Part A and at least one public or private community organization.

**Question:** Do all of our partners need to be 501c3 organizations? Can they be business owners that offer the services we are proposing?

**Answer:** Partners do not have to be a 501c3.

**Question:** If we are partnering with different districts, do we need to submit different proposals or one proposal with multiple sites?

**Answer:** One proposal can have multiple sites.

**Question:** Can a community foundation be the co-applicant?

**Answer:** Yes, as long as they are a 501c3 organization and partner with an LEA.

## **Funding**

**Question:** Does this mean that in the budget 2300 function/object must equal no more than 2% of total funding request? In the past, it was 5%.

**Answer:** In the past, it was 5%. For FY 2019, the budget shall specify that no more than 2 percent of the total grant award shall be used for administrative and general expenses (General Administration 2300). The indirect costs will be in addition to the administration costs. They will not be combined.

**Question:** How many grant awards are going to be given?

**Answer:** The number of grants awarded is dependent upon the funds requested.

**Question:** Assuming adequate appropriations and organizations meeting all requirements, is funding expected to be level for all 5 years?

**Answer:** All grantees will be level-funded at the initial award amount for each year of the life of the grant.

**Question:** It is my understanding that schools currently receiving funding under FY15 cannot be listed on a grant application for F19. Is that correct?

**Answer:** Yes, any school that is currently receiving funding from the FY13 and FY15 cannot be listed on an FY19 application to receive funding.

**Question:** Can you explain who can use indirect costs for the budget?

**Answer:** Indirect costs may be used by the fiscal agent. Entities (based on type) will utilize the ISBE-established indirect cost rates.

**Question:** Can you explain the part of the RFP that mentions that no one region will not get more than half of the available grants.

**Answer:** The State of Illinois is divided into regions. A map of the regions is located at <https://www.isbe.net/Pages/Statewide-System-of-Support-Fiscal-Agents.aspx>. This is referencing that no more than one region will receive over half of the funding.

**Question:** Is there a match requirement?

**Answer:** No

**Question:** Is there a general guideline for per student cost?

**Answer:** No, however, the costs must be in reason with the projected number of students projected to be served.

**Question:** Is indirect capped or can we use negotiated federal rate?

**Answer:** Grantees must use the rate negotiated by ISBE. For more information about indirect costs please see Page 37 of the *State and Federal Grant Administration Policy, Fiscal Requirements, and Procedures* found at [https://www.isbe.net/Documents/fiscal\\_procedure\\_handbk.pdf#search=fiscal%20handbook](https://www.isbe.net/Documents/fiscal_procedure_handbk.pdf#search=fiscal%20handbook)

**Question:** If we have completed the GATA prequalification for another state application, does that cover this app?

**Answer:** Yes it does for the Internal Control Questionnaire, however, if funded there will be a programmatic risk assessment that will need to be completed.

### **Service Requirements**

**Question:** If a proposal only intends to service 3rd, 4th and 5th graders, would that meet service requirements for the grant?

**Answer:** Yes. You can choose specific grades you want to target in a school. You do not have to serve the entire school.

**Question:** What is a minimum number of students to be served at a single school location?

**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.

**Question:** Does the district just need to offer 12 hours per week of opportunity for the enrichment activities or must the participants actually attend all 12 hours each week to keep the grant?

**Answer:** The focus of the activities should be to increase student academic achievement. The District will need to offer programs a minimum of 12 hours per week for a minimum of 28 weeks. Student attendance is counted by the number of days a student attended.

**Question:** Students must be served 30 days or more, what are you considering a day? For example, our proposal will be for enrichment activities 1.5 hours per day during the week and 4.5 hours on Saturday. So what would be considered a day?

**Answer:** Each day is the day programming is offered. For example, if a student attends on Monday and Tuesday, that would be considered 2 days of attendance.

**Question:** Are there programming requirements for summer?

**Answer:** Summer programming has a three-week minimum requirement.

**Question:** Can you provide clarity on the number of students per schools that must be met?

**Answer:** The number of students that must be met is dependent on the student enrollment of the school.

**Question:** Are schools required to serve youth who are not enrolled at their school?

**Answer:** A consultation must occur with the public or private schools in the area. Please see Attachments 11A and 11B.

**Question:** There is a 12 hour/week minimum. Is this 12 hours of student and family participation total? Or 12 hours of JUST student participation--with family pieces not included in the total.

**Answer:** The 12 hours refers to student participation. The 12 hours does not include family participation.

**Question:** What is the minimum number of hours, we must provide services for parents?

**Answer:** The hours for parents must not exceed the hours provided to students. Parent programs must be ongoing and not one time events.

### **Scoring**

**Question:** How many extra points will be received for including a high school or middle school?

**Answer:** Programs serving middle and high schools and submitted as a joint application between at least one LEA receiving funds under Title I, Part A and one public or private community organization will receive 10 points. If it is a rural school that meets the definition of rural also you may receive an additional 10 points. If the school is also a priority/comprehensive school you would get an additional 10 points for a total of 30 points if you met all three priority areas.

**Question:** How many points for a school on the priority list?

**Answer:** Competitive priority of 10 points will be given to those programs that serve the state's lowest-performing schools (identified as a priority school) and are submitted as a joint application between at least one LEA receiving funds under Title I, Part A and at least one public or private community organization.

**Question:** To confirm all priority categories are 10 points?

**Answer:** Yes, please see page 50 of the RFP for more information regarding grant competition priorities.

**Question:** Do the competitive priority points only apply to stand alone Middle and High Schools or does it count to just serve middle school students?

**Answer:** Competitive priority points apply only to stand alone Middle and High schools. Students in a K-8 building are classified as elementary.

**Question:** Regarding the region limit. If a single region would otherwise be awarded more than half does the lowest score gets dropped? Does the next highest score from a different region is instead awarded?

**Answer:** All proposals are ranked ordered by score and region. Therefore, the next highest score would be awarded.

**Question:** Is there a rubric for this RFP?

**Answer:** The scoring criteria can be found in the RFP, starting on page 44.