



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

**EDUCATION**

**Fiscal Year 2022 (FY22) Nita M. Lowey 21st Century Community Learning Centers Grant  
Elementary and Secondary Education Act (ESEA) Title IV, Part B (CFDA 84.287C)**

**Grant Competition Questions and Responses**

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## **Introduction**

The Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) grant program was established by Congress as Title IV, Part B of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act of 2015. The Office of the State Superintendent of Education (OSSE) is accepting applications for the fiscal year 2022 (FY22) 21st CCLC competition until **Monday, June 14, 2021 at 3 p.m.** This document shares answers to questions received about the FY22 21st CCLC competition between April 30-May 18, 2021. Additional information about the OSSE FY22 21st CCLC competition is available in the [Request for Applications](#) (RFA) and on the [OSSE 21st CCLC website](#). OSSE can no longer accept questions regarding the RFA and award procedures at this time.

## **Section A: Overview**

### **A-1: For how many years is the 21st CCLC grant award?**

A: Per federal requirements, 21st CCLC awards are for a period of no fewer than three years. Applicants awarded funds will be required to complete and submit an annual continuation application prior to being awarded continuation funds in years two and three. For more information on eligibility requirements for 21st CCLC continuation awards, see page 9 of the [RFA](#).

### **A-2: How much is the average 21st CCLC award?**

A: In accordance with ESEA Section 4204(h) and US Department of Education guidance, 21st CCLC awards may not be made in an amount less than \$50,000 annually. The average amount of funding requested to support a 21st CCLC program recipient is between approximately \$1,000 and \$2,225 per student. If a proposed budget exceeds this per pupil rate, the applicant must provide a strong justification in the budget narrative.

### **A-3: Why is OSSE only allocating \$2 million this year for new grant awards? Does this amount include any funds from the American Rescue Plan (ARP) Act of 2021?**

A: Each year, available funding for the 21st CCLC competition is based on the amount of funding awarded to the District from the US Department of Education and the amount of funding needed to support continuation awards. Currently, the District of Columbia has not finalized its approach to ARP funding reserved for evidence-based comprehensive afterschool programs or summer learning and enrichment programs, but we will communicate updates as they become available.

### **A-4: How many students are supported by 21st CCLC funding each year?**

A: The number of students supported by 21st CCLC funding in DC varies each year based on the number of students each grantee proposes and is approved to serve. For the 2020-21 school year, approximately 10,000 students and 4,600 adults were supported using DC 21st CCLC program funding in DC.

### **A-5: How many new grant awards will there be?**

A: OSSE anticipates that five to seven new awards will be made for the FY22 21st CCLC competition, contingent upon available funding.

**A-6: Can an application be revised if submitted before the deadline?**

A: All applications must be submitted online through OSSE's [Enterprise Grants Management System](#) (EGMS). Once applications have been submitted, no further updates may be made by the applicant. Applications are due by 3 p.m. on June 14, 2021. Applicants are strongly encouraged to submit their applications well before the 3 p.m. deadline to account for any potential technical challenges.

**A-7: Will OSSE be offering extensions beyond the three-year award period for grantees whose grants expire on Sept. 30, 2021?**

A: OSSE does not currently have plans to offer extensions to expiring programs on the use of funds or operation of programs beyond Sept. 30, 2021. Grantees with expiring awards who wish to continue offering services during the 2021-22 school year must submit a new 21<sup>st</sup> CCLC application to be considered for future funding. Grantees whose programs expire on Sept. 30, 2021 are eligible for and encouraged to apply for funding in the FY22 Nita M. Lowey 21<sup>st</sup> CCLC grant competition.

**Section B: Eligibility**

**B-1: Are charter schools eligible to apply for the 21st CCLC grant?**

A: Any local education agency (LEA), including charter LEAs, that is not in the first or second year of funding of a 21st CCLC, is eligible to apply for a new award. Grantees with awards expiring in FY21 are eligible to apply to the FY22 competition. Individual schools in an LEA are not eligible to apply directly for funds and cannot sign partnership agreements. For a list of current 21st [CCLC grantees](#), please visit the [OSSE 21st CCLC website](#).

