

2018 21st Century Community Learning Center Request for Proposal (RFP) Questions

Questions	Responses
Eligibility:	
Are Public Charter schools eligible to apply for a 21st CCLC grant?	Public charter schools are eligible to apply for a 21st CCLC grant.
Is it possible for programs to operate less than the 12 hour requirement if a transportation hardship has been proven to affect the quality of families and students of the program?	As an alternative, programs can propose 10 hours a week for 30 weeks or 12 hours for 25 weeks for School Year programs.
What information has changed about the application or the eligibility process in the last 4 years?	Refer to the RFP distributed on March 5, 2018 and available on the Maryland State Department of Education (MSDE) web page for current application and eligibility processes.
Is it possible to submit a proposal with more than one competitive priority and receive points for only one of them?	A Lead Agency can only apply for one competitive priority to receive an additional five points.
Programmatic Requirements:	
Is there still a requirement for 1 hour of uninterrupted academic instruction per day?	Refer to Project Design (Section 3.2.)
Do programs have to implement programming four days a week or can programs serve students three days a week for 4 hours?	Programs offered during the school year must offer no less than 12 hours of programming per week.
Explain how many hours per week of academic enrichment and enrichment programming are required. Is there a minimum number of hours per week every day of the week?	Refer to the Required Minimum Hours of Programming (Section 2.0.1). During a 12 hour program week, 6 of the hours should be dedicated to uninterrupted academic support and 6 hours of uninterrupted enrichment time.

During summer programming, programs must have a minimum of 80 hours of academic and enrichment programming to include at least 32 hours. What kind of services should the remaining 48 hours include?	The remaining 48 hours may include programming activities (e.g. field trips, meals, character education, service-learning projects, recess, etc.).
How many different “types” of activities do you prefer to see included in program design? (i.e. academic, recreational, counseling, drug prevention, etc.)	The number of different types of activities proposed in the application depends on the project design proposed by the Lead Agency.
For programs during school year, can hours for after school programs combine with school day hours?	Refer to Required Minimum Hours of Programming (Section 2.0.1)
Is it a grant requirement for programs to utilize certified teachers to administer academic support to students?	It is not a requirement that academic support or enrichment services are provided by certified teachers.
Explain what is meant in the RFP in regards to an offering of recreation.	If competitive priority number 3 is selected, recreation would include providing healthy recreational enrichment that promotes positive physical, emotional and social development that better student’s health and wellness.
What is meant in the RFP in regards to offering outdoor activities?	If outdoor activities are provided, they must be conducted in a safe environment that meets the needs of all participants.
Please explain the homework support requirements.	If program time is to be used for homework completion, it must be in addition to the required academic and enrichment time.
If you include a mentoring component in the grant application, are stipends allowed for mentors?	If your program includes a partner who provides a mentoring component, stipends may be allowed. Student stipends are disallowed.
How would a program determine the number of students to serve? Is there a cost per pupil that should be followed in the RFP that assists with obtaining a final budget amount?	The number of students served should be based on the size of the target population, the competing after school activities, and the Lead Agency’s ability to recruit staff. The cost per pupil is calculated by dividing the number of program days by the proposed number of students. Refer to Exhibit 3 of the RFP.

Do letters of support included in the narrative page count toward the 25 page limit?	The Partners Letters of Commitment (Section 3.9.1) are not part of the Project Narrative page count and should be included in the Appendix.
Can ESOL classes meet the requirement of offering families of students served by the community learning centers opportunities for literacy instruction and related educational development?	Adult ESOL classes would count toward meeting this priority. Refer to Section 1.9 (9).
SEA Goals:	
Please explain how the SEA Performance Goals should be indicated in Exhibit 5?	In Exhibit 5, indicate the alphabetical bullet for the SEA Performance Goals as listed in Section 3.4.
Are the SEA Performance Goals considered the Alignment Worksheet?	Exhibit 5 replaces the Alignment Worksheet.
Do we include SEA goals on Exhibit 5 to include a narrative to explain them?	Applications need only include the SEA Goals in Exhibit 5 under the ESSA Goals column. A narrative about the SEA Goals is not required.
In the sample Maryland 21st Century Community Learning Centers Performance Measure and Indicators (Exhibit 4) should the column be labeled as "SEA Goals" instead of "ESSA Goals"?	There is no need to change the ESSA Goals column heading. Include the SEA Goals under the ESSA Goals heading in the Maryland 21st CCLC Performance Measures and Indicators. (Exhibit 5).
Evaluation and Dissemination:	
Is there a requirement to submit an internal evaluation plan with the grant application?	Grantees are required to conduct an external local-level evaluation and annually submit a narrative evaluation report documenting the success of their afterschool program. Refer to Section 3.6.1.
Is a narrative required to address on-site monitoring and desk audit monitoring?	The On-site Monitoring and Desk Monitoring (Section 3.7) of the RFP are provided for informational purposes. This section does not need to be addressed in the Project Narrative.

