

**ESSA, Title IV Part B
2017-2022 21st Century Community Learning Centers Grant Application
Questions and Answers**

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PLEASE NOTE:

The RFP was amended on 10/21/16. Note the following changes:

- The grant application deadline has been extended by one week. Applications must now be submitted by November 21, 2016 by 12:00 pm/noon.
- The Minority/Women-Owned Business Enterprises (M/WBE) instructions have been updated. Rather than completing the M/WBE Goal Calculation Worksheet for the 5 year grant term, the Worksheet should represent the total budget amount for Year 1 (2017-2018).
- The M/WBE Goal Calculation Worksheet now allows lead applicants to deduct the costs of salaries and fringe benefits of partner organizations, thereby reducing the amount of the discretionary budget. See the M/WBE section of this document for additional information. Please download the revised M/WBE Goal Calculation Worksheet and discard the previous version.

Please also note that the list of schools eligible for schoolwide programs, and therefore considered an eligible school for this grant competition, is now available at the following link: <http://www.p12.nysed.gov/funding/2017-2022-21st-cclc/2017-2022-21st-cclc-grant-schoolwide-only-programs.pdf>.

FUNDING AND BUDGETS:

1. **If granted funding would the designated program site need to obtain additional insurance coverage?**

Funded applicants must have liability insurance to cover program participants during program time.

2. **We have the following question regarding the 21st CCLC RFP:**

Page 21 of the RFP states that there is a 10% cap on administrative costs, inclusive of indirect costs, which are set at 2.6% with a possible increase to 8%.

Page 21 also states that there is a 5% cap on collaborative planning and professional development costs.

Page 14 requires the use of an evaluation plan, with an 8% cap on the cost of an independent evaluator.

Here are the questions:

Are any federal dollars being used to fund the 21st CCLC program?

Yes. The 21st Century Community Learning Centers (21st CCLC) program is authorized under Title IV, Part B of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act (ESSA) Act of 2015 and as such is fully funded by federal dollars.

- 3. If so, don't the new federal OMB guidelines require that the State pay nonprofit contractors their federally approved indirect overhead rate (or 10% for entities that do not have an indirect rate)?**

The 21st CCLC grant is subject to the restricted rate requirements of EDGAR; therefore, the *de minimis* 10% rate does not apply to this program.

- 4. What is the basis for capping indirect rate at 2.6%, with an opportunity to apply for an 8% rate?**

The 21st CCLC grant is subject to the restricted rate requirements of EDGAR. The rate for all charter schools and not for profit community-based organizations is 2.6%. The rate for colleges and universities is 8%. Charter schools and not for profit CBOs may request a higher rate, up to 8%, by completing the FS-87-R form, available by contacting Grants Finance. All requests must be received by January 27, 2017.

- 5. Are the collaborative planning and professional development (CPPD) costs considered "administrative" costs subject to the 10% cap?**

No.

- 6. Are the independent evaluator costs considered "administrative" costs subject to the 10% cap?**

No.

- 7. If the answers to the previous questions are "yes," then the administrative costs would include up to 8% for indirect costs plus 5% for CPPD costs plus 8% for**

independent evaluator costs = 21%. But the total cap is only 10%. Is that correct?

No. Collaborative planning, professional development and the independent evaluator are not considered administrative costs, and are not part of the 10% administrative cap.

8. Even with a 2.6% indirect cost, the 10% cap will be exceeded – 2.6% + 8% + 5% = 15.6%. Is that correct?

No. Collaborative planning, professional development and the independent evaluator are not considered administrative costs, and are not part of the 10% administrative cap.

9. Will the individuals scoring the RFP be informed that proposals should not be scored lower if they fail to have both a robust CPPD program and a robust independent evaluator, because the 10% cap means that the funding will not cover those costs?

No. Collaborative planning, professional development and the independent evaluator are not considered administrative costs, and are not part of the 10% administrative cap.

10. We would respectfully recommend that an addendum be issued, increasing the maximum administrative costs to at least 20% (or even better, eliminating that cap completely). Any viable proposal will have necessary administrative costs -- e.g., the cost of security and maintenance personnel to be in the building – plus mandated CPPD and mandated evaluation costs, plus indirect costs, which together will far exceed the 10% cap.

No addendum will be issued. Collaborative planning, professional development and the independent evaluator are not considered administrative costs, and are not part of the 10% administrative cap.

11. Are student stipends an allowable expense in internships? In mentoring programs?

No. Incentives for program participation, including stipends, are unallowable costs. Student stipends are not allowable for program participants, e.g. students participating in a peer mentoring program, or students participating in an internship. It could; however, be an allowable expense under Purchased Services to compensate screened and trained high school students, for example, to be mentors to students participating in an elementary school program.

12. Are refreshments at parent meetings and workshops an allowable expense as an exception to the general prohibition on paying for food?

In virtually all cases, using grant funds to pay for food and beverages for these sessions is not justified because participation in such activities is rarely necessary to achieve the purpose of the grant. Grantees, therefore, will have to make a compelling case prior to

incurring the food expense that the unique circumstances they have identified would justify these costs as reasonable and necessary to meet the goals and objectives of the Federal grant, and would require prior approval from NYSED before incurring the food expense.

- 13. Do the expenses related to the required conferences (travel, hotels, substitutes) count toward the 5% professional development cap?**

Yes.

- 14. Do services which directly serve students but also benefit teachers count toward the 5% professional development cap; for example, conflict resolution programs that engage both teachers and students?**

No.

- 15. I am writing to ask if busing/transportation for students to/from and after school or summer programs is an allowable cost in this RFP?**

Yes. Transportation for students to and from the program is an allowable cost.

- 16. Is it allowable to use grant funds to provide vocational training?**

Yes. Career and technical programs, internship or apprenticeship programs, and other ties to an in-demand industry sector or occupation for high school students that are designed to reinforce and complement the regular academic program of participating students are a priority of the 21st CCLC program. 21st CCLC funds must be used to supplement and not supplant existing activities and services.

- 17. Are preK students eligible to receive services with grant funding?**

Yes. Pre-K students are eligible to receive services with grant funding.

- 18. If a Title I Priority School has a grant that pays for expanded learning time in the form of teacher hourly pay and that grant ends this school year (e.g., SIG, SIG, ELT), can the ELT teacher hourly pay be included in a new 21st CCLC grant application?**

Eligible applicants must use 21st CCLC funds to supplement and not supplant after school funding in existence. Each grant funded program (21st CCLC, SIG and ELT) has unique guidelines and requirements. Following the expiration of a funding source in one grant award period, a new grant application may replace previous programming if the proposed program meets the requirements of the 21st CCLC program and is awarded funds.

- 19. Pages 21 and 22 discuss an Administrative Cost Cap of 10% of the total annual award, inclusive of indirect costs, but it is unclear what other expenses fall under**

the administrative cost cap. Indirect costs are capped at 2.6%, with a possible increase to 8% after contract award. Planning and Professional Development (PPD) costs are capped at 5%. Program Evaluation costs are capped at 8%. The total of these caps is 15.6% without the increase to an 8% indirect rate, and 21% with that increase. Are PPD and Program Evaluation costs considered “administrative” costs subject to the 10% cap?

No. Collaborative planning, professional development and the independent evaluator are not considered administrative costs, and are not part of the 10% administrative cap.

- 20. If we submit a proposal with administrative costs of 10%, and receive an award and apply to have our indirect costs increased from 2.6% to 8%, will SED permit us to do so, even though our administrative costs will then be over 10%? If not, does that mean that our proposal must keep our total administrative costs at no more than 4.6%, so that we can later seek the increased indirect rate without having our administrative costs exceed 10%?**

The 10% administrative cap is inclusive of indirect costs. Awardees may not exceed the administrative cost cap at any time.

- 21. If a school serving K-8 already has non-NYSED 21st Century for grades 6-8, can that school use 21st Century funding to serve just grades 1-5?**

It is possible the school has a program they call 21st Century that is funded through another source. The 21st Century Community Learning Centers Program is a State-administered federal program through which awards are made to State Education Agencies. Eligible applicants may apply to states for subgrants. All schools in New York State currently holding a 21st CCLC award were awarded a subgrant through the New York State Education Department. Please note that 21st CCLC funds must supplement and cannot supplant existing services or funding sources.

Applicants may propose to serve a select cohort of students based on grade level.

- 22. The project period states:**

"The grant period is 5 years, anticipated to begin July 1, 2017 and to end June 30, 2022, subject to availability of funds from the United States Department of Education and satisfactory performance of the grantee in the previous year."

Does this mean that funding might not be available for the entire 5 years if the United States Department of Education does not have it available? Can the funding stop midway through a school year?

It is possible that the funding might not be available for the entire 5 years if the United States Department of Education does not have it available. Funding would not stop midway through a school year if the United States Department of Education made such

a change; however, funding could stop midway through a school year if the grantee were determined to be out of compliance with grant requirements.

23. Is the entire \$86M competitive, or have specific percentages/amounts of funding been slated for each area, i.e.: Big 4, NYC, RoS? If percentages have been attached to areas, what are those amounts?

Approximately \$86 million is expected to be available annually statewide. Up to \$1,200,000 will be set aside per year statewide to be shared among for-profit awardees. Funds for all other awardees will be allocated to each geographic area as follows: 55 percent to New York City; 15 percent to the big four cities of Buffalo, Rochester, Syracuse and Yonkers; and 30 percent to the Rest of the State. Placement of applicants into one of these three geographic areas will be based on the home region of the majority of students targeted to receive services: New York City, Big Four Cities, or Rest of State. In NYC, up to three top-ranking fundable applications will first be awarded within each of the five boroughs.

24. Is there a minimum budget-size for organizations who want to apply? We are a small arts education non-profit, under \$250,000.

Yes. Each applicant may apply for an annual grant award from a minimum of \$50,000 to a maximum of \$1,200,000. Each for-profit applicant is limited to a minimum of \$50,000 to a maximum annual award of \$400,000. Organizations should have sufficient fiscal capacity to manage the award if funded. Further guidance regarding the administration of State and federal grants by local agencies is available at: <http://www.oms.nysed.gov/cafe/guidance/>.

25. Does the 21st Century grant fund any program, new and continuing?

All Round 6 (2013-2017) 21st CCLC programs will end June 30, 2017. Eligible Round 6 awardees may apply for a Round 7 award. Applications will be judged based on the criteria set forth in the RFP, with no preference relative to prior funding status.

26. What percent of the program's overall budget would the grant cover?

Applicants may propose to fund a 21st CCLC program with 100% 21st CCLC dollars, or may supplement 21st CCLC funding with additional funding sources.

27. If we receive 21st Century funds, would that prohibit us from applying to or accepting funding support from city or state agencies?

Acceptance of a 21st CCLC award does not preclude an awardee from seeking other funding; however, each unique funding source will have its own eligibility requirements. It is possible that receipt of 21st CCLC funds might preclude eligibility for another award, e.g. if eligibility to apply for the award was limited to programs without other funding

sources. Grantees must ensure that 21st CCLC funds supplement and do not supplant existing funding sources.

- 28. If launching a community school is an allowable use of 21st CCLC funds, are for-profit CBOs allowed to be lead CBOs? By lead CBOs, we mean partners providing the majority of services and any amount over \$200,000 in a grant?**

While the stated purpose of the 21st CCLC program does not identify launching Community Schools as a goal, a 21st CCLC program may provide activities and services in a Community School.

Any public or private organization that meets the eligibility requirements can apply for 21st CCLC funding. This includes public school districts, BOCES, charter schools, private schools, nonprofit agencies, city or county government agencies, faith-based organizations, institutions of higher education, Indian tribes or tribal organizations, and for-profit corporations. Up to \$1,200,000 will be set aside per year statewide to be shared among for-profit awardees. Each for-profit lead applicant is limited to a minimum of \$50,000 to a maximum annual award of \$400,000. As long as all requirements of the RFP are met, there is no reason a CBO could not be allocated in excess of \$200,000.

- 29. What is the maximum amount of funds that a for-profit CBO can make in a community school district grant? From reading the RFP it is clear that the 21st CCLC grant is meant to support schools and non-profit organizations and not act as a flow-through for grant funds for for-profit corporations.**

Each for-profit lead applicant is limited to a minimum of \$50,000 and to a maximum annual award of \$400,000. These limits apply to the entire application, not the portion allocated to the for-profit lead applicant/fiscal agent.

Additionally, for-profit organizations may act as a partner or vendor in a grant awarded to a school district or not-for-profit organization acting as lead applicant and lead fiscal agent. There is no specified limit as to how much a partner or vendor may be allocated; however, the lead applicant/fiscal agent in any awarded 21st CCLC program must provide a minimum of 15% in direct services to students.

- 30. In the first two years of this initiative (if funded), we would be leveraging another funding source. Upon the third year, this project would be fully funded through this award. Is it possible to reflect this in our budget?**

Programs will be awarded annual funds based on their 2017-18 budget; therefore, the total annual budget may not increase in subsequent years. Any change in budget subcategory totals by more than 10% would require an amendment which may require approval by the State Comptroller. Within those limitations, applicants should describe their plan for use of funds under section 8(c) and/or 8(d) of the program narrative addressing Adequacy of Resources.

31. Are physical activity supplies, materials, and equipment allowable as part of a physical fitness program component?

Yes.

32. On page 21, the RFP states two separate caps for administrative costs –8 percent and 10 percent. Which is correct?

No more than 10 percent of the total annual award may be used for administrative costs for school or agency administrative or support staff who do not provide direct service to participants in the program but whose cost can be identified and directly associated with the program. While administrative costs may be either direct or indirect, all indirect costs are considered administrative.

LEAs and not-for-profits may include indirect costs in the budget. School districts and BOCES must use the restricted indirect cost rates calculated by the State Education Department. Community-Based Organizations (CBOs), Charter Schools and Municipalities must prepare their budgets using an indirect cost rate of up to 2.6 percent. If they are notified that they have been selected to receive a 21st Century funding award, they may apply for a higher indirect cost rate of up to 8 percent, bearing in mind the 10% administrative cap, by completing and submitting an FS-87-R Form to the Department. Note that approval for a higher indirect cost rate must be requested and approved each year. The Form may be obtained by calling Grants Finance at 518-474-4815. Colleges and Universities may use an indirect cost rate of up to 8 percent

33. Is the recommendation for a Full Time Director meant to be a full time staffer for the full fiscal year (2,080 hours for a 40 hour per week director) or for no less than the full hours that a program provides service to children and their families?

It is recommended that the program hire a full-time Program Director. While not required, this recommendation is for a director that would be available outside of program hours, e.g. 35-40 hours per week to overlap with the school day.

34. Although the intent of the RFP is to develop no cost programs for families, is it possible to offer an optional daily transportation service to bring children home from a school that draws its pupil population from a wide geographic area? Is it possible to be providing food service at a nominal daily cost per family?

The intent of the 21st CCLC program is to establish programs that offer academic enrichment, youth development and literacy services to low-income students and their families. Although not specifically prohibited by federal law or program regulations, NYSED strongly discourages charging fees to these low income children and families. Programs proposing fees must offer a sliding scale of fees and scholarships for those who cannot afford to participate.

If a grantee earns any program income, the income MUST be used to reduce the amount of the grant award and defray current grant expenditures unless PRIOR approval is requested and received from NYSED. If a grantee wishes to earn program income for grant program activities without decreasing the amount of grant funds received from NYSED, the grantee must submit a written request and receive approval from NYSED and The U.S. Department of Education PRIOR to earning any program income. The request must describe the activities from which program income will be earned and the anticipated time period during which the income will be earned, as well as a statement that the program income will be added to the total grant, and expended for approved grant activities before claiming expenditures for such activities from NYSED. NYSED will then review the request and either approve or disapprove it.

In addition, grantees must report all program income to NYSED. NYSED will deduct program income from the grant award unless NYSED gave the grantee prior approval to add the program income to their grant.

- 35. The RFP Program Evaluation section advises of the duties and responsibilities of the independent evaluator. The independent evaluator will need to be supervised by a staff person in the Quality Management team. Can the Quality Management staff person be charged to the personnel or admin line of the grant?**

Yes.

- 36. Please advise if the submitted budget should include the 2.6% indirect cost or the 10% max cost.**

Administrative costs are capped at 10%, and may be either direct or indirect. School districts and BOCES must use the restricted indirect cost rates calculated by the State Education Department. Community-Based Organizations (CBOs), Charter Schools and Municipalities must prepare their budgets using an indirect cost rate of up to 2.6 percent. If they are notified that they have been selected to receive a 21st Century funding award, they may apply for a higher indirect cost rate of up to 8 percent, bearing in mind the 10% administrative cap, by completing and submitting an FS-87-R Form to the Department. All indirect costs are considered administrative. Note that approval for a higher indirect cost rate must be requested and approved each year. The Form may be obtained by calling Grants Finance at 518-474-4815. Colleges and Universities may use an indirect cost rate of up to 8 percent.

- 37. To confirm, a non-profit organization may submit multiple applications, and receive multiple grants, as the lead agency as long as the maximum amount of funding secured is less than \$1.2 million?**

Yes. However, the applications may not propose to serve the same students.

- 38. Must non-profit CBOs that contract to provide services under an NYSED approved contract with lead fiscal agent adhere to the stipulated 2.6% indirect**

rate if they do not hold a federal or state approved indirect rate or can they negotiate a different rate with the lead fiscal agent?

It is the responsibility of the lead applicant agency to negotiate any subcontracts under a 21st CCLC award.

- 39. Are funds secured from foundations or corporations through grants competitions to be considered “earned income” and be subject to the requirements noted in the application that reduce the 21CCLC obligation by the amount “earned?” Are resources provided by individual donors to be treated under the “earned income” provision?**

No. Earned income refers to fees charged to participating students and families and/or any income earned as the result of program activities, e.g. sale of crafts made in a 21st CCLC program.

- 40. The RFP states that a single applicant is limited to a maximum annual award of \$1.2 million. If we submit more than one proposal application, is it permissible to request more than \$1.2 million in total across all the applications? The request would come with the understanding that if we were to receive multiple awards we would be required to amend the budgets as to not exceed the maximum award.**

There is no limit to the number of applications a single applicant may submit, . However, NYSED discourages applicants from submitting multiple applications with a combined value that exceeds 1.2 million. If applications exceeding \$1.2 million from a single applicant meet the threshold for funding, the applications will be funded in order of rank until the \$1.2 million limit is met.

- 41. On page 21 under Indirect Cost Cap, the RFP indicates that CBOs may apply for a higher indirect cost rate after receiving an award. If a CBO chooses to request a higher indirect cost rate after receiving an award with an originally proposed budget showing a lower indirect cost, how is the budget to be amended to account for this change?**

Budget amendments are requested through the submission of an FS-10A Proposed Amendment for a Federal or State Project. This form is available at: <http://www.oms.nysed.gov/cafe/forms/>. The annual award amount may not be increased. The awardee must decrease other budget subcategories to accommodate any increase in indirect cost rate. Further, the administrative cost cap of 10% may not be exceeded as a result of an indirect cost rate increase.

- 42. On page 22 of the RFP under Allowable Costs, the RFP says, "to be considered for reimbursement." Will funds distributed under these awards be on a reimbursement basis after expenses are incurred, or will funds be given to the lead agency in advance of expenditures?**

An initial payment of 20% of the annual award amount will be generated to the grantee in each year of the grant. After this initial payment, grantees may request reimbursement of costs by submitting an FS-25 Request for Funds for a Federal or State Project. This form is available at: <http://www.oms.nysed.gov/cafe/forms/>. For-profit agencies will not receive advance payment, and must submit vouchers after services are rendered.

- 43. Bearing in mind the 10% admin costs cap, as a CBO, after selected, we may apply for an 8% indirect admin costs and 2% direct admin costs. Could you please give us a few examples of what direct administrative costs could be versus indirect?**

Direct administrative costs might include, but are not limited to, a part-time data-entry clerk hired to maintain a program database, an administrative staff member required to remain in the building during program hours who does not provide direct services to students in the program, or a fractional allocation of an organization's executive director who spends a portion of his/her time on the project. In each of these examples there is no direct service provided to students. Indirect costs can be broadly defined as central administrative costs and certain other organization-wide costs that are incurred in connection with a grant but that cannot readily be identified with the grant (e.g., payroll preparation, central purchasing).

