

21st Center Community Learning Center Bidder's Conference

Technical Assistance Presentation

March 5, 2018

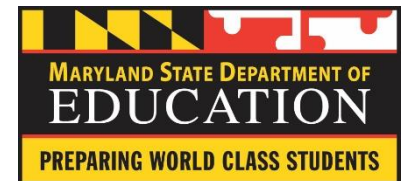


Agenda

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

Authorization for Funding

- Title IV, Part B of the Elementary and Secondary Education Act (ESEA), amended by the No Child Left Behind Act of 2001 (NCLB) and further amended by the Every Student Succeeds Act (ESSA).
- Maryland State Department of Education (MSDE) is required to administer, monitor, and evaluate approved programs.



Priorities

- ❑ Federal Absolute Priorities
- ❑ State Absolute Priorities
- ❑ Competitive Priorities

Federal Absolute Priorities

All applications must target students who attend:

- ❑ Title I school-wide programs.
- ❑ Schools that serve a high percentage (at least 40%) of students from low income families.

Federal Absolute Priorities

All applications must include partnerships of eligible entities consisting of:

- ❑ Local education agencies (LEAs) and/or school(s); and
- ❑ Community-based organization(s) or other public or private entity(ies).

State Absolute Priorities

All applications must:

- ❑ Integrate character education in accordance with programs in place in the schools of your target population; and
- ❑ Integrate Service-Learning in accordance with the Maryland's Seven Best Practices.

<http://www.marylandpublicschools.org/MSDE/programs/servicelearning/>

State Absolute Priorities

Character Education

- ❑ Make activities purposeful and tangible.
- ❑ May be provided as an additional enrichment component.
- ❑ Survey students to assess effectiveness.
- ❑ Support academic initiatives through character-building programming.

State Absolute Priorities

Service-Learning

- ❑ Connect academic program to student service in benefit to the community.
- ❑ Execute at least one project per year.
- ❑ Allow students to develop, coordinate, implement and reflect on the project(s).
- ❑ <http://www.marylandpublicschools.org/MSDE/programs/servicelearning/>

Competitive Priorities

(5 additional points)

*Select only **one** competitive priority.*

- ❑ Alignment with Maryland's College and Career Ready Standards (MCCRS).
- ❑ Focus on STEM and its standards of practice.
- ❑ Ensuring the healthy (physical, emotional, and social) development of youth.
- ❑ Providing high quality arts programming, including experiential learning.

Allowable Activities

Eligible organizations must use funds to:

- Provide opportunities for academic enrichment to meet State and local student academic achievement standards in core academic subjects, such as reading, mathematics, and science.

Allowable Activities

Eligible organizations must use funds to:

- ❑ Offer students a broad array of additional services, programs, and activities designed to reinforce and complement the regular academic program of participating students.

Allowable Activities

Eligible organizations must use funds to:

- ❑ Offer families of students served by community learning centers opportunities for literacy instruction and related educational development. (Refer to page 9 of RFP for a complete list.)

Application Requirements

- Be received before 2:00 P.M. on May 11, 2018;
- Any section submitted after 2:00 P.M. will not be read;
- Meet all requirements set forth in Validation Process (Section 8.1); and
- Meet minimum hours of required programming (Section 2.0.1).

Application Requirements

Applications submitted from individuals or organizations that have been barred from MSDE will not be reviewed.

Required Minimum Hours of Programming - School Year Only

No less than 12 hours of programming/week for no less than 25 weeks;

OR

No less than 4 hours on Saturdays for no less than 25 weeks.

Required Minimum Hours of Programming - School Year and Summer

No less than 12 hours of programming/week
for no less than 25 weeks;

OR

No less than 4 hours on Saturdays for no
less than 25 weeks;

AND

Required Minimum Hours of Programming - School Year and Summer

No less than 80 hours of programming for
Summer with at least 32 hours
academic/enrichment hours;

AND

At least 300 additional extended learning
time (ELT) program hours for ALL students.

Required Minimum Hours of Programming - Summer Only

No less than 80 hours of programming with
at least 32 hours academic/enrichment
hours.

Exhibits 1, 2, and 3

1 - Submitted Questions Form

Due March 23, 2018

2 - Application Checklist

3 - Required: Application for
Maryland 21st Century Community
Learning Centers Form

Project Narrative

25 page limit
Does not include Budget, Exhibits, and
Appendices

Project Narrative

3.1 Extent of Need for Project

Purpose: To establish 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.

Project Narrative

3.2 Project Design

Purpose: To develop plans, procedures, and policies that will enable proposed program to successfully meet its goals.

Function: Establishes the vision of what proposed program will look like as well as all the activities that it will offer.

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.

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 MCCRS.

Function: Aligns performance measures with defined MSDE objectives and indicators.