<p>The RFP lists five required data elements on p.18. Is it required that baseline data be included for these elements?</p> <p>If the answer is yes, is the data included in the evaluation section or appendix section?</p>	<p>Baseline data should be included in Exhibit 5 under the Performance Measures column. Refer to the RFP (Section 3.3).</p> <p>Performance indicators must only reference state, local, or school-defined baseline standards. Baseline data should be referenced in Exhibit 5.</p>
<p>Sustainability:</p>	
<p>What are some examples of in-kind contributions and what are some non-examples?</p>	<p>In-kind contributions can include material, personnel, and financial contributions. Refer to the In-kind column in Exhibit 8 for examples.</p>
<p>What are some examples of sustainability sources for years 4 and beyond?</p>	<p>The project narrative should include descriptions of current public/private partnerships, plans to expand these partnerships, and plans to develop new public/private partnership.</p>
<p>Please explain match requirements per year?</p>	<p>Refer to Matching Contributions (Section 4.0.2) of the RFP.</p>
<p>Does the match increase % each year?</p>	<p>Refer to Section Matching Contributions (Section 4.0.2) of the RFP.</p>
<p>Can a program use the U.S. Department of Agriculture meal program towards the 10% matching funds because it's federally funded?</p>	<p>In-kind contributions cannot be derived from other federal or state funds. Refer to Section 4.02 of the RFP.</p>
<p>Budget and Adequacy of Resources:</p>	
<p>Is a Budget Narrative required in the proposal?</p>	<p>A budget narrative is required. The budget narrative is not included in the 25-page limit.</p>
<p>Is only one year of the budget required? Do the budget pages have to be numbered B-1, B-2, etc., as in previous years?</p>	<p>Only one year of the budget is required. The pages do not have to be numbered B-1, B-2, etc. There is no page limit for the budget.</p>
<p>In the line item for the program director in the sample budget, there is a reference to SACPS.</p>	<p>The itemized budget is provided as a sample. SACPS is a sample Local Education</p>

What is SACPS?	Agency (LEA).
Is there a cap on supply costs?	The cost of supplies cannot exceed a cap of 8% of the total budget.
Exhibits:	
Please explain which exhibits are or are not included in the 25 - page limit, specifically Exhibits 5, 6 & 7?	Exhibits 5, 6 and 7 are not included in the 25-page limit but are required as part of the submission.
Exhibit 3:	
What is the date when the cover page will be posted on the 21st CCLC Maryland State's website?	The application cover page will be posted in Word on the MSDE website on April 13, 2018.
Exhibit 4:	
Should performance measures cover three years with an August 2021 deadline?	Performance measures and indicators should be included for all three years.
Explain how the Performance Measures used in the sample in Exhibit 4 align with the directions on Page 15.	Exhibit 4 should be used as a guide when completing Exhibit 5. When completing Exhibit 5, refer to the directions provided in Section 3.3, and identify the target population. The performance measures should be realistic, measurable, and reference state, local or school-defined baseline data or standards.
Is a performance measure required for each indicator?	Performance measures are required for each relevant indicator and must align with the Extent of Need for Project section of the RFP.
How is indicator 2.3 (offer educational services and/or activities appropriate for adults of the families...) different from Indicators 3.1 that are all related to family services?	Indicator 2.3 focuses on providing a range of high-quality educational and recreational services for families. Indicator 3.1 provides services to support parental involvement and family literacy.

