

**21st Century Community Learning Centers: Round 6 RFP
Questions and Answers Part 1**

FUNDING AND BUDGETS:

- 1. Will there be any additional \$ per student allowed above the \$1500 per student amount for programs providing services during the summer?**
A. No.
- 2. Are there any provision for an increased \$ amount per student for programs serving special needs populations?**
A. No. Applicants must describe how other federal, state and local funds will be combined or coordinated for the most effective use of public resources in providing services to grant participants and families.
- 3. Will the \$82 million dollar appropriation for 21st CCLCs fund continuation grants, in addition to new applicants?**
A. No. All current 21st CCLC grants end June 30, 2013. All funds available will be for new programs. Past award recipients may apply for new 21st CCLC funds, as may entities that have not had prior 21st CCLC programs.
- 4. Does the agency expect to see funding allocated toward sustainability (as in the last application)?**
A. No. While programs are required to create a sustainability plan for when the grant ends, there is no requirement to allocate funds directly to sustainability.
- 5. Does NYSED have an expectation as to what % of funds will be allocated to new applicants (who were not awarded a 21stCCLC in the past)?**
A. No. Proposals will be scored based on merit and, if applicable, Priority Points.
- 6. Does the \$1.2 M cap apply to a grantees direct award or also include any where an agency is a subcontractor?**
A. The \$1.2 million cap applies to recipients that are the lead agency and fiscal agent. It does not apply to sub-contracting.
- 7. While the RFP specifically states that vehicles cannot be purchased, can they be leased over the course of the project period?**
A. Yes. Leasing costs should be listed in Code 40 of the FS-10 Budget.
- 8. Just to clarify, \$1.2 million is the ceiling for either a single proposal or for multiple proposal submissions from a single lead applicant?**
A. Yes. Each LEA and/or nonprofit applicant may apply for an annual grant award from a minimum of \$50,000 to a maximum of \$1,200,000. LEAS and nonprofits Agencies applying for multiple grants will be limited to a maximum annual award of \$1,200,000. For Profit agencies may apply for a minimum of \$50,000 and a maximum of \$400,000.

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- 9. If we are submitting a proposal with multiple sites and we are including a Program Director who will oversee the Site Directors at each site, is that Program Director considered to be Direct Service or an Administrative Cost?**
A. A Program Director is considered a direct service.
- 10. I would like to know if all \$82 million available dollars will go toward the funding of new CCLCs, or if some portion of that will be going to continuing programs? If so, how much is available for new programs?**
A. All current 21st CCLC grants end June 30, 2013. All funds available will be for new programs. Past award recipients may apply for new 21st CCLC funds, as may entities that have not had prior 21st CCLC programs.
- 11. On page 20 of the RFP document you address low cost programs, ” The submitted budget will be awarded points pursuant to a formula which awards the highest score of 20 points to the budget that reflects the lowest overall cost per student.” Does this mean that the lowest cost programs will receive the most points, without taking in to account the quality of the program?**
A. No. The information cited above applies to For-Profit applicants only. The final score awarded will be the total of the final average technical score (up to 80 points), the “Adequacy of Resources” or cost score (up to 20 points) and priority points, if applicable.
- 12. Please define the Direct Services expected from fiscal sponsors.**
A. As stated on page 17 of the RFP, Direct services can include costs connected with the Program Director, teachers, activity leaders, rent for program space and school usage fees, the provision specific activities for students and families, etc.
- 13. I see the amount for this competition is \$82M annually. What was the amount last time it was released?**
A. The previous round of funding was \$33 million.
- 14. Does the cost per student of \$1,500 refer only to youth participants, or also to adults who participate in literacy classes? If it's only for youth, how can we adequately budget for literacy classes for adults?**
A. The \$1500 per student cap is inclusive of all costs associated with the grant. Applicants must describe how other federal, state and local funds will be combined or coordinated for the most effective use of public resources in providing services to grant participants and families.
- 15. We were wondering if the award cap of \$1.2 million applies only for proposals on which an agency is the fiscal lead or if a CBO can potentially be awarded \$1.2 million as a lead agency and still receive funds through partnering and subcontracting with an LEA’s 21stCCLC program.**
A. The award cap of \$1.2 million applies to agencies that act as the fiscal lead. Those same agencies may also receive funds through partnering and subcontracting.