- 44. If we apply as a district can we use funding for one or two schools we select although all four schools are eligible?**

Yes. It is the applicant's responsibility to determine which schools and partners will participate. All participating schools must be reflected on the Participating Schools form, and signed Partnership Agreements must be present for all participating schools. Only students attending participating schools are eligible to participate in the program.

- 45. Can a district use all 1.2 million on one school although we have other schools that are eligible?**

Yes. If a single school will serve at least 750 students, they may opt to request up to \$1.2 million for that school and its partner(s). (The maximum request amount per student is \$1,600. $750 \text{ students} \times \$1,600 = \$1.2 \text{ million.}$)

- 46. The RFP states budgets must include travel and lodging for at least three staff persons to attend one two-day and one one-day regional professional development. Can the travel costs for attendance at the National Conference substitute for either of these, or must it be in addition to the aforementioned professional development.**

Budgets must include travel and lodging for at least three persons to attend one two-day and one one-day regional professional development events each year. Travel for other professional development opportunities must be in addition to the required events and may not be substituted for them.

47. Can funds be used for chartering a bus to transport participants since funds cannot be used to purchase vehicles?

Yes.

48. Can a non-profit have shared rental space at a LEA and also have rental space elsewhere?

Yes. All rental costs charged to the 21st CCLC program must be necessary, reasonable and allocable to the program.

49. Can funds be used as stipends for internships for participants?

No. Incentives for program participation, including stipends, are unallowable costs. Student stipends are not allowable for program participants, e.g. students participating in a peer mentoring program, or students participating in an internship. It could; however, be an allowable expense under Purchased Services to compensate screened and trained high school students, for example, to be mentors to students participating in an elementary school program.

ELIGIBILITY AND PARTNERSHIPS:

50. Are BOCES eligible for this grant?

Yes. Any public or private organization that meets the eligibility requirements can apply for 21st CCLC funding. This includes public school districts, BOCES, charter schools, private schools, nonprofit agencies, city or county government agencies, faith-based organizations, institutions of higher education, Indian tribes or tribal organizations, and for-profit corporations.

51. My school is not on the Eligible Schools List, but at least 40% of our students qualify for free or reduced price lunches. Are we eligible? What should we do?

The Eligible Schools List is based on 2014-15 data, the most complete set of data available at the time of RFP posting. It is possible your students qualified for at least 40% free and reduced price lunches (FRPL) in 2015-16 or 2016-17. If a school does not appear on the list, but has 40% or more students eligible for free or reduced price lunches, they should submit supporting documentation to 21CRFP@nysed.gov no later than October 31, 2016. Sooner is preferred.)

52. Our agency provides services at public schools which are listed as eligible. However, our agency also provides other services at non-school sites - such as an office. Are these eligible, or does the initiative have to take place at a

school? Are only school age children eligible, or can it be expanded to people at or below an accepted definition of poverty?

Programs may take place at non-school sites. Programs are not required to take place at a school. All programs must be implemented through a partnership that includes at least one (1) local educational agency receiving funds under part A of title I and at least one (1) BOCES, nonprofit agency, city or county government agency, faith-based organization, institution of higher education, Indian tribe or tribal organization, or for-profit corporation with a demonstrated record of success in designing and implementing before school, after school, summer learning, or expanded learning time activities. To be eligible for this grant, at least 2/3 of the students an applicant is proposing to serve must attend: schools eligible for schoolwide programs under Title I, Section 1114 of the Every Student Succeeds Act, and the families of these students, or schools with at least 40 percent of students eligible for free or reduced priced lunch; and the families of these students.

- 53. There are many districts that could benefit from grants in order to improve instruction and opportunities for students yet do not meet the 40% free and reduced requirement. Would it be possible to build a true partnership with a neighboring district that does meet the eligibility status and develop a professional community with them for this grant application?**

Multiple districts may apply in consortium. To be eligible for this grant, at least 2/3 of the students an applicant is proposing to serve must attend schools eligible for schoolwide programs under Title I, Section 1114 of the Every Student Succeeds Act, and the families of these students, or schools with at least 40 percent of students eligible for free or reduced priced lunch; and the families of these students

For the purposes of this RFP, "local educational agencies" are defined as public schools and districts, private schools, and charter schools. A List of Eligible Schools, as of September 9, 2016 is available at:

<http://www.p12.nysed.gov/sss/21stCCLC/EligibleSchoolsList.xlsx>

- 54. With this 21st Century RFP, will nonprofits compete with school districts, the way they did for the Extended School Day/School Violence Prevention grant? When going over the "eligible applicant" section for this 21st CCLC RFP, it says that this is supposed to be a partnership "that includes at least one (1) local educational agency receiving funds under part A of title I and at least one (1) BOCES, nonprofit agency, city or county government agency, faith-based organization, institution of higher education, Indian tribe or tribal organization, or for-profit corporation." They define "local educational agencies" as public schools and districts, private schools, and charter schools.**

Does that mean the school districts need to have a partner and cannot go in by themselves? (FYI, in comparison, eligible applicants in the ESD/SVP RFP were defined as: "Public school districts and not-for-profit organizations working in

collaboration with a public school district(s) are eligible to apply.") Does that mean that school districts have to go in with another partner agency and can't submit on their own?

21st Century Community Learning Centers (CCLC) and Extended School Day/School Violence Prevention are unique programs with unique requirements. Any public or private organization that meets the eligibility requirements can apply for 21st CCLC funding. This includes public school districts, BOCES, charter schools, private schools, nonprofit agencies, city or county government agencies, faith-based organizations, institutions of higher education, Indian tribes or tribal organizations, and for-profit corporations. All 21st CCLC programs must be implemented through a partnership that includes at least one (1) local educational agency receiving funds under part A of title I and at least one (1) BOCES, nonprofit agency, city or county government agency, faith-based organization, institution of higher education, Indian tribe or tribal organization, or for-profit corporation with a demonstrated record of success in designing and implementing before school, after school, summer learning, or expanded learning time activities. Either the local educational agency or the external agency may apply as lead applicant/fiscal agent.

A local educational agency (LEA) may apply without a partner if the LEA demonstrates that it is unable to partner with a community-based organization in reasonable geographic proximity and of sufficient quality to meet the requirements of 21st CCLC. An LEA wishing to apply under this provision must notify the NYS Education Department's Office of Student Support Services by email at 21CRFP@nysed.gov no later than October 31, 2016 for further instructions.

- 55. On page 9 of the RFP, it says that "There may only be one 21st Century program per school building, and the same children may not be served by more than one program." We intend to partner with two schools, one a middle school and one a high school, which share the same building, so these would be different students. Can we submit one proposal for the middle school and one for the high school, even if they are in the same building?**

Yes. To clarify the language in the RFP, BEDS Codes are used to determine individual schools, not school buildings or campuses. Individual schools with unique BEDS Codes sharing a building may participate in separate applications.

- 56. I am clear that partnership agreements are only for those entities involved in the planning AND implementation of the proposed program. With respect to referrals and partner who share information, but are not involved in planning and implementation, but have an active role in supporting the program, is this relationship only to be reflected in the narrative? We wouldn't want to be penalized for listing supportive partners in the narrative and not having partnership agreements for them even though they aren't involved in planning.**

No. That would not be considered a partnership. A partnership signifies meaningful involvement in planning, as well as specific individual or joint responsibilities for program implementation. An individual, agency, organization or other entity that only provides products or services described in the proposed program and is not involved in overall program planning and implementation is considered a vendor, not a partner. Therefore, a Partnership Agreement is not required. For the purpose of this funding, the required independent evaluator must be a vendor, NOT a partner.

- 57. Because nonpublic and charter schools meeting the poverty requirements are eligible to apply for funding under 21st CCLC, why must LEA applicants consult with them? Or does this apply to private schools not on the eligible list? I am assuming that if a non-public school is eligible to apply, an LEA does not need to consult with that school-- is that correct? I understand the importance of consulting with private schools in cases where they are not eligible to apply (for example, in the NYSED Learning Technology grants) but not in this case, when they can apply on their own.**

According to the stipulations Section 9501 of Title IX of the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the No Child Left Behind Act of 2001 (NCLB), private, nonprofit elementary and secondary school students, teachers, and other educational personnel are eligible to participate in federally-funded programs as authorized under the Act. Each school division is obligated to inform officials of private schools located within the division's boundary, that private, nonprofit elementary and secondary schools are eligible to participate on an equitable basis. As such, all eligible entities must inform private school officials within their respective boundary; this includes charter schools and private schools that meet the eligibility requirements for this RFP.

- 58. Do charter schools have to register for the grants gateway?**

Yes. Charter schools are considered nonprofits and must register *and* prequalify in Grants Gateway by the grant application deadline.

- 59. Are charter schools required to pre-qualify as not-for-profit vendors?**

Yes. Charter schools are considered nonprofits and must register *and* prequalify in Grants Gateway by the grant application deadline.

- 60. Do charter Schools have to register for the SAM?**

Yes, in order to receive Federal funds all agencies must register with SAM.

- 61. This question is regarding the School Age Child Care (SACC) registration/licensing requirement. If one community-based organization is the lead applicant, in partnership with a school district and another CBO that will provide afterschool programming for more than 7 children under age 13 in school**

buildings as well as in that CBO's own facilities as part of the proposed program, must the lead applicant CBO obtain SACC registration even though it will not be providing those services? Additionally, will separate SACC registration need to be completed for each location where services will be provided outside of school hours, or can all locations be covered in one registration?

It is the lead applicant agency's responsibility to ensure full compliance with New York State Office of Children and Family Services (OCFS) Regulations at 18 NYCRR Part 414. It is also the lead applicant agency's responsibility to provide NYSED with the SACC registration certificate for each site location as required by law. NYSED will expect the SACC registration to be in the lead applicant's name, but would accept a valid SACC registration for each site obtained by the partner who is providing the services at each site, if the lead applicant also provides written confirmation (letter or email) from the issuing authority (OCFS Regional Office or New York City Department of Health and Mental Hygiene) that a SACC registration in the lead applicant's name is not required.

Please note that, per the New York State Education Department's Consortium Policy, an awardee cannot act as a flow-through for grant funds to pass to other recipients. NYSED has established a minimum level of direct service of 15% to be provided by the fiscal agent.

62. Do not-for-profits that are partners but not lead applicants need to pre-qualify as not-for-profit vendors?

No, only not-for-profits acting as Lead Applicant Agencies are required to pre-qualify in Grants Gateway.

63. If the lead applicant is an LEA, do partners and vendors need to complete the Vendor Responsibility Questionnaire? If so, does it need to be completed by the time of application, or would it be completed at the time of signing the State contract?

For applicants using subcontractors (either partners or other vendors), a Vendor Responsibility Questionnaire and a NYSED vendor responsibility review are required for a subcontractor where:

- the subcontractor is known at the time of the contract award;
- the subcontractor is not an entity that is exempt from reporting by OSC; and
- the subcontract will equal or exceed \$100,000 over the life of the contract.

SED recommends that applicants submit the Questionnaire by the application deadline to avoid delay in grant/contract processing; however, it may be submitted later, prior to contract execution.

64. I was wondering what documentation is needed to become an eligible school (and appear on the list) for the 21st Century Community Learning Center funding (RFP) opportunity?

If a school does not appear on the list, but has 40% or more students eligible for free or reduced price lunches, they should submit supporting documentation to 21CRFP@nysed.gov no later than October 31, 2016. Sooner is preferred. An example of appropriate documentation would be a copy of the school's most recently submitted SIRS-323 form; however, other documentation reflecting the percentage of students eligible for free and reduced price lunches will be considered.

65. I was wondering if it is permissible to apply for 21st Century funding at a school site that also receives services funded through NYSED's Extended Day program. Even if it is permissible, would NYSED give preference to schools that do not have Extended Day funding?

Schools currently awarded funds under other grant programs, e.g. Extended School Day/School Violence Prevention) are eligible to apply for 21st CCLC funds. No preference will be given to schools that do not currently have other grant funding. All applications will be scored and awarded funds based on the procedures set forth in the RFP. Please note that 21st CCLC funds cannot be used to supplant existing funding sources.

66. Could a SUNY branch, or any other college or university, serve as the applicant?

Yes. Institutions of higher education are eligible applicants.

67. We are on the list of eligible schools based on our FRPL status, however we are not on the list for high needs rural schools. Does this mean that we would not be eligible to apply, or would our priority status be very low? I am really interested in this opportunity for our school and community, but not certain whether or not we can/should apply?

To be eligible for this grant, at least 2/3 of the students an applicant is proposing to serve must attend schools eligible for schoolwide programs under Title I, Section 1114 of the Every Student Succeeds Act, and the families of these students, or schools with at least 40 percent of students eligible for free or reduced priced lunch; and the families of these students.

3 additional priority points will added to the base score of applications that will primarily serve students who attend a Priority School (including Struggling and Persistently Struggling Schools), Focus School, High Need Rural School, Persistently Dangerous School, and/or a school that serves a high percentage of students with Limited English Proficiency. Further information, including links to lists of schools eligible for priority points, is available on pages 9-11 of the RFP.

All eligible applicants are encouraged to apply.

- 68. A CBO is planning to work with a chartered middle school to provide 21st CCLC services. While the school itself has been in operation for more than a decade in a Rest of State location, the middle school grades moved in 2015-16 to a Big Four location. The separate middle school does not appear on the eligible schools lists for the Big Four districts (I am assuming that is because it was not located in Big Four during the 2014-15 school year, from which the lists were derived). Can we submit the application for the Middle School program under the Big Four category?**

If a school does not appear on the list, e.g. the newly-established middle school, but has 40% or more students eligible for free or reduced price lunches, they should submit supporting documentation to 21CRFP@nysed.gov no later than October 31, 2016. Sooner is preferred.

- 69. If we have a single site serving children from two schools that are both eligible for preference points, but one is a Big Four School and one is a ROS school, can we apply in the Big Four category? Must a certain percentage of students be Big Four students?**

Placement of applicants into one of the three geographic areas will be based on the home region of the majority of students targeted to receive services: New York City, Big Four Cities, or Rest of State.

- 70. In the RFP, on page 2, “All programs must be implemented through a partnership that includes one.....” Our question is, as a nonprofit agency does this mean that we need to partner with a local school district? Do we have to demonstrate our record of success in designing and implementing before school, after school, summer learning, or expanded learning time activities?**

Yes. All programs must be implemented through a partnership that includes at least one (1) local educational agency receiving funds under part A of title I and at least one (1) BOCES, nonprofit agency, city or county government agency, faith-based organization, institution of higher education, Indian tribe or tribal organization, or for-profit corporation with a demonstrated record of success in designing and implementing before school, after school, summer learning, or expanded learning time activities.

Yes. Applicants should address their demonstrated record of success in the Organizational Capacity and Quality of the Management Plan section of the application narrative.

- 71. Is the RFP for school age programs only?**

Pre-K students and high school non-completers may be included. To be eligible for this grant, at least 2/3 of the students an applicant is proposing to serve must attend: schools eligible for schoolwide programs under Title I, Section 1114 of the Every Student Succeeds Act, or schools with at least 40 percent of students eligible for free or reduced priced lunch. Applicants must also serve the families of participating students.

72. If we are not on the nonprofit NYC list, does this mean we cannot apply? We do not have a lunch program at our school age program.

Applicants must be eligible per the RFP guidelines. The New York State Education Department does not administrate a nonprofit NYC list. Please contact the NYC Department of Education's 21st Century Grant Contact at CommunitySchools@schools.nyc.gov for further assistance.

73. Can one school be included in two different 21CCLC applications?

There may only be one 21st Century program per school, 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.

74. Does the presence of existing City-funded after-school programs (such as SONYC, COMPASS, Beacon, etc) at a school preclude 21CCLC funding from being applied to that school?

No. All eligible applicants are encouraged to apply. Please note that 21st CCLC funds must supplement and cannot supplant existing services or funding sources.

75. May a lead organization/ applicant replace a school partnership during the five year contract period? If so, can you describe the protocol for replacing a school partnership?

Replacing a school partnership during the contract period is generally not permitted. The 21st CCLC program is a competitive grant, and as such, awards are the result of reviewer scores based on narratives that outline the needs of specific schools and describe the partnership between these schools and their partners. Exceptions are rarely permitted.

76. If a school partnership is terminated during the five year contract period, may an organization reduce the contracted target number for "student participants"?

No. The 21st CCLC program is a competitive grant, and as such, awards are the result of reviewer scores based on narratives that outline the needs of specific schools and describe the partnership between these schools and their partners.

77. Do we have to submit a proposal for each partnership we're applying for?

Lead applicants may propose to serve several schools in a single proposal, or they may elect to submit separate proposals for individual program sites. Proposals may include one external agency partnering with an LEA or several. There may only be one 21st Century program per school, 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.

78. What is the difference between a consortium and a partnership in terms of proposal documentation and, if awarded, programmatic elements and contractual arrangements?

There is no impact on required proposal documentation whether a 21st CCLC partnership identifies as a consortium or not. Programmatic elements and contractual arrangements are substantially equivalent since the 21st CCLC program requirements for all applicants reflect the requirements of the Consortium Policy. The Consortium Policy applies to partnerships.

79. Can a NYC Dept of Education principal sign a Partnership Agreement with more than 1 non-profit as Lead Applicant?

NYSED does not prohibit schools and districts from participating in multiple applications; however, there may only be one 21st Century program per school, and the same children may not be served by more than one program.

The NYC Department of Education may have additional requirements for its principals. You may wish to direct NYC-specific questions to the NYC Department of Education's 21st Century Grant Contact at CommunitySchools@schools.nyc.gov for further assistance.

80. As a for profit corporation, do we need to partner with a local educational agency before we submit the Notice of Intent?

There is no requirement that you enter into partnership prior to submission of the Notice of Intent.

81. If we apply with multiple partners for different 2017-2022 21st CCLC grants and one or more are denied, will all of them be denied or will they be evaluated separately?

All applications that meet the eligibility requirements will be scored independently on their own merits; therefore, they must be able to operate independently. Programs that are dependent upon one another must apply in in one application, as a partnership or consortium. 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.

- 82. We have a variety of school partners and are considering submitting a proposal to work with a few schools. Is it feasible for our proposal to include a school-based program along with programs taking place at a few of our Clubs with referrals from some of the targeted schools?**

Yes, this is feasible as long as all the requirements of the RFP are met. All participating schools must be reflected on the Participating Schools form, and signed Partnership Agreements must be present for all participating schools. Only students attending participating schools are eligible to participate in the program.

- 83. To be eligible, it says that organizations must be pre-qualified. We are pre-qualified with Grants Gateway and SAM. Is there another pre-qualification site/process?**

No. Prequalification refers to the Grants Gateway registration and prequalification process. There is no other prequalification requirement.

- 84. On the sample application, I see a form asking about the school and another about the partnering agency. Does this mean, including the applicant, there are at least three organizations involved? My organization would be the applicant administering the program to the schools. Would that make us the partner agency or the schools?**

No. All programs must be implemented through a partnership that includes at least one (1) local educational agency receiving funds under part A of title I and at least one (1) BOCES, nonprofit agency, city or county government agency, faith-based organization, institution of higher education, Indian tribe or tribal organization, or for-profit corporation with a demonstrated record of success in designing and implementing before school, after school, summer learning, or expanded learning time activities. If the applicant is an LEA (Local Educational Agency), they should include themselves in the Participating Schools Form. If the applicant is not an LEA, they should include themselves on the Partnering Agencies Form.

- 85. In the RFP it states that at least 2/3 of the students we propose to serve must attend:
*Schools eligible for schoolwide programs under Title I, Section 1114 of the Every Student Succeeds Act, and the families of these students, or
Schools with at least 40 percent of students eligible for free or reduced priced lunch; and the families of these students.***

If a school does not appear on the list, but has 40% or more students eligible for free or reduced price lunches, we must submit supporting documentation by October 31, 2016 (see pg. 2 of RFP).

Can you tell me what type of supporting documentation is sufficient?

If a school does not appear on the list, but has 40% or more students eligible for free or reduced price lunches, they should submit supporting documentation to 21CRFP@nysed.gov no later than October 31, 2016. Sooner is preferred. An example of appropriate documentation would be a copy of the school's most recently submitted SIRS-323 form; however, other documentation reflecting the percentage of students eligible for free and reduced price lunches will be considered.

86. May applicants include partnerships with multiple schools within a single application?

Yes. Applicants may propose to partner with multiple schools in a single application.

87. If we receive funding from other city or state programs such as SONYC or ESD/SVP, are we still eligible to apply for 21CCLC funding?