**B-2: Does a nonprofit have to have 501(c)(3) status to be eligible to receive 21st CCLC funding?**

A: No, nonprofit organizations do not need to have 501(c)(3) status to be eligible to apply and receive 21st CCLC funding. Any LEA, community-based organization (CBO), Indian tribe or tribal organization, another public or private entity, or a partnership/consortium of two or more such agencies, organizations, or entities is eligible to apply for and receive 21st CCLC funding.

**B-3: Can an entity partner with a local DC Public Schools (DCPS) school to apply for the grant?**

A: Yes, applicants may partner with a DCPS school to apply for 21st CCLC funding; however, the applicant must contact Thomasin Franken, manager of DCPS Out of School Time Partnerships at [Thomasin.Franken@k12.dc.gov](mailto:Thomasin.Franken@k12.dc.gov) for more information on DCPS' partnership agreement procedures.

**B-4: Must an applicant notify LEAs of their intent to apply for the 21st CCLC grant?**

A: Applicants are not required to make an announcement to all LEAs that they intend to apply for the 21st CCLC grant. However, applicants are required to notify any LEA with which they wish to partner of their intention to apply for the grant.

**B-5: How does OSSE review applications for applicants that previously operated a 21st CCLC program?**

A: Each competition is new and OSSE reviews all applicants against the rubric published in the [RFA](#). Any programs that have operated and been awarded previously must reapply and each applicant is reviewed based on its FY22 competition application.

**B-6: If an organization was created in another state and the D-U-N-S Number is linked to that address, rather than the DC office, are we still eligible to apply?**

A: If the DC office plans to serve as the lead applicant, it must acquire its own D-U-N-S number to be eligible to apply for the 21st CCLC grant. Otherwise, if the headquarters is based in a different state, the headquarters office would have to apply and maintain responsibility for implementation of the 21st CCLC program on behalf of its DC office.

**B-7: Is an applicant eligible to apply if it has other DC Government grants?**

A: Yes, applicants may apply for the 21st CCLC grant, even if they are recipients of other DC Government grant awards. Any LEA that is not in the first or second year of funding for a 21st CCLC grant (including grantees with awards expiring in FY21), is eligible to apply for a new award. For a list of current 21st CCLC grantees, please visit the [OSSE 21st CCLC website](#).

**B-8: Given the flexibilities allowed during COVID, may an applicant outsource its 21st CCLC program to a third-party vendor?**

A: If an applicant plans to divest more than 20 percent of the total grant award, as well as overall program administration or implementation of the grant to a third-party vendor, the applicant would be ineligible to apply for the 21st CCLC grant. For more information, see the Fiscal Control and Oversight section on page 20 of the [RFA](#).

### **Section C: Services Hours and Days**

**C-1: Must the 3 hours per day that a site is required to be open happen after traditional school hours?**

A: No, the 3 hours per day that a site is required to operate does not have to happen after traditional school hours; however, service hours must be offered when most enrolled students are able to participate. Services may be offered:

- Before school (at least 1 hour per day, ends just before school begins);
- After school (at least 2 hours per day, begins when school dismisses);
- Both before and after school (at least 1 hour before and 2 hours after to meet the 3-hour daily minimum);
- Non-school hours during weekdays during the typical school year and Saturdays (at least 4 hours per day); and
- Summer break (at least 4 hours per day)

**C-2: Can a 21st CCLC program operate Monday through Friday for less than 3 hours per day?**

A: No, all 21st CCLC programs are required to operate at least 3 hours per day.

**C-3: Do weekend hours count toward the minimum number of days and hours required for a 21st CCLC program?**

A: Yes, programs may offer services on weekends, if services are offered for at least 4 hours per day.