If a program does not currently serve a high population of adults whose first language is not English, can a more general goal for parental communication be included in this section?	A more general goal focusing on parental communication is acceptable if aligned with the proposed Extent of Need for Project section of the RFP.
Performance Measures and Indicators (Exhibit 5):	
Should <u>all</u> pre-printed objectives and indicators be addressed in Exhibit 5? Can additional objectives and indicators be included?	The objectives and indicators are aligned with the ESSA goal and objectives, and must remain unaltered. Performance measures may be added to address relevant indicators.
Is the applicant only filling out Performance Measures and ESSA Goals?	Completion of the Performance Measures columns and ESSA Goals columns are required in Exhibit 5.
Should Exhibit 5 be included in the narrative in the chart format?	Exhibit 5 should be included in the Appendix. It is not counted as part of the Project Narrative page limit.
Should performance measures and indicators be included in the narrative and included as an exhibit?	Performance measures and indicators should be addressed in the Project Narrative. Exhibit 5 should be included in the Appendix.
What is the alignment worksheet that is referred to in the second sentence of the first paragraph in this section?	The Alignment Worksheet referred to in Section 3.4 is Exhibit 5.
Is Exhibit 5 provided as a template for the Performance Measures and Indicators, and SEA Goals?	Exhibit 4 is provided as an example. Exhibit 5 is provided as a blank template for completion of performance measures and ESSA goals.
How do we format the table to show 1, 2, and 3 year goals as well as interim measures and progress?	When completing Exhibit 5, format the table to include performance measures for each year of the 3-year grant.
Management Plan Worksheet (Exhibit 6):	
Is the Management Plan Worksheet (Exhibit 6) part of the 25 page narrative?	The Management Plan Worksheet (Exhibit 6) is not part of the 25-page narrative.
Do the report deadlines (Annual Evaluation Report & Final Three-Year Evaluation Report) apply to all grantees or may they differ for summer-only programs?	The dates may be different for summer-only programs.

Should information about the Management Plan be included in the narrative section or only in the Management Plan Worksheet (Exhibit 6)?	The Management Plan should be included in the Project Narrative. The Management Plan Worksheet (Exhibit 6) is a required exhibit. Refer to Sections 3.5.4 and 3.5.5.
Partners Plan Worksheet (Exhibit 7):	
Is the Partners Plan Worksheet (Exhibit 7) part of the 25-page narrative?	The Partners Plan Worksheet (Exhibit 7) is not part of the 25-page narrative.
LEA/School Participation Agreement (Exhibit 9):	
Is the LEA/School Participation Agreement form due 30 days after notification of the Validation Visit or is it to be submitted with application?	The LEA/School Participation form does not need to be submitted with the application but must be submitted no more than 30 days after the validation visit.
Can a LEA include additional stipulations on the LEA/School Participation Agreement form (Exhibit 9)?	LEA/School Participation Agreement (Exhibit 9) cannot be altered. Supporting documentation to address additional LEA stipulations can be added to the Appendix.
Are letters of support required from superintendents and principals?	The LEA/School Participation Agreement form (Exhibit 9) must be signed by the superintendent and principal of each participating school. Letters of support from principals are no longer required.
Do public charter schools need the Superintendent's signature on Exhibit 9? Can the signature be a signed and scanned signature?	A completed LEA/School Participation Agreement (Exhibit 9) is required of all applicants. A scanned signature is acceptable.
Private School Consultation Form 2018 (Exhibit 10):	
If private schools in the area are not Title 1 schools and do not serve at least 40% of students from low income families, is a Private School Consultation Form 2018 (Exhibit 10) still required.	A completed Private School Consultation Form 2018 (Exhibit 10) is required of all applicants.
Can a form used in a previously-held non-public consultation meeting suffice for the Private School Consultation form?	The completion of Private School Consultation Form 2018 (Exhibit 10) is required.

What are the expectations for faith-based or community-based applicants regarding private school consultations?	A completed Exhibit 10 is an expectation for all applicants. Refer to The General Education Provisions (GEPA), Section 427.
Funding:	
Does the requested amount affect the likelihood a Lead Agency will receive funding?	The requested amount does not affect the likelihood an organization will receive funding.
Can a Lead Agency be awarded a grant for less than the requested amount?	The grant award may be less than the requested amount.
Approximately how many awards will be disbursed?	The number of awards disbursed will depend on the amount of the federal funding received by the State of Maryland.
Is the federal funding to the state awarded annually or will the allocation cover the 3 years of the grant award?	All funding is contingent on annual awarding of federal funds to the MSDE.
What is the current status of funding from the federal grant?	At this time, the MSDE is awaiting the award allocation from the U.S. Department of Education.
If a Lead Agency does not receive the full requested amount, will the budget narrative and itemized budget need to be revised?	If the MSDE reduces the amount requested, a revised budget narrative and itemized budget are required.
Is there an average grant amount?	Grant awards can range from a minimum of \$50,000 to a maximum of \$400,000 per year.
What are specific examples of indirect costs?	Indirect costs are those expenses associated with facility rental, utilities, accounting fees, and health insurance. This is not an inclusive list.
Is a Lead Agency able to submit more than one proposal per agency? Is the \$400,000 maximum amount allowed per grant or is it maximum \$400,000 per agency?	Lead Agencies may submit more than one proposal per program. Each program proposal may not exceed a request of \$400,000.

