

GENERAL QUESTIONS:

How do I get a copy of the PowerPoint pre-proposal workshop presentation and a copy of the RFA? A copy of the 21st CCLC Cohort 4 RFA is available on our website located at www.pde.state.pa.us/21stcclc. The pre-proposal PowerPoint has been converted to a PDF file and is also posted.

Can the application be considered with a postmark of June 29th? **NO**, the original application and five copies must be received in the Pennsylvania Department of Education by 4:00 P.M. on June 29, 2007.

How many dollars did USDOE allocate to PDE for 21st CCLC Cohort 4? Total anticipated funding for Cohort 4 is \$15-\$17 million.

Is after school defined as 3:00 PM to 6:00 PM only? After school programming should begin at the close of the regular school day. It is recommended, but not required, that programs operate for three hours each day.

Is the narrative required to be double-spaced? Yes, the narrative is to be double-spaced and may not exceed 20 typed pages using a 12-point Times New Roman font with a 1" side, top and bottom margin on each page.

What is included in the 20-page application program narrative limit? Included in the 20 page application program narrative limit are the following components: Program Need, Program Design/ Program Design Form (multi-year), Management Plan, Adequacy of Resources and Program Evaluation. Charts that are part of the narrative can be single-spaced and will count toward the 20-page limit. The evaluators will not read anything that exceeds the 20-page limit. Application scoring will reflect what was included in the 20 pages only. The program narrative must follow the same order as the evaluation criteria listed in Section IV. See page 18 of the RFA.

What is not included in the 20-page limit? The Title Page Form, Table of Contents, Program Abstract (one page narrative summary only, single or double spaced), Summary Budget Forms and Budget Narratives and Letters of Agreement are not included in the 20-page limit. See page 18 of the RFA.

May the Multi-Year Program Design chart in Appendix C be single spaced? Charts can be single spaced.

Please discuss the use of charts in the narrative. Additional charts can be included in the narrative, but will be part of the 20-page limit if they contribute to, or are part of, the narrative.

Do we need a separate application for each site? No.

Do we need a separate cover letter? No, a cover letter is not required.

Is this an eGrant application? Although the 21st CCLC Grant is an option listed on the eGrant site, it is not currently available for use.

How many awards are anticipated? Grant award selection will depend on the quality of the applications submitted, with selection priority given according to the categories listed on pages 4-5 of the RFA. We do not have a specific number.

Are potential grantees able to see the comments from the grant reviewer and the score? Grantees can request comments and grant reviewer application scoring following the announcement of grant awards. This should be done within a reasonable timeframe, in writing. No phone requests will be taken.

Is there a sample grant available for review? There is no standard program model, as applications reflect local needs and partnerships. PDE and proposal reviewers select those applications that best meet the criteria for success during the current competitive review process.

What are the dates for the required meetings? Grantees will be notified of required session dates. Dates will also be posted on the Pennsylvania Department of Education website.

How is the rating sheet used? The rating sheet and evaluation criteria are provided as a guidepost and indicates what the peer reviewers will be looking for in your application and how they will score it.

Please clarify whether test within tables or bulleted lists should be double spaced or if it can be single spaced in these instances. Both examples can be single spaced. Applicants should limit tables and bulleted lists to areas where needed.

What are the most common problems with grant proposals? Failure to follow directions, poor descriptions, lack of consistent and adequate description between budget documents and program narrative.

What are the requirements to be a Peer Reviewer and how much time is required to peer review? Please visit www.center-school.org for complete details.

I'm new to grant writing, who can review my proposal prior to the June 29 deadline? A collaborating member, an evaluator or other person you deem appropriate.

Where can we find the scoring rubric? The sample grant application-rating sheet is located in Appendix D of the RFA.

What is considered a “safe site”? Sites must meet OSHA standards and encompass a variety of aspects in the child’s environment including, safety in location, appropriate monitoring during hours of operation, safe transport to and from the site and all staff working with children holding relevant clearances. If using an alternative site, it should be at least as available and accessible to participants as the public school.