Yes, applicants receiving funding from other sources are eligible to apply for 21st CCLC funding; however, 21st CCLC funds must supplement and cannot supplant existing services or funding sources.

88. How many sites can one CBO apply to partner with? If applying to multiple sites, are you able to prioritize or designate those most in need?

A CBO may apply to partner with multiple entities; however, applicants are limited to a maximum annual award of \$1,200,000 per lead applicant agency. For profit agencies are limited to a maximum of \$400,000 per lead applicant agency. Each accepted application will be reviewed and rated according to the protocol outlined in the RFP. Applicants are not able to prioritize their own applications.

89. Are community/renewal schools allowed to apply for this funding stream?

Any public or private organization that meets the eligibility requirements can apply for 21st CCLC funding. This includes public school districts, BOCES, charter schools, private schools, nonprofit agencies, city or county government agencies, faith-based organizations, institutions of higher education, Indian tribes or tribal organizations, and for-profit corporations. Public school districts must apply on behalf of constituent schools.

90. Are for-profit agencies allowed to act as a lead CBOs in a community school district grant? By lead CBOs, we mean partners providing the majority of services and any amount over \$200,000 in a grant.

Yes. Any public or private organization that meets the eligibility requirements can apply for 21st CCLC funding. This includes public school districts, BOCES, charter schools,

private schools, nonprofit agencies, city or county government agencies, faith-based organizations, institutions of higher education, Indian tribes or tribal organizations, and for-profit corporations. Up to \$1,200,000 will be set aside per year statewide to be shared among for-profit awardees. Each for-profit applicant is limited to a minimum of \$50,000 to a maximum annual award of \$400,000. As long as all requirements of the RFP are met, there is no reason a CBO could not be allocated in excess of \$200,000 as lead fiscal agent, partner, or vendor.

91. If the LEA is the lead on the grant, and partners with a NFP and vendor, does the NFP and the vendor have to pre-qualify?

No, only not-for-profit lead applicant agencies are required to prequalify on Grants Gateway.

92. Our school is operated through a partnership between the New York State Education and Department and a college. The RFP states "all programs must be implemented through a partnership that includes at least one local educational agency...and at least one BOCES, nonprofit agency...institution of higher education, etc..." Does the relationship between the eligible school and the college (non-profit agency and institution of higher education) satisfy the grant's partnership requirement, or would we be required to provide partnership agreements between the school and the State Education Department?

The relationship between the eligible school and college could satisfy the grant's partnership requirement.

93. Can a for-profit provider be the lead agency for one proposal with a budget of \$400,000 AND be a partner for another that a LEA is the lead agency for with a budget for the for-profit of an additional \$300,000?

Yes.

94. If an outside organization is planning activities with our program, but is not involved in overall program design, would this organization be considered a vendor or a partner?

A partnership signifies meaningful involvement in planning, as well as specific individual or joint responsibilities for program implementation. An individual, agency, organization or other entity that only provides products or services described in the proposed program and is not involved in overall program planning and implementation is considered a vendor, not a partner.

95. Many years ago our community based organization had a 2004-2009 21St CCLC grant. In that grant our organization and our Community Services Division partnered with a school operated by our organization (a listed eligible school). For the current round, is a similar partnership arrangement allowable?

Yes.

- 96. For this current grant application, multiple different organizations have approached the district asking to apply for the 21st CCLC. The grant application states that the limit to each agency is \$1.2 million; however, does this mean the LEA can only receive \$1.2 million or can multiple agencies receive this – e.g., what if ten agencies/organizations each apply for the grant working with ten different schools within the district – is there a limit to how many grants are awarded to the district’s schools?**

There is no per district limit to the number of grants that can be awarded to external nonprofit lead applicants serving that district. The \$1,200,000 funding limitation applies to the lead applicant

- 97. What partnership expectations are there for 21st CCLC and schools?**

Partnership expectations are outlined on page 4 and referenced throughout the RFP. A sample Partnership Agreement is provided in Appendix 1. It is the applicant’s responsibility to determine additional requirements and to describe the proposed partnership in the application narrative.

- 98. Can a school sign a partnership agreement for more than one 21st Century application if the applications are being submitting by different lead organizations? By this, we mean that if two different organizations each want to submit their own proposal to serve the same school, can the school sign an agreement with both applicants? Or are schools only allowed to sign onto one application?**

NYSED does not prohibit schools and districts from participating in multiple applications; however, there may only be one 21st Century program per school, 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. In the event that multiple applications proposing to serve the same students, or proposing to serve different students but in the same school, meet the threshold for funding, only the highest ranking application will be funded.

You may wish to direct NYC-specific questions to the NYC Department of Education’s 21st Century Grant Contact at CommunitySchools@schools.nyc.gov for further assistance.

- 99. In New York City, community school districts can be either lead applicants or required partners for other applicants (including all non-profit applicants). This dual role allows the Districts to restrict competition by withholding partnership**

agreements to any or all applicants with which they might compete for funds. Is this the intent of NYSED?

It is not the intent of NYSED to restrict competition. It is the intent of NYSED that any public or private organization that meets the eligibility requirements can apply for 21st CCLC funding. This includes public school districts, BOCES, charter schools, private schools, nonprofit agencies, city or county government agencies, faith-based organizations, institutions of higher education, Indian tribes or tribal organizations, and for-profit corporations.

Whether a school district acts as lead applicant agency or allows an external organization to apply on their behalf, they must enter into partnership with an external organization to be eligible for funding, unless the LEA can demonstrate that it is unable to partner with a community-based organization in reasonable geographic proximity and of sufficient quality to meet the requirements of 21st CCLC. An LEA wishing to apply under this provision must notify the NYS Education Department's Office of Student Support Services by email at 21CRFP@nysed.gov no later than October 31, 2016 for further instructions.

100. What, if any, are the anticipated provisions in New York City to support school district, school, and non-profit CBO planning and partnerships?

The New York City Technical Assistance Resource Center will support all grantees in New York City. New York City applicants should contact the NYC 21st Century Grant Contact at CommunitySchools@schools.nyc.gov for further assistance.

101. If our CBO is partnering with a District School, not an entire District, is a School District Principal signature from a single school on a partner agreement sufficient to consider that school a partner?

No. At minimum, Partnership Agreements must be signed by all participating Superintendents, School Principals, and representatives of all agencies listed on the Partnering Agencies form.

102. We need partnership agreements for all partners and 2/3 of students we propose to serve should attend schools with the eligibility criteria (40% eligible for free or reduced lunch, etc.). Does this mean that, under no circumstance, we could admit any student who is not attending the school that we signed an agreement with? Are we required to also have partnership agreements for the schools where the other 1/3 of students attend?

All participating schools must be reflected on the Participating Schools form, and signed Partnership Agreements must be present for all participating schools. Only students attending participating schools are eligible to participate in the program.

103. How many partners can we work with on this grant?

It is the applicant's responsibility to determine the appropriate partner or partners, as long as the partnership requirements are met, as established in the RFP. There is no maximum number of partners allowed.

104. What is the difference between a vendor and a partner?

A partnership signifies meaningful involvement in planning, as well as specific individual or joint responsibilities for program implementation. An individual, agency, organization or other entity that only provides products or services described in the proposed program and is not involved in overall program planning and implementation is considered a vendor, not a partner. For example, a vendor who provides supplies and materials to the project and has no other involvement would be considered a vendor, not a partner. A vendor could also be an entity that provides a contracted service such as a program activity, for example a series of dance classes, or professional development services, but does not take part in overall program planning and decision-making on a regular basis. For the purpose of this funding, the required independent evaluator must be a vendor, NOT a partner.

105. What partnership expectations are there for 21st CCLC and schools?

Partnership expectations are outlined on page 4 and referenced throughout the RFP. A sample Partnership Agreement is provided in Appendix 1. It is the applicant who determines additional responsibilities and describes the proposed partnership in the application narrative.

106. Can a community school District in NYC write for brand new schools that will be opening for the 2016-2017 school year?

If a school does not appear on the list, but has 40% or more students eligible for free or reduced price lunches, they should submit supporting documentation to 21CRFP@nysed.gov no later than October 31, 2016. Sooner is preferred. Once eligibility is confirmed, the Community School District may submit a proposal on behalf of the school. Alternatively, if students attending a school that is not on the eligibility list make up 1/3 or less of the total target participation and at least 2/3 of the target population of students to be served attend a school that is on the eligibility list, the proposal will be eligible.

107. If two community school districts apply on their own as the LEA - let's say Community School District 1 and Community School District 2 (two separate applications), are they also eligible to apply as a consortium in which case the applicant would be Community School District 1/2 Consortium?

LEA applicants may apply in consortia with another LEA. NYSED's Consortium Policy dictates that the partnership/consortium must designate one of the applicants/participants to serve as the applicant and lead fiscal agent for the grant. The

district acting as lead fiscal agent would be subject to the \$1.2 million combined limit if both proposals were funded. NYSED strongly discourages applicants from submitting multiple applications with a combined value that exceeds 1.2 million.

All programs must be implemented through a partnership that includes at least one (1) local educational agency receiving funds under part A of title I and at least one (1) BOCES, nonprofit agency, city or county government agency, faith-based organization, institution of higher education, Indian tribe or tribal organization, or for-profit corporation with a demonstrated record of success in designing and implementing before school, after school, summer learning, or expanded learning time activities.

A local educational agency (LEA) may apply without a partner only if the LEA demonstrates that it is unable to partner with a community-based organization in reasonable geographic proximity and of sufficient quality to meet the requirements of 21st CCLC. An LEA wishing to apply under this provision must notify the NYS Education Department's Office of Student Support Services by email at 21CRFP@nysed.gov no later than October 31, 2016 for further instructions.

108. How many years of experience are required for not-for-profits to be eligible to apply as the lead agency in a grant?

There are no minimum years of experience required for a not-for-profit to apply. It is the applicant's responsibility to describe their relevant experience or promise of success in their proposal narrative.

109. Is an individual school eligible to apply on their own as a lead agency as long as it has a partnership with a CBO? Or is it that only the district can be a local educational agency? Our understanding from page 2 of the RFP is that both schools and community school districts can act as the lead applicant on the proposal.

The district must be the applicant applying on behalf of an eligible school. Partnership Agreements must be signed by all participating Superintendents, School Principals, and representatives of all agencies listed on the Partnering Agencies form.

110. The RFP states that eligible schools are schools eligible for schoolwide programs under Title I, Section 1114 of the Every Student Success Act, and the families of these students or schools with at least 40 percent of students eligible for free or reduced priced lunch. Is there a list of schoolwide schools under Title I, Section 1114 of the Every Student Succeeds Act?

The list of schools eligible for schoolwide programs, and therefore considered an eligible school for this grant competition, is available at the following link: <http://www.p12.nysed.gov/funding/2017-2022-21st-cclc/2017-2022-21st-cclc-grant-schoolwide-only-programs.pdf>.

111. Are for profit corporations required to pre-qualify?

No. For-profits are not required to pre-qualify in the Grants Gateway.

COMPETITIVE PRIORITY:

112. How will the three priority points be allocated for schools that meet one of the priority point criteria compared to a school that meets two, three or more criteria?

Applications will receive either 0 or 3 priority points. Applications will not receive additional points if the schools they propose to serve appear on multiple lists.

113. How many points will be allocated for the ESSA competitive priority requirement, specifically for applications proposing to serve students who attend schools that: 1) are implementing comprehensive support and improvement activities or targeted support and improvement activities under ESSA section 1111(d), or other school determined by the local educational agency to be in need of intervention and support to improve student academic achievement and other outcomes; 2) enroll students who may be at risk for academic failure, dropping out of school, involvement in criminal or delinquent activities, or who lack strong positive adult role models; and the families of those students?

Under ESSA 1111(d) Priority Schools and Focus School designations will sunset and be replaced by Comprehensive Support and Improvement Schools and Targeted Support and Improvement Schools. For the purposes of this RFP, NYSED will be using the current list of Priority and Focus schools in determining competition priority points. 3 priority points will be awarded to applications that will primarily serve students who attend a school (i.e., public school, private school or charter school) that meets one or more of the following criteria: Priority Schools, including Struggling and Persistently Struggling Schools, Focus Schools, High Need Rural Schools, Persistently Dangerous Schools, and schools with a three-year average Limited English Proficiency student percentage per student enrollment of the school(s) served equal to or greater than 5%. These schools have been targeted for priority to reach students at risk of academic failure, dropping out of school, involvement in criminal or delinquent activities, or who lack strong positive adult role models, and the families of those students. Further information regarding Competition Priorities is available on pages 9-11 of the RFP.

114. In Round 6, different types of schools could review a range of 2 - 6 extra points. In Round 6, Priority high schools received 6 extra points. Priority elementary and middle schools received 5 extra points. Focus high schools received 3 extra points. Focus elementary and middle schools received 2 extra points. There

were no other category of schools that received extra points. In Round 7, only 3 extra points are available for:

All Priority schools.

All Focus schools.

All LEP - Limited English Proficiency - schools with 5% or more of this category of student.

Why are Priority High schools not again given 6 extra points? Why are Priority elementary and middle schools not again given 5 extra points? Why are Focus high schools given more extra points than Focus elementary and middle schools? Why are LEP 5% or higher schools given extra points in Round 7?

The Round 7 RFP simplifies the priority point structure. The 3 priority points for the identified school criteria categories listed on page 9 of the RFP are what SED has prioritized for this round of funding. High schools are not given higher priority than elementary or middle schools.

115. Is there any preference given to districts with a higher free/reduced-lunch rate? For example, all things being equal, would a school with a 70% free/reduced lunch rate receive preferences over a school with 40% rate?

Applications will be scored based on the criteria established in the Application Scoring Rubric (Appendix 2 of the RFP). In the event of a tie score, the score on the following parts of the Proposal Narrative will be used to determine the higher ranking: the score on item 3; Key Elements of Program Design, and if still tied; the score on item 2; Need for Project.

If still tied, the application with the highest average free and reduced lunch rate (free lunch rate in NYC) of the school(s) will be ranked higher.

116. Is there a limit to how many schools can be included in each application? For an application that includes more than one “priority” school (qualifying for 3 bonus points), would the application receive 3 points for every priority school, or is it max 3 points per application?

There is no limit to the number of schools that may be included in each application. If an application proposes to serve students in more than one school, at least 2/3 of the students served must attend a school on one of the competition priority lists above to be eligible for priority points. No more than 3 priority points are available per application.

117. Is there a list of schools that are implementing comprehensive support activities under ESSA 1111 (d) or is that self-reported by schools? Are there points associated with that competitive priority?

A list of schools implementing comprehensive support activities under ESSA 1111 (d) is currently not available. Under ESSA 1111(d) Priority Schools and Focus School

designations will sunset and be replaced by Comprehensive Support and Improvement Schools and Targeted Support and Improvement Schools. For the purposes of this RFP, NYSED will be using the current list of Priority and Focus schools in determining competition priority points. Further information regarding Competition Priorities, including the link for Priority and Focus schools list, is available on pages 9-11 of the RFP.

118. Would our eligibility for the grant depend on the location of the program or the geographic makeup of the population we serve?

Geographic location does not affect eligibility. It only affects the distribution of funds and how awardees are ranked once scoring is complete. Funds will be allocated to each geographic area as follows: 55 percent to New York City; 15 percent to the big four cities of Buffalo, Rochester, Syracuse and Yonkers; and 30 percent to the Rest of the State. Applicants will be ranked within these areas by score. Placement of applicants into one of these three geographic areas will be based on the home region of the majority of students targeted to receive services: New York City, Big Four Cities, or Rest of State.

PROGRAM REQUIREMENTS AND ATTENDANCE:

119. Can funding be used for Saturday academic programming?

Yes. Multiple program options may be used by recipients of 21st CCLC funding, including; before school, after school, weekends, holidays or summer recess. Program funds may also be used to expand learning time to provide activities within the school day in schools implementing an expanded learning time program that provides students with at least 300 additional program hours per year before, during, or after the traditional school day, week or year.

120. Can funding be used for the offering of STEM classes in an after-school arena?

Yes. Programs that build skills in science, technology, engineering, and mathematics (STEM), including computer science, and that foster innovation in learning by supporting nontraditional STEM education teaching methods are eligible activities. Multiple program options may be used by recipients of 21st CCLC funding, including; before school, after school, weekends, holidays or summer recess. Program funds may also be used to expand learning time to provide activities within the school day in schools implementing an expanded learning time program that provides students with at least 300 additional program hours per year before, during, or after the traditional school day, week or year.

121. How many days of after-school programming should be offered in order to be eligible for the RFP?

Applicants should plan to offer sufficient program time for student participants to meet or exceed the 21st CCLC legislative intent of a minimum of 90 hours per year.

122. Can funding be used for field trip activities?

Yes. Travel for student enrichment field trips is an allowable expense.

123. Can you clarify Objective 1.5 – are centers required to offer services during summer/holidays? Is it allowable to propose only an after-school program and not include summer/holidays?

Programs are not required to offer services during summer/holidays. It is allowable to propose only an after school program and not include summer/holidays.

124. Does the program have any grade preferences (elementary, middle or high school grades)?

There is no grade preference for this funding opportunity. Programs may serve Pre-K through 12th grade and high school non-completers.

125. As an independent non-profit do I have to conduct programming on site at a school/schools or can program solely be based at our site?

A program may be solely based at a location other than a school.

126. Must all of the bulleted activities listed on page 16 be carried out or may a program carry out some but not all?

It is not necessary to address all of the eligible activities as listed on page 16 of the RFP; however, applicants must address a menu of activities that encompasses all three required 21st CCLC program components: 1. academic enrichment, 2. additional services, programs and activities, and 3. opportunities for families to have active and meaningful engagement in their children's education, including opportunities for literacy and related educational development.

127. If a CBO partnering with an LEA is conducting most activities on site at schools but then has two "field trips" bookending the program, do all staff who will be involved off-site, as well as that site, have to have SACC certification?

No. A separate SACC license for field trips is not required.

128. If activities for the 21st CCLC are proposed during recess time does this count as part of the "mandatory school day" and therefore require 300 program hours per student?

Yes. For the purposes of this RFP, the “mandatory” school day, week or year is defined as the hours of attendance that all students enrolled in the school are required to be present for.

- 129. I am writing with a question regarding the 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. Our program would leverage other funding from an Extended Day program that is running three days per week at a target school. Together they would satisfy the 15 hour per week requirement. Some of our families have also preferred a three day per week program because of other commitment (ie, we serve a lot of English Language Learners who have additional programming that conflicts with after-school programming). My questions are: If we combine the two funding sources for a 5 day per week program, is that acceptable? Alternatively, could we run a two day per week program with vacation days that satisfies the 300 hours and still be competitive?**

21st CCLC funds must be used to supplement rather than supplant existing programs and services. While applicants are encouraged to leverage multiple funding sources to support programs, they must be able to track multiple funding sources and clearly identify which programs each dollar supports. The federal legislative intent of the 21st Century Community Learning Centers program is that students attend the program for at least 30 days (or 90 hours) each year, so it is expected that 21st CCLC dollars will support a program that proposes at minimum 90 additional hours of programming.

Only applicants requesting use of 21st CCLC funds during the mandatory school day must demonstrate that the expanded learning program of the school(s) served, inclusive of the proposed 21st CCLC program, will provide students at least 300 additional program hours per year before, during, or after the traditional school day.

- 130. Can we enroll youth for a shorter engagement (two or three days) under this funding if they will meet or exceed the minimum attendance requirement?**

Applicants may propose to provide programming any number of days per week if the total program hours provided will meet or exceed the 21st CCLC legislative intent of a minimum of 90 hours per year (e.g. 30 days per year for three hours per day).

- 131. In regards to the RFP's Sub-Objective 1.5 Extended Hours: How many hours of service is expected to be provided during summer and holidays?**

There is no specific requirement for services to be provided during summer and holidays.

- 132. Can award money be used/is award money expected to be used to cover expenses related to holiday/summer activities?**

21st CCLC funds may be used to support programming during summer and holidays; however, it is not a requirement.

133. How many participant hours may we count if we have an overnight activity?

It is the applicant's responsibility to propose a plan to record student attendance by time in each activity. Applicants proposing an overnight activity should consider actual participant hours spent in eligible 21st CCLC activities.

134. The RFP states on page 12 that the federal legislative intent is to provide a minimum of 90 hours per year (30 days per year for three hours per day). Does this mean that the program must be three hours each day it is offered?