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- 16. Under the funding section there is a line stating “Cost per student must not exceed an annual amount of \$1,500.” Does this mean that a 501 (c) (3) organization must not spend more than \$1,500 per child each year in order to be eligible to apply?**
A. Yes.
- 17. Can you clarify if the \$1500.00 limit per student is to include the per student cost for estimated transportation needs?**
A. Yes, transportation costs are included in the \$1500 per student cap.
- 18. There is a \$1,500 per child cap in this application. Is there a minimum number of hours that a child must be served in order to capture the \$1,500 per child? According to Part II of the Technical Assistance Webinars it states a minimum of 90 hours on an annual basis. If we are proposing to work with 75 youth, we must work with each one for a minimum of 90 hours annually and the total grant amount requested could be up to \$112,500, is this correct?**
A. No. While applicants must provide a plan for keeping student attendance by time in each activity to meet or exceed the 21st CCLC legislative intent of a minimum of 90 hours per year (30 days per year for three hours per day), funding will be based on all students served by the program, not just those served for 90 hours per year.
- 19. There is a \$1,500 per child cap in this application. The grant states that one of the purposes is to offer literacy and related educational development opportunities for families of students served by the program. Are these requirements rolled into the per child cap?**
A. Yes, all costs are inclusive of the \$1500 per student cap.
- 20. In the evaluation requirements it states that the cost of the independent evaluator may not exceed 8 percent of the total annual amount requested. Is the evaluator fee part of the \$1,500 per child fee or is it above and beyond this fee. In other words if your application proposes to serve 75 youth X \$1,500, the grant should be \$112,500. Does this mean the evaluator fee is 8% of the \$112,500, which is \$9,000, making the total of the grant \$121,500? Or is the evaluator’s fee a part of the \$112,500?**
A. All costs are inclusive of the \$1500 per student cap. In this example, the total budget, including evaluator fee, may not exceed \$112,500.
- 21. Are there additional Requirements for Funding?**
A. Yes. see below:
Registration In Federal System for Award Management (SAM) – In order to be awarded federal funds, an agency must be registered (and then maintain a current registration) in the federal System for Award Management known as SAM (<http://www.sam.gov>). SAM is a government-wide, web-enabled database that collects, validates, stores and disseminates business information about organizations receiving federal funds. Information on an agency’s registration in SAM needs to be provided on the Payee Information Form that must be submitted with the application.

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22. Are opening fees expected to be covered by this grant or will they be covered in some other way?

A. School usage fees are an allowed expense for this grant program. Applicants are encouraged to talk with partner school administration to see if there are alternative ways to cover the fees.

23. Please define the Direct Services expected from fiscal sponsors.

A. As stated on page 17 of the RFP, Direct services can include costs connected with the Program Director, teachers, activity leaders, rent for program space and school usage fees, the provision specific activities for students and families, etc.

24. Can funding be used to pay for the cost of the grantwriter hired to write this grant?

A. No.

25. Is finger printing for employees of 21st Century funded programs considered a Direct Cost?

A. Yes.

ELIGIBILITY AND PARTNERSHIPS:

26. May an organization serve as the lead agency in one application and serve as a partner organization in another organization's proposal?

A. Yes.

27. Do schools need to approve their participation to be listed on the grant proposal?

A. Yes. All programs must be implemented through a **partnership** that includes at least one school and at least one community organization with demonstrated records of success in designing and implementing before school, after school, summer learning, or expanded learning time activities. In addition, school administrators must sign a Partnership Agreement and the Participating Schools Forms.

28. May a single school sign more than one Partnership Agreement? In other words, can multiple community organizations submit proposals for the same school?

A. There may only be one 21st Century program per school building, and the same children cannot be served by more than one 21st CCLC program. It is allowable for a community agency to offer programming in a non-school space for a different cohort of children than are served in a 21st CCLC program operating at their school. Note: In New York City, The New York City Department of Education has instructed Superintendents that each school may only be included in one grant application.

29. Since this RFP is open to various eligible organizations, can one school be listed/partnered on 2 or more different RFP applications from 2 or more different non-profit organizations? In other words, can a school be approached by more than one organization for this RFP?

