21st Century Community Learning Centers
Request for Proposals, 2017-18

Bidder's Conference Questions
August 29, 2017

Does the school require an MOU/MOA with outside agency partners for State Assigned Student Identifiers (SASID) sharing?
If the school district is not the lead applicant, the lead applicant agency must establish an MOU/MOA to obtain SASID's for federally mandated reporting requirements.

If I am writing for a K-8 school but am only seeking to serve the middle school population, what dosage do I have to provide?
The dosage must meet the middle school requirement of three days per week at two hours per day.

Does homework help have to be provided every day?
Yes, homework must be provided daily for elementary school students. However, it is allowable for programs to design a "Fun Fridays" model where homework is not required on Fridays to provide incentive for participants on days when there is typically less homework given. For middle and high school programs, space and support for homework help must be offered daily, but student attendance should be based on need.

What do we do if the district won't pay for 1:1 services for children in the program? What do we tell parents?
The goal of this funding is to be inclusive of all students; however, costs of an individual student with an IEP cannot impact the overall program design. Average per pupil allocation cannot be impacted by special education costs. Programs should advise parents that extra supports must be written into an IEP and paid for with special education funds.

Can I pay parents to work in the program?
Yes, parents can be hired to work in the program.

Can you pay high school students to work in the elementary programs?
Yes, but you cannot pay high school participants to attend their own after school program.

Can you purchase food as a supply for a cooking class in the program?
Yes, but the food must go to the participating students and be reflected in the total budget.

Can food be purchased for family events?
Yes.

In high school, if students do not self-report their free/reduced lunch status, but we know the school demographics would support eligibility, how can we prove eligibility?
If all feeder middle schools meet the 40% or more free/reduced lunch eligibility, the high school may be eligible to apply. Applicants must get pre-approval from CSDE to ensure eligibility.

Do the coordinator and data entry person have to be separate positions?
A minimum of one hour per day (after initial training and registration) must be set aside for database entry; staff responsible must have adequate time to meet this need.

Can we submit the same application for the state and 21st CCLC funding?
You can submit applications to serve the same school/population for different funding, but if notified of award, you must choose one funding source to accept.

Can we blend the SDE and 21st CCLC funding?
You can supplement but not supplant funding.

If you are already a recipient of this funding at a school, can you write another grant for the same school?
Yes, as long as you are writing for a different population (different grades or additional students) so that funding is not supplanted.

Can different community based organizations apply for different grants at the same school?
Yes, but the programs should communicate with each other and align offerings so that they are not in competition.

How do you know if there is another agency running programming in the school for which you hope to apply?
The principal must sign all applications and should share the information about current programming and other applications for programming at the school.

Can you write a grant for additional services at a current site, without adding new students?
Yes, you can write a grant to supplement programming, however, supplemental grants must be able to function independently once the original funding expires.

If we applied for other funding, do we have to share that information in the application?
You don't have to share information on money you haven't received yet.

Can we send staff to any professional development or offer in-district training?
Yes, programs have the autonomy to choose the trainings that they will provide for staff as long as the training meets the needs of the after school program. Grant applications should clearly reflect the professional development and training offerings that will be provided to staff.

Do you have to notify area private schools every year?
Private schools must be notified of the intent to apply.

Are indirect costs allowable?
No, unless you have received approval by the CSDE to charge an indirect. If you have received approval the maximum amount you can charge as an indirect is 8%.

Can you build in a fee structure in years 4 and 5 to make up for the reduced funding?
It's not prohibited, but may be difficult to introduce program fees in years four and five of the grant.

Can you include a schedule as an addendum?
Yes.

Do you have to follow the font guidelines?
Applications must follow the requirements in the RFP.

In a chart or graph, do you need to use a 12pt. font?
No, there are no font requirements for charts or graphs.

Is it a requirement to have certified teachers as staff in your program?
It's highly recommended that programs hire certified teachers to help build academic programming and align learning with school day objectives.

Is it a disadvantage to submit a proposal for gender-specific programming?
Yes, programming must be open to all eligible students at the site.

Will you accept a letter of commitment in replacement of an MOU/MOA for the application?
Yes.

Is there a limit to how many grants a town/district can submit?
No.