Appendices:	
Where should the permits, certifications, etc. for Compliance with Federal, State, and Local Health and Safety Standards be placed in the application?	The documents detailed in Section 6.0.4 should be included in the proposal appendix. Refer to Appendices - Section 6.0.
Where should the letters of commitment be placed in the application?	The letters of commitment are not included in the 25-page limit and should be included in the Appendix.
Does the Extent of Need for Project need to include actual surveys or is a synopsis/summary sufficient?	A synopsis or summary of data collected should be included in the Extent of Need for Project section of the proposal.
Submission:	
What information should be included in the subject line when we submit the application?	The subject line for the submission should include the name of the Lead Agency and program name. If submitting an application with multiple programs, list each program name in the subject line.
Is it possible to submit one proposal for 2 schools or should there be one proposal per school?	One proposal can include multiple sites or schools and can be submitted as one application.
What is the order for submission of documents?	Refer to the Application Checklist (Exhibit 2) for the exact order of documents submission.
Can a proposal include two different sites within two different LEAs?	A proposal can include sites within multiple LEAs.
Is there a limit to the number of applications that can be submitted by a Lead Agency?	There is no limit to the number of applications that can be submitted by Lead Agencies.
Should tables be single spaced in a 10 pt. font?	Tables should use single-spaced using a 10 point font.
Do existing programs have to be re-named?	Existing programs can submit an application using their current program name or a new name.
What sections are included in the 25- page Project Narrative?	Refer to Application Checklist (Exhibit 2) for sections included in the Project Narrative.

Does the text regarding compliance with GEPA go into the narrative and count toward the page limit?	The text regarding GEPA compliance is part of the Project Narrative and counts toward the 25-page limit.
Validation Process:	
When will Lead Agencies receive a request for a validation visit? When will Lead Agencies be notified of the results of the validation process?	Refer to Summary of Dates - Section 1.4 of the RFP.
Do all applications scoring 80% or higher receive funds?	Proposals scoring at 80% or above will be eligible for Validation Process Part 3. The MSDE shall make final determination for awards based on the results of the Validation Process and the availability of funds.
Are the review panel members familiar with the research that supports after school programs?	The review panel members are familiar with the research that supports out-of-school time programs.
Will the review panel look at performance and outcomes from current programming to determine award funding?	The review panel members will not review performance and outcomes from current programming unless this information is included in the application.
If a current grantee applies but targets a different population at a different school, are they considered a returning or new grantee?	An application submitted from a current Lead Agency targeting a different population and school is considered a current grantee.
Should the application include partner's letter of commitment?	Partner letters are required for each partner at the time of application submission. Refer to Partners Letters of Commitment - Section 3.9.1
When should a program plan to start serving children?	Programs should begin upon receipt of Notice of Grant Award. Refer to Summary of Dates - Section 1.4 of the RFP.
How often should steering committee meetings take place?	There is no required number of meetings. Programs should determine how frequently meetings should take place based upon need.
What is the preferred mode of transporting students?	School buses are the preferred mode of transporting students. If school buses are not used, the proposal should explain the mode of transportation.

How is community defined?	A community is defined as the students, families, school staff, program staff, and stakeholders who work or reside in the immediate area of the proposed location where the students will be served.
Miscellaneous:	
Are any of the approved 21st Century grant applications available to the public? If so, how can we view them?	Approved grantee applications from prior competitions are not available to the public.
Are the documents presented at the Bidders' Conference available electronically?	The RFP and PowerPoint are posted on the MSDE website.
Are Word documents of the Exhibits from the RFP available?	The exhibits will be available in Word on the MSDE web page on April 13, 2018.
If an organization serves under 85% of the proposed number of students, will the grant be reduced or completely eliminated?	The MSDE reserves the right to continue or discontinue the program if the program does not meet or exceed 85% of the proposed level of targeted student attendance. Refer to Funding and Length of Grant - Section 1.5.

Additional questions and responses may be added at a later date