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A. There may only be one 21st Century program per school building, and the same children cannot be served by more than one 21st CCLC program. It is allowable for a community agency to offer programming in a non-school setting for a different cohort of children than are served in a 21st CCLC program operating at their school. Note: In New York City, The New York City Department of Education has instructed Superintendents that each school may only be included in one grant application.

30. I want to know how to get on the list of eligible schools for this grant. Currently my Elementary school has 41% of the students receiving free and/reduced lunch. Upon review of the eligible schools, there are schools with 40 or 41%. Please advise as to whether or not we are eligible for application.

A. Please be sure to note the page tabs at the bottom of the excel spreadsheet of Eligible Schools list in the RFP. It is possible that your school is on the list. If not, and more current information is available to document a 40% free lunch rate, it should be faxed as soon as possible to 21st CCLC at the State Education Department at 518-474-8299 for verification. You will then be notified.

31. Regarding the requirement for a partnership with at least one community organization: Would colleges, universities, or municipal government agencies providing services to learning center participants qualify if the LEA is a school district?

A. Yes.

32. Under eligibility for-profit corporations are included as eligible entities. Does that include for profit corporations that are organized as an LLC?

A. Yes.

33. According to instructions, 853 schools and non-profit agencies are eligible to apply. Are these applications to be submitted directly or through a school district?

A. Either partner; a local educational agency or a community organization, can be the lead fiscal agent in applying for 21st CCLC funds.

34. As a non-profit organization we would like to offer a program that would be free to all schools in the surrounding counties who meet the "high risk" qualification. Do we need to seek approval from these schools to list them as a school we intend to serve?

A. Yes. All programs must be implemented through a **partnership** that includes at least one school and at least one community organization with demonstrated records of success in designing and implementing before school, after school, summer learning, or expanded learning time activities. In addition, school administrators must sign a Partnership Agreement and the Participating Schools Forms.

35. Will non profit agencies be given consideration if they apply alone or is it preferred that non profit community based agencies partner with city schools for this program?

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A. No. All programs must be implemented through a **partnership** that includes at least one school and at least one community organization.

36. How large should an organization be to apply?

A. While there is no requirement regarding the size of an organization, any organization that applies as the lead fiscal agent for 21st CCLC funds must have the capacity to administer the grant and adhere to all state and federal requirements, including the Education Department General Administrative Regulations.

37. Would it be possible for a district to receive its own grant and also to be part of a BOCES regional consortium application?

A. Yes, but there may only be one 21st Century program per school building, and children may not be served by more than one program. It is allowable for a community agency to offer programming in a non-school space for a different cohort of children than are served by the 21st CCLC program operating at their school.

38. What if the school was offering one type of service (educational) and the BOCES project was offering another service (recreational or intergenerational).

A. Each program must contain all three tenets of the 21st Century grant.

39. In our district, the Community Education department is self-sustaining and does not receive funding from the district's general fund. Community Education has an established afterschool program that operates on a fee-for-service basis. However, many low-income families cannot afford the fees. Would the terms of the 21st CCLC grant permit the district to provide academic enrichment/tutoring services free of charge and partner with Community Education to provide the additional afterschool programming? Could the district use 21st CCLC funds to pay the Community Education afterschool program fees for low-income families?

A. All programs must be implemented through a partnership that includes at least one school and at least one community organization with demonstrated records of success in designing and implementing before school, after school, summer learning, or expanded learning time activities. In this case, the Community Education Department, as long as it is a self-sustaining entity and not receiving any district funds, may act as a partner organization to the school.

40. Can a school be included in more than one proposal?

A. There may only be one 21st Century program per school building, and the same children may not be served by more than one program. It is allowable for a community agency to offer programming in a non-school space for a different cohort of children than are served by the 21st CCLC program operating at their school. Note: In New York City, The New York City Department of Education has instructed Superintendents that each school may only be included in one grant application

41. The RFP materials seem to imply that the target population for the services funded by the grant is limited to the school(s) own population of students and their families. It states: "In order for a 21st Century program application to be eligible for review,

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it must primarily target students who attend schools with high poverty. Generally, a school is considered to have high poverty if..." Can the grant be solicited for an after school project that is based in a certain school, run in partnership with a CBO, BUT open to all students in the geographical area (public, private)?

A. The 21st CCLC program is not a "drop in" program. All schools participating in the grant must be listed in the application. Principals from each school must sign the Participating School Form, as well as Partnership Agreements. Student attendance, school grades and state test data must be collected for each participating student from the individual schools.

