Office Hours Session- May 7, 2021

Updates from the State Office:

* Extending the due date: 21st CCLC Grant Application now due Wednesday, May 12, 2021 by 11:59PM
* If 21st CCLC receives additional federal/state funding, equitable distribution chart caps found on page four of the RFA will not be applied for that specific funding. The caps will continue to apply for 21st CCLC funding. See below.
* New layout for ongoing FAQ, organized by category.

**ANNOUNCEMENT FROM PAST WEEKS:**

CDE will award approximately $5.75 million in 21st CCLC funding under Title IV, Part B of the Every Student Succeeds Act (ESSA) of 2015. Additional funding may be available for this opportunity through the ARP-ESSER III (Elementary and Secondary School Emergency Relief Fund and the American Recovery Plan) or other state/federal funding.

If funding is available in addition to the annual 21st CCLC grant allocation for this competition, the additional funding will allow CDE to grant awards to applicants beyond the geographical distribution caps in the chart found on page four of the 2021 21st CCLC RFA. This additional federal/state funding will be awarded based on the highest scores of applicants after the 21st CCLC funding has been awarded and depleted. Applicants must score at least 210 points out of the 280 possible points in the narrative and bonus point sections to be approved for funding. \*

For example, if a district has 25,000 or more students, it is currently allowed to have 14 total funded sites (seven sites with the district as the fiscal agent and seven sites with CBOs/non-district entities as the fiscal agent) through 21st CCLC federal funding. If additional funds are available, and the applicant has included more sites than what can be funded through 21st CCLC funding, the additional funding can go to sites the applicant applied for beyond the distribution chart caps. Application approval is dependent upon application scoring and how much additional funding is available. Please keep in mind that applicants can still include only six sites per submitted application but may submit additional applications to include more sites as they deem necessary.

See the updated chart below illustrating this example.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Number of Students****in District** | **Maximum Number of Funded 21st CCLC Centers****to each District** | **Maximum Number of Funded 21st CCLC Centers****to Non-District Entities\*** | **Total Maximum Number of 21st CCLC Funded Centers** | **Total Number of Centers funded with non-21st CCLC funding****(if available)** |
| 0 - 1,000 | 4 funded centers | 4 funded centers | 8 funded centers | Unlimited based on scoring and funding available |
| 1,001 - 5,000 | 5 funded centers | 5 funded centers | 10 funded centers | Unlimited based on scoring and funding available |
| 5,001 - 25,000 | 6 funded centers | 6 funded centers |  12 funded centers | Unlimited based on scoring and funding available |
| 25,001 or more | 7 funded centers | 7 funded centers | 14 funded centers | Unlimited based on scoring and funding available |

 ***\**** *For any additional funding outside of the federal allocation specific to ESSA Title IV, B (21st CCLC), the method of allocation and award may change depending upon federal guidelines and recommendations.*

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**NEW QUESTIONS AND ANSWERS**

**Q. MULTIPLE QUESTIONS related to this question:**

**All of the leaders who approved this grant application (Superintendent, BOE President, Principal) signed their parts of the application documents electronically. So I have electronic signatures and documentation of the authenticity of those signatures. How do I put those into survey monkey? I can snip the electronic signature and paste it in the application, but should I attach the authentication information in the appendices?**

A. You can upload the separate signature documents in the “Additional Document Uploads” area of Survey Monkey. In the signature areas of the online application, please write “see uploaded document.”

**Q. I am taking a look at the portal for the 21st Century application due next Wednesday (5/12). I noticed there is a space for the school principal and superintendent to sign in the SurveyMonkey. I anticipate some barriers to getting both parties to log in and sign as APDC is the lead agency and Hinkley is the partner. We have sent the template forms for both school representatives to sign. Is it acceptable for us to upload those pdfs in lieu of a signature in the actual portal?**

A. Yes, the principal and superintendent signatures can be upload to the “additional document uploads” page.

**Q. We will have a new Superintendent (AOR) on July 1. I assume its okay to keep the Interim Supt. Signature on this application since he will be the authorizer until then?**

A. Yes, the Interim Superintendent is the appropriate person for the signature.

**Q. Our institution plans on submitting a 21 CCLC proposal but are wondering if we have to get signatures from our President, our partner superintendent/principals on both the online application site as well as the general assurances form (appendix H). Is it acceptable to have a proxy sign into the application site so we do not need to have our President/principal/etc access that site? Can you please let us know? Thanks.**

A. Each superintendent and principal needs to sign the application on the “Center Expectation: Principal and Superintendent Sign-off Form.” This is important for ensuring ongoing support from the partnering district(s). Instead of asking them to access the system, you could email them a hard copy of that page and ask them to sign it and return it to you. Then you can upload it to the “Additional Document Uploads” area of Survey Monkey. In the signature areas of the online application, please write “see uploaded document.”

