21st CCLC FY21 Cycle 18 FAQ

1. We have a school, previously funded in 2012. This school applied and was not funded for a continuation grant.  Is this school able to apply as a “new” applicant for cycle 18?

No.  However, if the school meets all eligibility requirements, outlined in the Cycle 18 RFA, the school can apply for a continuation grant.

1. As the applicant, we have a program in one district and are looking to write for another program at a school in a different district. That district already has programs in other elementary schools, but this school has never had one that we are looking to write for. Would this be a new grant? This would only be our 2nd grant as the applicant, but the school’s first grant.

If a school has never been served by a 21st CCLC state grant, and meets all eligibility requirements, outlined in the Cycle 18 RFA, the school would be eligible to be served by a New grant.

1. If you have a morning program from 7:10-7:40 and then afternoon program from 3:00-5:30 - does a kid have to come to both to be counted as a regular attendee?  Could they just come to the morning or just come to the afternoon sessions to be counted?

To be counted as a regular attendee, a student must participate thirty days or more during the academic school year. 

1. Will electronic signatures be accepted this year on the RFP?  Our district has been utilizing this since March 13.

Original Response: Signatures on the Cover Page, on page 52 in the FY21 Cycle 18 RFA, should be original. This would be THREE original signatures for the application: fiscal agent, co-applicant, and notary. All others can be electronic.

**Updated Response from Legal:**

The Kentucky Department of Education will accept an electronic notarized signature. The Secretary of State website contains information on electronic notaries: [http://web.sos.ky.gov/notaries/Index](https://nam11.safelinks.protection.outlook.com/?url=http%3A%2F%2Fweb.sos.ky.gov%2Fnotaries%2FIndex&data=04%7C01%7Cjennifer.bryant%40education.ky.gov%7C20ca6b5c325e4db52b2208d88a671de7%7C9360c11f90e64706ad0025fcdc9e2ed1%7C0%7C0%7C637411522768118207%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=lueCI0XjrqwrHbBqMkqDyCBM9AJrQnhAawxeR2b1Elw%3D&reserved=0). Senate Bill 150, passed in relation to the COVID-19 pandemic, also provides the following:

For purposes of complying with any law, rule, order, or other requirement relating to the receipt of testimony or signature from any party or witness, or the acknowledgement or notarization of any document, for any legal purpose:

(a) Individuals, whether acting for themselves or in a representative capacity, not in the same physical location shall be considered in the presence of one another if the individuals can communicate via a video teleconference in real time to the same extent as if they were physically present in the same location; and

(b) Any document resulting from a video teleconference conducted in accordance with paragraph (a) of this subsection may be executed, acknowledged, or notarized in counterparts, which together shall be considered a single document;

I suggest you contact the Secretary of State for additional information regarding electronic notaries as well as your board attorney who can provide you legal advice.

1. My co-applicant is LexKAGE.  How do I blind that appropriately without identifying Lexington?

Please follow the submission guidance located on page 51 of the FY21 Cycle 18 RFA.  All identifying information must be blinded electronically using Black Highlighting or X’d out completely.  Specific to your question, referencing your co-applicant, the entire name of the co-applicant must be blinded.

1. The Mayfield Independent School District is applying for the 21st CCLC grant. Is there anything specific that you can give me or tell me about that will help ensure that we are following guidelines.

All Federal and state requirements are outlined in the FY21 21st CCLC Cycle 18 RFA that is now posted on the KDE’s website under Competitive Grants.  There is a virtual technical assistance on Monday, November 9 from 9am-4:30pm ET. It is highly recommended for applicants to participate in the November 9 session.

1. Part of Goal 5 refers to middle/high and the other part applies to elementary.  Do we only need to include as a goal on the logic model the portion that applies to our particular school?

Yes.

1. We are an elementary school, so can we just state the goal as *Increase K-3 literacy interventions and activities for elementary students?*

Yes

1. Can you clarify what is meant by a full-time Site Coordinator?

Please see page 21 of the FY21 Cycle 18 RFA.  The site coordinator’s position is a full-time position because of the required job duties and meeting all state and federal requirements.

1. If a school is the applicant, can the site coordinator be the principal or teacher at the school who coordinates the after-school program?

A school cannot be an applicant.  If a district is writing to serve a school, the district is listed as the applicant/fiscal agent.  It is not recommended that a principal or school day teacher serve as the program site coordinator.  The site coordinator position is a full- time position.  Specific duties are outlined in the FY21 Cycle 18 RFA on page 21.