No. Applicants may propose alternate schedules to meet the legislative intent to provide a minimum of 90 hours per year.

135. On page 12 of the RFP, under Sub-Objective 1.5, it states that centers will offer services for at least 15 hour per week on average. Does this mean that our program should have at least 15 hours per week? If so, is there an expectation of the number of weeks per school year a program will be offered?

Sub-Objective 1.5 indicates that 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. Applicants may propose alternate schedules to meet the legislative intent to provide a minimum of 90 hours per year. There is no specific expectation of the number of weeks per school year a program will be offered.

136. Are we required to provide programming during the summer? Conversely, would a summer-only programming be eligible, as long as students met the minimum of 30 hours of participation each?

Summer programs are not mandated. A summer-only program would be eligible. Applicants may propose alternate schedules to meet the legislative intent to provide a minimum of 90 hours per year. Please note that while the legislative intent is for participants to participate in 90 hours of programming each year, 30 hours is the minimum required for a student to be considered a "participant" for annual reporting purposes.

137. If my district has a combined middle/high school (considered two separate schools, but in different wings of the same physical building), can the program be provided as a single site, with age-appropriate activities for all grades?

Yes. Multiple schools may apply in partnership, regardless of whether they share a physical location. Eligible schools with unique BEDS Codes also have the option to apply in separate applications, even if they share a physical location.

138. Must the Project Director recommended in the RFP work only in the 21st CCLC school(s) or can this be a districtwide position that provides support to the 21st CCLC schools along with other expanded learning schools funded by different sources? Please provide some examples of the job responsibilities for this position (or examples of duties that would NOT be allowable).

It is recommended that the program hire a full-time Program Director for the 21st CCLC program; however, an applicant will not be disqualified for failing to propose a full-time program director. Other staffing configurations are permissible.

Job responsibilities of a program director might include, but are not limited to: oversight of day to day program operations; budget and financial oversight; recruitment, hiring and training of site coordinators; supervision of program educators and other staff; provision of direct service to children and families; provision or coordination of ongoing staff development, facilitation of regular staff meetings; responsibility for ensuring all records and data are kept accurately; obtaining parental consent for the collection of data as required by district policies; development of an employee handbook which includes policies and procedures; communication with staff, students, families, teachers, administration, and program stakeholders; and ordering and inventory of program supplies and equipment.

Duties that would not be allowable for the program director include, but are not limited to, activities not necessary and reasonable for proper and efficient operation of the program, activities not permissible under applicable state and/or federal laws and regulations, or duties included as a cost in any other project or grant.

21st CCLC funds may only be used to fund time and effort allocated to 21st CCLC activities. If an applicant proposes a program director who will work in multiple programs, they must only include expenses allocable to the 21st CCLC program in their proposed budget.

139. Is the “minimum of 300 additional program hours” requirement only for schools that will use 21st CCLC fund for activities delivered during the school day? If the proposed grant activities will be delivered outside of the regular school day, must the school still deliver 300 additional program hours to receive 21st CCLC funds?

Applicants requesting use of 21st CCLC funds **during the mandatory school day** must demonstrate that the expanded learning program of the school(s) served, inclusive of the proposed 21st CCLC program, will provide students at least 300 additional program hours per year before, during, or after the traditional school day. Applicants proposing activities entirely outside of the regular school day are not required to deliver 300 additional program hours before, during or after the traditional school day.

140. Are there a minimum number of additional program hours a 21st CCLC program must deliver?

Applicants should provide a plan to meet or exceed the 21st CCLC legislative intent of a minimum of 90 hours per year (e.g. 30 days per year for three hours per day). Students must attend the program for a minimum of 30 hours in the program year to be considered a participant.

141. Can all parents be included in activities offered by a 21st Century program, or is it only open to parents of children who are participating in the program?

The purpose of the 21st CCLC program is to provide students with opportunities for academic enrichment and a broad array of additional services, and to offer **families of students served by community learning centers** opportunities for active and meaningful engagement in their children's education, including opportunities for literacy and related educational development. While it is acceptable to include students' family members and other supportive adults, the focus should remain on improving family engagement in the education of the students served by the program.

142. On page 48 the sub-objective indicates that more than 75% of centers will offer services at least 15 hours per week, but does not indicate how many weeks a program should be offered. On page six, it indicates that in schools offering an expanded learning time program, the requirement is that 21st CCLC funds must provide students with at least 300 additional program hours. Would a program be penalized if it offered a shorter expanded day, but for more days, as long as it meets the minimum 300 additional program hours? For example, if a rural district offered programming 2 hours per day, five days per week, for 150 days, or 2.5 hours per school day, and included a summer program?

Applicants requesting use of 21st CCLC funds **during the mandatory school day** must demonstrate that the overall expanded learning program of the school(s) served, inclusive of the proposed 21st CCLC program, will provide students at least 300 additional program hours per year before, during, or after the traditional school day. Applicants proposing activities entirely outside of the regular school day are not required to deliver 300 additional program hours before, during or after the traditional school day.

All applicants should provide a plan to meet or exceed the 21st CCLC legislative intent of a minimum of 90 hours per year (e.g. 30 days per year for three hours per day).

143. How many daily hours are we required to operate? How many total days are we required to operate?

There is no required minimum number of hours per day or days per year. It is the applicant's responsibility to provide a plan to meet or exceed the 21st CCLC legislative intent of a minimum of 90 hours per year (e.g. 30 days per year for three hours per day). Applicants may propose alternate schedules to meet the legislative intent to provide a minimum of 90 hours per year.

144. Must programs provide 3 hours of daily programming/15 hours of weekly programming?

No. It is the applicant's responsibility to provide a plan to meet or exceed the 21st CCLC legislative intent of a minimum of 90 hours per year (e.g., 30 days per year for three hours per day). Applicants may propose alternate schedules to meet the legislative intent to provide a minimum of 90 hours per year. There is no required minimum number of hours per day or days per year

145. Must a program operate in a building all year long in consecutive weeks? Could two week enrichment units rotate among elementary buildings for example? So, there would be after school programming in each building for 2 weeks every two months?

It is the applicant's responsibility to provide a plan to meet or exceed the 21st CCLC legislative intent of a minimum of 90 hours per year (e.g. 30 days per year for three hours per day). Applicants may propose alternate schedules to meet the legislative intent to provide a minimum of 90 hours per year. There is no required minimum number of hours per day or days per year. In the schedule proposed above, it would be expected that all program participants have access to at least 90 hours of programming. In addition, it should be noted that any student not meeting the **30 hour minimum** would not be considered a participant for annual participation rate reporting purposes. If grantees do not meet 95% of their participation target for which their budget is based, their budgets will be reduced in the year that the shortfall takes place.

146. In the RFP, it says that all programs must 1) provide opportunities for academic enrichment; 2) offer students a broad array of additional services; and 3) offer families of students served by CLCs meaningful engagement in their children's education. We have a couple of questions about this requirement: Our proposal will include programming at several sites. Do we have to offer all of these three elements at each site, or is the requirement that our program as a whole offer all three, even if all three are not available at each site?

You may propose to offer different elements at different sites, as long as all student participants have access to all three elements. If each site serves a different cohort of students, you must offer all three components at all sites to ensure students have access to the full menu of programming.

147. To meet this requirement, are we required to use 21st Century funds for all of these program elements, or can some of them be supported with other funding sources?

Use of other funding sources or in-kind contributions could be acceptable. Any services considered part of the program must involve collaborative planning to ensure all requirements of 21st CCLC program are met, including evaluation of program implementation and student participation and outcomes reporting.

148. Is there a preference in the scoring either for programming that happens during the school day or for programming during after school hours? Or do both types of programming have equal value in the scoring rubric?

There is no scoring preference based on the time of day programming occurs.

149. How do we to count hours offered, enrollment and attendance if a school offers both school-day and OST programming through 21st CCLC funding:

Applicants requesting use of funds during the school day will be asked in the Participating Schools Form to provide the 2017-18 number of annual hours of mandatory attendance, the number of hours of expanded learning programs excluding 21st CCLC, and the number of hours of proposed 21st CCLC. Awarded applicants must maintain at least 300 hours of expanded learning beyond the traditional school day throughout the life of the grant to remain eligible to use funds during the mandatory school day.

Program funds may be used to expand learning time to provide activities within the school day in schools implementing an expanded learning time program that provides students with at least 300 additional program hours per year before, during, or after the traditional school day, week or year. Expanded learning includes the time that a school expands its normal school day, week, or year to provide additional instruction or educational programs for all students beyond the State-mandated requirements for the minimum number of hours in a school day, days in a school week, or days or weeks in a school year. Applicants requesting use of 21st CCLC funds during the mandatory school day must demonstrate that the expanded learning program of the school(s) served, inclusive of the proposed 21st CCLC program, will provide students at least 300 additional program hours per year before, during, or after the traditional school day. (See Participating Schools Form.)

For the purposes of this RFP, the “traditional” school year is defined as 900 hours of instruction (typically 180 days x 5 hours per day) per year at the elementary level through grade 6, and 990 hours of instruction (180 days x 5.5 hours per day) in grades 7-12.

For the purposes of this RFP, the “mandatory” school day, week or year is defined as the hours of attendance that all students enrolled in the school are required to be present for.

For example, in ABC High School, the

| | |
|---|-------|
| Mandatory hours of instruction planned for 2017-18 are: | 1,080 |
| Total non-mandatory program hours planned for 2017-18 (excluding proposed 21 st CCLC) are: | 180 |
| Proposed 21 st CCLC hours beyond the mandatory school day: | 100 |

| | |
|--------|-------|
| Total: | 1,360 |
|--------|-------|

1,360 hours of combined mandatory and non-mandatory program minus the 990 hour traditional school year as defined by the RFP equals 370. In this example, ABC High School would qualify to use funds during the school day because they would exceed 300 hours of expanded learning time. (Please refer to Participating Schools Form which requests this data.)

150. Our charter school's mandatory school day is longer than the "traditional" school day as defined in the RFP. We understand that we can conduct 21stCCLC activities during non-class time during the school day (such as lunch). Please clarify if we can conduct 21stCCLC activities during class time that is part of our longer school day as long as our total 21stCCLC hours come to more than 300 hours beyond the traditional school day.

Yes. You may conduct 21st CCLC activities during class time as long as the total number of additional hours beyond the “traditional” school year meets or exceeds 300 hours. If your longer school day increases your school year beyond the “traditional” school year as defined in the RFP, the difference may be counted toward the expanded learning time.

Please see previous response for additional information.

151. If we offer three two hour programs on the same day, does this count as six hours of additional programming or just two hours?

If these are concurrent programs, it would count as two hours. Concurrent programs may not be counted individually. If programming occurs from 6am-8am before school and from 3pm-7pm after school, that would count as 6 hours

152. Page 12 of the RFP states that “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.” Is there an expectation that contractors will offer a 12-month program? Will proposals for a school-year-only program be penalized in the scoring process? Conversely, will applications that propose summer and/or holiday services receive additional points?

There is no expectation that awardees will offer a 12-month program. Proposals for school-year-only programs will not be penalized. Applications that propose summer and/or holiday services will not receive additional points.

153. If we are required to provide year-round services, what of allowances will be made for school buildings that are closed during the summer for renovation?

There is no requirement to provide year-round services.

154. I would like clarity regarding how enrollment and rate of participation for the 21st CLC is calculated. If a CBO offers 20hrs of programming per week through multiple program components (i.e., tutoring, college access, sports, leadership groups, etc.), are students expected to participate in all components in order to be considered “enrolled?” Or, can a student choose which components they would like to participate in?

All three program components (academic enrichment, additional services, programs and activities, and opportunities for families to have meaningful engagement in their children’s education, including opportunities for literacy and related educational development) must be offered through each center, and must be available to all participating students. Students may choose activities within each component, but every effort should be made to ensure all students participate in all three components. All students who have a signed parental consent and attend the program are considered enrolled. While the legislative intent is to ensure that all program participants have access to at least 90 hours of programming, students must participate for at least 30 hours to be considered a participant for annual participation reporting purposes to the NYSED. Programs that do not meet 95% of their target participation level will have their funding reduced in the year in which the participation shortfall occurred.

155. Can 21st CCLC programs take place year round, or must they focus on either school year or summer only?

21st CCLC programs may take place year-round, or they may focus on school year or summer only. It is the applicant’s responsibility to provide a plan to meet or exceed the 21st CCLC legislative intent of a minimum of 90 hours per year (e.g. 30 days per year for three hours per day). Applicants may propose alternate schedules to meet the legislative intent to provide a minimum of 90 hours per year to be considered a “regular” participant. Students must participate for at least 30 hours to be considered a “participant” for annual participation reporting purposes to the NYSED. Programs that do not meet 95% of their target participation level will have their funding reduced in the year in which the participation shortfall occurred.

156. Of the sample activities listed on page 1 of the RFP, do you expect to see them all in the proposed program? Or can we include just some of them?

It is not anticipated that programs will offer all services, programs and activities listed on page 2 of the RFP; however, applicants must address a menu of activities that encompass all three required components; 1) academic enrichment, 2) additional services, programs and activities, and 3) opportunities for families to have active and meaningful engagement in their children’s education, including opportunities for literacy and related educational development.

157. What type of documentation is preferred for tracking attendance? For example, is a tracking sheet enough? Does it need to be electronic? What form of documentation is preferred?

It is the applicant's responsibility to describe clear procedures for taking individual student attendance on a daily basis. Student attendance should be recorded by time in each activity to meet or exceed the 21st CCLC legislative intent of a minimum of 90 hours per year (e.g. 30 days per year for three hours per day). Grantees choosing to utilize the 21st CCLC program to expand learning time during the mandatory school day must document procedures for monitoring school day program attendance. Applicants may propose use of tracking sheets. It is currently not required that awardees take attendance electronically, but accurate records will be required for monitoring and reporting purposes.

158. Page 23 of the RFP states that students are considered participants if they have at least 30 hours in the program; however, page 49 states they must have at least 90 hours to be a participant. Which is correct? Or is it that 90 hours of programming must be offered, but students count as "participants" as long as they've completed at least 30 hours? Or, is the requirement that all students counted as participants have taken part in 90 hours of activities?

Applicants should plan to meet or exceed the 21st CCLC legislative intent of a minimum of 90 hours per year (e.g. 30 days per year for three hours per day). 90 hours of participation is the threshold to be considered a "regular" attendee by the federal government which collects outcome data on those participants. While applicants should plan to serve students for at least 90 hours per year, for the purposes of this RFP, a student must attend the program for a minimum of 30 hours in the program year to be considered a participant for annual participation reporting to SED. Grantees failing to meet their participation targets each year can expect to have their funding reduced in that program year (This will apply in years 2-5 for schools and non-profit organizations and in years 1-5 for for-profit organizations).

159. On page 9 of the RFP it states that "There may only be one 21st Century Program per school building..." Does this mean that there can be only one provider in a building that houses multiple schools? Or can each co-located school propose to work with a different provider?

Co-located schools with unique BEDS Codes may each submit separate applications. BEDS codes are used to determine individual schools, not school buildings or campuses.

160. Student Attendance = min 90 hours a year (30 days/yr for 3 hrs/day). Is 3 hrs/day required? If a program model is such that some days have fewer hours, and some activities/days have more, is an average acceptable over the course of the program period?

Applicants may propose alternate schedules to meet the legislative intent to provide a minimum of 90 hours per year. There is no required minimum number of hours per day or days per year. While applicants should plan to serve students for at least 90 hours per year, for the purposes of this RFP, students *must* attend the program for a minimum of 30 hours in the program year to be considered a participant for annual participation reporting purposes to the NYSED.

161. If a local educational agency serves 400 students with 100 afterschool program slots covered by a grant contract with a local government agency, can the local educational agency still propose to serve all 400 students by providing school-day, early morning, evening, Saturday and summer programs which operate outside of the hours covered by the grant contract with the local government agency?

Yes. The LEA may apply provided they meet all the requirements of the RFP, including the requirement that the school must offer 300 additional program hours beyond the “traditional” school year if proposing 21st CCLC programming during the mandatory school day.

162. Do “hours of instruction” include lunch breaks and recess time?

Hours of instruction do not include lunch breaks and recess time.

163. Also, please clarify for us the 300 additional program hour requirement for the expanded learning program. If 21st CCLC requires 15 hours a week for 36 weeks (180 days), or 540 hours, do those hours already cover the expanded learning time required by the ESSA?

Program funds may be used to expand learning time to provide activities within the school day in schools implementing an expanded learning time program that provides students with at least 300 additional program hours per year before, during, or after the traditional school day, week or year. Expanded learning includes the time that a school expands its normal school day, week, or year to provide additional instruction or educational programs for all students beyond the State-mandated requirements for the minimum number of hours in a school day, days in a school week, or days or weeks in a school year. Applicants requesting use of 21st CCLC funds during the mandatory school day must demonstrate that the expanded learning program of the school(s) served, inclusive of the proposed 21st CCLC program, will provide students at least 300 additional program hours per year before, during, or after the traditional school day. (See Participating Schools Form, which requests this data.)

For the purposes of this RFP, the “traditional” school year is defined as 900 hours of instruction (typically 180 days x 5 hours per day) per year at the elementary level through grade 6, and 990 hours of instruction (180 days x 5.5 hours per day) in grades 7-12.

21st CCLC does not require that awardees provide 15 hours a week for 36 weeks.

164. Can a 21st CCLC serve Pre-K students?

Yes. A 21st CCLC may serve Pre-K students.

165. We are writing one grant to work with multiple schools. Is the 2/3 of the students being served from eligible schools a combined number of per school?

2/3 of the students being served does not refer to 2/3 of the students in each school but rather to 2/3 of the students an applicant proposes to serve. To be eligible for this grant, at least 2/3 of the students an applicant is proposing to serve must attend: schools eligible for schoolwide programs under Title I, Section 1114 of the Every Student Succeeds Act, or schools with at least 40 percent of students eligible for free or reduced priced lunch. Applicants must also serve the families of participating students.

166. In the extended hour's requirement section, what does it mean by 75% of centers will offer services for at least 15 hours a week? Does "75% of centers" refer to all 21C applicants or a single CBO with multiple sites?

75% of Centers refers to all 21C awardees.

167. Again for the 15 hours requirement, what amount needs to be out of school time? Could push-ins or additional services during the school day contribute to this requirement?

Centers are not required to offer programs for 15 hours each week. Applicants may propose alternate schedules to meet the legislative intent to provide a minimum of 90 hours per year. There is no required minimum number of hours per day or days per year.

The applicant may offer push-in or additional services during the school day as part of the 21st CCLC program and count those hours if the school meets the 300-hour requirement of expanded learning time. All students participating in 21st CCLC programming must be enrolled and have their attendance by activity tracked for reporting purposes.

For more information please see previous responses.

168. Is an applying CBO required to approach every private school in the area?

Yes. Students who attend private schools in the area to be served by the proposed program are eligible to participate. If any private schools are located in the area to be served, the applicant is expected to consult with the private school officials during the design and development of the program to invite their participation as a partner.

169. Are we allowed to use 21st CCLC funds to provide services during the traditional school day in any NYC public school as long as the school is eligible to apply for this grant?

Program funds may be used to expand learning time to provide activities within the school day in schools implementing an expanded learning time program that provides students with at least 300 additional program hours per year before, during, or after the traditional school day, week or year.

For more information please see previous responses.

170. In NYC, the traditional school day is 6 hours and 20 minutes. Is this going to be used as the basis for the extension of the school day or should we go by the RFP definition of a traditional school day which is 5 hours for elementary schools and 5.5 hours for middle and high schools?

Please use the definition of the “traditional” school year as defined in the RFP as the basis for the extension of the school day.

171. How do we demonstrate the 300 hours of school extension? The only NYC schools implementing this model are renewal and community schools. Does this mean that we can only use 21st CCLC funds during the traditional school day for these two types of schools ONLY?

It is possible for schools other than renewal and community schools to meet the 300 hours of expanded learning time when adding 21st CCLC programming time or other funded programs time to the “traditional” school year. It is not required that expanded learning time be mandatory for the whole school to be included in calculating expanded learning time to meet or exceed 300 hours; however, it is a requirement that expanded learning time programs be offered to all students.

For the purposes of this RFP, the “traditional” school year is defined as 900 hours of instruction (typically 180 days x 5 hours per day) per year at the elementary level through grade 6, and 990 hours of instruction (180 days x 5.5 hours per day) in grades 7-12. (Please refer to the Participating Schools Form, which requests this data.)