We are a large urban school district. If we articulate criteria and process, and identify region and then speak to process for aligning sites or principles of effectiveness and un-met need, can we defer identifying the sites in the application? We wouldn’t recommend it, but that’s up to the applicant. Reviewers usually want to know specific details such as grades, schools and needs of students served.

What should be included in the management plan? The management plan should have clearly defined responsibilities, timelines and benchmarks for accomplishing program tasks. See pages 15 -16 of the RFA.

Please explain the use of the “Program Design Form” and its placement within the project narrative document? The Program Design Form is the same thing as the multi-year program design and is located in Appendix C of the RFA.

Questions from current grantees should be discussed with their Pennsylvania Department of Education 21st CCLC Program Officer and will be handled on a case-by-case basis.

ADVISORY BOARD QUESTIONS:

What is the number of recommended persons on the advisory board? The optimum size of the 21st CCLC Advisory Board is ten to fifteen members; with at least two parents and students participating on the board.

If applying for more than one 21st CCLC, do you need an advisory board for each site or can one board act to advise several sites? The Advisory Board needs to be representative of your community and must include two parents and two students in addition to members from the private sector and community agencies. With more than one site, it is recommended that you include individuals from both communities.

Can a site have two boards: one for parents and the other for community groups? On page 12 of the RFA it states, “grantees are required to establish a local 21st Century Advisory Board composed of students, teachers, parents, community agencies and individuals from the private sector.” Ad hoc committees can be established, but having two boards is not recommended.

To what extent do adults need to be involved in the program? Do they have to receive instructions? Adults should be on advisory boards and provided instructions in accordance with their needs. 21st Century programming for adults must be limited to serving parents and guardians of children enrolled in the 21st Century CLC. Those services are described in the RFA.

Questions from current grantees should be discussed with their Pennsylvania Department of Education 21st CCLC Program Officer and will be handled on a case-by-case basis.

ASSESSMENT AND EVALUATION QUESTIONS:

Are there a certain number of indicators that would be considered reasonable for each performance measure? A minimum of two indicators, but no more than five, should be included for each performance measure.

If we are working with multiple school districts that use different assessments, how should the performance indicators be worded? The performance indicators should be worded to reflect your targeted population and the services that will be provided.

Is it acceptable if the proposed program uses its own assessment that is not universally used in the school district? (Such as the Princeton Review SAT Prep)
Yes.

What percentage of the budget is reasonable for cost of an outside evaluator?
All outside evaluator costs must be reasonable and explained in the proposal.
Typically we see 5-8%.

AYP:

Are we looking at AYP for 2005 or 2006? 2005-2006 AYP.

Please explain the importance of AYP and Cohort 4 funding. The list of Pennsylvania districts identified for improvement, i.e., those with one or more schools not making Annual Yearly Progress (AYP), is located in Appendix E. Applicants are encouraged to review the funding priorities listed on pages 4-5 of the RFA.

BUDGET AND FISCAL QUESTIONS:

No maximum is listed for a budget, but what is a reasonable amount or cost per participant? There is no maximum grant award. All requests should be reasonable when looking at cost per participant, number to be served and the scope of services proposed.

How detailed must sustainability be? Applications must demonstrate collaboration with community agencies to leverage additional resources to build sustainability and describe a clear plan for how they will continue when funding ends.

What is a "SAP" Vendor Number on the Title Page mean? A six digit SAP vendor number is required to do business with state government agencies. If you have done business with the state, your Business Manager will be able to provide the SAP number. If you do not have one, contact Deana Zerby at 717-772-2429 with your Federal I.D. number and she will check for you.

Can object 3300 code be used for programs that have parents attending? Object code 3300 is shaded and you cannot write in that area on the Summary Budget Form.

What is a fiscal year? For purposes of grant writing, use the periods of October 1 to September 30.