1. Can the district pay the salary of the principal or teacher during the school day and the 21st CCLC grant pay a stipend or hours worked in the after-school program?

Yes.  However, it is not recommended that a principal or school day teacher serve as the site coordinator. The site coordinator position is a full- time position.  Specific duties are outlined in the FY21 Cycle 18 RFA on page 21.

1. In previous years we had one grant that served our middle and high school that are in one building.  I see that on the application cover page it states one grant may serve a maximum of two schools and that each school would need to meet the RFA requirements.  Based on that, would each school #1. Have to meet the minimum of 25% of their individual school’s enrollment or 50 whichever is less or would it be a combined total for 50 so the middle could have 25 and the high school have 25 to meet the minimum of 50?

Each school would need to meet the minimum of 50 regular attendees and other criteria outlined in the FY21 Cycle 18 RFA.

1. #2 would both have to individually (each school) list 3 performance indicators for each of the goals?

No.  The indicators are applicable to the grant program.  When met, these combined indicators would demonstrate that the goal has been met.  Indicators will vary by applicant according to needs of that target population. An applicant proposing to serve two schools could have one objective for each site and then one objective that supports both sites, for each goal. Or all objectives could be representative of both sites. It is a local decision.

1. Our local county extension service has always been our co-applicant.  However, UK extension no longer allows the county extension agents to sign the grants as has been allowed previously.  The state office, Dr. Stephenson, must do so and is located 5 hours away.  Will we be allowed to have an electronic signature on the cover page and keep an email stating their approval?

Below is copied from my email with the local and state extension services verifying this

“County extension agents can no longer sign these at the county level.  They have to go to the person over Cooperative Extension.  I am working with Dr. Mains as head of the 4-H agents, but Family and Consumer Science Agents and Ag Agents are also partnering in some counties therefore the ultimate person to approve and sign is Dr. Stephenson who is over all extension agents.”

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1. If you are writing a grant with 2 sites, can they share a site coordinator (the required 220 days person)?

Each school would be required to have a site coordinator and meet the 16 hours of certified staffing each week at each school, as well as, meeting all other state and federal requirements.  The state has several programs that have one grant that serves two schools and it works financially and programmatically.  These programs have identified in-kind support from the schools, the district, and the community.  Programs utilize support from retired teachers, AmeriCorps, volunteers, college students, and other state and local resources.

1. On page 16 of the RFP, it states that “a student must attend a 21st CCLC activity beyond snack in order to be counted present.” During the webinar yesterday, I thought I heard that, in order to be counted, a student had to participate in programming beyond homework help. What are the requirements for a student to be counted?

As outlined inthe FY21 Cycle 18 RFA, on page 16, a student must attend a 21st CCLC activity beyond snack in order to be counted present.

1. The RFP provides guidance for morning programs that are 30 minutes and 60 minutes. Can a program offer 20 minutes of programming before school, if it still averages a daily attendance of 10 students?

The minimum amount of operation time for a morning program is 30 minutes.  The type of programming offered during this time must align to services described in the grantee's current application and must be adjusted if participation levels do not meet minimum thresholds.

1. For the community partnership requirement, does a CBO have to have a district partner (like the FRC) in addition to the district co-applicant to fulfill the requirement? No.  Can a CBO have all 5 community partners? Yes.
2. The District Partner Agreement form only has space for the Superintendent and the Principal to sign. Should there be a space for the CBO Fiscal Agent to sign as well?

If a district is the fiscal agent, the district must complete The District Partner Agreement Form to count as one of their five community partner agreements.  Please reference page 25 in the FY21 Cycle 18 RFA**.**

1. The RFP states to label the proposal and all copies using “**21st CCLC20.”** I wanted to confirm this is the year we should use, since the RFP is for FY21.

Please use guidance in the FY21 Cycle 18 RFA outlined on page 51.

1. Are stipends for social work students conducting supervised practicum placements in a 21CCLC program considered allowable expenses?

This is a decision made at the local level during the design of the program and should be reflected in the grant application.  The use of a social worker in this context must meet requirements for supplement, not supplant and provide direct services to students and be representative of demonstrated need and planned activities within the program.