**C-4: If an applicant is planning to offer programming two days per week and on Saturdays will that meet the 9 hours per week minimum requirement?**

A: Grantees may offer programming before-school, after-school, on weekends or during summer break. If offering programming during the week and on Saturdays, the applicant must offer programming at least 3 hours per day each week day and 4 hours per day each Saturday.

**C-5: The [RFA](#) states "services must be offered during the school year for a minimum of three hours per day at three days per week for 25 weeks (a total of 225 hours per regular school year) for ninth through twelfth grade students." Does that mean each participating student participating must participate for this amount of time throughout the school year, or simply that the program must be offering services for at least this amount of time throughout the school year?**

A: The minimum number of days and hours described is a requirement for program service hours provided, not individual participants. However, in considering hours of operations, programs should remember that they must report student attendance, indicating the number of students who are considered "regular attendees" (students who attend 30 or more days during a program year).

**C-6: If a site already has a 21st CCLC program that meets the days and hours requirement, do other 21st CCLC programs operating at this site have to meet the minimum number of days and hours per week as well?**

A: Yes, every 21st CCLC program operates independently and must meet the minimum number of days and hours requirement.

**C-7: Is this grant only to be used for school year programming or can it be used for summer programming as well?**

A: 21st CCLC programs may offer services during the summer, but only as a supplement to school year programming. All programming must meet the minimum day and hours requirement for the age group they intend to serve For more information on service hours see page 6 of the [RFA](#).

**C-8: Can the summer program target a different population than the school year program?**

A: Yes, summer programming may target a different population from that targeted during the school year programming, but the focus should remain on recruiting students who are most in need 21st CCLC services and particularly those attending low-performing schools.

#### **Section D: Program Sites & Partnerships**

**D-1: Is it okay to have only one program site?**

A: Yes, 21st CCLC programs may operate at only one site.

**D-2: Can 21st CCLC programs be located in community centers in their own neighborhoods?**

A: Yes, 21st CCLC programs may operate in facilities other than schools, but programs must ensure that adequate security is provided and that relevant costs are budgeted for in the program application.

**D-3: Can each 21st CCLC site have a separate budget that totals to the overall program budget?**

A: No, a proposed budget in the 21st CCLC application must apply to the overall 21st CCLC program and all of its program sites.

**D-4: If the program will not be housed in a school, is the school improvement plan still required?**

A: Yes, if the majority of students served in the 21<sup>st</sup> CCLC program are from schools that have school improvement plans, the applicant must use the school improvement plan from the DCPS or public charter school that the majority of its participants attend, in order to align school-day and after-school programming. Comprehensive School Plans for DCPS can be found [here](#). Applicants must contact individual charter schools directly to receive copies of their school improvement plans.

**D-5: If a program will be serving students from approximately 40 schools, including charter schools and several Comprehensive Support Type 1 schools, but the charter schools do not have school improvement plans, how does the program address the use of school improvement plans given the range of schools that participating students attend?**

A: Programs must use the school improvement plan(s) from the DCPS or public charter school(s) the majority of its participants attend. Comprehensive School Plans for DCPS can be found [here](#). Charter schools have their own versions of school improvement plans. Applicants must contact individual charter schools directly to receive copies of their school improvement plans.

**D-6: Is it possible to apply for the 21st CCLC grant to serve a school that isn't listed as needing comprehensive or targeted support on the School Transparency and Reporting (STAR) school support designation list?**

A: Yes, applicants may choose to serve students who are not attending a comprehensive or targeted support school from the STAR school support designation list, but applicants still need to provide academic enrichment to help students to meet state and local student academic achievement standards in core academic subjects such as English language arts, mathematics and science. Programs that choose to serve students who attend schools implementing Comprehensive Support and Improvement activities under OSSE's School Transparency and Reporting (STAR) accountability framework will be awarded priority points in their 21<sup>st</sup> CCLC application.

