

Indiana Department of Education -- 21st Century Community Learning Centers  
Request for Proposal 2016: Frequently Asked Questions

	<b>Question</b>	<b>Answer</b>
1	Is there any advice or information you might be able to provide?	The RFP and initial resources are currently available on our website. The only advice I have is to read the application thoroughly and abide by all deadlines. The webinars will provide technical assistance on the application process. More information and resources will become available on the website as the process continues.
2	Since we work with the Early College Programs from across the state and plan on use the college's curriculum for the specific dual courses offered for the after school program with youth serving community organizations (i.e. study skills, careers, and computer applications). Would the Vincennes University college curriculum be sufficient for the courses we plan to offer through the grant?	Yes. College curriculum may be used for 21st CCLC programming.
3	How do we submit the letter of intent?	The Intent to Apply form is available on the program website, <a href="http://www.doe.in.gov/21stcclc">http://www.doe.in.gov/21stcclc</a> . The form is located in the RFP document as well as in PDF form under RFP Resources on the website. All you need to do is fill out the form and mail it to the address located on the form by the submission deadline.
4	What steps do I need to take for this for applying? Is there an online application for all of the steps? Is communicating with you our intent enough for September 9th? Is there a website similar to Title One that takes the applicant through the steps? Are there any resources available online that explain the application process? Does the abstract have to be done on a form? We are a Title One school with 57% free and reduced, but we are not a focus and priority school, so do we still qualify?	<ul style="list-style-type: none"> <li>· You will need to follow the application requirements and deadlines, specifically the intent to reply and application deadline</li> <li>· The RFP application and timeline is available on the 21st CCLC website.</li> <li>· Yes, in order for your application to be considered, an intent to apply submission is required. The intent to apply deadline is September 23rd.</li> <li>· The 21st CCLC website contains the application, timeline, and other resources that will assist applicants. IDOE will host several webinars that will provide technical assistance for the application process.</li> <li>· The only requirement IDOE has for the abstract is a page limit, which is found in the RFP section on that topic.</li> <li>· Yes, please see the RFP section on eligibility for additional information.</li> </ul>

5	Please direct necessary orientations and application procedures related to our activities.	The RFP application and resources are available on the 21 <sup>st</sup> CCLC website. The website provides information on technical assistance opportunities regarding the application process.
6	May I offer a business curriculum in a summer camp to underprivileged high school girls?	The camp could fall under 21 <sup>st</sup> CCLC summer programming. However, we usually do not allow first time grantees to host a summer program. The curriculum could be used for an afterschool program. Both boys and girls would need to be served in the 21 <sup>st</sup> CCLC programs. Check the IDOE 21 <sup>st</sup> CCLC webpage for general information on the program and curriculum requirements.
7	My church currently operates an afterschool program for children whose families attend services here and for neighborhood children. Can my church apply for the grant?	Yes. Please see the IDOE 21 <sup>st</sup> CCLC webpage for more information regarding eligibility and USDOE 21 <sup>st</sup> CCLC website for faith-based organizations.
8	A charter school is interested in applying but they do not have students for the 2016-2017 school year. They have their charter and will be open by the 2017-2018 school year. Are they eligible to apply?	The charter school could be eligible but they will need to reference the RFP eligibility section to determine if they will be serving the eligible student populations.
9	Cohort 7 applies for our grades K-6. Could I apply for this RFP for 7th and 8th only? I didn't know if because we are already receiving funds from 21st CCLC if that is allowed.	You can apply for CH 8 if you are expanding your program. So if you want to add grades 7 & 8 you can apply. For more information on eligibility check the 21st CCLC webpage.
10	Is there still a 21st CCLC application requirement that students in a specific school in a specific grade level can only be included for service within one 21st CCLC application?	That is not a current requirement. It is up to the applicant to determine which school(s) and which grade level(s) to serve. It is also the applicants responsibility to review the criteria for school eligibility. Further information regarding eligibility may be found under RFP section 1.5.
11	Is it possible to get the Request for Proposals document in Microsoft Word format? This would be helpful in being able to copy and paste elements such as the Microsoft Word tables.	No. The 21st CCLC RFP will not be issued in a Word format. However, many of the attachments will be available for applicants to type into them.
12	May I apply for a 21st CCLC grant award targeting schools in different school districts?	Yes.
13	Are we required to use the numbers provided to us by our own district or do we use the IDOE Compass website information?	Please use the free and reduced lunch data on the IDOE website ( <a href="http://www.doe.in.gov/sites/default/files/nutrition/october-2015-sy2016-free-and-reduced-school-and-corporation.pdf">http://www.doe.in.gov/sites/default/files/nutrition/october-2015-sy2016-free-and-reduced-school-and-corporation.pdf</a> )