For the GEPA and other signature areas for the assurances, that would be your Organization’s CEO or Board President. In terms of proxies for the areas where your organization is signing off, as long as that person has the authority to commit the district or CBO to the assurances, partnership requirements and other grant mandates, we can accept their signature.

**Q. My question is, I just now received a signature (page 6 only) from one of the school principals I'm working with at our partner school. It's attached. I'm still waiting for the superintendent's signature. With that being said: 1. Is this page 6 only...acceptable? 2. Do I need to circle back and ask for the entire document for the Center/School #1 - Information and Signatures? I'm asking ahead on this one, in the event the superintendent provides only page 7.**

A. If you are asking if you need to upload all the pages in the Center/School #1 - Information and Signatures section, or if you can just upload the signature page: For the online application, you can just upload the page(s) containing the signature(s); the whole section containing multiple pages isn’t necessary. We assume that those signing the center/school information and signature pages have read the assurances and other information in this section prior to signing.

**Q. We are working on the 21st Century Learning Center grant and I was wondering if you might be able to recommend a vendor, or provide names of vendors who have performed this for other grantees?**

A. As a state agency, we cannot endorse organizations or specific vendors. However, we do have an external organizations survey that nonprofits can fill out. Subgrantees or other afterschool programs can access this information as they are developing their programs. The survey and more information can be found at: <http://www.cde.state.co.us/21stcclc/resources>. We also have a “Local-Level Evaluation Templates and Examples” section on our website with a lot of helpful tools and resources: <http://www.cde.state.co.us/21stcclc/subgranteeresources>.

**Q. Can the Executive Director of Community Schools sign instead of the Superintendent of our district?**

A If the person is considered an authorized signer for the District, that should be fine. An authorized signer is the person has the authority to commit the district to the assurances, partnership requirements and other grant mandates.

**Q. Just have a quick question on the 21st CCLC Risk Assessment. Question 14 asks: 14) Number of years that the authorized representative’s primary fiscal contact has been in the position (or a similar position) as of the application date? <1 year 1-2 years 3-5 years 6-9 years More than 10 years**

**Should we answer this to be towards our CFO or myself? CFO is certainly the primary fiscal contact. As the grants accounting manager, I have the day to day oversight of grants and am the fiscal point of contact for things like the request for funds, and single audit. Or maybe it doesn’t matter and could go with either?**

A. The primary fiscal contact is the staff member who will directly overseeing the fiscal management of the 21st CCLC grant. Applicants will designate a qualified individual for this role and provide their length of employment for question 14 on the application.

In term of authorized signatures, that person has the authority to commit the district to the assurances, partnership requirements and other grant mandates, we can accept their signature.

**Q. I just had a quick question about the appendices within the Survey Monkey Apply, specifically those with tables in later sections of the application. I cannot skip forward to those sections to see what they look like in terms of inputting information. The appendices that we were to fill out are within tables and tables do not insert into the application system text boxes. Do those sections need to be readjusted out of the tables to input into Survey Monkey, or are those sections set up with tables in them already, like the chart of expected number of students in Section B?**

A. All of the appendices that need to be filled out are built out as separate pages as either an upload page or a fillable page in the online application. An applicant can enter “dummy” responses and save pages of the application to proceed through to see what the rest of the application looks like. Each page has clear instructions as to whether there is a document upload, or if applicants need to fill out the entire page with information.

For the dummy responses, you can input a word or two so it will let you move forward and you can see those sections further along in the application. You will be able to return to the earlier sections and enter full responses at any point.

**Q. Is there a date when grantees will know if they are funded?**

A. We are expecting to notify grantees in mid/late June.

**Q. Can you share how the additional ESSER funding possibilities will be determined?**

A. CDE leadership is still determining, with federal guidance and community input, the most effective use of these additional funds. Some of those dollars may come to 21st CCLC but we do not have specific information at this point. If we do receive dollars, we will be able to fund additional sites in this RFA process and the site limits currently listed in the RFA will be removed. We do not anticipate having another grant competition for additional dollars that may be available, but would ideally fund the applicants in Cohort IX that met the scoring requirements but were not funded by the primary 21st CCLC allocation.

**Q. How many sites do you anticipate funding with the base 21st CCLC funding?**

A. CDE anticipates funding approximately 30 sites, but a final number won’t be determined until we see the funding requests from the approved applications.

**Q. Our program team had a couple more questions — we thought we understood that we have to partner with a district — but being a facility school technically part of the district we do not need an additional school partner correct?**

A. That is correct. The programming must be designed to serve a specific school population, and as a CBO – that school would be your school/district partner.

**Q. As a standalone CCLC reaching maybe 30-40 students, would a single site like this be a competitive applicant?**

A. The application process is competitive and applications are scored by peer reviewers. The state office does not offer guidance on what makes for a competitive applicant. Please refer to the RFA for information on expectations and subsequent scoring.