Programs that meet the 300-hour requirement may propose use of funds during the school day and must enroll participating students in the 21st CCLC program and record their attendance in these activities.

172. Are we allowed to use the 21st CCLC funds to extend the regular school day by 300 hours?

Applicants may include proposed 21st CCLC program hours in their calculation of expanded learning time to meet or exceed 300 hours.

173. Do the 300 extra hours have to be a requirement for the whole school (i.e., all students enrolled) for us to be able to implement services during the day or is it enough if we demonstrate that we are extending the school day for the neediest fraction of the target population? Reading the RFP, the webinar and the Every Child Succeeds Act, it seems that we are only eligible to use funds during the day in schools that are REQUIRED to extend the day by 300 hours.

It is not required that expanded learning time be a requirement for the whole school in order to be included in calculating expanded learning time to meet or exceed 300 hours; however, it is a requirement that expanded learning time programs be offered to all students.

174. Must we already have a SACC license in order to begin serving children or can we operate “single service” until we get the license?

A single service program would not meet the requirements of 21st CCLC to provide three components (academic enrichment, additional services, programs and activities, and opportunities for families to have meaningful engagement in their children’s education, including opportunities for literacy and related educational development). Applicants selected for funding must submit a copy of the SACC registration before the full 21st CCLC program can begin operation. If available, applicants are strongly encouraged to upload a current SACC registration or OCFS confirmation of receipt of application with their 21st CCLC proposal. A valid SACC registration must be submitted to NYSED no later than 90 days after notification of tentative award. Applicants that fail to meet this deadline waive their right to interest payments under the Prompt Contracting Law.

175. Should the program director be full time for the duration of the program or full time for the year?

It is recommended that the program hire a full-time Program Director. While not required, this recommendation is for a director that would be available outside of program hours, e.g. 35-40 hours per week to overlap with the school day. It is the responsibility of the applicant to determine whether it is appropriate to retain the Director for the year or for the duration of the program based on the needs of the program proposed.

176. Is it acceptable to run a summer-only program?

Yes.

177. Can we offer 21st CCLC programming during the school day and count towards the total attendance hours?

21st CCLC programming conducted during the school day may count towards attendance in your 21st CCLC program; however, applicants requesting use of 21st CCLC funds during the mandatory school day must demonstrate that the expanded learning program of the school(s) served, inclusive of the proposed 21st CCLC program, will provide students at least 300 additional program hours per year before, during, or after the traditional school day.

178. Can we offer 21st CCLC programming during lunch and/or recess and count towards the total attendance hours?

Program funds may be used to expand learning time to provide activities within the school day in schools implementing an expanded learning time program that provides students with at least 300 additional program hours per year before, during, or after the traditional school day, week or year; this includes during lunch and/or recess.

179. Can we offer 21st CCLC programming during a breakfast program and count towards the total attendance hours?

If the breakfast program occurs prior to the mandatory school day, 21st CCLC programming may be offered during this time period regardless of the school's expanded learning time status.

If breakfast occurs during the mandatory school day, the program funds may be used to expand learning time to provide activities within the mandatory school day in schools implementing an expanded learning time program that provides students with at least 300 additional program hours per year before, during, or after the traditional school day, week or year, as previously described.

180. We are a charter school with extended day (7 hours). Does any programming during the 7 hours of our "school day" that runs above the 5 hours cited in the RFP count towards our programming hours?

Yes. For the purposes of this RFP, the "traditional" school year is defined as 900 hours of instruction (typically 180 days x 5 hours per day) per year at the elementary level through grade 6, and 990 hours of instruction (180 days x 5.5 hours per day) in grades 7-12. Hours beyond the traditional school year as defined in the RFP may be included in calculation of expanded learning time to meet the 300 hour minimum to be eligible for use of funds during the mandatory school day.

181. Can you clarify what the relationship is between "school day" and "out of school time" in terms of hours that count towards the total attendance targets for students enrolled in the program?

School day refers to the time all students are required to be in attendance. Out of school time refers to time where programming is offered, but all students are not required to attend. Attendance must be tracked and recorded in 21st CCLC school-day programs

conducted in schools demonstrating an ELT program that provides at least 300 additional program hours per year beyond the traditional school year, and will count toward student participation targets.

182. Does the number of hours of non-21st CCLC expanded learning programs at a school count towards the 300 hour minimum of expanded learning time, or must the 21st CCLC program provide a minimum of 300 hours of programming?

Applicants requesting use of 21st CCLC funds during the mandatory school day must demonstrate that the expanded learning program of the school(s) served, inclusive of the proposed 21st CCLC program, will provide students at least 300 additional program hours per year before, during, or after the traditional school day. The 21st CCLC program is not required to provide 300 hours of programming. For more information see previous responses.

183. Are CBOs allowed to implement college and career readiness services during the school day? A lot of high schools request support during the school day so they can reach a higher number of students. Additionally, our NYC public high schools do not have an after school culture and it is difficult to make a positive impact through after school services only.

Yes, CBOs are allowed to implement college and career readiness services during the school day provided the school meets the 300 hour expanded learning time requirement. Please see previous responses for additional information.

184. Is there a requirement or preference for summer programming?

No.

185. Can the minimum number of 15 service hours/wk on average include a combination of both after-school hours as well as summer hours? Or does it need to be all one or the other?

Applicants may propose alternate schedules to meet the legislative intent to provide a minimum of 90 hours per year.

186. Is there a minimum Average Daily Attendance (ADA) expected?

No. However, for the purposes of this RFP, students must attend the program for a minimum of 30 hours in the program year to be considered a participant for NYSED annual participation reporting and must attend for 90 hours to be considered a “regular” attendee as defined by the federal government. The federal government collects data on “regular” attendees.

187. Are there any guidelines for selecting performance indicators?

It is the applicant's responsibility to select and develop performance indicators. Effective programs are highly focused on personal and social skill development; use activities that are sequenced and coordinated to achieve explicitly identified outcomes for youth; and require active involvement of youth. All objectives should be specific, with detailed program activities to support the objective, so that outcomes can be measured. It is important that objectives be attainable and realistic. It is admirable to create rigorous objectives in order to promote positive achievement, but don't set the bar so high that desired outcomes will be out of reach. Finally, objectives should include a timeline for progress which will help with data collection to measure success of the students and the program.

188. As a CBO, we plan to partner with a K-5 school for this grant. Is it possible to retain the 5th grade students after they age out of our partnering school?

Applicants may only serve students in schools they are partnering with; however, this scenario could be possible if the school or schools the fifth graders would be attending were brought on as partners from the beginning. An applicant considering this type of program structure should keep in mind potential impact on enrollment and budget. Since enrollment targets and budgets are static from year to year, would the applicant propose to serve grades K-5 in year one, 1-6 in year 2, and 2-7 in year three? Alternatively, would they only make slots available to Kindergarteners as attrition from the program allowed?

189. We would like to provide structured activities to participants while parents attend monthly PTA meetings as part of our program design. Would this contribute to satisfying the extended learning time requirement?

Yes. All 21st CCLC program hours during out of school time can be included in calculation of expanded learning time.

190. Would a co-educational parent/child activity contribute to satisfying RFP requirements of service delivery hours?

Yes.

191. The legislative intent of 21st Century is that students must attend the program for at least 30 days (or 90 hours) each year to be considered "regular attendees". Would a student still be considered a regular attendee if they met the 90 hour minimum requirement but attended the program for less than 30 days? For example, a student who attends a summer program for 25 days at 4 hours per day, or a student who attends an after-school program for 28 days at 3.25 hours per day.

Yes.

192. A full-time project director is recommended in the RFP. Is a full-time director REQUIRED?

No.

193. The RFP recommends a Director of Programs at each site. However, is it possible to budget for one Director of Programs who will supervise two separate Coordinators at two separate schools?

It is recommended that the program hire a full-time Program Director. It is possible for a Program Director to supervise coordinators at multiple sites.

194. On page 13, the RFP states, “Applicants must include an evaluation of community needs and available resources for the 21st CCLC and a description of how the program proposed will address those needs (including the needs of working families).” For the community needs assessment, are you looking for established research data from outside sources, our organization’s internal observations, or both?

It is the applicant’s responsibility to determine the most appropriate data sources to document the need for the project.

195. On page 20, the RFP states, “Grant funds must be used to supplement and not supplant existing activities and services.” Does this pertain to existing programs at schools that are government funded, but not part of the 21st Century Community Learning Centers Grant?

Yes. This applies to all existing funded programs, whether government or privately funded. Applicants may propose to fund programs currently supported by funding sources scheduled to end prior to July 1, 2017. Applicants may propose to expand activities of existing programs only if those programs meet all the requirements of 21st CCLC and are currently funded through fees to participating families.

196. On page 6, the RFP states, “Applicants requesting use of 21st CCLC funds during the mandatory school day must demonstrate that the expanded learning program of the school(s) served, inclusive of the proposed 21st CCLC program, will provide students at least 300 additional program hours per year before, during, or after the traditional school day.” Can the programming we propose be part of normal classes or class hours?

21st CCLC programming that the applicant proposes to provide during the mandatory school day may not be used in calculation of expanded learning time. Only hours beyond the traditional school day as defined in the RFP may be included in this calculation. Grant funds must be used to supplement and not supplant existing activities and services.

197. Does an application receive more points if less than 8% of the annual budget is set aside for the local evaluation?

No.

198. Can you please confirm that the minimum number of hours of direct service to students expected to be no less than 300 each year of the contract?

No. Applicants should plan to offer sufficient program time for student participants to meet or exceed the 21st CCLC legislative intent of a minimum of 90 hours per year. In addition, students must participate for at least 30 hours to be considered a “participant” for annual participation reporting purposes to the NYSED. Programs that do not meet 95% of their target participation level will have their funding reduced in the year in which the participation shortfall occurred. Please see previous responses to questions about how to determine eligibility to offer 21st CCLC programming during the school day and the 300 hour requirement.

199. Would a program that provides services to students exclusively during the summer months (and designed to meet all of the mandatory program Objectives and Sub-Objectives) be considered for funding through this solicitation?

Yes.

200. If one is able to propose a summer-only program, would a SACC License be required or would a Day Camp License also be accepted in order to run the program?

If the lead applicant is a community organization, college or university, municipality or other eligible entity, and proposes to serve seven or more children under the age of 13 beyond school hours, whether in a school building or other location, the applicant must obtain School Age Child Care (SACC) registration in accordance with New York State Office of Children and Family Services (OCFS) Regulations at 18 NYCRR Part 414. Since SACC requirements pertaining to buildings and equipment, discipline, fire protection and safety, and sanitation, SACC registrations must be obtained for all program sites.

It is the lead applicant agency’s responsibility to ensure full compliance with New York State Office of Children and Family Services (OCFS) Regulations at 18 NYCRR Part 414. It is also the lead applicant agency’s responsibility to provide NYSED with the SACC registration certificate for each site location as required by law. NYSED will expect the SACC registration to be in the lead applicant’s name, but would accept a valid SACC registration for each site obtained by the partner who is providing the services at each site, if the lead applicant also provides written confirmation (letter or email) from the issuing authority (OCFS Regional Office or New York City Department of Health and Mental Hygiene) that a SACC registration in the lead applicant’s name is not required.

201. If operating only a summer program, would student attendance meet the legislative intent of the CCLC initiative when they have been in program for 90 hours or must they attend 30 days (the calculation in the RFP defines minimum legislative intent as 90 hours per year (30 days per year x 3 hours per day.) If a camper is in a program from 9 – 5 for 12 full days, they will have met the 90 hour threshold for participation, but in far fewer days.

Applicants may propose alternate schedules to meet the legislative intent to provide a minimum of 90 hours per year.

202. Do any activities have to take place on school property, or is a community site acceptable for all the activities under this grant?

Programs may take place on school property or at non-school locations.

203. How are the hours for services provided during the summer or on holidays factored into the recommended 15 hour per week average? (Sub-objective 1.5)

Applicants may propose alternate schedules to meet the legislative intent to provide a minimum of 90 hours per year. Alternate schedules will be taken into account when averaging hours per week.

204. If the program is not meeting the requirements, or doing poorly (i.e. low attendance rates, etc.), can the organization terminate the contract after a fiscal year?

If you are referring to the contract between the grantee and NYSED, NYSED may terminate the contract as outlined in section II.C, Termination, within the Standard Terms and Conditions of the Master Grant Contract posted with the RFP. Applicants are encouraged to work closely with partners and make every effort to ensure a program's viability before applying.

205. What are the grant reporting requirements?

The grant reporting requirements are outlined on pages 19-20 of the RFP.

206. Should the program not be located in a school, what other locations of programming are acceptable for this grant (other than a community center)? (i.e. we have a community room that we run programming out of)

Any proposed community location that is safe, easily accessible to participants and meets SACC requirements (if applicable) will be considered.

207. Can a local educational agency blend funds to meet the required hours? For example, if a local educational agency proposes an Expanded Learning Time

model serving 400 students, with 100 afterschool (3pm-6pm) slots covered by another funding source, can the agency use the other funding for afterschool program slots for the 100 students so that it meets the additional 300 hours requirement for all 400 students?

Applicants requesting use of 21st CCLC funds during the mandatory school day must demonstrate that the expanded learning program of the school(s) served, inclusive of the proposed 21st CCLC program, offers all students access to at least 300 additional program hours per year before, during, or after the traditional school day. This may include programs funded by multiple sources and/or hours the school has increased its mandatory school day beyond the State minimum. While programming must be offered to all students, it does not need to be mandatory for all students in order to be included in calculation of expanded learning time.

208. This section indicates that program evaluation should follow the requirements detailed in the NYS 21st CCLC Evaluation Manual. Since the manual was last updated in June 2013, certain elements (such as the Evaluability Checklist) were discontinued, however a new Manual has not been issued to reflect the changes. Could you clarify which elements of the 2013 manual should be followed?

All elements of the 2013 manual should be followed. The Evaluability Checklist is required of all new programs. Since all current programs end June 30, 2017, all Round 7 will be new programs and will be required to submit the Evaluability Checklist. Once a funded program is determined to be evaluable, they will not be required to submit the Evaluability Checklist on an annual basis. Awardees will be notified when an updated 21st CCLC Evaluation Manual is available.

209. In the 21st CCLC Round 7 webinar, it was noted that study halls and homework help do not constitute academic enrichment but that small-group tutoring does count. Page 6 of the RFP notes that 21C funding is to “provide opportunities for academic enrichment, including providing tutorial services to help students....” Can you clarify the type of tutoring that is versus is not acceptable and how this differs from homework help?

Tutoring should include direct instruction and academic support to individual or small groups of students, and should be accompanied by a plan designed to support students in achieving specific academic improvement goals. (e.g. lesson plans) Homework help, in which students, often in large groups, are given time to complete their homework with one or more adults available to assist with questions, is not sufficient to meet the requirements of this RFP. Applicants who wish to provide homework help to participating students may wish to consider other funding sources to support staffing during a block of time prior or subsequent to 21st CCLC program hours.

210. Page 9 of the RFP says “the same children may not be served by more than one program”. To confirm, this mean that a school can be served by more than one

21st Century program if one of the programs is not located in that school but instead a different school or external community center (as long as the programs serve different participants)?

Yes.

211. Can an applicant who is proposing to provide after-school programming at a site that does not offer expanded learning time programming also propose to offer supports during the school day (e.g., academic tutoring during lunch) that align to the host schools' need?

No. Program funds may only be used to expand learning time to provide activities within the school day in schools implementing an expanded learning time program that provides students with at least 300 additional program hours per year before, during, or after the traditional school day, week or year.

212. To confirm, an applicant may submit a proposal for a center-based program not located in a school building (e.g., in a community center) as long as the proposed model includes partnering with at least one school and the school district?

Yes.

213. What kind of field trips are allowed?

Enrichment field trips that serve a programmatic purpose, are reasonable and necessary to achieve the goals and objectives of the program and that are allocable to the program are allowed.

214. What is the criteria for an approved field trip?

Enrichment field trips that serve a programmatic purpose, are reasonable and necessary to achieve the goals and objectives of the program and that are allocable to the program are allowed.

215. If you have grants at multiple schools, can you hold a function/event at one site and invite participants/parents from the other sites?

Yes.

216. Will you be penalized if you don't have a summer program the first year (in order to have planning time) if the summer is where you will serve the largest number of participants?

Eligible applicants will be scored based upon the process outlined in the Review and Rating of Applications section of the RFP on 32-34 and the criteria established in the Application Scoring Rubric. Applicants should plan to offer sufficient program time for

student participants to meet or exceed the 21st CCLC legislative intent of a minimum of 90 hours per year in each year of the grant. For nonprofit applicants, in grant years two through five, if less than 95% of the student participation target set forth in the 2017-2018 application's Participating Schools Form and reflected in the Composite Budget has met the minimum threshold of at least 30 hours to be considered a participant for the purposes of this RFP, the grantee's budget will be proportionately reduced by the amount of the percentage deficiency. For-profit applicants will be subject to this requirement in years 1-5 of the grant.

- 217. The application's footnote 6 states that, "*Incentives may include, but are not limited to, participation t-shirts, tickets to movies or shows, gift certificates, trophies, ribbons, medals, food items, field trips offered only to students achieving at a particular level (e.g. perfect attendance or high honors trips), or any gift intended to increase participation in the 21st CCLC program. These items should not be charged to grants because they are not necessary and reasonable for the proper administration of the grant. In addition, the State Comptroller has determined that "favors" represent gifts of public funds which are unallowable under the State Constitution.*"**

If a program elects to provide all participants with t-shirts so as to build a sense of membership, is this permitted? If so, can those t-shirts indicate a level of achievement (gold for highest honor, blue for second honor, etc.)? If so, can the same levels of distinction be incorporated into other population-wide membership offerings (e.g., trophies, where all participants receive a trophy, however some trophies denote varied levels of achievement)?

No. Incentives are unallowable.

- 218. Do schools need to have any particular qualifications in order for a CBO to include 21st CCLC programming during the regular school day, or is the only requirement that at least 300 additional hours of programming time be provided to that school? And is the 300 hours per student or 300 hours of scheduled, offered programming?**

There are no requirements in addition to provision of at least 300 hours of expanded learning time that a school must meet in order for the lead applicant agency to be eligible to propose use of 21st CCLC funding during the mandatory school day. The 300 hours of expanded learning time must be offered to all students, but it is not required that all students participate.

- 219. Are the required 30 hours of service to 95% of participants per school written into one grant, if multiple, or 30 hours of service for 95% of participants across all schools within one grant.**

Each grant application should plan to offer sufficient program time for student participants to meet or exceed the 21st CCLC legislative intent of a minimum of 90 hours

per year. For the purposes of this RFP, students must attend the program for a minimum of 30 hours in the program year to be considered a participant. This requirement will be applied to the total participation target per grant application.

220. Can a program be designed to run 9 hours a week in the school and 6 hours (Saturday) at the CBO site?

Yes.

221. Under Eligible Activities on page 16 of the RFP, it states that "study hall and "homework help" programs are not an allowable use of 21st CCLC funding." May programs that provide multiple services as required by the RFP also allow time for homework completion during the 21st Century program?

No. Applicants who wish to allow time for homework completion for participating students should consider other funding sources to support staffing during a block of time prior or subsequent to 21st CCLC program hours.

222. On page 31, does "other appropriate governing agency" under Entities' Responsibility refer to all qualified non-LEA lead applicants (non-profit agencies, city or county government agencies, faith-based organizations, institutions of higher education, Indian tribes or tribal organizations, and for-profit corporations)? If not, how may a lead applicant other than a local board of education comply with this Entities' Responsibility section?

Yes. "Other appropriate governing agency" in the Entities' Responsibility section applies to all non-LEA applicants.

223. Will there be an opportunity to make minor adjustments to the program after we submit the proposal, if we are selected? For example, can we change evaluator (vendor) and services offered to students with proper justification?

Minor program and budget modifications that do not change the scope of an awarded proposal may be requested through the NYSED program office subsequent to award. Approval of such requests is not guaranteed.

224. If we write a grant for a summer program and the grant is awarded, can we use the first 3 months of grant year 1 to plan for the program knowing that our regular attendee roster will be lower than the number we wrote for? If the grant is awarded anytime between May and June; we will need time to advertise, interview, fingerprint, hire, plan and recruit students.