14	The initial percentage for a school that I would like to include in this new grant started the 2015-2016 school year with a 42.44% rate for August and it gradually went down over the course of the school year. The final average for this school was 39.77%. Can we round up to include it in the grant or can I base it off the percentage in August?	Do not round up the free and reduced lunch data percentages.
15	My school district partners with a local community organization who is the fiscal agent for a 21st CCLC grant? Their grant funding ends May 2017. May the school district apply for the grant?	Yes.
16	Can you recommend a local evaluator?	No. IDOE does not make local evaluator recommendations. However, in the current RFP IDOE provides the names of national and stateswide professional evaluation associations.
17	Does the fiscal agent and the lead organization need to be the same?	No.
18	Will the RFP attachments be available in a Word format?	Yes. The attachments will be available for applicants to type into them.
19	How do I receive the information to apply? Is the window to apply still open?	Yes, the window to apply is still open. All information regarding the application process is located on the 21 <sup>st</sup> CCLC website, <a href="http://www.doe.in.gov/21stcclc">http://www.doe.in.gov/21stcclc</a> . On the website you will find the RFP, the intent to apply form, and other resources. Throughout the application process, more resources will be available on the website.
20	1. Is a copy of the RFP available in Word? 2. Regarding Competitive Priority Points: Pages 29-30 of the RFP indicate that applicants are eligible for a total of up to 10 competitive priority points, but the Summary of Application Points on Page 49 shows 25 points. If 25 points are available, does that mean that the applicant may choose several priorities identified under the Organization Priority Points?	1. The RFP will not be available in PDF but the forms/attachments will. 2. This was an oversight and has been corrected in the RFP online. The applicant may only select one priority point from each category for up to 10 points.

21	Can you confirm that this is indeed a cost reimbursement grant? Is payment the typical 45 day turnaround after submitting a monthly invoice? We are also considering subcontracting with another organization to provide the literacy services. If we do that, would we invoice the grantee or the DOE?	<p>The 21st Century Community Learning Centers program is a reimbursement grant. Grantees submit reimbursement requests to IDOE based off of paid expenses. The grantee may submit a monthly or bi-monthly reimbursement request; approved requests are then processed in the next distribution. The IDOE runs two cycles of distributions a month, which allows funds to be deposited by the 15th or 30th of each month.</p> <p>If that organization is the fiscal agent/grantee, you would invoice them. The IDOE only accepts reimbursement requests from the 21st CCLC grantee/fiscal agent.</p>
22	Can you tell me if someone in the Muncie Community Schools area has this grant already?	There are currently three 21st CCLC grantees in Muncie. A Better Way Services, Inc; Ball State University, and Muncie Public Library. Contact information for these grantees may be found on our website ( <a href="http://www.doe.in.gov/21stcclc">http://www.doe.in.gov/21stcclc</a> ) on the left side of the page, just under the 21st CCLC logo.
23	Does an organization have to be 501c3 to apply?	No, an organization does not have to be a 501c3. Please refer to the RFP eligibilty section to see the organizations that may apply.
24	How do you define a "nearby" private school? If there is not a private school within a few miles of the school, is it necessary to contact the closest private school?	You should look at the catchment area around the school you have identified to serve. If private school are serving students within that area you will need to reach out to them. IDOE requires a list for private within a 10 mile radius of the proposed program.
25	What should an applicant do if you have met with a private school to attain signature on the form but now they plan to apply and have not returned the form?	Continue your outreach for the forms. In your application, submit the form and documentation of your outreach efforts, including date/time, result , and that you were unable to get the form signed.
26	Do charter schools fall under the private school guideline?	A charter school is a public school but because it is run by a different organization than your targeted school, you should consider it as a private school and provide outreach.
27	Can the Program Director and Site Coordinator be one and the same person?	Yes, however, this is only appropriate in small programs with small grants. If your program has many sites, then based on the scale and scope of the program, you will need to show how your staff plan will effectively implement the grant.