Frequently Asked Questions from previous Bidder's Conferences

How much funding has been allocated for the 2016 competition for the 21stCCLC grants?
Approximately $1.5 million dollars are available for new traditional grant awards. Grants are awarded for a five year funding cycle and amounts range from a minimum of $50,000 to a maximum of $200,000.

What is the minimum amount of programming hours that must be provided?
Elementary school programs must operate for a minimum of 4 days per week for at least 2.5 hours per day. Middle and high school programs operate for a minimum of 3 days per week for at least 2 hours per day. Programming time can include both before and after school components, but must serve the same students. Students must attend a minimum of 30 days to be considered active. All programs must run for a minimum of 25 weeks per year.

What is a reasonable per pupil cost?
The recommended per pupil allocation is $1,500- $2,000 per student. Elementary and Middle School programs cannot exceed $2,000 per pupil and High School programs cannot exceed $2,500 per pupil. Please include this information in your grant application. Applicants that request a larger per pupil allocation must justify the higher cost per student.

Can you use 21st CCLC funds to provide summer programs?
Yes, funds can be used to provide a summer program component however the summer component must serve the same students that participate during the school year. Funds will be available until September 30$^{th.}$

Can we apply to serve Pre-K students?
Yes. However, the funding cannot be used to create full day Pre-K. It must be an "afterschool" program not mandatory for all students to attend. There must be a clear delineation between the school day and the after school program.

Can we apply for new 21st CCLC funding if we are in year 5?
Yes.

Our Kindergarten is half day, can we use 21st CCLC funds to support the rest of the day?
No. However, you can use it to support an afterschool program that is not mandatory. There must be a clear delineation between the school day and the after school program. Students cannot be required to attend.

If you are reapplying and already paid for a site license, do you still need to set aside 5% for this purpose in year one of grant funding?
Yes, site licenses are purchased annually and the onetime 5% investment is used to cover the costs of the site licenses and evaluation for the five year grant cycle.

Can we write a grant that serves three schools within our district?
Yes. You can serve multiple schools within a district as long as each school meets the requirement where at least 40% of the children served lunch are eligible for free or reduced price meals.

Can we use 21stCCLC funds to purchase equipment?
You cannot purchase equipment or pay for construction. An item such as a laptop, to be used by the coordinator and data entry staff, is considered a supply and should be purchased in year one of funding to be used throughout the five year life of the grant.

What is a reasonable in-kind contribution from a district/community partner?
The CT State Department of Education does not define minimum or maximum amount.

I am from an inter-district magnet school, which communities do I have to notify about intent to apply? Just the town where the school is located or all of the districts where students originate from?
You are required to notify the administration of the inter-district magnet school as well as the families of the students.

How do we notify students that may be home schooled? Are they allowed to participate in the program?
If a student is districted to your school and choses another educational setting, they still have the opportunity to attend the program as long as space is available. You are responsible for notifying the home school association in your town of the intent to apply as well as program information if awarded a grant.

Can I charge fees to families?
Yes, programs are allowed to charge fees to participants, but fees must be charged on a sliding scale and no student can be turned away because of non-payment. Fees collected must be recorded in a separate account and be used to support 21stCCLC programming during the same year.

If we propose to serve more than one school in our application do we need another signature page for additional school principals?
Yes, you must have a principal signature from each school you plan to serve in your grant application.

Can you use grant funds to support a before school program?
Yes. However, in order for the students to be counted, they MUST attend in the morning and afternoon.

Can you use grant funds to cover transportation costs?
Yes. However, transportation costs cannot exceed 20% of the total budget.

Does the Connecticut State Department of Education plan to allocate a percentage of available funds specifically for option A or B?
No.

If a Community Based Organization (CBO) applies as the lead applicant are they required to submit a letter of commitment from the school district's superintendent?
Yes. Every grant application submitted by a CBO must include a letter of commitment from the superintendent and administration.

Do you have to serve the same students over the course of the (five year) grant?
Each year the program must try to enroll and serve the same students throughout the funding year. As long as the students do not age out of the program, the goal is to recruit and retain the same students for as long as possible.

When are grantees required to begin programming?

In year one the program is required to "get the ball rolling" as soon as they receive the award notification. In years two through five the programs should begin the first day of school, or the date in the grant proposal.

Can grant funds exclusively support an intensive summer program if it meets the dosage requirements?
No.

Can we provide professional development during the after school time?
Yes, but the program should still be held- presenter or special activity for the kids so that some staff can do pd during that time.