Is it necessary to have a full time director paid with PDE (21st century) funds? Applicants are strongly encouraged to hire a full-time director. The director will be responsible for program management, implementation, staff hiring and training, completion of reports and communication with the Pennsylvania Department of Education. One individual must have fiscal and contractual responsibility for carrying out the proposed program.

Are indirect costs allowable? Yes, indirect costs are allowable. School districts must use their approved rate. Indirect costs for all other groups must not exceed 8%.

On page 6, in the paragraph concerning match requirements, what documentation is required for leveraging additional funds from other ... sources? There is no match requirement for the first three years of 21st CCLC funding. All programs are strongly encouraged to leverage additional funds from other public and private sources throughout the entire contract period to build sustainability. If match has been secured and will be mentioned in the application, then it should be specified in the budget documents. Examples of support are listed in the RFA.

Is cash reimbursement from USDA for snacks available for the summer program? Yes.

What is the average cost per student? Annual costs and cost per student rates should be determined by the applicant and based upon the number of participating children, geographic location and the range of services to be provided.

Can budget funds be used to provide small student stipends? **NO**, we don't pay students to attend or participate in after school programs. The federal guidelines allow student incentives with no intrinsic value less than \$25. If the expenses are

legitimate expenses, build it into your budget. (example, T shirts, provide a free book)
No direct cash can be given to students.

What percentage of the grant are the administrative costs? Percentages are used for indirect costs. There is no recommended percentage for administrative costs.

Do we need a budget narrative for each year to accompany the yearly Summary Budgets or one 3-year Budget Narrative? Yes, one Summary Budget and Narrative Budget per each year of the grant for a total of six documents.

Is there a class on reimbursement submission that covers format, items that may hold up payment, etc? Once grant contracts are executed, grantees receive reimbursement instructions with a copy of the fully executed contract.

Since this is a reimbursement grant, how are we going to sustain cash flow? That is a decision that has to be made by the applicant. Some programs work with collaborating agencies that can advance operating funds, write additional grants and/or solicit funding from other corporations.

How much do program directors get paid? Is \$29,700 reasonable, or is \$35,000 to \$40,000 reasonable? The applicant must determine that. Programs should budget for and employ a full-time Program Director.

What is your turn around time for processing invoices? Expenditure reports are due on the tenth working day of the month following the end of the quarter. Quarterly payments will be made upon submission of the Expenditure Report. Please allow 4-6 weeks for processing.

Can grant funds be used to pay for employee clearances? Yes.

Can any of the funding be used for the transportation of students? If so, what is the percentage of funding that can be used? Yes, reasonable funding can be used for transportation. Reimbursement is available for LEAs for the first ride home for students and should be utilized if applicable. Grantees cannot purchase vehicles.

If you are already a grantee and were awarded the continuation for years four and five, will the state and national conferences count for both the Cohort 3 and Cohort 4 grants? Grantees must send representatives from each cohort to state and national conferences and budget funds for attendance and transportation.

Are there prohibitions against having a registration fee? A small fee is acceptable, but you must clearly explain how such fees will not hamper attendance of low-income students. No, but the applicant must describe how students will be able to participate in the program regardless of income or economic status.

ELIGIBILITY QUESTIONS:

Who is eligible to apply for Cohort 4? Any public or private organization that proposes to serve students eligible for Title I school wide programs or schools that serve a high percentage of students from low income families; and the families of both groups. Funding Priorities are outlined on pages 4-5 of the RFA. Any public or private organization is now eligible to apply for a 21st CCLC grant. Examples of agencies and organizations now eligible under the 21st CCLC program include, but are not limited to: non-profit agencies, city or county government agencies, faith-based organizations, institutions of higher education and for-profit corporations. The statute encourages eligible organizations applying for funds to collaborate with the schools the children attend. The statute also allows a consortium of two or more agencies, organizations or entities to apply.