1. Can you provide further guidance about the inclusion of non-public schools who are interested in participation? Specifically:
   1. Is the KY School for the Blind considered a non-public school and if not, are their students eligible to participate?
   2. If so, are non-residential KSB students who live in the community but outside the geographic area the school serves allowed to participate?
   3. Is the 21CCLC program responsible for transportation of non-public students to/from the program?
   4. In this situation, would a partner agreement with KSB be required, or would KSB be an additional co-applicant? (The fiscal agent would be a non-profit and the public-school district is already a co-applicant)

Students enrolled in the Kentucky School for the Blind are eligible to participate as non-public school students based upon the physical location of the non-public school within the geographic boundaries and service area of the public school served by the application.  Consultation must occur between the fiscal agent and representatives of the non-public school to determine the extent and nature of services.  The eligibility of these students to participate in an individual 21st Century community learning center is based upon the geographic location of the non-public school, not the residency of the student.  The means to transport students is determined during the negotiation process and should mirror (but not exceed) transportation opportunities provided for public school students to/from the program.

1. Can you confirm that only the cover page needs all original signatures, or does the co-applicant agreement also require original signatures?

Original Response: Signatures on the Cover Page, on page 52 in the FY21 Cycle 18 RFA, should be original. This would be THREE original signatures for the application: fiscal agent, co-applicant, and notary. All others can be electronic.

**Updated Response from Legal:**

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1. Regarding the advisory council requirement, can a new applicant realistically have an advisory council set up in the month before the RFA deadline to provide substantive input into the development of the program design, or is this more of a post-award requirement?

Individuals who would be representative of council membership must be included in the development of the program design. The application criteria states that the individuals who will serve on the advisory council are involved in the planning and development of the proposal. Formal meetings are required post-award.

1. Would a public notice of intent to apply and an informational session by Zoom/community focus group with a “de facto” advisory council be appropriate?

A Zoom meeting is acceptable. However, the applicant must also describe how the public was notified of the intent to apply and how feedback and input on the proposal was collected.

1. For the Organizational Capacity Statement Form and similar attachments that are page-limited – may the font size on these be 10-point consistent with tables in the narrative, or is there any additional guidance about font size for these forms?

Charts and tables may be 10-point font.

1. In the project design portion of the grant it states that we must address how we plan to increase academic achievement in reading, math, and science. Science scores are not entered in the CAYEN program and only tested in KPREP in th grade. Do you have any suggestions on best practices for tracking and reporting science scores?

The KDE requires KPREP data to be entered in CAYEN each year. The applicant should work with the academic lead and instructional leads at the school to discuss best practices for tracking science progress.

1. What if we are unable to get in contact with some of the home schools for consultation?  What do we need to indicate on the Private/Home School Consultation form?

An applicant must describe the process for connecting with home schools for consultation. If there is no response, the applicant can state this in the narrative.

1. Can we list one private/home school per page since electronic signatures are accepted?

Yes.

1. Hart County is considering writing a 21st CCLC grant for each of our schools (6).  Two of our schools had a program via Cycle 6 - Bonnieville and Memorial.  There was 1 grant with both of those sites served.  Can we write 2 separate continuation grants - one for Bonnieville and one for Memorial?

The applicant would submit one application to serve both sites previously served by one grant. If either school has a new school number, the school would be eligible as a New Applicant.

1. When will the recorded training by Johnna Rodgers be posted concerning the 21st Century Community Learning Center grant program?

It is posted in two parts on the KDE YouTube page.

<https://youtu.be/5vt_hVJbq1s>

<https://youtu.be/gKOl1GmlsyY>

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1. If you are due for a continuation on a cycle 15 grant, when will they be due by and in what format?

Current Cycle 15 grants are now operating in the third year of the grant and are not eligible for a continuation.

1. Regarding the due date of the RFA, does that date mean postmarked by 12/10/2020 or in KDE hands by 12/10/2020?

The Deadline to Submit has been extended. Applications must be in the hands of the Grants Management Branch on or before December 16, 2020 by 4:00pm ET.

1. When describing our program numbers, can we say “prior to COVID we had \_\_\_\_\_\_”?

Yes, there is no problem with an applicant doing that. An applicant can note numbers prior, just don’t spend a lot of time and space on that.

1. If we are writing multiple grants (example: one for each school in our district), can they read similarly?

All applications would be somewhat similar. However, students and families, at each school will have their own unique needs, barriers, and how those should be addressed.