Exhibits 4 and 5

- ❑ Use Exhibit 4 as a sample.
- ❑ Required: Exhibit 5.

Project Narrative

3.5 Implementation and Governance Plan

Purpose: Enables direct service activities to take place.

Function: Provides details of major management actions, timeframe, and the person(s) responsible for carrying out each action.

- ❑ Examples: hiring staff, ordering materials, meeting schedules, MSDE reports.

Project Narrative

3.5 Implementation and Governance Plan

- Key personnel description and qualifications
- Leadership team description
- Steering committee description
- Management plan
- Management plan worksheet (Exhibit 6)

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.

Project Narrative

3.6 Evaluation and Dissemination

This section must include:

- Specific evaluation questions;
- An evaluation strategy;
- A description of proposed data instruments, collection processes, and analytic methods; and
- A plan to assess progress toward performance measures and indicators.

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.

Project Narrative

3.6 Evaluation and Dissemination

Program evaluations must be conducted:

- ❑ Annually; and
- ❑ At the close of the three-year project.

Project Narrative

3.7 On-site Monitoring and Desk Monitoring

Purpose: To ensure compliance with Federal and MSDE requirements, and approved grant application.

Function: Monitors grant compliance through unannounced and announced program visits and fiscal documentation review.

Project Narrative

3.8 Coordinating With Other Programs

Purpose: To identify what other programs are currently operating in support of target population.

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

Project Narrative

3.9 Partners

A partner is any organization other than the sub-grantee that will actively contribute to the project

Partners include subcontractors and organizations that are under contract with the sub-grantee to provide grant-funded activities or services.

Exhibit 7

3.9.1 Partners Plan Worksheet - Required

- ❑ 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.

Project Narrative

4.0 Sustainability

- ❑ Detail how the project will sustain after 21st CCLC funding ends;
- ❑ Describe planned efforts to secure additional partners and funding sources; and
- ❑ Describe plans for maintaining partnerships beyond the funding cycle.

Project Narrative

4.0.2 Matching Contributions

The MSDE will fund all three years of the project at 100%, subject to continued federal funding.

| Year | 21st CCLC Funding | In-Kind Contributions (% of Grant Award) |
|-------------|-------------------------------------|---|
| 1 | 100% | 10% |
| 2 | 100% | 15% |
| 3 | 100% | 20% |

Project Narrative

4.0.3 Branding

- ❑ All 21st CCLC grant recipients are required to identify MSDE as the funding source for 21st CCLC funds in all written advertisements.
- ❑ If a grantee receives partial funding from additional sources, the grantee may note that funding for the 21st CCLC program is received in part from MSDE.

Project Narrative

General Education Provisions Act (GEPA)

Purpose: To address the special needs of students and staff to overcome barriers to equitable participation.

Function: Ensure equitable access and participation in program and/or project.

Budget and Adequacy of Resources

5.0 Budget Narrative Requirements

- ❑ 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

- ❑ Requested and in-kind 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 on pages 25 – 26.

Budget

5.0.1 Itemized Budget

Helpful Hints:

- ❑ In the budget narrative, explain how the funding will sensibly support each of the proposed program's objectives and milestones;
- ❑ Connect your 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.
- ❑ 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 district or community-based organization in administering or providing program services.
- ❑ LEAs must use approved indirect cost rate as established with the MSDE. All other entities may request to use their federal approved cognizant rate or must use the federal restricted rate of 10% in accordance to the Electronic Data Gathering, Analysis, and Retrieval (EDGAR) system guidelines.

Budget and Adequacy of Resources

5.0.4 Uniformed Guidance

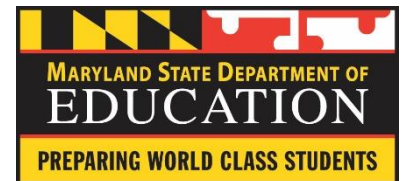
For the MSDE Uniformed Guidance refers to the requirements in EDGAR Parts 74 and 80 which have been subsumed under the Uniform Grant Guidance (UGG). The final rule implementing the UGG was published in the Federal Register on December 19, 2014, and became effective for new and continuation awards issued on or after December 26, 2014.

Budget and Adequacy of Resources

5.0.5 MSDE Grant Budget C-1-25

- ❑ If the applicant is an LEA: The LEA's Budget Officer or Chief Financial Officer and the Superintendent or designee must sign the form.
- ❑ If the applicant is not an LEA: The Chief Financial Officer and Chief Executive Officer or designee must sign the form.

