

Questions and Answers

21st Century Community Learning Centers (21st CCLC) - 10/1/2018 9:00:00 AM

Number: DOE 2019-05

Questions and Answers:

Q: Statute of Limitations

Posted On: 10/23/2018 2:35:58 PM

With regard to the deduction of points for past grantees, what is the look back period? For example, if a grantee experienced one of the challenges listed in the 'Deduction Points' slide of the Power Point presentation during implementation of a previous award, would that still affect that organization's subsequent applications, irrespective of how long ago the award in question was made?

A: If the area of concern was not addressed within the 5-year span of the previous subgrant(s), then deduction points will be given if the area of concern occurred within 3 years of the new application.

Answered On: 12/4/2018 2:24:32 PM

Q: Annual award amounts

Posted On: 10/23/2018 2:39:06 PM

Are the subgrant request amounts listed in the Power Point presentation (\$240,000 for 75-99 students; \$320,000 for 100-124 students; \$400,000 for 125 + students) annual award amounts?

A: Yes.

Answered On: 12/4/2018 2:24:51 PM

Q: Office of Childcare Licensing

Posted On: 10/31/2018 8:49:00 AM

If the district is the lead agency and the program will be housed in the school does the district/program need to apply for a license with OCCL or can they still obtain an exemption? I thought this was changing based on OCCL regulations were updated. Thank you

A: If the district is the lead agency and the program will be housed in the school, the district/program is exempt from this requirement.

Answered On: 12/4/2018 2:25:10 PM

Q: More students

Posted On: 11/1/2018 12:08:00 PM

Hi-Next year (and the following), HO Brittingham Elementary and Milton Elementary will be on the same campus. Would we be able to invite some of their students from HOB to MES for the FAME program if we need to add to our numbers? We are hesitant to write the grant together but would love to be able to add from their population if we have space.

A: 21st Century Community Learning Centers subgrants are for a period of five years. If two or more schools find it beneficial to write one subgrant application together, the schools must plan for the afterschool program to be viable for all five years. All feeder schools must be included in the initial application.

Answered On: 12/4/2018 2:26:10 PM

Q: Approved combination of days-hours-schedules for 21CCLC

Posted On: 11/7/2018 12:05:56 PM

1) Can programs meet the 2 hour minimum requirement per day by serving participants 1 hour before school + 1 hour after school?

2) Is it possible to serve different participants on different days and still have an approved program meeting minimum requirements? For example, serve 1st & 2nd grade participants on Mondays & Wednesdays all school year, and 3rd, 4th & 5th grade participants on Tuesdays & Thursdays all school year, for at least 2 hours per session, as part of one approved program where all participants attend 30 or more days?

3) How long does each participant need to participate to meet program requirements? (Approved programs report how many participants attend 30 or more days; but what if a student attends more than 30 days, could they be cycled out of the program and new students be served based on need during the same 150-day approved year for 21CCLC programs?)

A: 1) No. Afterschool sessions must be a minimum of 2 hours.

2) No. Participants are expected to attend every session and programming should reflect this.

3) Participants are expected to attend every session, even after they have completed 30 days. Students cannot be dropped once they have completed 30 days. New students may enter the program at any time, provided the program is not at capacity.

Answered
On: 12/4/2018 2:26:39 PM

Q: Required Number of Electronic and Paper Copies of Proposal To Be Submitted

Posted On: 11/9/2018 8:38:34 PM

In the RFP, "Section IV. Professional Services RFP Administrative Information", and under the sub-section "B. RFP Submissions"/number "2. Proposals" (paragraph two under this heading) on page 4, it is stated that "Each proposal must be submitted with two (2) paper copies and two (2) electronic copies on CD or DVD media disk, or USB memory drive." However, the "Appendix B - Scope of Work" document is contradictory as the "Introduction" section, under the sub-heading "Application Process" states on page number 7, on paragraph number one under this heading, that "Each application must be submitted with three (3) paper copies and three (3) electronic copies on CD or DVD media disk, or USB memory drive."

Please confirm whether applicants are to submit two (2) versus three (3) electronic and paper copies of the application?

Thank you.

A: Each proposal must be submitted with two (2) paper copies and two (2) electronic copies on CD or DVD media disk, or USB memory drive.

Answered
On: 12/4/2018 2:26:58 PM

Q: Competitive Priorities Qualifiers for Christina School District

Posted On: 11/9/2018 9:01:49 PM

If "Appendix C" lists Glasgow High School as a Delaware Public School that is Title I Schoolwide-Eligible, why then does "Appendix B - Scope of Work", under Section 2 - "Application Information", under the heading "Competitive Priorities", paragraph number 6, not include any prospective programs offered through Glasgow High School as a competitive priority? This text passage states "Programs targeted to students in the Appoquinimink, Brandywine, Caesar Rodney, Cape Henlopen, Colonial, Delmar, Laurel, Seaford, and/or Smyrna School District's geographic areas (to continue to offer geographical diversity to Delaware's 21st CCLC program)."

Appendix C lists Glasgow High School as having 58% of its student body living with Low Income. To be Title I-Eligible requires 40% of students to come from families with Low Income. Since Glasgow qualifies and exceeds this criteria, please explain why is the school not included under the "Competitive Priorities" heading described above?

Thank You.

A: Federal guidelines encourage states to offer priority points so that they have geographic representation throughout each state. The districts listed would not have any 21st Century Community Learning Centers from current cohorts for 2019 – 2020.