1. In the case that we do write a grant for all the schools in our district, can they all have the same Co-Applicant?

Be transparent and look at the needs of all your schools and whether the same co-applicant has the capacity to support the needs of every school.

1. To clarify, we cannot use our current and/or previous grant applications for wording?

If it is work that you have written, you can use that grant application because you cannot plagiarize yourself.

1. So, if our school had a grant in the past, do we mark Continuation?

Yes.

1. If our district had a 21st CCLC site previously, but our school has never had a grant, is it Continuation?

If a school has never been served by a 21st CCLC state grant and meets all eligibility requirements outlined in the Cycle 18 RFA, the school would be eligible to be served by a New grant.

1. Clarification needed of submission/due date of RFA?

The Deadline to Submit has been extended. Applications must be in the hands of the Grants Management Branch on or before December 16, 2020 by 4:00pm ET.

1. We had an Expansion grant that ended 3 years ago, when reapplying would we be considered a Continuation or Expanded Continuation?

Continuation off an Expansion.

1. We currently have a 21st CCLC program serving 2 of our district elementary schools, but we will be writing this application for a district merge with a new school code. Would this be a New or Expansion grant?

If a school has never been served by a 21st CCLC state grant and meets all eligibility requirements outlined in the Cycle 18 RFA, the school would be eligible to be served by a New grant. If a school has been served in the past by a 21st CCLC state grant but now has a new school code the applicant may apply as New.

1. If I had a grant with 2 sites in Cycle 6, do we have to write the same thing this time around or can we write 2 separate grants?

The applicant would submit one continuation application to serve both sites, identified in the original grant.

1. We currently have a program serving our Middle School and High School in our district. We are writing a grant this year to serve an elementary school in another district. Would it be a new grant?

If a school has never been served by a 21st CCLC state grant and meets all eligibility requirements outlined in the Cycle 18 RFA, the school would be eligible to be served by a New grant.

1. We recently received the 2019-2020 Center Profiles, but the application states to use the 2018-2019 Center Profiles. Is this still correct?

Yes. Current grantees must use the 2018-2019 Center Profile.

1. In the “Needs” section, can we additionally address community data at the zip code level beyond the district/county levels for large counties? Is so, do you happen to know where that information is available from?

Yes, you can use that information, and the US Census can assist you getting information regarding your zip code.

1. If the district has 2 high school grants and is now applying for an elementary school grant, would it be a New grant?

If a school has never been served by a 21st CCLC state grant and meets all eligibility requirements outlined in the Cycle 18 RFA, the school would be eligible to be served by a New grant.

1. On page 12, it says that consultation must occur during the design and development of grant application. Every year we ask if homeschools want to participate through certified mail, do we need to reach out again to the homeschools for input regarding the application or could our notification to the community asking for input count?

Yes. Homeschool consultation should occur again.

1. Logic models come in different formats, but for this specific grant the logic model must follow the format on page 57-58 correct.

Yes.

1. There are 18 points possible for the criteria to address the 6 Performance Goals. Since these are arbitrary (and we can only create objectives/outcomes), how should the goals be addressed in this section so full points can be awarded?

Performance Goals outlined in the RFA must be included in the Logic Model and addressed in the narrative to receive full points, some information will be repeated.

1. On page 43, its states the section has 21 possible points (3 points possible for each of the 7 bullets) however, only 6 bullets are listed – Can you clarify?

There will be an amendment released to clarify this – it should be 6 bullets with 3 points possible for each bullet, which would total 18 points. Total points for this section has been changed to 85.

1. Regarding the second bullet on page 15, how does one have “in addition to” 50% academic remediation and 50% enrichments (in other words, how does one do more than 100%?)?

This means that the program time you have AFTER snack and homework help, must be split 50% academic remediation and 50% enrichments.

1. Will RFA updates be available in a different color upon release?

Yes. Revisions are outlined in red directly under the table of contents.

1. Can Middle School/High School programs offer more than 2 weeks of programming in the summer?

Yes. Summer requirements stated in the RFA are the minimum requirements.

1. Our grant expired last year; however, those funds have been extended this year due to COVID. I anticipate all funds will be expired by the end of the school year, so I am curious if we can hold off on programming and spending funds until Summer 2021?

You will need to complete a program and budget amendment and get prior approval from the KDE. Please submit to your KDE consultant.

1. Pertaining to adult/child ratios, 16 to 18-year old’s may not work with middle school or high school students?

They may not work in a supervisory role to meet the staff/student ratio or work alone. This is explained on page 22 of the RFA.

