

21st Century Community Learning Center Summer Learning Programs



Pre-Proposal Webinar

Technical Assistance

January 9, 2019

Agenda

- ❑ Welcome and Introductions;
- ❑ Request For Proposal (RFP) Walk-through;
- ❑ Validation Process; and
- ❑ Questions and Answers.

1.1 Program Overview

Authorization For Funding

- ❑ Title IV, Part B of the Elementary and Secondary Education Act (ESEA), amended by the Every Student Succeeds Act (ESSA); and
- ❑ Maryland State Department of Education (MSDE) is required to administer, monitor, and evaluate approved programs.

1.2 Program Purpose

Purpose of the 21st CCLC SLP Grant Program is to create:

- Summer Learning Programs** that provide an extended-year (summer) learning opportunity that focuses on improving academic achievement of students and decreasing summer learning loss.

1.2.1 Allowable Activities

Eligible organizations must use funds to provide activities during the summer that provides opportunities for:

- Academic achievement which includes providing instructional services to help students, particularly students who attend low-performing schools.
- Academic achievement in core academic subjects (language arts, science, social studies, and mathematics).

1.2.1 Allowable Activities (con't)

Funding may be used for the following purposes:

- Academic Achievement – E.S through H.S.
- College Readiness M.S. through H.S.
- Workforce Advancement – M.S. Through H.S.

1.4. Summary of Dates

- ❑ ***Dissemination:*** Thursday, December 20, 2018.
- ❑ ***Pre-Proposal Conference:*** Wednesday, January 9, 2019
- ❑ ***Deadline for Request for Proposal (RFP) Questions Submission:*** Wednesday, January 16, 2019
- ❑ ***Deadline for RFP Response to Questions:*** Wednesday, January 23, 2019.

1.4. Summary of Dates (con't)

- Deadline for Application Submission:** Friday, February 15, 2019.
- Proposal Review Begins:*** Thursday, February 28, 2019.
- Validation Process Begins:*** Monday, March 4, 2019.
- Award Notification:*** Wednesday, March 20, 2019.

1.4.2 Instruction for RFP Questions

Responsibilities of all bidders:

- Examine the entire RFP
- Seek clarification in writing (Exhibit 1 – Submitted Questions Form)
 - Submit by email on/or before **January 16, 2019** to
21stCCLCRFP_2018.msde@maryland.gov
 - Responses to questions will be posted no later than **January 23, 2019 on**
<http://marylandpublicschools.org/programs/pages/21st-cclc/index.aspx>

1.5 Funding and Length of Grant

- Length of Grant
 - May 1, 2019 – August 31, 2019.

- Range of Grant Awards
 - Minimum: \$100,000
 - Maximum: \$250,000

1.5 Funding and Length of Grant (con't)

- ❑ The available funding for this grant is a result of unspent 21st CCLC monies from Fiscal Year 2018 and can only be used during the grant period May, 1, 2019 – August 31, 2019.

1.6 Funding and Length of Grant (con't)

- ❑ Awards are contingent upon:
 - Satisfactory performance by the grantee as evaluated by the MSDE; and
 - Compliance with all grant requirements and conditions set forth within the 21st CCLC RFP.

1.7 Allowable Activities

- ❑ CCLC funding may use the award funds to carry out a broad array of activities that advance student academic achievement, and support student achievement. (See Section 1.7).

1.9 Eligible Applicants

- ❑ Applicants that received funding from the Maryland 21st CCLC program for school year 18-19 are not eligible.
- ❑ The selection of programs is made after a competitive RFP process with consideration for the final individual award amount based on the number of students proposed to serve and the number of days of program operation.