42. We are a charter school in the Bronx considering applying for a grant for a 21st CCLC. There are a couple of other programs nearby (within 1.5 miles), and I was wondering if this would impact our chances for funding. How do you determine if other programs are "too close?"

A. Proximity to other programs within each of the three funding regions (NYC, Big 4 cities and Rest of State) is not a factor in awarding grants.

43. Since we are located in New York City and we have services in different boroughs, can we include schools from both Staten Island and Brooklyn in the same proposal?

A. Yes.

44. Is there a minimum number requirement? (For example, an organization must serve 100 children to be eligible.)

A. No; however, the minimum grant award is \$50,000. The maximum allowable cost of \$1,500 per student would necessitate that the program serve at least 34 students.

45. We have a unique need to be able to serve students with special needs in our region. Given the focus of the RFP, would a consideration be given to an underserved population of students for afterschool programming? We anticipate serving approximately 100 students. Or is that too specific, as we will not have a large # from a point of comparing numbers served?

A. Programs that target a unique, small group of students are eligible to apply for 21st CCLC funding.

46. Could you let me know why first year charter schools are not included?

A. First year charter schools are eligible to apply. The eligibility list posted in the RFP is based on 2011-2012 free and reduced lunch rates. Prior to completing the grant application, first year charter schools that wish to apply must submit evidence that at least 40 percent of its students are eligible for free or reduced priced lunch. (In New York City it is required that 40 percent of a school's students be eligible for free lunch.) Please fax written documentation to 21st CCLC at 518-474-8299. NYSED staff will contact the school upon confirmation of eligibility.

47. I am the principal of a new phase-in school in New York City. While my school is not on the list, the school that I am replacing (the phase-out) is on the list. Am I still eligible to apply?

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A. Yes. Because the Phase In school is serving the same cohort of students, you are eligible to apply. If the new school has a different BEDS code than the Phase Out school, please fax written documentation with BEDS code and evidence of 40% free lunch to 21st CCLC at 518-474-8299.

48. Can a proposal include schools from different Community School Districts in New York City?

A. Yes.

49. Page 8 of the RFP states that “Applicants must ensure that the students they are proposing to serve are not going to be served by more than one 21st CCLC grant.” Could a school partner with more than one CBO on 21st CCLC applications if the proposed students to be served would be a different cohort of participants?

A. There may only be one 21st Century program per school building, and the same children cannot be served by more than one 21st CCLC program. It is allowable for a community agency to offer programming in a non-school setting for a different cohort of children than are served by the 21st CCLC program operating at their school. Note: In New York City, The New York City Department of Education has instructed Superintendents that each school may only be included in one grant application.

50. Will schools scheduled to close be eliminated from consideration?

A. Schools that are in the process of closing are not eligible to apply for funding.

PRIORITY AND FOCUS SCHOOLS / COMPETITIVE PRIORITY:

51. In the event that a BOCES applies on behalf of a consortium of 6 eligible schools (3 different districts) and ONE of those schools is a “Focus” school – is the application eligible for 3 bonus points?

A. No. At least 66% of the participating schools must be Priority or Focus in order to receive priority points on the application.

52. Under the Priority school expanded learning time requirement, what role would the teacher play under direction or supervision of academic subjects? Curriculum development? Onsite supervision?

A. The Priority School Certification Form includes an assurance that instruction in any core academic subject is delivered under the direction and/or supervision of a teacher who is certified in that particular subject area. The Certified teacher may be involved in curriculum development, providing ongoing guidance and resources to staff, direct supervision, etc.

53. On page 10 of the RFP it states that priority schools need to adopt the ELT model and that the program should deliver instruction and enrichment with a goal of serving 50% of the target population. The Standards set by the Board of Regents also refers to the requirement that voluntary programs must have a goal of serving at least 50% of eligible students and that such programs must be offered all students

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in those schools implementing a Transformation or Turnaround model, and, at a minimum, to all students eligible for Academic Intervention Services for schools implementing a whole school reform model not funded by 1003(g) School Improvement Grant Funds. Can you please clarify how the target population is defined for the purposes of the 21st CCLC grant? E.g., how are students determined to be eligible or part of the target population? Does that generally mean 50% of the school enrollment? If so, a priority school with 1,000 students would need to serve at least 500 youth with a 21st Century proposal, correct? Can you explain under what circumstances the target population could be other than the school enrollment?