Applicants should plan to offer sufficient program time for student participants to meet or exceed the 21st CCLC legislative intent of a minimum of 90 hours per year in each year of the grant. For the purposes of this RFP, students must attend the program for a

minimum of 30 hours in the program year to be considered a participant. For nonprofit applicants, in grant years two through five, if less than 95% of the student participation target set forth in the 2017-2018 application's Participating Schools Form and reflected in the Composite Budget has met the minimum threshold of at least 30 hours to be considered a participant for the purposes of this RFP, the grantee's budget will be proportionately reduced by the amount of the percentage deficiency. For-profit applicants will be subject to this requirement in years 1-5 of the grant.

225. Can family literacy events for multiple school sites from one grant be held at one site and everyone attend?

Yes. Applicants should consider the accessibility of the event location for students and families for whom it is not the primary program site.

226. Do you have suggested providers and formats for the independent program evaluation?

NYSED does not endorse or recommend specific program evaluators. Programs must have a comprehensive program level evaluation plan that enables ongoing program assessment and quality improvement following the requirements detailed in the NYS 21st CCLC Evaluation Manual. The 21st CCLC Evaluation Manual can be downloaded at: <http://www.p12.nysed.gov/sss/21stCCLC/NYSEvaluationManual.pdf>

227. Is college access support (for example, college visits, application and financial aid application assistance) considered an eligible activity under any of the program priorities?

Yes. Such programs may contribute to a broad array of additional services, programs, and activities identified as a purpose of the 21st CCLC program.

228. If you write one grant with three school sites, do you have to provide the same services for each school? For example if you write for three schools, can you do a school year program at all three schools and a summer program at only two of the schools.

It is not required that an applicant propose the same services for all schools included in a single proposal. An applicant may propose a school year program at three schools and a summer program at only two of the schools. It is the district's responsibility to determine the best option for their schools. If the programs proposed at different schools are substantially different you should consider submitting separate applications.

229. Page 6 of the RFP states:

Applicants requesting use of 21st CCLC funds during the mandatory school day must demonstrate that the expanded learning program of the school(s)

served, inclusive of the proposed 21st CCLC program, will provide students at least 300 additional program hours per year before, during, or after the traditional school day.

Are the 300 additional program hours referenced here required to be time that is outside of the mandatory school day?

No. The 300 additional program hours must be in addition to the "traditional" school day, as defined in the RFP. It is possible the school's mandatory school day exceeds the traditional school day, and the amount by which a school's mandatory school day exceeds the traditional school day may be applied to the calculation of expanded learning time. (Please refer to previous responses and the Participating Schools Form)

230. Page 6 of the RFP states:

Applicants requesting use of 21st CCLC funds during the mandatory school day must demonstrate that the expanded learning program of the school(s) served, inclusive of the proposed 21st CCLC program, will provide students at least 300 additional program hours per year before, during, or after the traditional school day.

The statement seems to indicate that it would be possible to use programming during the school day as part of the additional 300 hours. If so, can you give an example of how programming offered during the school day could count toward the additional 300 hours?

One example of expanded learning time programming during the mandatory school day could be a lunchtime book club.

231. We are wondering if it is allowable to run our Parent education programs such as GED and Adult ESL to a time frame during the day.

Yes. It is allowable to conduct parent and family literacy programs for adults during times that school is in session, whether or not the school(s) served provide 300 hours of expanded learning time.

232. We are also wondering what is allowable to do as far as programs during the day for our students without having to expand the regular learning day by 300hrs.

Applicants requesting use of 21st CCLC funds during the mandatory school day must demonstrate that the expanded learning program of the school(s) served, inclusive of the proposed 21st CCLC program, will provide students at least 300 additional program hours per year before, during, or after the traditional school day. 21st CCLC programming for students may not be provided during the mandatory school day in schools that do not meet this requirement.

233. Are these items allowable without falling into the 300 hr rule: offer enrichment to support our existing classrooms during the school day such as guest speakers or field trips, offer clubs or activities during the school day?

No.

SUBMITTING APPLICATIONS and FORMS:

234. As an applicant intending to submit multiple applications, must I submit a notice of intent (NOI) one time or multiple times?

Applicants must submit a Notice of Intent for each application they intend to submit.

235. Fluid Review has nowhere to submit the NOI. Please direct me to this requirement.

A Mandatory Notice of Intent is due **October 31, 2016** via the FluidReview portal. Prospective applicants who do not submit a Notice of Intent will not be eligible to apply for funding. To submit the Notice of Intent, create an application in FluidReview (<http://nysed-expandedlearning.fluidreview.com/>). The Notice of Intent will appear as the first task to complete.

236. Is there another URL to access the grant information? The link provided on the announcement is not working.

The Request for Proposal (RFP) is available at the following URL:
<http://www.p12.nysed.gov/funding/2017-2022-21st-cclc/home.html>.

237. I am unable to find the link on Fluid Review to submit the NOI . Fluid Review is unable to assist me either. They said to contact you.

A Mandatory Notice of Intent is due **October 31, 2016** via the FluidReview portal. Prospective applicants who do not submit a Notice of Intent will not be eligible to apply for funding. To submit the Notice of Intent, create an application in FluidReview (<http://nysed-expandedlearning.fluidreview.com/>). The Notice of Intent will appear as the first task to complete.

238. The form does not allow to choose more than 1 grade level to serve. The form requires us to answer all 11 school sites questions even though we are only serving 1 school site.

Thank you for alerting us to this. These issues have been remedied.

239. What information is required on the cover page other than our name, the application number and signature?

A copy of the Cover Page is included in the RFP on page 40. In addition to the agency name, application number, and authorized signature, the agency BEDS Code, address, city, county, Zip Code, Contact Person, Telephone, E-mail Address, Fax number, typed name and title of the Chief School/Administrative Officer whose signature appears on the letter, the date, and the primary grant writer's name and title are requested.

240. Please let me know if I can submit multiple applications from different organizations under the same account using fluid review.

Yes, you may submit multiple applications from different organizations under the same account using FluidReview.

241. Also, is FluidReview linked to Grants Gateway.

There is no link to Grants Gateway from FluidReview.

242. I have a question regarding Program Summary Form within the Fluid Review portal. Our district was part of a consortium that participated in a prior 21st CCLC grant; however, we were not the lead applicant. For this cycle, we will be the lead applicant. Are you looking for information on awards we received as a lead applicant or just any 21st CCLC grants in which we participated, regardless of which district was the lead?

Please include any prior funding for which your agency or district has acted as lead fiscal agent.

243. Can individual public schools apply or does the district need to be the applicant?

The public school district must serve as the lead applicant/fiscal agent on behalf of the individual school. Partnership Agreements must be signed by all participating Superintendents, School Principals, and representatives of all agencies listed on the Partnering Agencies form. In New York City, All Partnership Agreements must be signed by the Community School District Superintendent.

244. Can one application involve a 21CCLC with multiple service delivery sites/locations? (e.g. an elementary school, a middle school, and the local recreation center)

Yes. A 21st Century Community Learning Center may take place at more than one site or location.

245. Are school district applicants required to prequalify through Grants Gateway?

No. School district applicants are not required to prequalify through Grants Gateway.

246. Does any part of the application need to be submitted through Grants Gateway?

No. No part of the application must be submitted through Grants Gateway; however, not-for-profits are required to register in the Grants Gateway and complete the Vendor Prequalification process by 5:00 pm on the proposal due date of November 21, 2016 in order for proposals to be evaluated.

247. The information on the program site indicates that applications must be submitted through FluidReview and that mailed applications will not be reviewed, but then also presents an address and deadline for shipping signatures. In addition to submitting the full application via FluidReview, what specifically should applicants mail in and what should they not mail in?

The mailed application packet should include all of the following items. **Each of these items requires an original signature in blue ink.** Please compile your mailed application packet in the following order. Include one original for each of the following:

- Application Cover Page
- FS-10 Budget plus three (3) additional copies
- Payee ID Form. *Note: Payee ID Form may not be required from your agency. (It is not required if applicant is an LEA, for example.) Please follow the instructions on the form.

248. The statement below is presented on page 52 of the RFP. Is this ONLY relevant to for-profit applicants, or will ALL applicants be scored in this way?

*****For-Profits: 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. The remaining budgets will be awarded points based on a calculation that computes the relative difference of each proposal against the lowest budget submitted. The resulting percentage is then applied to the maximum point value of 20 points.***

Only a for-profit applicant's 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. The remaining for-profit applicants' budgets will be awarded points based on a calculation that computes the relative difference of each for-profit cost proposal against the lowest for-profit budget submitted. The resulting percentage is then applied to the maximum point value of 20 points.

All other applicants will be scored according to the rubric located in Appendix 2 (page 58).

249. Is it allowable to purchase daily snacks for students with grant funds?

No. 21st CCLC funds may not be used for nutritional services such as daily snacks for participants.

250. I am searching for a template to complete the Application Cover Page. I would greatly appreciate if someone could send me the template or direct me to where I can find it.

The Application Cover Page is located on page 40 of the RFP.

251. Several of the forms request the Agency Code. Where do I locate?

If your agency has not previously received a grant from the New York State Education Department, leave that space blank. If awarded a 21st CCLC grant, the agency will be assigned an Agency Code.

252. For the table on pg. 47 & 48 of goals and objectives, it says to copy the table without the instructions. Are these “instructions” the words in italics under each sub-objective? Are we to copy the NYS Objective and sub-objectives exactly as written? May we add more than one program objective per sub-objective?

The instructions are the text above the table that explains how to use it. The table should be copied exactly as written. The Objectives and Sub-Objectives are pre-determined and may not be changed. Applicants should propose Program Objectives for each Sub-Objective. Applicants may include as many Program Objectives as they determine appropriate. Applicants must propose at least one Program Objective per Sub-Objective but may propose more than one.

253. Is the two-page Executive Summary included in the Program Narrative limit of 25 pages or in addition to it?

The Executive Summary is included in the Program Narrative limit of 25 pages.

254. What criteria should a district use to decide whether to submit one application for multiple schools or multiple applications for one school each?

It is the district's responsibility to determine the best option for their schools. If the programs proposed at different schools are substantially different, you should consider submitting separate applications.

255. Directions on the checklist indicate it is not to be submitted with the application. And yet, there is a space for NYSED confirmation. Please advise.

The checklist does not need to be submitted.

256. Is an agency allowed to be the lead applicant in multiple proposals?

Yes. Non-profit agencies applying for multiple grants will be limited to a maximum annual award of \$1,200,000 per lead applicant agency and for-profit applicants will be limited to \$400,000 per lead applicant agency.

257. Can multiple schools be written in one proposal?

Yes. Applicants may propose to serve several schools in a single proposal.

258. If our agency is listed as a subcontractor on another lead agency proposal, will the amount for subcontractor services need to be deducted from the maximum annual award in our proposals?

No. Agencies applying for multiple grants will be limited to a maximum annual award of \$1,200,000 per lead applicant agency.

259. I just wanted to confirm that if the status of Mandatory Notice of Intent says "completed" then that also means it has been "submitted".

Yes. If the Mandatory Notice of Intent says "Completed" in FluidReview, it means it has been submitted.

260. In fluid review the screen for private school participation does not provide the Private School Consultation Form as shown on page 43 of the RFP. We have checked "No. All private schools located in the proposed program area have agreed to participate", and the screen does not appear.

If all private schools in the proposed program area have agreed to participate, the drop-down screen will not appear. These schools should be included in the Participating Schools Form, not the Private School Consultation Form. Only schools who have opted not to participate should be included in the Private School Consultation Form.

261. Can organizations apply for a value of funding greater than \$1.2 million, recognizing that awards will be capped at this value, or will this render all applications ineligible?

NYSED discourages applicants from submitting multiple applications with a combined value that exceeds 1.2 million. If an applicant submits multiple fundable applications that have a combined total value greater than \$1.2 million, it will not render all application ineligible but awards would be capped at this value.

262. If the applicant is a not-for-profit provider working in conjunction in one or more schools, would we list the school(s) on the Partnering Agencies form in addition to the Participating Schools form? And would we list ourselves as a Partnering Agency?

Schools should be listed on the Participating Schools Form. All other partners should be listed on the Partnering Agencies Form. A not-for-profit applicant should include their agency in both the Program Summary Form and the Partnering Agencies Form.

263. In reviewing the RFP I notice there are several places where applicants are directed to include certain documents “if required.” I would specifically like to know how programs will know if they are required to submit proof of workers compensation and proof of disability benefits coverage. Additionally, can you please clarify if the vendor responsibility questionnaire is required prior to submission of the application or only prior to receiving an award.’

For information regarding who is required to submit Worker’s Compensation and Disability Benefits Coverage documentation, please visit: <http://www.wcb.ny.gov/content/main/Employers/busPermits.jsp>. Questions relating to either Workers’ Compensation or Disability Benefits Coverage should be directed to the NYS Workers’ Compensation Board, Bureau of Compliance at (518) 486-6307

A Vendor Responsibility Questionnaire is required before an award of \$100,000 or more can be made. We recommend that, if required, you submit this Questionnaire by the application deadline; however it is not required until the time of award.

264. Are statistical references included in the 25 page limit?

Yes.

265. Are we allowed to use references as END NOTES at the end of the 25 pages?

No. Only the first 25 pages of the Program Narrative will be reviewed and scored.

266. Are we allowed to present the proposed weekly schedule (under section Use of Time) in a table format?

The allowed 25 pages includes the “Template for Goals and Objectives Based on 21st Century Community Learning Centers Performance Indicators” and charts to display numerical data or activity schedules. Other types of charts should not be submitted.

267. Are we allowed to use a smaller font - let's say 11 Times New Roman or Arial - in the table of objectives and the use of time chart?

The Template and charts can be single-spaced, using one-inch margins and Times New Roman or Arial standard font in 12-point.

268. The Application Checklist states that Proof of Workers Compensation Coverage and Proof of Disability Coverage should be included "if required". Under what circumstances or for which types of applicants are these proofs required? Are

they required if the applicant is a School District (already obligated by law to have such coverage)?

Please refer to the New York State Workers' Compensation Board website to determine if your organization is required to submit proof of Workers Compensation and Disability Coverage:

<http://www.wcb.ny.gov/content/main/Employers/busPermits.jsp>. Public school districts are not required to submit proof of coverage.

269. Is there a limit to how many applications one organization can submit, so long as the combined request does not exceed the \$1.2 million annual cap per agency?

There is no limit to the number of applications one organization can submit.

270. For NYC applicants, can you provide further information regarding the process for gaining the approval of/ getting signatures from District Superintendents?

New York City applicants should contact the NYC 21st Century Grant Contact at CommunitySchools@schools.nyc.gov for further assistance.

271. I am applying for both Elementary and Junior Middle/HS at Harrisville Central school so am guessing I need two NOI? I have completed one; (Application # 21C-0208) but don't see how to complete a second? Can you assist?

You may submit one application to provide programming at both schools. It is also acceptable to submit two different applications. If submitting two applications you would need to submit two NOIs. You can apply for more than one grant the same way you applied for the first. Log into Fluid Review to start a new application. You can find a link to create a new submission just below your list of active applications, or below the list of incomplete tasks on the right side of the screen in a current application. Your first task for each application will be to submit a Notice of Intent (NOI).

272. After completing the Notice of Intent on Fluid Review, it does state "complete" but there in no way to "submit" it. Is this correct? I want to make sure we do it correctly. Is there another step we need to take?

Yes. This is correct. No additional step is needed.

273. Can an agency submit only one application that proposes to serve all age groups - elementary, middle school AND high school youth? Or do separate applications need to be submitted for each cohort?

You may submit one application to serve all age groups. If the programs proposed at different schools are substantially different you should consider submitting separate applications.

274. How do you determine a proposed program area, as called out in the private school consultation form?

The area to be served includes the geographic area from, which the proposed program can reasonably be expected to draw participants.

275. The application cover page asks for the name of the grant writer as well as the agency. If the grant writer is a self-employed independent contractor, would it be appropriate to write that in, or should we write in the name of the agency that contracted the writer?

It would be appropriate to provide both the name of the grant writer as well as the agency that contracted the writer.

276. Kindly advise if there are any circumstances by which a not-for-profit would be required to submit two applications.

There are no circumstances by which a not-for profit would be required to submit two applications unless the agency wanted to serve additional students and partner with additional schools or organizations that were not included in the first application.

277. Is a School permitted to sign a partnership agreement with more than one applicant not-for-profit?

NYSED does not prohibit schools and districts from participating in multiple applications; however, there may only be one 21st Century program per school, and the same children may not be served by more than one program.

If you are located in NYC, you may wish to direct NYC-specific questions to the NYC Department of Education's 21st Century Grant Contact at CommunitySchools@schools.nyc.gov for further assistance.

278. Are photographs and/or custom charts permitted within the Program Narrative?

The allowed 25 pages includes the "Template for Goals and Objectives Based on 21st Century Community Learning Centers Performance Indicators" and charts to display numerical data or activity schedules. Other types of charts should not be submitted. While photographs are not expressly prohibited, their use is discouraged.

279. May the hard-copy portions of the application be Federal Expressed to the NYSED?

Yes

280. In prior rounds this was part of an appendix and therefore did not count towards the page limit. As the table takes up a great deal of space we wanted to clarify: does this table now count towards the page limit?

Yes

281. Is it acceptable to amend or abridge the Template for Goals and Objectives table headings to use limited space effectively?

No.

282. Are the descriptions of each objective and sub-objective necessary components of the Template for Goals and Objectives, or can they be removed to preserve space?

The objectives and sub-objectives are necessary components of the Template for Goals and Objectives. They may not be removed.

283. Is it acceptable to change the margins and reduce the font size within the Template for Goals and Objectives to preserve space?

The Template and charts can be single-spaced, using one-inch margins and Times New Roman or Arial standard font in 12-point.

284. Is landscape page setup for the Template for Goals and Objectives acceptable?

Yes.

285. Is single spacing allowable within the Template for Goals and Objectives table?

Yes.

286. Can you please provide more guidance on the Private School Consultation Form and expectations around how an applicant should complete it? According to the form, "If any private schools are located in the area to be served, the applicant is expected to consult with the private school officials during the design and development of the program ...". What is the definition of located in the area to be served? And does this mean that if we are proposing to serve youth who attend one school, but a private school is located five blocks away, we would be expected to reach out to the private school and potentially serve those children even though the proposed location of the 21st Century program is a different school multiple blocks away?

The area to be served includes the geographic area from which the proposed program can reasonably be expected to draw participants. If a private school five blocks from the

program site location is outside the area to be served by the program, the applicant is not required to contact them.

287. According to the copy of the Program Site form provided in the RFP (page 45), we need to enter hours of operation, and it looks like two spaces are provided for this purpose – After school and Before School. Will a space be provided to enter summer hours for the applicants that are proposing summer programming?

Yes. The Program Site(s) Form provides spaces for after school, before school, during school, summer, weekends and vacation.

288. Is the executive summary part of the 25 page limit for the narrative?

Yes.

289. Can NYC principals sign on for more than one proposal?

New York City applicants should contact the NYC 21st Century Grant Contact at CommunitySchools@schools.nyc.gov for further assistance.

290. Does the page limit (of 25) include the Adequacy of Resources? If so, given this section also asks for a line-item budget narrative would NYSED please grant consideration to expanding the page limit by a few pages?

The Adequacy of Resources section is included in the 25 page limit for the program narrative; however, a line item budget is not requested as part of this section. The applicant must submit an FS-10 budget and the Composite Budget, (separate documents) for the initial 12 month project period of 7/1/17 – 6/30/18. The Adequacy of Resources narrative should describe the purpose of funds allocated to each budget category in the FS-10 Budget Form and explain the budget's adherence to funding caps. The narrative page limit will not be expanded.

291. When we create our Partner Agreements, can we delete items in the template that was provided in the RFP, if they apply only to school-based settings, and we run a community-site 21st Century program?

Clauses II-10, and III-3-6, only, may be omitted for a program that will occur solely in a non-school location. Apart from that one exception, the Sample Partnership Agreement outlines specific responsibilities that must be included in the Agreement. Applicants should use the Sample Partnership Agreement as a starting point in the development of an agreement that reflects the unique contributions and responsibilities of each partner agency in the proposed program. Add additional clauses as necessary to customize and align the agreement with your proposed program.

292. As a community-based site that has served kids in our community from 40 different schools in a single year, how many schools should we list in the participating schools form in the application?

All participating schools must be reflected on the Participating Schools form, and signed Partnership Agreements must be present for all participating schools. Only students attending participating schools are eligible to participate in the program.