Answered On: 12/4/2018 2:27:18 PM

Q: Details Requested For 150 Session Minimum

Posted On: 11/9/2018 9:26:49 PM

"Appendix B - Scope of Work", under the "Introduction" section and sub-section titled "Subgrant Awards", paragraph number 2 on page number 5 depicts a table titled "Full Year Programs". Here, it is stated that for the duration of the Summer and School Year, a minimum of 150 sessions and a total minimum of 360 hours of programming must be offered to participants. Do these minimum requirements apply to the program as a collective whole, or must each individual student complete a minimum of 150 sessions and 360 hours of programming?

Thank You.

A: These minimum requirements reflect 21st Century Community Learning Centers programming; however, participants are expected to attend every session, even after they have completed 30 days.

Answered On: 12/4/2018 2:27:36 PM

Q: Collation Order of Documents

Posted On: 11/12/2018 3:59:06 PM

The RFP document states, on page 1, under the section titled "1. Overview", in the next-to-last paragraph on the page (paragraph 2), that "Each proposal must be accompanied by a transmittal letter...". Where must this document be placed within the grant package with regard to its collation/order? (i.e. Should it be placed first and serve as a cover letter, should it be placed with the Scope of Work paperwork, or with the forms and attachments?).

Thank you.

A: The placement of the transmittal letter is not as important as its inclusion in the application documents. It is recommended to be placed first or last and not embedded in the body of the application.

Answered On: 12/4/2018 2:27:54 PM

Q: Background Checks

Posted On: 11/12/2018 4:09:02 PM

Section V of the RFP titled "Contract Terms and Conditions" states, on page 23 under item v. (paragraph 2) that "Pursuant to 31 Del. C. 309, any vendor, employee or contractor of a vendor, or independent contractor, that, as a result of this solicitation has regular direct access to children, or provides services directly to a child will consist of a fingerprinted Delaware and national background check completed by the State Bureau of Identification (SBI) as well as a Child Protection Registry check completed by the Department of Services for Children, Youth and Their Families (DSCYF). No work can begin until these requirements have been successfully met."

I would like to confirm that the above required background checks can be completed AFTER funding has been awarded. In other words, I want to make sure that the vendor and its staff does not need to obtain these required clearances prior to submitting the grant, and that the proof of clearances will not need to accompany the grant application.

Thank you.

A: The vendor and its staff does not need to obtain background checks prior to submitting the application. Proof of clearances does not need to accompany the grant application. Answered On: 12/4/2018 2:28:12 PM

Q: Office of Supplier Diversity Application Posted On: 11/12/2018 4:15:53 PM

Regarding Section VI. of the RFP titled "Attachments", page 40 states that eligible organizations can mail their completed application to the Office of Supplier Diversity (mailing address listed at the bottom of the page, paragraph 4). Does either the Office of Supplier Diversity application or certification need to be included in the grant application package, and if so, which order in the collation should it be placed?
Thank you.

A: The Office of Supplier Diversity application or certification is not to be included in the 21st Century Community Learning Centers application package. If a vendor wishes to complete an Office of Supplier Diversity application, the vendor must submit it to the address on page 40. Submission of a completed Office of Supplier Diversity (OSD) application is optional and does not influence the outcome of any award decision. Answered On: 12/4/2018 2:28:31 PM

Q: Point Deductions Posted On: 11/15/2018 3:51:19 PM

What is considered an audit finding? Are you referring to feedback on site visits such as attendance or format, or are you referring to financial audit findings?

The question says also "the process that have cleared these findings" with attachments, does this include site visit feedback forms and what type of document would show "cleared". thank you

A: The audit findings referenced here refer to financial audits. Financial auditors would have to certify that audit findings have been cleared. Answered On: 12/4/2018 2:28:48 PM

Q: Attachment 9 Posted On: 11/16/2018 3:10:43 PM

Do we need to complete Attachment 8 for the RFP submission or is this completed after an award is granted? And/or do state agencies have to complete/sign this form?

A: The title refers to Attachment 9, which does not exist. Attachment 8 is a copy of a blank contract that will be used after applications are scored and awarded. Answered On: 12/4/2018 2:29:03 PM

Q: Subgrant Application Form

Posted On: 11/20/2018 2:01:17 PM

Regarding the Scope of Work document, on page 61 is a Subgrant Application Form which requires a signature of a "Business Manager". Is this referring to the Business Manager of the LEA? Please confirm the role of this person so that we may obtain the appropriate signature. Thank you.

A: The signature should be the Business Manager or Chief Financial Officer of the lead fiscal agency. (This could be the LEA or the community organization.)

Answered On: 12/4/2018 2:29:28 PM

Q: Page Limits

Posted On: 11/27/2018 8:47:14 AM

Is there a page limit for the entire document? And do you have page limits for each question? I see that the summary page says one page limit, but do not see other guidance. thanks!

A: Section 1 – Executive Summary has a one-page limit. There are no limits to any other sections.

Answered On: 12/4/2018 2:29:50 PM

Q: Collaborations and Partnerships

Posted On: 11/29/2018 3:19:51 PM

In Section 3, Collaborations and Partnerships of the Appendix B - Scope of Work document, on the Collaboration and Partnership form, we are unsure who should sign in the "Applicant Signature" spaces. Should the applicant for the grant sign in each space, or should it be the CEO of each partner listed in that section of the form? Also, should the School Principal sign and be listed as the partner, per the paragraph above the form, or should the District be listed as the partner and the Superintendent of the District sign?

A: On the Collaboration and Partnership form, each signature should be the active member from each partner agency described. Participating principal(s) should sign and the schools should be included, as well.

Answered On: 12/4/2018 2:30:06 PM