A. For the purpose of this grant, Priority schools choosing to extend the regular school day may choose to target the whole school, a specific grade level, or unique cohort of students, with the intent of serving at least 50% of that target population. If Priority schools also use 21st CCLC funds to offer programming outside of the regular school day, they may serve additional grade levels or cohorts of students, and can use that time to meet the required 200 additional hours of student contact.

54. On the list of eligible schools there are 5 eligible schools all of which occupy the same school building—one of which is a priority school. Could we propose to serve all students in the same building with our activities and will we be eligible to receive the additional points for priority?

A. No. Schools are designated by individual BEDS codes. Many schools in New York City are housed in the same building yet operate independently from one another. At least 66% of the participating schools must be Priority or Focus in order to receive priority points on the application.

55. Will we be competitive we are not identified as a focus school?

A. In previous 21st CCLC funding competitions, there were several grants awarded to applicants who were not eligible for priority points.

56. I understand that priority schools must serve 50% of the target population. How is the target enrollment for priority schools grouped with focus and eligibility determined?

A. For the purpose of this grant, if Priority schools choose to extend the regular school day they may choose to target the whole school, a specific grade level, or unique cohort of students, with the intent of serving at least 50% of that target population. If Priority schools also use 21st CCLC funds to offer programming outside of the regular school day, they may serve additional grade levels or cohorts of students, and can use that time to meet the required 200 additional hours of student contact.

57. What happens in the event that an agency is awarded 21st CCLC Funding for a group of schools, one of which is priority, and the priority school of the group closes.

A. The program would have to reach out to another Priority school to be included in the grant.

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58. In the following example how many priority points would be awarded? Three high schools are included in one application. Two of them are priority schools. One is neither priority nor focus.

A. 6 priority points. Formula used: (Two Priority schools, one school without designation) 2 schools x 6 points each = 12 divided by the 2 schools = 6 priority points

59. Page 8 of the RFP states that competitive priority will be given to applicants that target services to schools that have been identified as in need of improvement under NCLB, Section 1116. Would competitive priority also be given to schools that have been identified as in need of improvement under Title III?

A. For the purpose of this grant, priority points may be given to schools designated as Priority or Focus, as well as High Needs Rural school districts.

PROGRAM REQUIREMENTS AND ATTENDANCE:

60. May nonpublic schools use requested funds for expanded learning opportunities to provide additional instruction or educational programs for students beyond the State-mandated requirements? In this case, do the services need to be provided to all the students in the school?

A. No. All programs may choose to provide additional instruction or educational programs for students beyond the State-mandated requirements. Only public and charter schools designated as Priority which are extending the regular school day must target specific numbers of students.

61. On page 11 of the app document you talk about joint professional development, “Describe the plan to provide ongoing relevant professional development and collaborative planning time for teachers, program staff and community partners which is directly aligned with the goals and objectives to promote quality programming, school and district goals, and the Regent’s Reform priority for college and career readiness.” Can you provide examples of successful joint professional development?

A. No. This question is a part of the scoring rubric. It is the applicant’s responsibility find those resources.

62. Pages 5 and 6 of the RFP appear to contradict each other and require clarity regarding this question: do school-based programs require OCFS licensing?

A. If a community organization, college or university, municipality or other eligible entity (not the LEA), is responsible for administering a 21st CCLC program in a school building and proposes to serve seven or more children under the age of 13, a School Age Child Care License must be obtained.

63. It is not clear how an applicant should determine the number of students who will be program participants. If our school census is 1,000, are all students in the school

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participants, or just those with academic challenges? Do students/families need to sign-up or register to be considered participants?

A. Grant partners must determine the target population of student to be served. The 21st CCLC program is not a ‘drop in’ program, therefore, there should be a standardized application/sign up process in place.

64. Is the required number of “contact hours” between student and tutor/learning center services 90 hours per year? Is that number based on a one-on-one model of interaction, does group/class interaction count toward the 90 hour requirement?

A. Applicants should develop a quality program that meets or exceeds the 21st CCLC legislative intent of a minimum of 90 student contact hours per year (30 days per year for three hours per day) or for Priority schools, to expand learning time by a minimum of 200 student contact hours per year. Individual and group program activities apply.