293. Are we allowed to apply both, as the lead applicant in one proposal and as a partner in another proposal?

Yes.

294. I have logged into the gateway site to make sure the district prequalifies but I am not sure what prequalifying questions I am supposed to respond to.

Please note that prequalification is only required of nonprofit applicants, which does not include public school districts or BOCES. Additional information and resources regarding the prequalification process, including links to a manual and an online tutorial, are available on pages 24-26 of the RFP. Specific questions about the prequalification process should be referred to your agency representative at prequal@nysed.gov or to the Grants Reform Team at grantsreform@budget.ny.gov.

295. Once we have access to gateway, does that automatically qualifies the district?

No. Please note that prequalification is only required of nonprofit applicants, which does not include public school districts or BOCES. Prequalification is a multi-step process that includes registration and prequalification. Additional information and resources regarding the prequalification process, including links to a manual and an online tutorial, are available on pages 24-26 of the RFP. Specific questions about the prequalification process should be referred to your agency representative at prequal@nysed.gov or to the Grants Reform Team at grantsreform@budget.ny.gov.

296. If all four of our schools are eligible for the grant, is it possible to just create a district application instead of four individual school applications?

Yes, it would be acceptable to submit one application on behalf of all four schools instead of four individual applications. However, if the programs proposed at different schools are substantially different, you should consider submitting separate applications.

297. The RFP states...

“Students who attend private schools in the area to be served by the proposed program are eligible to participate. If any private schools are located in the

area to be served, the applicant is expected to consult with the private school officials during the design and development of the program on issues such as needs identification, services to be offered, service delivery, program assessment, and scope and size of services to be provided to private school students.”

- How is the “area to be served” defined if the program is school-based? In some cases there are 10-15 private schools within a one mile proximity to the proposed school site of the program. Do all of these schools need to be consulted?**
- Are we only to consult with private schools on the eligible schools list?**

The area to be served includes the geographic area from which the proposed program can reasonably be expected to draw participants. If a private school location is outside the area to be served by the program, the applicant is not required to contact them. Applicants should consult with all private schools in the area to be served, not just the schools on the eligible schools list.

- 298. Who should serve as the educational liaison on the grant? In our opinion this person should be a licensed DOE employee. Please confirm.**

It is the applicant’s responsibility to make this determination.

- 299. How does an applicant apply for more than one grant?**

You can apply for more than one grant the same way you applied for the first. Log into Fluid Review to start a new application. You can find a link to create a new submission just below your list of active applications, or below the list of incomplete tasks on the right side of the screen in a current application. Your first task for each application will be to submit a Notice of Intent (NOI).

- 300. If an applicant partners with one school can they service other schools in the district or must there be a partnership agreement for each school separately?**

All participating schools must be reflected on the Participating Schools form, and signed Partnership Agreements must be present for all participating schools. Only students attending participating schools are eligible to participate in the program.

- 301. The Certification on the Cover Page does not reflect required compliance with Appendix A-1 G. Is it no longer required?**

Compliance with Appendix A-1 G is still required. The Cover Page has been updated and all funded applicants will be required to comply.

OTHER:

302. What is the difference between sub-granting and contracting for services?

A sub-grant occurs when the applicant delegates programmatic decision making or responsibility for achieving program goals to a third party. Sub-granting is not allowed. Lead agencies must provide at least 15% direct service and are fiscally and programmatically responsible for management and operation of the program. Lead agencies cannot act simply as a flow-through for grant funds to pass to other recipients. Lead agencies may enter into contracts with partners and vendors for services that they are unable to provide. Those costs should be reflected in Code 40 of the FS-10 budget.

303. May the Program Director and the Educational Liaison be the same person?

It is recommended that the program hire a full-time Program Director. In addition, it is recommended that a program staff member is designated to act as Education Liaison in order to facilitate the linkage between the school day and out-of-school time programming.

304. If a grant is awarded - will the school receive the same amount for 5 years?

Yes, programs will be awarded annual funds based on their 2017- 18 budget. Applicants must submit an FS- 10 budget and the Composite Budget with this application, for the initial 12 month project period of 7/1/17 – 6/30/18. The 12 month budget will be reviewed and scored.

305. What information should be included in the Letter of Intent??

A Notice of Intent (NOI) must be submitted via the FluidReview Portal at: <https://nysed-expandedlearning.fluidreview.com/>. The due date is October 31, 2016. Applicants will be asked to provide the Lead Applicant Agency name, address, Vendor ID (if applicable), and the name, title, phone number and email address of the individual completing the NOI. Applicants will also be asked to confirm understanding of the RFP timeline and the requirement to submit a separate NOI for each application the agency intends to submit.

306. We are a CBO and currently administer an Advantage After School Program (AASP) at a local elementary school. Is it possible to combine our Advantage contract with the 21st CCLC contract to serve more students at that site?

Advantage After School and 21st CCLC are unique programs with unique requirements. You may not combine your contracts; however, you may propose a 21st CCLC program to serve an eligible population of students at a site that currently has an Advantage After School Program. 21st CCLC funds cannot be used to supplant existing services or funding sources.

307. My school (a charter school) has been offering after school activities, in the form of “clubs” each year, but there is no set club or activity; it is dependent on the

teachers who are available to serve as advisors. In addition, these activities are funded through private and corporate/foundation donations every year, with each year dependent on the existence of funding. My question is, if I apply for a 21st Century grant that includes some activities that may have been offered in the past, and may or may not in the future, would that be considered supplanting?

Eligible applicants must use 21st CCLC funds to supplement and not supplant after school funding that is currently in existence. Following the expiration of a funding source, a new grant application may replace previous programming if the proposed program meets the requirements of the 21st CCLC program and is awarded funds. If an applicant cannot clearly demonstrate that the funding source has ended or will end before July 1, 2017, or that the 21st CCLC funds will be used to supplement and expand the program, they may not include activities funded by that source in their 21st CCLC proposal.

308. How does a charter school determine its “service area” for the purpose of inviting private schools to participate? We are a charter school in New York City, and any student in the city is technically eligible to attend.

Students who attend private schools in the area to be served by the proposed program are eligible to participate. If any private schools are located in the area to be served, the applicant is expected to consult with the private school officials during the design and development of the program to invite their participation as a partner. While charter schools do not have a defined catchment area, they must consult with any private schools within a reasonable proximity to the physical location of the program such that students might conveniently attend if a partnership with the school were developed for this funding opportunity. All eligible entities must inform private school officials within their respective boundary, this includes charter schools and private schools.

309. Are we required to be registered in SAM prior to submitting an application?

Applicants must register in SAM prior to receiving an award.

310. Can you define what is meant by “families of students served?” Does this mean only parents? Can it be other adult family members? Other child family members?

Families of students served may include parents, other adult and child family members, and other supportive adults.

311. Are we required to have a history of partnering with our CBO partner agency(s)? The webinar seems to indicate that it is not acceptable to select a partner based on the need to create a 21st Century grant.

Applicants are not required to have a history of partnering with a CBO partner to apply; however, effective partnerships begin prior to writing the actual grant application, when

potential partners meet regularly to collaborate and plan for program design. A solid partnership should be evident through all stages of programming, from initial planning, through implementation, to evaluation.

312. Can we identify the external evaluator and discuss their specific qualifications, or do we have to do a request for bid after the project is awarded?

As stated in #6, Quality of Project Evaluation within the Program Narrative section of the RFP, applicants are asked to identify and describe the qualifications of the external evaluator for a value of 2 points in the Application Scoring Rubric.

313. Sub-objective 1.4 indicates that 100% of Centers will offer services to parents of participating children. Must these services be offered at the Center, or can the services be off-site with transportation to the services provided by the Center?

These services may be offered off-site.

314. Can a lead applicant apply for the \$1.2 million cap and receive funds as a vendor/sub-grantee through another lead applicants program?

Yes. A lead applicant may apply for the \$1.2 million cap and receive funds as a vendor/sub-grantee through another lead applicant's program.

315. We have one school in its 4th year that is expanding to a second campus in 2017, and are launching a third site also in 2017. Can we just use the FRPL data from our existing campus? We're at over 80% FRPL, with 1 of 5 of our students with special needs and an especially high ELL population.

If a school does not appear on the list, but has 40% or more students eligible for free or reduced price lunches, they should submit supporting documentation to 21CRFP@nysed.gov no later than October 31, 2016. Sooner is preferred.

316. With 21st Century funding can we supplement our program with program fees?

The intent of the 21st CCLC program is to establish programs that offer academic enrichment, youth development and literacy services to low-income students and their families. Although not specifically prohibited by federal law or program regulations, NYSED strongly discourages charging fees to these low income children and families. Programs proposing fees must offer a sliding scale of fees and scholarships for those who cannot afford to participate.

If a grantee earns any program income, the income MUST be used to reduce the amount of the grant award and defray current grant expenditures unless PRIOR approval is requested and received from NYSED. If a grantee wishes to earn program income for grant program activities without decreasing the amount of grant funds received from NYSED, the grantee must submit a written request and receive approval

from NYSED and The U.S. Department of Education PRIOR to earning any program income. The request must describe the activities from which program income will be earned and the anticipated time period during which the income will be earned, as well as a statement that the program income will be added to the total grant, and expended for approved grant activities before claiming expenditures for such activities from NYSED. NYSED will then review the request and either approve or disapprove it.

In addition, grantees must report all program income to NYSED. NYSED will deduct program income from the grant award unless NYSED gave the grantee prior approval to add the program income to their grant.

317. If an agency is proposing to utilize the 21st Century grant to deliver high-quality academic services within a City-funded program that offers enrichment and parent engagement, can students counted within the City-funded enrollment also count toward the NYSED 21st CCLC grant?

Grant funds must be used to supplement and not supplant existing activities, services, and funding sources. Students currently participating in a City-funded program may also participate in a 21st CCLC program. However, student attendance and funding streams must be tracked separately. Any student you are counting as a participant in the CCLC program must be enrolled in the 21st CCLC program and must have access to at least 90 hours of 21st CCLC programming per year and to all three required components of the CCLC grant program; 1. Academic enrichment, 2. additional activities and services and 3. family engagement and literacy programming. Additional funding sources may be used as in-kind contributions to supplement the 21st CCLC program if the funding source allows.

318. Are applicants allowed or even encouraged to recruit through community advisory boards and organizing groups, which will lead to participant recruitment that is broader than a single school? In this case, could students recruited outside of schools specifically listed on the participating schools form count toward annual enrollment targets?

All participating schools must be reflected on the Participating Schools form, and signed Partnership Agreements must be present for all participating schools. Only students attending participating schools are eligible to participate in the program.

319. May applicants leverage Extended School Day funds in proposals for 21st CCLC funding?

Applicants may propose a program that blends funds to create a single seamless program that leverages both funding sources; however, applicants must be able to track funding and attendance separately. For example, if Extended School Day/School Violence Prevention (ESD/SVP) funds a dance activity within its larger program and 21st CCLC funds a robotics activity as one component of its larger program, and a student participates in both, that student must be enrolled in both ESD/SVP and 21st CCLC. If

each activity lasts one hour, the student's attendance would reflect one hour in ESD/SVP and one hour in 21st CCLC.

320. Based on the Entities' Responsibility provision on page 31 of the RFP, will funds be disbursed through the local board of education, even in cases where a community-based organization is the primary applicant?

No. The local board of education, or other appropriate governing body, is responsible for the proper disbursement of, and accounting for project funds. In the case of a community-based lead applicant, that organization's governing body would be the "other appropriate governing body."

321. Will there be signing days for Community School District Superintendents in New York City?

You may wish to direct NYC-specific questions to the NYC Department of Education's 21st Century Grant Contact at CommunitySchools@schools.nyc.gov for further assistance.

**322. What percentage of total funds for Round 7 will be distributed to:
New York City?
Rest of State?
Big 4?**

Within New York City

What percentage of total NYC will be distributed to:

NYC Public Schools?

NYC Nonpublic Schools?

NYC Charter Schools?

Will these same ratios be applied to subcategories within:

Rest of State Schools?

Big 4 Schools?

Funds will be allocated to each geographic area as follows: 55 percent to New York City; 15 percent to the big four cities of Buffalo, Rochester, Syracuse and Yonkers; and 30 percent to the Rest of the State. Placement of applicants into one of these three geographic areas will be based on the home region of the majority of students targeted to receive services: New York City, Big Four Cities, or Rest of State.

In NYC, up to three top-ranking applications will first be awarded within each of the five boroughs, provided they have a final average score of 75 or more excluding priority points. Awards to fundable applications in Big Four Cities, Rest of State, and remaining fundable applications in NYC will be made within each geographic area in rank order of score until the total amount of funds set aside for that area are insufficient to fully fund the next ranking fundable application in that area. If funds remain in a geographic area

after awards are made to all applicants who score 75 or higher, the funds will be redistributed proportionately to the other area(s).

Public, nonpublic and charter schools will be funded within their geographic areas according to score. Funding will not be proportionally allocated based on public, nonpublic or charter status.

323. Are there any differences between the “Master Contract for Grants Template” and the application listed on the SED grant webpage?

Yes they are two separate documents. The Master Contract for Grants Template was temporarily unavailable when the RFP was posted. That issue has been corrected. The Master Contract for Grants Template is now available at:

<http://www.p12.nysed.gov/funding/2017-2022-21st-cclc/2017-2022-21st-cclc-master-contract-for-grants.doc>

324. In re: the Excel sheet showing high-need rural schools – has the student/square mile and enrollment data component of that qualification already been figured in, or are the schools showing meet just the 70% ration portion of that qualification? In other words, does this spreadsheet tell us who meets this qualification or do we still need to figure out the population and enrollment data component?

All schools in the Needs Resource Capacity Index for High Needs Rural School spreadsheet meet the qualifications for priority points. The student/square mile and enrollment data have already been figured in.

325. Are we required to offer free tuition to a percentage of students? If so, what is the percentage?

There is no required percentage. The intent of the 21st CCLC program is to establish programs that offer academic enrichment, youth development and literacy services to low-income students and their families. Although not specifically prohibited by federal law or program regulations, **NYSED strongly discourages charging fees to these low income children and families.** Programs proposing fees must offer a sliding scale of fees and scholarships for those who cannot afford to participate.

If a grantee earns any program income, the income MUST be used to reduce the amount of the grant award and defray current grant expenditures unless PRIOR approval is requested and received from NYSED. If a grantee wishes to earn program income for grant program activities without decreasing the amount of grant funds received from NYSED, the grantee must submit a written request and receive approval from NYSED and The U.S. Department of Education PRIOR to earning any program income. The request must describe the activities from which program income will be earned and the anticipated time period during which the income will be earned, as well as a statement that the program income will be added to the total grant, and expended

for approved grant activities before claiming expenditures for such activities from NYSED. NYSED will then review the request and either approve or disapprove it.

In addition, grantees must report all program income to NYSED. NYSED will deduct program income from the grant award unless NYSED gave the grantee prior approval to add the program income to their grant.

For further information on the treatment of program income, see <http://www.oms.nysed.gov/cafe/guidance/Guide.html#Eleven>

326. 2/3 of the population served must be from a qualifying school and family. Can the other 1/3 pay full tuition without the grant being reduced?

Although not specifically prohibited by federal law or program regulations, NYSED strongly discourages charging fees to these low income children and families. Programs proposing fees must offer a sliding scale of fees and scholarships for those who cannot afford to participate, regardless of whether they are from an eligible school or not.

If a grantee earns any program income (such as charging tuition or fees), the income MUST be used to reduce the amount of the grant award and defray current grant expenditures unless PRIOR approval is requested and received from NYSED. If a grantee wishes to earn program income for grant program activities without decreasing the amount of grant funds received from NYSED, the grantee must submit a written request and receive approval from NYSED and The U.S. Department of Education PRIOR to earning any program income. The request must describe the activities from which program income will be earned and the anticipated time period during which the income will be earned, as well as a statement that the program income will be added to the total grant, and expended for approved grant activities before claiming expenditures for such activities from NYSED. NYSED will then review the request and either approve or disapprove it.

In addition, grantees must report all program income to NYSED. NYSED will deduct program income from the grant award unless NYSED gave the grantee prior approval to add the program income to their grant.

For further information on the treatment of program income, see <http://www.oms.nysed.gov/cafe/guidance/Guide.html#Eleven>

327. Are we allowed to use this grant to offer free or reduced services to qualifying students, from qualifying partnership schools within our current fee-based programs?

All programs must be implemented through a partnership that includes at least one (1) local educational agency receiving funds under part A of title I and at least one (1) BOCES, nonprofit agency, city or county government agency, faith-based organization,

institution of higher education, Indian tribe or tribal organization, or for-profit corporation with a demonstrated record of success in designing and implementing before school, after school, summer learning, or expanded learning time activities. Applicants must collaborate with partners including the Eligible School(s) the students attend. A partnership signifies meaningful involvement in planning, as well as specific individual or joint responsibilities for program implementation. The application must contain signed Partnership Agreements with each partnering agency that describes the partners' significant involvement in planning and program implementation over the full five years term of the grant. A sample Partnership Agreement is provided in Appendix 1 that may be used as a guide to develop customized agreements.

Eligible applicants must use 21st CCLC funds to supplement and not supplant after school funding that is currently in existence. Applicants may propose to expand activities of existing programs only if those programs meet all the requirements of 21st CCLC, including development in collaboration with partnering schools, and are currently funded through fees to participating families.

327. Will our grant be affected if we use 100% of this grant to offer free services to low-income families at a qualifying school and we offer the same services at the same school for non qualifying students at a fee? Also, is there a percentage cap on the number of non qualifying fee paying students that can participate within the same partnership school?

Although not specifically prohibited by federal law or program regulations, NYSED strongly discourages charging fees. Programs proposing fees must offer a sliding scale of fees and scholarships for those who cannot afford to participate, regardless of whether they are from an eligible school or not.

To be eligible for this grant, at least 2/3 of the students an applicant is proposing to serve must attend schools eligible for schoolwide programs under Title I, Section 1114 of the Every Student Succeeds Act, and the families of these students, or schools with at least 40 percent of students eligible for free or reduced priced lunch; and the families of these students. All students in an eligible school qualify, and up to 1/3 of students served in a 21st CCLC program may come from schools that do not meet eligibility requirements.

328. It sounds like this grant focuses on programs during non-traditional school hours. From what I understand, in-school programs are eligible if they take place as schools with Expanded Day. Where do we find out which schools have Expanded Day?

Prospective applicants should consult directly with schools to determine whether they provide at least 300 additional program hours per year, inclusive of a proposed 21st CCLC program, before, during, or after the traditional school day, week or year to meet the expanded learning time requirement to be eligible to use 21st CCLC funds during the school day.

329. How are previous 21CCLC awardees taken into consideration? Are outcomes from previous contracted years evaluated?

All applicants will be scored based on the scoring rubric located in Appendix 2 of the RFP. Previous awardees will not receive priority or penalty based on outcomes from previous contract years.

330. When will applicants be notified if they have been awarded?

Applicants will be notified as soon as all applications have been scored and ranked, and after all appropriate approvals are received.

331. Answers to questions are scheduled to be released on 10/26. Given that this is only 2 1/2 weeks before the deadline, is there a possibility to extend the deadline, so that there is enough time to review answers and make revisions to proposals as necessary?

The deadline for application submission has been extended by one week. The revised submission deadline is now 12:00 pm Noon on November 21, 2016

332. NYC public schools were deprived of 5 working days during the grant planning/writing stage of this RFP. This was because of the many holidays when the schools were closed in NYC. Can you consider an extension to allow NYC public schools and CBOs to make up for this time?

The deadline for application submission has been extended by one week . The revised submission deadline is now 12:00 pm Noon on November 21, 2016.

333. Are "packaged" proposals allowed/recommended? Meaning, if the overall project were to entail two or more subsets from the provided list of eligible activities, would this meet grant stipulations and be considered a good use of funds?

The purpose of the 21st CCLC program is to provide students with opportunities for academic enrichment and a broad array of additional services, and to offer families of students served by community learning centers opportunities for active and meaningful engagement in their children's education, including opportunities for literacy and related educational development. All three of these components must be addressed.

All applicants will be scored based on the scoring rubric located in Appendix 2 of the RFP. It is the applicant's responsibility to develop a proposal that effectively addresses all required scoring indicators.