1.8 Federal Absolute Priorities

- ❑ Schools eligible for services provided by this grant are:
 - Comprehensive Support and Improvement Schools (lowest 5% of the Title I schools); high schools with graduation rates less than 67%; and School Improvement Grant (SIG) IV schools and/or;
 - Title I schools that serve a high percentage of (at least 40 percent) of students from low-income families and/or;

1.8 Federal Absolute Priorities (con't)

- ❑ Schools eligible for services provided by this grant are:
 - Other schools determined by the local educational agency to be in need of intervention and support.

2.0 Application Requirements

- Be received before 2:00 p.m. on February 15, 2019;
- Any section submitted after 2 p.m. will not be read;
- Meet all the requirements set forth in the Validation Process (Section 8.1); and
- Meet minimum hours of required programming (Section 2.0.1).

2.0.1 Required Minimum Program Hours

- ❑ No less than 80 hours for summer academic programming for a minimum of 4 weeks.

2.1 Application Checklist Form

- Complete the *Application Checklist* (Exhibit 2).
 - Exhibit 2 is not required to be submitted with application.

2.2 Application for Summer Learning Program

- ❑ Proposal **must** begin with the *Application for Maryland 21st Century Community Learning Centers Form* (Exhibit 3).
- ❑ No other page (including title pages or illustrations) may cover this form.
 - This must be the first page of the application (do not count this page);
 - A DUNS number is required for submission.

3.0 Project Narrative

The Project Narrative includes the following:

- Extent of Need for Project;
- Project Design;
- Performance Measures and Indicators; Alignment with SEA Goals;
- Implementation and Governance Plan;
- Evaluation and Dissemination;
- Coordinating with Other Programs;
- Partners; and Sustainability.

3.0 Project Narrative

15 page limit
Does not include Budget, Exhibits, and
Appendices.

3.0 Project Narrative

3.1 Extent of Need for Project

Purpose:

- Describes the needs of the targeted students attending identified high poverty schools.
- Establishes the relevance and scope of the main problem or obstacle that proposed program will address.

Function:

- Acts as the entire foundation in the further development of the project narrative.

3.0 Project Narrative

3.2 Project Design

Purpose:

- ❑ Develop plans, procedures, and policies that describe day-to-day program operations that enable staff to successfully meet program goals; and

Function:

- ❑ Describe proposed strategies and activities supported by evidence-based research to meet students' academic needs and evidence of program success.

3.0 Project Narrative

3.3 Performance Measures and Indicators

Purpose:

- To establish performance indicators with increasing proportions for each grant year.

Function:

- Identifies the quantifiable factors that are linked to program success.

3.0 Project Narrative

3.4 Alignment with State Education Agency (SEA) Goals

Purpose:

- ❑ To review SEA performance goals that are aligned with the SEA performance goals and the Maryland College and Career Readiness Standards (MCCRS).

Function:

- ❑ Aligns performance measures with defined MSDE objectives and indicators.

3.0 Project Narrative

3.5. Implementation and Governance Plan

Purpose:

- ❑ Enables direct service activities to be implemented.

Function:

- ❑ Provides details of major management actions, timeframe, and the person(s) responsible for carrying out each action; and
 - Examples: hiring staff, ordering materials, meeting schedules, MSDE reports.

3.0 Project Narrative

3.5.1- 3.5.5 Implementation and Governance Plan

- Key Personnel Description and Qualifications;
- Leadership Team Description;
- Steering Committee Description;
- Management Plan; and
- Management Plan Worksheet (Exhibit 6).

3.0 Project Narrative

3.6. Evaluation and Dissemination

Purpose:

- ❑ To establish purposeful methods of self-appraisal, performance, and transparency.

Function:

- ❑ Creates a repeated cycle of assessment that constantly increases the quality of the proposed program.

3.0 Project Narrative

3.6. Evaluation and Dissemination

Program evaluation plans must include a plan:

- ❑ To assess the progress of the program; and
- ❑ To disseminate the evaluation's findings to all major stakeholders.

The program evaluation must culminate in a summative evaluation reflecting the entire project period.