28	Is an advisory council required at each site or just a general council to oversee all sites?	The advisory council should be at the grant level but you are welcome to do an advisory council at the site level if you are able and have the capacity. If you are not able to have a site level advisory council, you should have representation at the grant level of each site to ensure understanding of each school's culture and the needs of the students at each site of the program can be customized to meet those needs.
29	For the rural and low income points, can we use the National Center for Educational Statistics for this supporting data?	Yes but you should also look at state and local data to support your case.
30	For the organization priority points - we just need to meet one of the requirements listed to receive the 5 points, correct? Or do we need to meet all 6?	You will only pick one of the six and make your case for that selection.
31	For programming priority points - can we select more than one or do we have to only select one?	Pick one of the programming priority points and do it well. Please remember that the organizational and programming priority points are optional
32	Can collaborations be with another Grant that supports healthy living?	We always encourage partnerships so yes, you may work with another grant on your program. However, you will need to ensure the budgets are funding different things.
33	Do we need to have an MOU and a Partner Commitment form for every partner that we are working with?	In the application it is really important to understand the role of each partner and have that documented. You may not need to have it for every partnership but if you are speaking to it in the application and it is critical to the quality and sustainability of your program, then submit the MOU and commitment form.
34	For the rural priority points, what is considered a community? The counties that we are serving have less than 20,000 people total. Are communities the towns we are serving, school corporations, etc.?	Usually we would look at the town and community where you will be providing services. However, we know that an applicant may be providing services to a county through multiple schools. In that scenario you would make the case for how it is related to your targeted school.
35	Will the webinar be available for viewing at a later date?	Yes, the webinars are recorded and posted to the 21st CCLC website along with the presentation slides.
36	Can an employee of the organization act as the local evaluator?	No. You would need to find an external evaluator to objectively work with your program to evaluate quality and interpret data.

37	So, we can choose to apply to be only after school, before school, summers only?	Please reference the Hours and Days of Operation portion of the RFP for details on the service minimums. The grant focuses on year round support and a summer only program would be allowed only if you can show evidence of continued services that you will be working with during the year or that you have other resources that will compliment the summer only programming.
38	What is RAP?	A RAP is a regularly attending participant meaning they meet the minimum attendance requirements for their grade level, e.g., 60 or more days for elementary students.
39	Can first time grantees do summer programs as well as afterschool?	Services may begin as early as June 1, 2017. Exceptions can be made if a mutual agreement exists between grantee and IDOE. It is recommended that first-time grantees do not offer programming in summer 2017, but commence service in the fall of 2017.
40	Does an intermediate school of 5th and 6th graders meet the requirements of elementary or middle school? Or both?	Grades 6, 7, and 8 are considered middle school.
41	Clarify the number of days for each level	Elementary students enrolled in a 21 <sup>st</sup> CCLC program are required to attend 60 or more days to be considered a regularly attending participant (RAP). Middle and High School students enrolled in a 21 <sup>st</sup> CCLC program are required to attend 45 or more days to be considered a regularly attending participant (RAP).
42	Would an 8th grade summer transition to high school program be considered a high school program or a middle school one in terms of evaluation requirements?	An 8 <sup>th</sup> grade summer transition program would be considered a high school program and should use the high school summer evaluation requirements.
43	So if our school serves 6th grade as elementary, they still need to be considered middle school for reporting purposes?	For purposes of 21 <sup>st</sup> CCLC reporting, 6th grade is considered middle school.
44	Do all recipients have to use EZ Reports?	Yes. All 21 <sup>st</sup> CCLC grant recipients must use the data collection system identified by IDOE.
45	Is there a number of weeks that the summer program is required to be?	21 <sup>st</sup> CCLC summer program must operate a minimum of four (4) weeks and no more than eight (8) weeks.
46	Can these fiscal duties be paid with the Grant funds?	Yes, they can be recovered as either a direct cost or indirect cost

47	How often can reimbursement requests be submitted? How long does it take to receive reimbursement?	At minimum, reimbursement requests must be submitted quarterly. Otherwise a grantee may submit a reimbursement request as necessary for their organization. The IDOE issues two distributions a month. A reimbursement request would take up to two weeks until funds are deposited.
48	We are a non-profit and we do not have an agency providing majority of direct federal funding. Who would we get our indirect cost rate from?	You would work with the IDOE to negotiate a rate or use the 8% rate if it is reasonable.
49	Will this (the webinar) be archived to listen to again?	Yes, all the webinars are recorded and posted on the website.
50	Does a Head Start grant count as "this type of federal award"?	Yes, a Head Start grant counts as another type of federal award.
51	Does the Risk Assessment need to be included with the RFP submission?	The risk assessment will be posted and emailed to interested applicants. The IDOE requests the applicants submit the risk assessment with the application for reference during the peer review process.
52	Under Section IX of the RPF, Section A, it asks for Budget Form (or narrative). Where is this form on the excel sheet? What Tab should we look under?	The Budget Form is the third tab found in the Budget Workbook. The Workbook can be found in the RFP and on the 21 <sup>st</sup> CCLC website.
53	Is this excel sheet to submitted as a separate document or should the tables be placed into the actual RFP? If placed in the RFP document, do these sheets count toward the 30 page limit. Is there any 'narrative' the applicant needs to write in the RFP regarding the budget?	The budget workbook should be submitted as a separate document, do not place it into the actual RFP. The workbook does not count toward the 30 page limit. The budget workbook should be saved as an excel file on the thumb drive for submission and printed for hardcopy submission. The narrative may be included in the details portion of the workbook.
54	Are maximum funding limits listed on page 12 of RFP just for 1 year or for 4 years?	The funding limits are for years 1 and 2.
55	Will you let us know when the updated budget form is uploaded? Will it state that it is "revised"?	Yes, the updated date will be listed next to the link.
56	If applicant organization is new with limited staff, is it acceptable to add an outside partner/fiscal agent such as an agent of a bank, CPA Firm, etc.?	The applicant may partner with a bank agent or CPA Firm and use their services for the administration of the grant.