334. The RFP states that the deadline for filing proposals on FluidReview is "November 14, 2016 at 12:00 p.m." 12:00 p.m. is an ambiguous term with no clear meaning. Does this mean that proposals must be received no later than: noon on

11/14? or midnight between 11/13 and 11/14? or midnight between 11/14 and 11/15? or some other time?

The due date for FluidReview submissions has been extended and is now November 21, 2016 at 12:00 PM noon.

335. Are there any restrictions for schools co-located with other NYSED-funded schools (in a campus setting?)

BEDS Codes are used to determine individual schools, not school buildings or campuses. Individual schools with unique BEDS Codes sharing a building may participate in the same or separate applications.

336. May there be more than one 21CCLC program within a school building as long as different grade levels are served?

No. There may only be one 21st Century program per school (based on BEDS Code), 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.

337. Does this grant require any matching?

No.

338. On page 33, the RFP states a preference for three applications for each of the five boroughs in New York City. We wish to apply for two separate programs, one each for middle and high school. The schools we serve currently are in Brooklyn and Manhattan. Can one application include schools in multiple boroughs? If so, does the application receive consideration for the 3-applicant preference per borough in each borough, or only once?

A single application may serve students in multiple boroughs. Determination of the application's borough will be based on the home region of the majority of students targeted to receive services. A single application may not be considered in multiple boroughs.

339. Is there a preference in Round 7 for funding schools that do not currently have 21st Century Community Learning Center programs?

No.

340. Can an entity from outside New York State apply if they are partnered with schools in New York?

Yes.

341. I'm writing to find out if public school districts are required to submit proof of Workers Compensation and Disability Benefits coverage? Are they required to submit a W-9?

Public school districts are not required to submit proof of Workers Compensation and Disability Benefits Coverage or the W-9.

342. Due to the observation of Jewish holidays during the month of October our agency will be closed seven days. Would NYSED consider a deadline extension to enable agencies better to that observe the Jewish calendar to apply?

The deadline for application submission has been extended by one week. The revised submission deadline is now 12:00 pm Noon on November 21, 2016.

343. We are planning to submit a proposal for the 21st CCLC Grant. As a Jewish agency, we will have 7 closed business days in observance of the Jewish holidays between the release of the RFP and the proposal deadline. We are asking if the deadline could be extended?

The deadline for application submission has been extended by one week. The revised submission deadline is now 12:00 pm Noon on November 21, 2016.

344. May the 21st Century grant be awarded to programs that also receive funding for the Title I School Improvement Section 1003 (a) Socioeconomic Integration Pilot Program? The program in question has a Title I grant that will end in year one of the proposed 21st Century grant. Are grant proposals involving other funding sources evaluated or rated differently than other proposals?

Programs that receive funding from other sources are rated the same as other applications, based on the protocol for Review and Rating of Applications and the Scoring Rubric provided in the RFP. Receipt of funding from other sources does not impact eligibility and all eligible applicants are encouraged to apply.

345. Is there any required monetary match for this program?

No.

346. If a subject school is operating in the same building as another school, and both receive 21st century grants, is the concern about having the two grant activities sharing facility resources or programming? If the schools/grants operate independently with entirely separate spaces within the buildings, programming and students, would the requirement still be not to have two 21st century granted schools at the "same building?"

BEDS Codes are used to determine individual schools, not school buildings or campuses. Individual schools with unique BEDS Codes sharing a building may participate in the same application or separate applications.

347. Will pre-proposal conference opportunities be provided for this competition?

No.

348. The application states that the agency/fiscal agent, “Is PROHIBITED from sub-granting funds to other recipients. The fiscal agent is permitted to contract for services with other consortium partners or consultants to provide services that the fiscal agent cannot provide itself. “Please clarify the distinction between “sub-granting” and contracting?”

A sub-grant occurs when the applicant delegates programmatic decision making or responsibility for achieving program goals to a third party. A lead fiscal agent may not act as a flow-through for grant funds to pass to other recipients to use at their discretion. The lead fiscal agent may negotiate contracts to provide specific services outlined in the grant proposal and is responsible for ensuring overall compliance with grant requirements.

349. Could you please clarify what is counted as an ELT school? If the school offers 300 additional hours of programming per year, but it is not mandatory for every student, does that count as an ELT school?

Yes. Expanded learning includes the time that a school expands its normal school day, week, or year to provide additional instruction or educational programs for all students beyond the State-mandated requirements for the minimum number of hours in a school day, days in a school week, or days or weeks in a school year. While the school must offer programs for all students, it is not required that the programs be mandatory.

350. The RFP states that incentives such as t-shirts, movie tickets, gift certificates, etc., are not allowable costs. We would like to propose an after-school, workforce development program for high school youth that offers stipends. Are stipends an allowable expense under 21st CCLC?

No. Incentives to participate are unallowable. Stipends for participants are also not allowed.

351. If we were pre-qualified by NYS in May 2016 as part of the amendment to 21st century for Year 4, how can we know we are clear of any additional pre-qualification tasks as part of Round 7’s application? How long does our 2016 Pre-qualification approval remain in force?

Additional information and resources regarding the prequalification process, including links to a manual and an online tutorial, are available on pages 24-26 of the RFP.

Specific questions about the prequalification process should be referred to your agency representative at or to the Grants Reform Team at grantsreform@budget.ny.gov.

352. In regards to peer review, the webinar posted on October 3rd indicates a national search for peer reviewers. How will NYSED ensure all selected reviewers have a strong understanding of the intricacies of 21st Century programs in New York State, including but not limited to the differences in successful programs and appropriate budgets in New York City as opposed to more rural areas with fewer resources and larger needs for transportation?

Peer reviewers will be screened for qualifications and experience, provided with a manual, and trained by NYSED staff to perform the reviews. Training will address program quality standards as well the diversity of New York State's 21st CCLC programs and budgets.

353. In regards to peer review outlined on pages 32-34 of the RFP, how will pairs of reviewers be matched to ensure "reviewer experience, expertise, diversity, confidentiality, and the avoidance of conflicts of interest"? Will the full set of awards and scores be reviewed by NYSED to guard against pairs that consistently score their set of applications higher, lower, or with a larger point difference than the average?

NYSED staff will ensure applicants do not score applications in any funding region in which they have disclosed a conflict of interest. To the extent possible, pairs will be matched to reflect complementary experience, expertise and diversity based on reviewer applications. Scores will be reviewed by NYSED for reliability.

354. We have a license for 16 school-aged children but don't have the space to accommodate them all. Could we run our program at the school building, regardless of whether the school has the SACC license?

If the lead applicant is a community organization, college or university, municipality or other eligible entity, and proposes to serve *seven or more children under the age of 13* beyond school hours, whether in a school building or other location, the applicant must obtain School-Age Child Care (SACC) registration in accordance with New York State Office of Children and Family Services (OCFS) Regulations at 18 NYCRR Part 414.

355. Can a WBE be written into both local proposals as a local independent evaluator AND a subcontractor for a statewide evaluation proposal?

No. A local evaluator for a 21st CCLC sub-grantee may not subcontract on the State-level evaluation.

356. If a WBE cannot be both a local evaluator and a subcontractor for the statewide evaluation, can the WBE still be written into both proposals? And if the primary

vendor is awarded the contract for the statewide evaluation in which the WBE subcontractor is included, can another WBE serve as the local evaluator for the local programs?

An entity may not serve as a subcontractor for evaluation services for a local sub-grantee and the statewide evaluator. A subcontractor performing non-evaluation activities could be included in both contracts so long as there is no real or apparent conflict of interest.

MWBE:

357. Is an MWBE acting as the lead exempt from the MWBE participation goal? Wouldn't a funded program to an MWBE constitute 100% participation?

If a NYS certified M/WBE is awarded, the M/WBE goal would be met.

358. What capacity can an M/WBE consultant be used - i.e. grant writing services and can these services be in-kind services?

An MWBE consultant could be used in any way that a non-MWBE consultant would be used.

359. The RFP requests a Composite Budget for 2017-2018 while the M/WBE is calculated on the basis of the entire grant period. Should the applicant provide a detailed budget narrative under Adequacy of Resources for the entire 5-year grant period or only for 2017-2018? If only for 2017-18, is there any place where the applicant should show the 5-year budget calculations that underlie the M/WBE figures?

The RFP was amended to update M/WBE instructions. Instead of completing the Goal Calculation Worksheet for the 5 year term, it should represent the total amount of the year one, 2017-2018, budget.

360. Is it acceptable to use a vendor that is in the process of obtaining MWBE certification, or do they already have to be certified in order to meet the MWBE requirement?

If the Prime chooses to subcontract with a company pending M/WBE certification, the Prime must...

- 1) Provide reference number from Empire State Development: Division of Minority and Women's Business Development's Certification Unit indicating that all of the required documentation has been received.
- 2) Achieve Full participation as a result of using the company pending certification.
- 3) Must inform M/WBE unit if the subcontractor has not been certified after 6 months of initial M/WBE approval. If after 6 months the company is not certified the M/WBE unit will advise the prime of next steps to maintain full compliance.

361. Given that 21CCLC is federal funding, and federal rules require proper procurement and bidding processes be conducted, and the application period is relatively short, how can applicants select MWBE vendors prior to application and award? Wouldn't doing so violate federal procurement requirements?

M/WBE is a Mandatory Requirement of this grant program. If the applicant is unable to meet the M/WBE requirements when applying for the grant opportunity then the applicant should complete the M/WBE documents to the best of their ability. If some information is unavailable, applicants should then submit documentation indicating their level of participation and identify how they are planning to meet their participation goal. TBD (to be determined) may be used as a place hold for unavailable information (i.e. price quotes), with the expectation that missing information will be provided as soon as possible, or **within thirty days** from the date of notice of award. Please note that school districts and BOCES are allowed to utilize M/WBE resellers on State Contracts in order to meet M/WBE requirements. The M/WBE coordinator is available at mwbegrants@nysed.gov for assistance.

362. If the school partner (as opposed to the partner non-profit agency) spends 30% or more of their non-discretionary budget on purchasing goods or services from minority- or women-owned businesses, does that qualify as Fully Participating in the M/WBE goals?

The applicant should fill out the Goal Calculation Worksheet to determine the goal applicable to the application.

363. Many lead applicants choose to work in partnership with nonprofit youth-serving providers, in accordance with the goals and requirements of 21CCLC. On the budget, those partners appear as "purchased services" even if they are providing core staffing for the project and are key in the proposed program design. As purchased services on the FS-10, their personnel and other expenses are subject to the M/WBE threshold goals of the grant. Is it the expectation of NYSED that lead applicants redesign program service models to accommodate M/WBE goals?

The RFP was amended to update the instructions for completing the M/WBE documents. Lead applicants are allowed to deduct the costs of salaries and fringe benefits of partner organizations on the Goal Calculation Worksheet. Indirect costs, rent, lease, and utilities costs incurred by partner organizations cannot be deducted. Please keep in mind that this applies to only partners, those who are meaningfully involved in the planning and implementation of the project, and not vendors.

364. Is it acceptable within M/WBE goals to describe partnerships with non-profit providers as reasonable and acceptable explanations for not meeting M/WBE goals within partial or full waiver requests? If so, what documentation would be required to show good faith effort to meet goals?

The RFP was amended to update the instructions for completing the M/WBE documents. Lead applicants are allowed to deduct the costs of salaries and fringe benefits of partner organizations on the Goal Calculation Worksheet. Indirect costs, rent, lease, and utilities costs incurred by partner organizations cannot be deducted. Please keep in mind that this applies to only partners, those who are meaningfully involved in the planning and implementation of the project, and not vendors.

365. What is the process for reviewing requests for a partial waiver under M/WBE in relation to the review process? That is, will a proposal be scored and move through to contracting regardless of the full compliance, partial waiver request or full waiver request?

M/WBE is a mandatory requirement of the grant – however, it is not part of the scoring process. M/WBE approval must be secured before contracts are prepared and formal grant award notices are issued.

366. If an applicant applies for a full or partial waiver under M/WBE, what is the process for the lead applicant if that request is denied after first review? Would the lead applicant be allowed to redesign a program model to comply with M/WBE goals if necessary?

If an applicant's M/WBE submission is denied, the M/WBE unit will work with the applicant to identify areas in the budget where additional utilization can be achieved. The applicant has thirty days from notice of award to comply with the M/WBE requirements.

367. Could NYSED offer acceptable scenarios under which a partial or full waiver might be granted?

The applicant should make every attempt to meet the M/WBE goal requirements for this grant opportunity. If it is not able to achieve full participation, then the applicant should be able to submit documentation that fully explains the Good Faith Efforts that the applicant took to achieve M/WBE utilization and submit a request for full or partial waiver.

368. A lead agent that typically subcontracts the full, allowable amount of \$1.2 M would be expected to include roughly \$300,000 in expenses with M/WBE-certified for-profit businesses. Typically, only about \$125,000 in purchased services is put out in the open market, in supplies, professional development, and evaluation, while the rest is subcontracted to non-profit youth-serving organizations, which are not eligible to certify as M/WBEs. Can the lead agent reasonably submit a partial waiver request for those non-profit partner subcontracts?

The RFP was amended to update the instructions for completing the M/WBE documents. Lead applicants are allowed to deduct the costs of salaries and fringe

benefits of partner organizations on the Goal Calculation Worksheet, thereby reducing the amount of the discretionary budget. Indirect costs, rent, lease, and utilities costs incurred by partner organizations cannot be deducted. Please keep in mind that this applies to only partners, those who are meaningfully involved in the planning and implementation of the project, and not vendors.

369. Because youth-serving non-profits cannot certify as M/WBEs, can expenses to non-profits within purchased services be deducted from M/WBE threshold calculations?

The RFP was amended to update the instructions for completing the M/WBE documents. Lead applicants are allowed to deduct the costs of salaries and fringe benefits of partner organizations on the Goal Calculation Worksheet, thereby reducing the amount of the discretionary budget. Indirect costs, rent, lease, and utilities costs incurred by partner organizations cannot be deducted.

370. Are funds spent on non-profit consortia partners considered discretionary funds and subject to the M/WBE 30% requirements?

The RFP was amended to update the instructions for completing the M/WBE documents. Lead applicants are allowed to deduct the costs of salaries and fringe benefits of partner organizations on the Goal Calculation Worksheet, thereby reducing the amount of the discretionary budget. Indirect costs, rent, lease, and utilities costs incurred by partner organizations cannot be deducted. Please keep in mind that this applies to only partners, those who are meaningfully involved in the planning and implementation of the project, and not vendors.

371. How can a 21st CCLC consortia with one lead non-profit agency and additional non-profit CBO/school community partners meet the requirements for M/WBE given that discretionary funds spent on non-profits are ineligible for meeting the 30% M/WBE requirement?

The RFP was amended to update the instructions for completing the M/WBE documents. Lead applicants are allowed to deduct the costs of salaries and fringe benefits of partner organizations on the Goal Calculation Worksheet, thereby reducing the amount of the discretionary budget. Indirect costs, rent, lease, and utilities costs incurred by partner organizations cannot be deducted. Please keep in mind that this applies to only partners, those who are meaningfully involved in the planning and implementation of the project, and not vendors.

372. Are non-profit consortia eligible for collectively determining salary and benefits on the M/WBE form?

The RFP was amended to update the instructions for completing the M/WBE documents. Lead applicants are allowed to deduct the costs of salaries and fringe benefits of partner organizations on the Goal Calculation Worksheet, thereby reducing

the amount of the discretionary budget. Indirect costs, rent, lease, and utilities costs incurred by partner organizations cannot be deducted. Please keep in mind that this applies to only partners, those who are meaningfully involved in the planning and implementation of the project, and not vendors.

373. What is meant by “preferred” for meeting M/WBE requirements. What penalty will be assessed for applicants unable to meet the target?

M/WBE approval is most easily achieved by Full Participation.

374. For M/WBE requirements, may the lead agency subtract sub-contracted core personnel costs from the amount required to be included in the total budget considered for the 30% M/WBE requirement? For example, if a school district sub-contracts with a non-profit to provide a family engagement specialist as a staff member for the 21st Century program, may they subtract that staff member's salary from the total budget before calculating the required 30% amount for M/WBE?

The RFP was amended to update the instructions for completing the M/WBE documents. Lead applicants are allowed to deduct the costs of salaries and fringe benefits of partner organizations on the Goal Calculation Worksheet, thereby reducing the amount of the discretionary budget. Indirect costs, rent, lease, and utilities costs incurred by partner organizations cannot be deducted. Please keep in mind that this applies to only partners, those who are meaningfully involved in the planning and implementation of the project, and not vendors.

375. If a non-profit CBO is selected as a contractor by a NYSED selected lead applicant to provide 85% or less of the out-of-school-time direct services at a particular school, does the non-profit CBO's participation need to be included in the lead applicant's MWBE calculation? Or does the Partnership Agreement preclude the need for the non-profit CBO to be calculated into this “goods or services” related calculation?

The RFP was amended to update the instructions for completing the M/WBE documents. Lead applicants are allowed to deduct the costs of salaries and fringe benefits of partner organizations on the Goal Calculation Worksheet, thereby reducing the amount of the discretionary budget. Indirect costs, rent, lease, and utilities costs incurred by partner organizations cannot be deducted. Please keep in mind that this applies to only partners, those who are meaningfully involved in the planning and implementation of the project, and not vendors.

376. If a non-profit CBO is selected by a NYSED selected lead applicant to provide 85% or less of the 21CCLC direct services at a school location, is the non-profit CBO's spending on the program for supplies and equipment required to meet the 30% MWBE provision?

The RFP was amended to update the instructions for completing the M/WBE documents. Lead applicants are allowed to deduct the costs of salaries and fringe benefits of partner organizations on the Goal Calculation Worksheet, thereby reducing the amount of the discretionary budget. Indirect costs, rent, lease, and utilities costs incurred by partner organizations cannot be deducted. Please keep in mind that this applies to only partners, those who are meaningfully involved in the planning and implementation of the project, and not vendors.

377. Can an M/WBE company act as a flow-through for grant funds for non-M/WBE organizations? For example, can an M/WBE not likely to be written into the grant otherwise, partner with a reputable organization and after contract approval subcontract services to this organization? Let's say the M/WBE does 50% of the work and the other non-M/WBE does the rest of 50% of the work. Is this allowed?

Applicants may not act as a flow-through or sub-grant funds. Lead applicants/fiscal agents are required to provide a minimum of 15% direct services. However, an applicant may propose to carry out 50% of the grant-funded work while a partner also carries out 50%.

378. When computing the 30% of total discretionary non-personal service budget, the Webinar states applicants should exclude direct personal services (FS10 category #15 - Prof Staff and FS10 category #16 Support Staff) fringe (FS10 category #80 - Benefits), indirect costs (FS10 category #90 - Indirect) as well as rent, lease, and utilities. FS10 category #40 Purchased Services pays for contractors who are providing direct services to students, teachers, parents, and program staff. Should total FS10 #40 Purchased Services be excluded also? Within FS10 #40 should Evaluator fees be excluded?

FS-10 Code 40 Purchased Services, including the purchased services of the independent evaluator, should be not be excluded from Minority and Women-Owned Business Enterprise (M/WBE) calculations since these services are not directly provided by the lead applicant agency.

379. FS10 category #46 Travel includes travel costs for educational trips for students and families as well as mandated travel costs for professional development training for program staff. Should FS10 category #46 be excluded?

Code 46 Travel costs should not be excluded from Minority and Women-Owned Business Enterprise (M/WBE) calculations.

380. What should be the role of a for-profit agency in a community school-district application? Are they allowed to be partners or vendors? We are aware that we need to include for-profit agencies to satisfy the M/WBE requirement, but it seems to defeat the purpose of the grant if for-profit corporations are allowed to make the highest amount of money in one individual application and be considered partners in a community school district grant.

It is the responsibility of applicants and their partners to work collaboratively to determine the roles of partners and vendors, whether for-profit, nonprofit, or LEA. Minority and Women-Owned Business Enterprise (M/WBE) may act as vendors or partners and should be selected to meet program needs.

381. Because partnering CBOs will be providing direct services to students, can we also exclude their salaries and fringe benefits from the M/WBE calculation?

The RFP was amended to update the instructions for completing the M/WBE documents. Lead applicants are allowed to deduct the costs of salaries and fringe benefits of partner organizations on the Goal Calculation Worksheet, thereby reducing the amount of the discretionary budget. Indirect costs, rent, lease, and utilities costs incurred by partner organizations cannot be deducted. Please keep in mind that this applies to only partners, those who are meaningfully involved in the planning and implementation of the project, and not vendors.