3.0 Project Narrative

3.8 Coordinating With Other Programs

Purpose:

- ❑ To identify other programs currently operating in support of target population; and

Function:

- ❑ Clearly establish alignment in concert with those programs and identify how proposed program will effectively support target population.

3.0 Project Narrative

3.9 Partners

- ❑ A partner is any organization other than the sub-grantee that will actively contribute to the project; and
- ❑ Partners include subcontractors and organizations that are under contract with the sub-grantee to provide grant-funded activities or services.

3.0 Project Narrative

3.9.1. Partners' Letter of Commitment

Requirements:

- Signed and dated letter submitted from **each** participating partner and addressed to the applicant; and
- Include information contained in Section 3.9.1.

3.0 Project Narrative

3.9.2. Partners' Plan Worksheet (Exhibit 7)

- ❑ Describe how target population will directly benefit from the partners that have been identified; and
- ❑ Include how partners will effectively support the proposed program in meeting its goals.

3.0 Project Narrative

4.0 Sustainability

- ❑ Detail how the project will achieve sustainability;
- ❑ Describe planned efforts to secure additional partners and funding sources; and
- ❑ Describe plans for maintaining partnerships beyond the funding cycle.

4.0.1 Matching Contributions

- Proposed budgets must include 10% in-kind contributions (including but not limited to material, personnel, financial, and other types of contributions).
- The percentage of in-kind contribution must be a percentage of the Direct Costs not the Total Requested Amount.
- In-kind contributions **cannot** be derived from other federal or state funds.

5.0 Budget and Adequacy of Resources

- Describe a clear relationship between the activities described in the Project Narrative and the proposed allocation of proposed costs; and
- Address necessity and rationale of proposed costs.

Budget and Adequacy of Resources

5.0.1 Itemized Budget (Exhibit 8)

- Requested funds must be reasonable with current market prices.
- Grant funds cannot be used to purchase:
 - Food;
 - Facilities;
 - Vehicles; or
 - Support new construction.

See full listing of examples of allowable expenses and unallowable expenditures (not an inclusive list) on pages 22-23.

Budget and Adequacy of Resources

5.0.1 Itemized Budget (Exhibit 8)

Helpful Hints:

- ❑ In the budget narrative, explain how the funding will sensibly support each of the line items of the proposed program's objectives and milestones;
- ❑ Connect program's implementation to a schedule of reasonable and allowable expenses; and
- ❑ Check all calculations!

Budget and Adequacy of Resources

5.0.2 Direct Costs

- Direct costs are those that can be identified specifically with a particular cost objective; and
- Costs for personnel who supervise the activities of program staff or costs of supplies and materials or equipment would qualify as direct costs.

Budget and Adequacy of Resources

5.0.3 Indirect Costs

- Indirect costs are those expenses incurred by a school, school district, or community-based organization in administering or providing program services.

Budget and Adequacy of Resources

5.0.5 The MSDE Grant Budget C-1-25 Form

For all applicants:

- If the applicant is an LEA: The district's budget officer or chief financial officer and the superintendent or designee must sign this form.

- If the applicant is not an LEA: The chief financial officer and chief executive officer or designee must sign this form.

<http://www.marylandpublicschools.org/about/Pages/Grants/BudgetInfo.aspx>

Appendices

6.0 Appendices

Required Documents (6.0.1 – 6.0.6.):

Does not apply to the page limit of the Project Narrative:

- Work cited;
- LEA/school participation agreement;
- Key personnel description and qualifications;
- Compliance with federal, state, and local health and safety standards;
- Consultation with private school during design and development
- Signed assurances (Exhibit 8); and
- The General Education Provisions Act (GEPA), Section 427.

8.0 Validation Process

8.1 Validation Process Part 1

Pre-screening

- Late applications;
- Debarments/Terminations;
- Minimum hours of required programming (Refer to Section 2.0.1); and

Applications not meeting Part 1 of the Validation Process will not be reviewed and feedback will not be provided.