65. Is there a requirement for what type of “teacher” provides the tutoring/academic enrichment services? Can these personnel be college students?

A. For Priority schools that choose to use 21st CCLC funds to expand the regular school day, the school must ensure that instruction in any core academic subject is delivered under the direction and/or supervision of a teacher who is certified in that particular subject area. For tutoring and/or academic enrichment services that take place outside of the school day, there is no specific requirement for the type of teacher involved, including college students.

66. Please confirm that 21st CCLC program activities are not required to occur at a school site.

A. Programs may be held in a school or a community based agency.

67. Page 35 of the application states: Sub Objective 1.5 Extended hours: *More than 75% of Centers will offer services at least 15 hours a week on average and provide services when school is not in session, such as during the summer and on holidays.* Please confirm that NYSED does not require 21st CCLC programs to provide services during the summer AND on holidays in order to meet the minimum requirements needed to fulfill this objective.

A. Confirmed. NYSED does not require 21st CCLC programs to provide services during the summer AND on holidays in order to meet the minimum requirements needed to fulfill this objective.

68. Are there requirements about the minimum or maximum number of hours that a program must be open, or minimum or maximum number of hours per participant?

A. The majority of programs funded through the U.S. Department of Education are open at least 15 hours per week. Research suggests that more time spent in engaged and sustained learning activities yields greater benefits. Applicants must provide a plan for keeping student attendance by time in each activity to meet or exceed the 21st CCLC legislative intent of a minimum of 90 hours per year (30 days per year for three hours per day).

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69. Is there a designated amount of weeks that programming must run?

A. While there is not a designated amount of weeks that a program should operate, the majority of programs funded through the U.S. Department of Education are open at least 15 hours per week. Research suggests that more time spent in engaged and sustained learning activities yields greater benefits. Applicants must provide a plan for keeping student attendance by time in each activity to meet or exceed the 21st CCLC legislative intent of a minimum of 90 hours per year (30 days per year for three hours per day).

70. Is after school homework help considered among the activities that "supplement, enhance, or reinforce what is learned during the regular school day," or is it considered "repetition" or "follow-up" of classroom activities?

A. Homework help should be offered as a time to enhance and reinforce what is learned in the school day.

71. What is the attendance expectation of students enrolled?

A. Applicants must provide a plan for keeping student attendance by time in each activity to meet or exceed the 21st CCLC legislative intent of a minimum of 90 hours per year (30 days per year for three hours per day).

72. What is the staff:student ratio for high school students in 21st CCLC Programs?

A. While there is no mandated staff:student ratio for high school programs, NYSED strongly encourages smaller group settings with more than one staff member to 20 students.

73. For non ELT services, can we provide services during the school day?

A. Yes. 21st CCLC activities may be offered during the school day.

74. Can programming be just for summer school or vacation time if it meets the requirement of 90 hours for each student served? In other words, if programming is not offered after school during the regular school year, does the program still meet 21st CCLC requirements?

A. Yes.

SUBMITTING APPLICATIONS:

75. Can we submit multiple proposals?

A. Yes. Agencies applying for multiple grants will be limited to a maximum annual award of \$1,200,000

76. If we are applying for multiple schools under one proposal, should we submit separate budgets?

A. No. Applicants must submit one budget per application which encompasses all costs associated with the proposed program.

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- 77. For the participating schools form, is it possible to submit one form for each participating school rather than list all of the schools on one form?**
A. Yes, but the individual forms must be scanned as one large document to be uploaded to ReviewRoom.
- 78. We will be offering academic enrichment programming at multiple school sites. Are we correct in assuming we should submit ONE application that contains information for all the sites we hope to partner with?**
A. Yes.
- 79. Should we use a unique appendix 8 for each site – or education level (elementary, middle, high school?)**
A. No. One Template for Goals and Objectives must be submitted for each grant application, inclusive of all schools being served.
- 80. Should we use separate budgets?**
A. No. One budget should be submitted for each application.
- 81. If different sites utilize different partner agencies, target different communities, populations, etc., do we need to express that within the page constraints of a “cumulative” program narrative?**
A. Yes.
- 82. My agency is in the process of completing the RFP and I would like to know.... on the coversheet what should go in the area requesting the NYSED Assigned BEDS or Agency Code?**
A. If your agency has not previously had a grant with the New York State Education Department, leave that space blank. If awarded a 21st CCLC grant, the agency will be assigned an Agency Code.
- 83. Is a reference page considered part of the 35 page limit? I am including citations within the text in the format of (author, year). Will the page(s) with the full citations count against the limit? Do the citations need to be double-spaced or may references be single-spaced and separated by a double-space?**
A. Yes. Reference pages are considered part of the 35 narrative page limit. Citations may be in smaller font and single-spaced.
- 84. How can an organization that has not previously had a contract with NYSED obtain a BEDS code? Do they need the BEDS code prior to application?**
A. If an agency has not previously had a grant with the New York State Education Department, leave those spaces blank on the Application Cover Page. If awarded a 21st CCLC grant, the agency will be assigned an Agency Code.
- 85. Where can instructions be found for filling out the Composite Budget?**
A. The instructions for completing the Composite Budget form can be found on the Composite Budget form, provided in the RFP application.