Our middle school has not received written approval of charter school status – only verbal approval. Can we include the middle school in the grant? No

Can a school district apply for separate funding for different programs (Elementary/ Junior High ,Special Ed)? Yes.

Can you apply if you already have a 21st Century Grant? Yes, but you cannot duplicate services and/or population. Communities that presently have a grant from the Department of Education are eligible to receive additional funds under the program. However, local applicants should be aware that new funds must be used in a manner consistent with all the requirements of the new statute and must be used only to supplement, not supplant, any federal, state or local dollars available to support activities allowable under the 21st CCLC program. Funds may be used to expand or enhance current activities, or to establish programs in non-participating schools within an LEA that has a 21st CCLC grant. School districts that have received 21st CCLC awards that have ended, or are ending this year, may apply to PDE for funds to continue those programs. The supplanting provision does not prohibit Federal funds from being used to continue programs where a previous Federal grant has ended and other federal, state or local funds would not have been available.

Are Universities eligible applicants? Yes. Universities will be reviewed as community partners in the same manner as other organizations submitting applications with schools.

Are school districts that are not eligible for Title I school-wide, or do not have 40% free and reduced lunches still able to apply? Yes, they are eligible but would be a low priority.

During the 1st year of the 21st Century Granting Period a lot of charter schools were funded, but in the last three Cohorts there were less. Will charter schools still be a priority for 21st Century? Charter schools are eligible for 21st CCLC funds; priority funding is explained on page 4 and 5 of the RFA.

Are Saturday and evening activities allowable? Yes.

Are charter schools considered LEAs? Yes, a public charter school is generally either an LEA or a public school within an LEA. As such, public charter schools are eligible to be considered for support on the same basis as other schools or LEAs in the State. Regardless of a charter school's status as an LEA or a public school, it is eligible to apply for a grant because any public or private entity may apply. Even if a charter school does not apply for or receive a grant, its students may participate in 21st CCLC programs established through an application submitted by other organizations.

If a potential grantee does not meet BOTH funding priorities, are they ineligible to apply? No.

LETTERS OF AGREEMENT:

Please explain the difference between Letters of Agreement for the School/Agency? The School Letter of Agreement is meant for use between a school district or school(s) and a public/private entity. The Agency Letter of Agreement is for use between a public/private entity intending to serve as the 21st Century applicant/grantee and any other public/private entities. Letters of Agreement must be signed by a person who has signatory authority for the respective organization. Letters of Agreement must cite all items being contributed to the program.

We are collaborating with several schools in our local district. Do we need to get school district agreement? Yes, the school district has signatory authority and the Letters of Agreement must be signed by a person who has signatory authority for the respective organizations. Sample Letters of Agreement are located in Appendix D of the RFA.

With a school district agreement how high do you have to go? Can the principal do it or do you need the school board president or others to sign? Sample Letters of Agreement are located in Appendix D of the RFA. Letters of Agreement for school districts must be signed by the person who has signatory authority for the respective organization. We strongly encourage collaboration with the individual school principal. Letters of Agreement must clearly define activities and the extent of involvement of your contractors.

If we are currently working with a group in a district and looking to secure funding to expand to a different group in the same district, do we need to get new letters of agreement from both the school district and other partners? New Letters of Agreement outlining additional services to be provided by new partners/contractors will be required.

PARENTAL PARTICIPATION QUESTIONS:

If students are expected to participate for at least 12 hours per week, how many hours are parents expected to participate in an educational activity? The number of parent participation hours will directly align with your target population and the needs of this population. Parent activities can be held during the school day, if that schedule is convenient to the majority of the parents.

PARTNERSHIP QUESTIONS:

If the school district is the grantee working with agencies, can part of the programs be held at the school and part at the agency location? Yes, the application should stress the need for this arrangement.