8.0 Validation Process

8.2 Validation Process Part 2-Review Panel Selection and Proposal Review

- ❑ Review Panel Selection;
- ❑ Proposal Review;
- ❑ Proposal Score; and
 - Proposals receiving scores of 80% and above are eligible for the Validation Process Part 3.

8.0 Validation Process

8.3 Validation Process Part 3 - Validation Visit/Call

- Validation call/visit.
- Validation responses must be submitted no later than date of the validation call/visit.

8.0 Validation Process

8.3 Validation Process Part 3- Validation Visit

Purpose of the Validation call/visit:

- ❑ Validate details about proposed program;
- ❑ Discuss written responses to general and specific questions;
- ❑ Establish a timeline for required revisions not to exceed five days from the date of the validation visit; and
- ❑ Provide written concerns or remaining questions at conclusion of the validation visit.

8.0 Validation Process

8.3 Validation Process Part 3- Validation Visit

- ❑ The MSDE shall make final determination for awards based on the results of the Validation Process and the availability of funds.

8.0 Validation Process

8.4 Awarding of Funds

- ❑ Proposals scoring at 80% and above during the Validation Process Part 2 will be contacted for final budget in order to initiate receipt of Notice of Grant Award; and

- ❑ Upon satisfactory completion and submission of information requested, MSDE will initiate disbursement of non-LEA grantee's 15% start-up funding.

9.0 Due Process Requirements

The MSDE will publicly solicit, screen, and select impartial, qualified reviewers to review and score applications. Prior to reviewing any applications, each reviewer will:

- Submit a signed Conflict of Interest form to verify that there is no vested interest in the award.

9.0 Due Process Requirements

9.1 Reasons for Denial

All applicants who take part in the validation interview will be awarded grant funds unless the following issues or other concerns arise during validation process:

- ❑ The applicant did not have official documentation of a recent local inspection (within two years) indicating compliance with fire, health, and safety requirements.

9.0 Due Process Requirements

9.1 Reasons for Denial

- The proposed facility has visible health and safety issues at the facility serving the students (e.g. evidence of insect/rodent infestation, sewage issues, exposed wiring, overloaded power strips, HVAC i.e., too cold or too warm, etc.). Noted corrections are not resolved within 30 days.

- Program components unable to be validated.

9.0 Due Process Requirements

9.1 Reasons for Denial

- Applicant does not submit requested; documentation within the stated timeframe;
- Other concerns that arise in the Validation Visit; and
- Reduction in State funding.

9.2 Application Status

Each applicant whose application is denied will receive a Denial Notice that explains the reason for the denial after final award decisions are made.

10.0 Submission Requirements

Submit application in this order:

- Application (Exhibit 3);
- Project Narrative (Refer to Section 3.0);
- Budget Narrative;
- MSDE Grant Budget Form (C-1-25);
- Exhibits 5,6,7 and 8; and
- Appendices.

(Refer to Submission Requirements Section 10.0)

10.0 Submission Requirements

Formatting Requirements:

- Number pages;
- 1 inch margins; and
- 1.5 line spacing; 12-point font.

Other:

The formatting of charts, worksheets, and tables may use single spacing and a type size of 10-point font.

10.0 Submission Requirements

- Submit the entire proposal in one document pdf-format electronically no later than 2:00 P.M. on **February 15, 2019 to**

21stcclcRFP_2018.msde@maryland.gov

- Include the lead agency and program name in the email subject line; and
- Each applicant will receive an email confirming receipt of proposal(s) and the time received by the MSDE.

Timelines and Deadlines

Project Task	Date
Additional Questions Due Date	January 16, 2019
Q&A Posted on the MSDE Web Page	January 23, 2019
Proposal Due Date	February 15, 2019
Application Decision	March 20, 2019

Questions and Answers

- ❑ Please submit any questions in the chat box;
- ❑ Questions will be addressed one-by-one as time allows.