1. Page 24 of RFA says the dinner needs to be provided directly prior to the end of the program. Can dinner be provided at a different time (example: right after school and a snack served later during programming)?

Yes. Just make sure to stay in required times and identify in the program plan and schedule.

1. Needing clarification on the hours of certified teachers – 8 hours or 16 hours a week?

A minimum of 2 certified staff must serve in the program a minimum of 8 hours each, per week. A program does not have to use the same two certified teachers every week. A combination of certified teachers can be used to meet this requirement.

1. If we currently operate an afterschool program that is not a 21st CCLC funded, and we have a position that is paid for by other funding, can we include in the 21st CCLC proposal that position title if the duties would be completely different under the 21st CCLC proposal than currently?

If the individual is performing the same duties currently funded from other sources, this would qualify as supplanting. Title makes no difference. Any staffing and/or activities currently funded through other sources may not be replaced with 21st CCLC grant funds.

1. If a school’s archery program existed in the first 21st CCLC grant but during delay the archery program continued, can we include archery and purchases for archery in our continuation grant?

Yes.

1. Does the RFA allow digital signatures?

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1. If we have a morning program for 30 minutes and an afterschool program for 3 hours, would a student need to attend both to get regular attendee status? Could they just attend the PM or AM session to count in the regular attendance group?

If a student attends 30 days or more during the academic school year, they are considered a regular attendee.

1. For electronic signatures will typed names be considered as valid signatures if they are dated? Or does it need to look like their handwritten signature?

Electronic signatures do not need to be in cursive font.

1. If you apply as a New applicant for a school, but operate a 21st CCLC program at another school, would you complete page 64 or 65 or both?

An applicant must complete the required forms for a New grant.

1. From our Finance Department – What job description and job number (identifier) does KDE recommend using for the coordinator position when filled by a classified employee?

The designation of job class code and salary is at the discretion of the local district.  The KDE does not determine qualifications, pay scale, or job class code for 21st CCLC roles.  Each district designs a unique program based upon local needs and available inputs.  The supports differ from district to district based upon who completes which responsibilities for the program.  For 21st CCLC staff, the district usually pays a rate equivocal to other jobs with similar duties.

1. Are the top Cycle 17 awarded grants posted on KDE’s website?

No.

**Updated Response**: The following top grants are posted on the KDE Competitive grants page: New Elementary, Continuation Elementary, Expansion Elementary, Middle Continuation, High School New and High School Continuation. There were no winning New Middle, Middle or High Expansion grants in Cycle 17.

1. Do you know how many grants will be awarded?

No, it depends on the number of grant applications and available funding.

1. For the private/home school form – would we provide services to any private or home school student in this district or only those within the district zoned area for our school?

District zoned are for the school to be served.

1. Under “Staffing” on Part III Program Operations (p.44) the second bullet states “Provides a staffing chart listing positions, qualifications, and program responsibilities”. I know we will have that chart in the required attachments, do we have to include it again here in the narrative or can we just reference the attachment?

The staffing chart should be included in the narrative and included with attachments. It is ok if some information is repeated.

1. Will the reviewers be instructed to deduct points for research that is not current (besides Center Profile) – if so, what is considered “current” or “timely”?

There is no bar or known deductions for older research; if it is not refuted research. Use more resources than just “older” research, site more evidence that is current (most current to your knowledge) along with the other research.

1. I am confused on the Performance Goals – since they are broad, I am not sure how to restate and keep it broad? For example: Goal I of Academic Achievement, should I use specific classes and have some indicators for each subject? How can I address it correctly to receive all possible points?

The performance goals must written as is in the Logic Model and the applicant must describe services and activities to address each goal in the narrative. For performant indicators, an applicant can be as specific or be more general – math, reading, science, etc.

1. If we are a district that is still operating virtually and the private schools are as well, will an email work instead of the signed form for private school consultation?

Electronic signature is accepted on this form. Your fiscal agent should keep a copy as well as all email correspondence.

1. What about private schools that we contact via email, phone, and letter but still do not respond?

Retain all emails, copies of letters sent and phone log internally, to support any forms with electronic signatures and demonstrating that the fiscal agent tried to contact those that may not respond.

1. Does anyone have a director of homeschools? If so, could you please share?

District offices should have a maintained list of all homeschools with the DPP.