57	We are a two year old organization 501(C)(3) that was started by a church. We are separate and NOT a religious organization. The church manages a budget of \$4 Million dollars annually and provide us with assistance and fiscal oversight. Does the church have to be the fiscal agent or can we be?	Either way would be acceptable.
58	My board member of my nonprofit is an accountant can she serve as the fiscal manager.	Yes
59	What is a Fiscal/Financial Manager?	This is not a role required by 21 <sup>st</sup> CCLC; however, you must identify the fiscal contact for the grant. The fiscal contact is responsible for any questions or information regarding the financial status of the program.
60	Can grant money pay for tuition towards the program?	Grant money may be used for scholarships towards the program.
61	Can it pay for building? like rent and bus leases	Yes, rent and bus transportation may be included as expenses. If your organization chooses to include indirect costs, you will need to check if that rate already includes rent.
62	Our school corporation is the entity requesting the grant and acting as the fiscal agent. If an IA at our school who works 29 hrs/week also works the after school program (say 4 hrs a week), does the school have to offer that IA insurance per federal law, or is the IA's school job and the 21st CCLC program considered separate?	They are separate but you can offer them fringe benefits through 21 <sup>st</sup> CCLC.
63	Can you give an example of a contract cost that we might have for 21st CCLC?	An example of a contractual expense is contracting with a vendor to provide specific programming.
64	Is Title One considered a similar type of federal award?	Yes, Title I is another type of federal funding.
65	Where do you include the curriculum cost on the budget?	It depends on how you are purchasing your curriculum. It can counted as a supply but if it is a contractual agreement you should list it in that line item.
66	What is the student - teacher ratio?	It is the number of students in a given setting divided by the number of teachers, expressed as a per-teacher ratio, so a tutoring session with 20 students and 4 tutors would have a student-teacher ratio of 5:1.
67	The only common assessment to be used by our schools is I-STEP. Is this going to be a reliable assessment from which to judge academic improvement and will the scores be available in time for evaluation?	Because of the focus on continous assessmenf of performance measures, ISTEP+ is not appropriate as the only source of information. A combinatino of other measures of continous acedemic progress such as rreport card grades, teacher surveys, local-level assessments, etc. are required. Your evaluator should be able to help you devise an assessment strategy that fits your specific context.

68	I have found in past evaluation preparations that comparing the 1st Qtr grade to the 4th Qtr grade are problematic. Often times the 2nd and 3rd Qtr grades are far different from the beginning and end grades. Simply comparing the first and last grade do not reflect the true learning that occurred over the year. Also, there can be a student that maintains an A the entire year, but their outstanding performance is assessed as no change -- which is not a great outcome. Any other ideas on how to evaluate class grades?	Grading systems vary between schools (quarters, semesters, trimesters, etc.). Your evaluator should be able to help you devise an assessment strategy that fits your specific context. For example, the state-level evaluation assesses the percentage of students who either maintain a "B" or above, or improve their grade from fall to spring, so maintaining a good grade or improving a lower grade are treated equally.
69	In the RFP guide... the required hours of operation state that elementary must have 12 hours per week, 4 days per week. Is that to be interpreted as BOTH of those or EITHER of those?	Both.
70	We are a newly established non profit concerned about funding as a reimbursement rather than upfront. Is there anyway around this.	No. The 21st CCLC grant program is reimbursement only.
71	Does the 21st CCLC funding open every year, or is it in the 4 – year cohort cycle? For instance, if an organization does not apply this year, will they need to wait four years for funding to become available again?	No, the application process does not open every year. However, another R
72	Do I use the school wide 40.8% or just the elem/middle at 47.02 since we are only serving K-8?	School wide is the one school only. District wide would mean the entire school district. Use the 47.2%.
73	Is there even a slight chance we could get funding at such a low F/R rate?	It rate is above 40 percent so yes.
74	I would like to know if children under the age of four can be considered for funding for the grant.	Not at this time.
75	Will you accept applications from different nonprofit organizations to serve the same school / same grade level? Or, is only one application permitted to provide 21st CCLC programming for students at a school in specific grade levels?	The outside organizations can apply for the same school district but it needs to be at a different school.

















FP will be released in August 2017.