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86. The Capacity Determination Form, which we have submitted in prior years, is listed in the required documents to be sent by mail. However, it does not seem to appear in the application.

A. The Capacity Determination Form is not required with this application.

87. If a Grant Writer who assists in preparation of a response to the 21st CCLC RFP is an outside consultant, should they be listed on the Application Cover Page?

A. Yes. The primary Grant Writer must be listed on the Application Cover Page, regardless of their affiliation to the applicant.

88. Can an organization submit more than one proposal?

A. Yes. Agencies applying for multiple grants will be limited to a maximum annual award of \$1,200,000.

89. How many schools can each proposal include?

A. There is no limit to the number of schools to be included in one grant application.

90. For the participating schools form, do you require the building principal's signature or the superintendent?

A. School Principals must sign the Participating Schools Form. Please note that in NYC, district superintendents must sign the Partnership Agreement.

91. For the private consultation form, would a letter be an acceptable form of communication with private schools?

A. Yes.

92. On page six of the application it states that agencies may apply for multiple grants with a maximum annual award of \$1,200,000. We are assuming that separate applications need to be submitted in the case that they are different school districts. Is this correct?

A. Multiple districts may be included in a single application. There may only be one 21st Century program per school building, and the same children may not be served by more than one program. It is allowable for a community agency to submit more than one application in order to offer programming in a non-school space for a different cohort of children than are served by the 21st CCLC program operating at their school.

93. May a single school sign on to more than one Partnership Agreement? Even if there will ultimately be only one program in a given school building, can multiple community organizations apply to be the one chosen to operate the program at a single school?

A. There may only be one 21st Century program per school building, and the same children cannot be served by more than one 21st CCLC program. It is allowable for a community agency to offer programming in a non-school setting for a different cohort of children than are served in a 21st CCLC program operating at their school. Note: In New

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York City, The New York City Department of Education has instructed Superintendents that each school may only be included in one grant application.

OTHER:

94. Please provide me with a list of current grantees funded by the 21st Century Community Learning Centers (21st CCLC) program, particularly in the City of Utica?

A. Lists of current 21st CCLC grantees are located at www.p12.nysed.gov/sss/21stCCLC/

95. Is there a list of providers that was award the grant last time?

A. Lists of prior awardees are located at <http://www.p12.nysed.gov/sss/21stCCLC/> .

96. Is there information on the best practices from the last set of providers?

A. The You for Youth website <http://y4y.ed.gov> provides support to grantees of the U.S. Department of Education's 21st Century Community Learning Centers program. Based on research and best practices, Y4Y offers training in the "what, why and how" of a variety of topics.

97. How are the Big Four Cities defined and do they include suburbs and outer counties or are they only within city limits?

A. Grant applications for the Big Four cities of Buffalo, Rochester, Syracuse and Yonkers must include schools located within city limits.

98. Must the program be based solely within a school building?

A. No. Programs may be held in a school or a community based agency.

99. Will there be point reductions for a district where parents have school choice and Children and youth may not be in their own neighborhoods?

A. No, there are no specific point reductions for districts where parents have school choice. The application requires applicants to describe the community where the target population of students and their families live and go to school. In this case, it would be up to the applicant to provide reviewers with an explanation of how school choice impacts the definition of community for the students and families they propose to serve. Peer reviewers will award points based on the Reviewer Rubric provided in the RFP.