<http://www.marylandpublicschools.org/programs/Pages/21st-CCLC/index.aspx>



Appendices

6.0 Appendices

Required Documents:

- Work cited;
- LEA/School Participation Agreement (Exhibit 9);
- Key personnel description and qualifications;
- Compliance with Federal, State, and Local health and safety standards;
- Consultation with Private School Officials during Design and Development (Exhibit 10); and
- Signed assurances (Exhibit 11).

Validation Process

- ❑ Part 1 – Pre-screening
- ❑ Part 2 – Review panel selection and proposal review and initiation of notice of grant award
- ❑ Part 3 – Validation visit
- ❑ Awarding of Funds

Validation Process

8.1 Part 1 – Pre-screening

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

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

Validation Process

8.2 Part 2 – Review Panel Selection and Proposal Review and Initiation of Notice of Grant Award

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

Validation Process

8.3 Part 3 – Validation Visit

- ❑ Applicants/Current grantees
 - ❑ Respond to clarifying questions
- ❑ New Applicants
 - ❑ Validation interview
 - ❑ Respond to clarifying questions

Validation Process

8.3 Part 3 – Validation Visit

Purpose of the Validation Interview:

- ❑ Validate details;
- ❑ Discuss written responses;
- ❑ Communicate the aspects of the program that may need clarification and improvement; and
- ❑ Establish a timeline for required revisions.

Validation Process

8.3 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.
- ❑ Proposals will be funded as the total federal allocation to the State allows.

Awarding of Funds

8.4 New Applicants:

- ❑ Proposals scoring at 80% and above during the Validation Process Part 2 will be contacted to schedule a validation visit.
- ❑ Upon satisfactory completion of validation interview and submission of information requested to satisfy the Validation Process Part 3 and to complete the final budget process, the MSDE will initiate disbursement of grantee's 15% start-up funding.

Awarding of Funds

8.4 Returning Applicants:

- ❑ Proposals scoring at 80% and above during the Validation Process Part 2 will be contacted for submission of a final budget in order to initiate receipt of Notice of Grant Award.
- ❑ Upon satisfactory completion and submission of information requested, MSDE will initiate disbursement of grantee's 15% start-up funding.

Awarding of Funds

8.4 Awarding of Funds

All funding is contingent on the annual awarding of federal funds to the MSDE.

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 interview:

- Partnership with school students is not provided within 30 days of the Validation Visit.
- The applicant did not have official documentation of a recent local inspection (within two years) indicating compliance with fire, health, and safety requirements.

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 interview:

- 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.

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 interview:

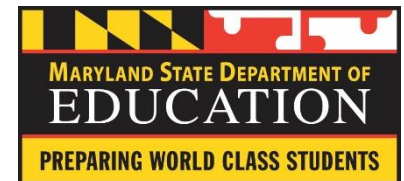
- Applicant does not submit requested documentation within the stated timeframe.
- Other concerns that arise in the Validation Visit.
- Reduction in federal funding.

Due Process Requirements

9.3 Due Process for Unsuccessful Applicants

Under section 76.401 of EDGAR, the MSDE must provide an opportunity for a hearing if the applicant alleges that the “[d] approval or failure to approve the application or project” violates a federal statute or regulation.

- ❑ Applicants not selected for funding may submit a written request on agency letterhead to the MSDE within four weeks of award notification requesting information on the feedback provided and the declination of the application. These requests must be sent to: 21stcclcRFP_2018@maryland.gov



Submission Requirements

10.0 Submission Requirements

Submit application in this order:

- Exhibit 3;
- Project Narrative;
- Budget Narrative;
- MSDE Grant Budget Form (C-1-25);
- Exhibits 5 – 11; and
- Appendices: work cited, resumes of key personnel or job descriptions, local health/safety standards.

Submission Requirements

10.0 Submission Requirements

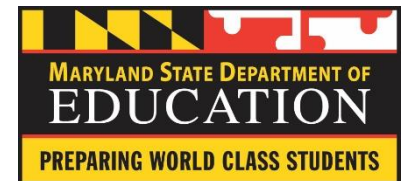
Formatting:

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

Submission Requirements

10.0 Submission Requirements

- ❑ Submit the entire proposal in pdf-format no later than 2:00 P.M. on Friday, May 11, 2018 to:
21stcclcRFP_2018@maryland.gov
- ❑ Include the lead agency and program name in the email subject line.
- ❑ 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 | March 23, 2018 |
| Q&A Posted on the MSDE Web Page | April 6, 2018 |
| Proposal Due Date | May 11, 2018 |
| Validation Interviews Begin | July 13, 2018 |
| Award Notification | September 5, 2018 |

Questions and Answers

- ❑ Please pass notecards forward.
- ❑ Questions will be addressed one-by-one as time allows.

Closing

- ❑ Thank you for your time, attention, and participation.
- ❑ <http://www.marylandpublicschools.org/programs/Pages/21st-CCLC/index.aspx>