Please clarify – is collaboration with multiple school districts allowed? Yes, collaboration with multiple districts is permitted. As long as all districts meet 21st CCLC requirements they may design different programs. This is contingent upon each district meeting the RFA requirements. One proposal can be used for two sites in two districts for Cohort 4.

Can we develop a satellite model? Example: four locations, serving difficult youth. Yes, you can propose to serve students at multiple sites.

Explain what Head Start can apply for, or do with, their partnerships with school districts. This funding is not targeted for Head Start services. There are many other programs available to entities that target early childhood learning. Under 21st CCLC, school readiness programming to preschoolers is allowable for only the six (6) month period prior to kindergarten entry. The scope and content of school readiness services should be determined and developed with grant partners.

Can we include a parochial school that is located in our district? Yes, applicants are encouraged to include non-public and private students.

Regarding multi-site applicants: Any guidance on how to balance the need for a standard model across sites while also addressing the needs of specific school communities? That is to be determined by the applicant, its collaborators, community and student needs. The model can be similar while the services reflect the needs of those served.

If partnering with a large urban school, can the program provide services, especially for children in that school, or also serve children from other schools? Either can be done depending upon the collaborative agreement.

Can more than one group apply from a locality? Yes, but you cannot compete for

children in your program. Smaller groups are eligible to form consortia.

PROGRAMMING QUESTIONS:

Would a summer only program be considered? Yes. Summer is considered out-of-school time and is allowable.

We have an existing program, can we get future 21st CCLC for summer programs if we currently do not have summer operation? Yes.

Can the program provide programming such as service learning? Service learning is an innovative instructional strategy that can be implemented as part of the recommended additional activities found on page 10 of the RFA.

Do you have recommendations for research-based math and reading curricula that is not expensive? Some vendors charge \$20K and more. The Department of Education does not recommend specific curricula for 21st CCLC sites. Prospective grantees are advised to review the needs of the target population and consult with local districts and schools.

If we are going to be applying to have more than one site, must we submit a separate application for each site or one application that outlines needs/programming at all sites? No, a separate application for multiple sites is not necessary. Smaller districts are encouraged to form consortia with other potential applicants in the same geographic region. Every joint application must identify only one organization to be designated as the grantee with fiscal and contractual responsibility for carrying out the proposed program. As long as all districts meet 21st CCLC requirements they may design different programs. See page 5 of the RFA.

How often can program revisions be made during a programming year? Revisions of approved budgets for more than 20% of a major category will require Department of Education approval. A letter of explanation accompanied by a revised budget must be submitted to the Department. There is unlimited flexibility within major categories. All budget and program revisions must be approved **prior** to implementation.

Do you expect that programs will serve groups of similar students (i.e., all 3rd graders) or mixed (i.e., students representing a variety of grades)? Applications should be based on the need of your target population and the range and extent of services to be provided.

We are planning to serve grades 3-5 and have concerns that three hours per day in an after-school program may be too long a period of time for this age group. Would it be acceptable to propose a shorter time period in the after-school session that would allow individualized needs to be addressed? Or would this

be a competitive disadvantage with programs that are offering 12 hours per week in the center? Regular and consistent time spent at the after-school site is a critical component, but page 7 of the RFA under Center Operation states, "Programs that operate at least four days per week and at least twelve hours per week will have the time to provide many more opportunities to children than those that are open for significantly fewer hours per week." Since this is a competitive review process, peer reviewers may look favorably on programs aligned to the recommendations.

Please explain how you envision CCLC sites aligning with early childhood initiatives, such as Pre-K Counts, especially if the program is targeting middle school or high school youth. 21st CCLC sites are strongly encouraged to contract and collaborate with local early childhood efforts. Grant information and resources about the Governor's new initiative: Pre-K Counts, which promotes early learning experiences to prepare 3 and 4-year-olds for kindergarten and school success is available on Pre-K Counts located at www.pde.state.pa.us/early_childhood and www.prektoday.org.

Please explain how you envision "service delivery coordination with family centers?" See page 3 of the RFA for information regarding working with family centers.