**D-7: If a program has FY19 funding and has been serving schools that are no longer on the targeted list of schools, does it benefit the program to continue serving those sites if awarded the grant in FY22 or should the program consider changing to other sites that are now priority?**

A: Consistency in program sites from one grant award to another is not required. With each application, applicants are considered new, regardless of past awards. Programs should choose schools and students that best fit their proposed 21st CCLC services.

**D-8: Must an applicant provide a Memoranda of Understanding (MOUs) with the schools/LEAs that is specific to the 21st CCLC application, or can we submit another MOU showing partnership between the school/LEA for the grant application?**

A: MOUs are not required for the 21st CCLC application, however all applicants who partner with an LEA or CBO must submit a Partner Attestation Form for each partnering organization, as part of the post-award documentation. By signing the Partner Attestation Form, an LEA or CBO has

demonstrated commitment to ensuring the 21st CCLC program will be carried out in the manner set forth in the application and approved by OSSE, including in the event of leadership change at the individual schools to be served. For more information, please refer the Post Application Documentation section on page 19 of the [RFA](#).

### **Section E: 21st CCLC Services**

**E-1: Can 21st CCLC programs use funding to operate programs that include hybrid delivery, including distance learning programming, or must funding be used solely to support in-person programming?**

A: 21st CCLC programs may provide services in-person or through a hybrid model that includes in-person and distance learning services.

**E-2: Are 21st CCLC programs required to provide services in Reading/Language Arts, Math and Science or just one subject?**

A: 21st CCLC programs are only required to provide services in one academic area, although programming in more than one academic area is welcomed.

**E-3: Can programs provide financial literacy programming to families?**

A: Yes, financial literacy is one example of adult literacy activities that may be provided to promote family engagement. See Attachment C: Program Operation Information found on page 19 of the [RFA](#) for other adult literacy activity examples.

### **Section F: Request for Applications (RFA)**

**F-1: The RFA states that "recipients of a 21st CCLC award must demonstrate that the program will market its program to all students across the District of Columbia." If an applicant works with specific partner schools and does not currently accept students who attend other schools, are they still eligible to apply?**

A: Applicants are not required to service students from specific schools, but the focus should remain on recruiting students who are most in need 21st CCLC services and particularly those attending low-performing schools. Programs that choose to serve students who attend schools implementing Comprehensive Support and Improvement activities under OSSE's School Transparency and Reporting (STAR) accountability framework will be awarded priority points in their 21<sup>st</sup> CCLC application.

**F-2: The RFA requires that program staff track student attendance daily with sign-in sheets, including tracking participation by hour and session/workshop for grant-funded students. If a program tracks attendance by having students sign in electronically and program staff receive regular reports on student attendance at the individual student level, is that sufficient?**

A: Yes, programs may use an electronic sign-in process to track student attendance. All program records must be maintained for a minimum of five years.

**F-3: The RFA states that a required objective is that 75 percent of regular program attendees show improvement from fall to spring in classroom behavior and attentiveness, and that 80% of regular program attendees show improvement from fall to spring in homework completion**



**based on surveys completed by the school classroom teacher. Does this mean we are asking the schools to commit their teachers to completing annual surveys for each student in the program? Is this allowed under FERPA regulations? Can 21st CCLC program staff fill them out?**

A: The US Department of Education requires that each subrecipient budget for and conduct ongoing program evaluation to assess its progress toward achieving the goal of providing high-quality opportunities for academic enrichment. Program staff may not have the necessary information to complete teacher surveys. Programs will not be penalized if a teacher fails to return a student's survey. Please work with your grant evaluators to obtain and evaluate all program data from the necessary sources.

