FY 2023 Nita M. Lowey 21st Century Community Learning Center (CCLC): Maryland Out-of-School Time Programs for the Future Application Grant Application

Customer Service Support Session Questions and Answers

Updates as of June 6, 2023

What is the email address to submit the application?

The application should be submitted to 21stcclcrfp2023.msde@maryland.gov. Refer to pages 4 and 19 of the Grant Information Guide (GIG).

What documents are required for the budget and budget narrative section?

The grant budget (15 Points) consists of two components:
- The Budget Worksheet and Narrative; and
- The approved MSDE Grant Budget Forms (C-1-25).

Refer to the Out -of-School Time Fiscal Guidance and page 18 of the GIG.

What are the available grant periods?

Applicants can choose to operate programs during the school year and summer, school year only, or summer only. The period of availability for programs is indicated below. Refer to page 4 of the GIG.

School Year and Summer
- July 1, 2023 – September 30, 2023 (Summer Program 2023)
- July 1, 2023 - August 31, 2024 (School Year and Summer Program)
- July 1, 2024 - August 31, 2025 (School Year and Summer Program)
- July 1, 2025 - August 31, 2026 (School Year and Summer Program)

School Year Only
- July 1, 2023 - June 30, 2024 (School Year Program)
- July 1, 2024 - June 30, 2025 (School Year Program)
- July 1, 2025 - June 30, 2026 (School Year Program)

Summer Only
- July 1, 2023 – September 30, 2023 (Summer Program 2023)

- July 1, 2023 - August 31, 2024 (Summer Program 2024)
- July 1, 2024 - August 31, 2025 (Summer Program 2025)
- July 1, 2025 - August 31, 2026 (Summer Program 2026)

General Questions

What is the page limit for the narrative?

There is a limit of 25 pages for the project narrative. This limitation does not include the appendices. Refer to page 13 of the GIG.

The applications will be reviewed on a rolling basis after June 5th. Does this mean that there is a chance that funding will be gone by the July deadline? Can MSDE clarify what impact this rolling basis review has on those wanting to apply for the FY 24 School Year and Summer?

All awards are contingent upon the availability of funding. Please note that while applications will be reviewed as they are received, not all will be eligible for an award.

The goal is to ensure that eligible and approved applicants aiming to serve youth this Summer can do so.

Where can a UEI expiration date be found?

The Unique Employer Identification (UEI) number expiration date is listed in the Lead Agency's entity record in SAM.gov. Once assigned, the UEI number will never expire; however, entity registrations do expire annually and require annual renewal.

Grant Period

Is it possible for an awarded application to start as a Summer Program (Summer 2024) for Year 1, then amend the program to operate School Year Only (SY24-25 and SY25-26) for Years 2 and 3?

The MSDE will review any proposed amendments, as aligned with Out-of-School Time guidance provided upon award notification.

Federal and State Absolute and Competitive Priorities

The Federal Absolute priority requires the applicant to provide comparable opportunities in designing the program for participation of both public and private school students in the area served by the grant. If the jurisdiction does not have any private schools, how should the applicant approach the Federal Absolute Priority on private schools' consultation?

The MSDE encourages applicants to utilize the following link to identify the private schools in the jurisdiction proposed to be served.
https://marylandpublicschools.org/about/Pages/DEE/NPSA/13A-09-09.aspx

A detailed description of the consultation expectations is located on page 12 of the Grant Information Guide (GIG).

If the jurisdiction proposed to be served does not have a private school(s) listed, the applicant would provide a statement that private schools do not exist in the jurisdiction.

To receive the Federal Absolute priority points, must the applicant meet both priorities and can the applicant only meet one?

To receive the available total Federal Absolute Priorities of 10 points, an applicant must address priority # 1 and # 2. The total of 10 points is based upon receiving a rating of "exceeds criteria" for both priorities. The scoring rubric is located on page 20 of the GIG.

Required Minimum Hours of Programming

If an applicant is interested in applying for a School Year (SY) program (beginning in September 2023) and a Summer (S) program (beginning in Summer 2024), when is the application due?