Please elaborate on the tutoring programs referenced in the RFA.

CCLC applicants must take advantage of all academic tools and strategies available to them, particularly tutoring funds and programming. Proposals that target students in schools receiving or expecting to receive Educational Assistance Program (EAP), Classroom Plus, Supplemental Educational Services (SES) or any other tutoring dollars should describe how those efforts will be maximized to insure that students receive research-based, high quality services while meeting all required benchmarks and mandates dictated by the specific funding source(s). See pages 7-8 of the RFA.

How many children are expected to be served by one program/site? The number of children to be served must be determined by the applicant, keeping in mind that, per federal mandate, the smallest grant that may be awarded is \$50,000 per year. Applicants should realistically consider both local need and their capacity to deliver a high quality program.

Can we be open to children from several schools at the one school site? Yes, if the students served are from your target population.

Regarding multi-site applicants: Any guidance on how to balance the need for a standard model across sites while also addressing the needs of specific school communities? That is to be determined by the applicant, its collaborators, community and student needs. The model can be similar while the services reflect the needs of those served.

TECHNICAL QUESTIONS:

Can some of the budget be spent on security equipment for the center? Yes, budget funds can be spent on security equipment. If you are requesting security equipment in your grant proposal, you must substantiate the need and explain all associated costs. If equipment is to be used during the daytime hours, the cost of the equipment must be prorated based upon percentage of use.

Can outside consultants or instructors be used for special speaker events? Yes, outside consultants and instructors can be used in your program as long as the programs they present support the needs of your target population and are explained in the program design. Costs should be reasonable.

Can equipment such as laptops be purchased under the Cohort 4 grant? Yes, computer expenses are allowable if they will be used to enhance students' academic performance. Applicants may not budget more than 5% of their total budget per year for a total of 15% over the three year period. Equipment purchases require Department of Education approval. If equipment is to be used during the daytime hours, the cost of the equipment must be prorated based upon percentage of use.

What's a Family Center? Please visit <http://www.center-school.org/familycenters/documents/FCoverview.pdf> for additional information and a map of Family Center locations within Pennsylvania.

Does PDE have a resource for "literacy rates" at the community level? (page 13 of the RFA) Prospective grantees should check within their respective communities. The public library is a good starting point.

Please define Pre-K services and are 3 and 4 year olds permitted? Services to 3 and 4 year olds are limited to the six-month period prior to enrollment in Kindergarten. If the district accepts 4 year olds for Kindergarten, they can provide 21st CCLC for 3 ½ year olds. If the district accepts 5 year olds for Kindergarten, they can provide 21st CCLC for 4 ½ year olds. The district must have an established Kindergarten program for 4 or 5 years olds in order to provide a Pre-K 21st CCLC program to 3 ½ and 4 ½ year olds.

Where can I find a list of local educational agencies (LEAs)? Go to the PDE website, www.pde.state.pa.us, click on "Education Names and Addresses" and then select the county.

Can you give further clarification on the caution you gave for Cohort one and two not to duplicate services for the same kids? Grantees are permitted to apply more than once and hold more than one contract, as long as those applications do not provide duplicative services or targeted population.

In the Needs Section of the RFP, applicants are asked to cite factors that place students at risk of educational failure. Can you provide a data source for community literacy rates? We do not have a specific data source for literacy rates. These would be representative of your targeted population.

TITLE I:

What is Title I school-wide? Is that K-6 or K-12?

The term refers to Title I of the No Child Left Behind Act. From the law (www.ed.gov/policy/elsec/leg/esea02/pg1.html):

“The purpose of this title is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state provisions of Title I.” Title I schools and empowering schools will be given priority when the applications are evaluated, but all applicants will be considered.

If all the elementary schools are Title I schools, can the grant serve intermediate and high schools in the district as well as the elementary schools? Yes, use data to show a need at the middle school and high school level.