**F-4: The RFA states that the 21st CCLC grant cannot "supplant federal, state or local funds (e.g., using grant dollars to fund summer school classes previously offered and paid for by district or other funds)." If a program receives general operating grants and individual donations that are applied flexibly to the program as needed - does this mean that those funds cannot supplement the 21st CCLC grant (i.e., the 21st CCLC grant must fully fund expenses related to each participating student for each year of the grant)?**

A: 21st CCLC funds may be used to add to an existing program or create a new program. Federal 21<sup>st</sup> CCLC funds cannot be used to perform a service that would normally be paid for with state or local funds. Therefore, if the applicant is currently offering services that the 21st CCLC program is intended to provide, 21st CCLC funding should only be used to supplement this program, not fund it in lieu of the current funding source. If no such program exists, programs may apply for and use 21st CCLC funding to develop such a program and use funds from other sources to support the 21st CCLC grant.

**F-5: For "Criteria 3: Needs and Resource Assessment" of the RFA, applicants are asked to provide a description of the targeted population served by non-21st CCLC programs. Does this refer to the children and adults that are proposed to be serve with 21st CCLC funding?**

A: No. To determine the extent to which there is a need for the proposed program, the applicant is being asked to address what populations are currently being targeted for services by existing programs at the program site.

## **Section G: Enterprise Grants Management System (EGMS) Application**

**G-1: On the Enterprise Grants Management System Dashboard, there are two areas showing for Grant Type: *21st Century Competitive Grant* and *Assurances & Central Data*. Should the applicant for the 21st CCLC grant submit information under both of these areas, or only for the Grant Type: *21st Century Competitive Grant*?**

A: Applicants must complete the *21st Century Competitive Grant* and *Assurances & Central Data*. Applicants will not be permitted to submit their application until all central data assurances have been completed and certified.

**G-2: Does every application tab have the same character limit? Does the system make you aware of the character limit for every tab?**

A: The maximum character limit for narrative responses ranges from 1,000 to 5,000 characters throughout the application. EGMS will provide notification if character limits are met. To avoid



losing work, OSSE recommends recording and saving responses outside of the EGMS system, then transferring to EGMS.

**G-3: May supporting documentation be uploaded to support narrative responses?**

A: Supporting documentation may only be uploaded for those sections of the application that require supporting documentation. Where supporting documentation is required, the application will clearly indicate this requirement.

**G-4: What are some examples of supporting documentation? Can supporting documentation include articles?**

A: Supporting documentation may include articles, data reports, charts, graphs, quotes, citations, or any evidence that an applicant feels would provide further clarity for its narrative responses. When uploading supporting documentation, applicants should review parameters in EGMS questions related to file type and size limitations, as well as file naming conventions.

**G-5: For “Criteria 3: Needs and Resource Assessment” in the RFA, the applicant is asked to describe any additional programming at each site. Must this section be completed if an applicant is planning to host the program from their own center and no other programs will operate there?**

A: Applicants must complete all subsections for Criteria 3 even if they do not appear to apply. If no other programs will be held at the 21st CCLC site, the applicant should enter “N/A” for “Existing/Current Programs (other than 21st CCLC--list all)” and “Description of Targeted Population and Schools Served for Existing non-21st CCLC Programs.” For clarity, OSSE suggests the applicant adds a statement explaining that there will be no other programs operating at the program site.

**Section H: Budget**

**H-1: May grant funds be used to pay for employee insurance? Can it also be applied to other insurances?**

A: Yes, 21st CCLC funds may be used to pay for employee insurance, including but not limited to worker's compensation, health and liability insurances. Any such benefits must be reasonable and required by law, an-employee agreement, or an established policy of the entity.

**H-2: May grant funds be used to pay for taxes and benefits for employees?**

A: Yes, 21<sup>st</sup> CCLC grant funds may be used to pay for taxes and benefits. For full-time employees, fringe benefits may not exceed 23 percent of the program budget. For part-time employees, fringe benefits may not exceed 8 percent of the program budget. Any such benefits must be reasonable, and required by law, an employee agreement, or an established policy of the entity.

**H-3: Can a nonprofit organization, which does not have an approved "Indirect Cost Rate" submit the application with a specific Indirect Cost Rate?**

A: Yes, nonprofit organizations can use a restricted indirect cost rate of 8 percent. For more information, see page 25 in the [RFA](#) for details.