The applicant would submit a School Year and Summer program application on July 19, 2023.

If an applicant did not operate for the required 25-week school year programmatic requirement, but did for operate 10 hours a week, rather than the minimum 8 hours a week, would it be acceptable?

The applicant must complete no less than twelve hours of programming per week for 25 weeks. The 25 weeks of programming must occur. Refer to page 13 of the GIG.

Are 21st CCLC programs required to provide 1 hour of uninterrupted academics and 1 hour of enrichment as the after-school program?

MSDE strongly encourages the implementation of one hour of academics and one hour of enrichment in the proposed project design.

Goals and Outcomes

There is a measurable outcome that pertains to improved Grade Point Average (GPA). The applicant proposes to serve students who are in grades K -5, and do not have a GPA. Does the applicant put "not applicable" for this outcome?

The applicant is advised to provide a statement supported by the project design that indicates the proposed program does not serve a target population who have a GPA.

If the proposed program only focuses on reading, how does the applicant address the goal for demonstrated growth in math?

The applicant is advised to provide a statement supported by the project design that indicates the proposed program will focus on reading intervention; however, all proposed programs will be required to report on improvement in both reading and mathematics as part of the Government Performance Results Act (GPRA) requirements. Refer to page 14 of the GIG.

Plan of Operation, Key Personnel, and Timeline

Is it required to hire teachers to implement the academic portion of programming?

Academic instruction must be facilitated by qualified teachers. The certification of educators must be supported through resume submission.

If the applicant is submitting for a summer program, and have not recruited teachers, can the applicant include a job description that includes certification requirements?

Yes, the applicant can submit a job description with qualifying criteria if the individual position has yet to be recruited.

When creating the transportation plan, are there restrictions of which we should be aware (e.g., do we have to use a school bus, or can we use one of our organization's activity buses)?

The MSDE encourages use of the local jurisdiction's transportation resources; however, it is not required. Please be advised that 15 passenger vans are not acceptable uses of transportation. Applicants must abide with the legal requirements of drivers and vehicles.

Evaluation and Dissemination

Can a current subgrantee utilize the services of a currently contracted evaluator or would the subgrant be required to select another evaluator?

Identifying and collaborating with an external evaluator is a requirement of this application; however, the selection of a qualified evaluator is determined by the applicant. Refer to page 17 of the GIG.

Partners Plan

Do charter schools need to get an LEA superintendent signature?

Yes, all schools including charter need the local school superintendent's signature on the LEA School Partnership Agreement Form.

If an applicant is an LEA, does the applicant need a letter of commitment from our school principals?

A LEA/School Participation Agreement is required for all applicants, and letters of commitment with the schools served are required. Refer to page 16 in the GIG.

How can an applicant access the LEA/School Participation Agreement?

The LEA/School Participation Agreement is accessible via this link. Refer to 16 and 19 of the GIG.

Budget and Budget Narrative

As a Local Education Agency (LEA), we are required to pay wages that are set through the negotiation process with our Board of Education (BOE) and associations. How do we reconcile this requirement with the Bureau of Labor & Statistics (BOL) Wage Estimates?

The MSDE will review and approve wages that are reasonable and allowable. All applicants are required to submit justification for wages that exceed the marketable BOL rates. Any applicant can provide local jurisdiction evidence to support mandated wages for the MSDE review. Evidence can include documentation for proposed rate from the LEA's Human Resources Department.

If an applicant is not able to use funds to purchase food for students, yet we are still required to provide healthy snacks, how does an applicant comply? Does an applicant use their own funds or provide dining services for students to purchase these healthy options?

Other Federal programs can also complement local 21st CCLC programs. Many organizations are eligible to receive funds through the U.S. Department of Agriculture (USDA) Food and Nutrition Service for "Out-of-school time Snacks," and in some cases to provide dinner to young children. Local communities can also participate in USDA's Summer Food Service program. These snacks and meals can contribute to the nutritional services provided in local programs.