

Since each site is required to offer services for an average of 15 hrs., can sites be combined for programming on Saturdays?

This may be a *good* idea as a way to collaborate and meet the requirement for the 15 hrs. Each site may complete the 15 hrs. requirement anyway it chooses, just as long as services are provided during the required timeframe and all program priorities are addressed. Monthly hours **cannot** be *averaged* to show 15hrs per week; programming must be offered 15hrs. per week.

What happens if parents are not willing to provide transportation?

All sites must have a plan for safely transporting students. This plan may include transportation expenses such as gas, insurance cost, driver salary, lease payments etc. It may not include the purchasing a vehicles for transportation. Agencies may not prohibit any child, who qualifies, from participating in the 21st CCLC program because of a lack of transportation.

Who monitors meeting childcare guidelines and the number of hours offered?

All agencies awarded 21st CCLC funding will fall under the jurisdiction of the TN Department of Education. Our staff will notify the Division of School-aged Childcare of new grantees; a School-aged Childcare Monitor will contact the grant agency to begin the process of obtaining a certificate of approval. However, if a funded agency already has a childcare license through the Department of Human Services, that license will be accepted.

How are holidays incorporated with the required hours?

That depends on how you choose to operate your program; the Department expects that programming is offered regularly during the regular school year. Summer, holiday and intersession programming is not required. However, you might want to consider a flexible schedule (before-school, weekends, and holidays) to complete the required 15hrs per week.

Is transportation included in the 15 hrs?

Yes, the transporting of students could be included as part of the required services offered. In the past, agencies have been allowed to count up to 1hr of transportation time as program services time.

What is the average salary range for budgeting?

Based on previously funded projects, average lead teacher salaries range approximately \$15-25 per hour (someone with a degree/credentials) and teacher assistants \$7-10 per hour. You might want to consult the school district pay schedule as a point of reference.

How much notice is given for continued or subsequent year funding?

These are three year grants and are subject to available funding. Agencies will submit an end-of-year report that includes information on program successes towards meeting goals/objectives and a budget plan for the following year. Year-end reports are sent to grantees at least 8 weeks prior to the close of the current project year. The TDOE has the authority to extend projects for a 4th and 5th year of funding based on the outcomes of the original three year grant cycle. Continued project notification is sent prior to the close of the current year project.

Is there a limit to be budgeted for community workers to assist with students?

You may use any number of volunteers to tutor as you see fit. If you choose to pay your tutors, you may want to examine how you are using funds wisely. Based on previously funded proposals, minimum wage seems to be the average rate of pay. Keep in mind that under the Childcare Guidelines, all staff – including unpaid volunteers – are required to complete a required amount of professional development.

Can after school programs collaborate with child care programs?

Partnerships and collaborations are highly recommended to help provide all the require components for the 21st CCLC grant. For-profit agencies are not eligible to apply for grant funds but could be a partner on the project.

What are indirect cost items?

Indirect cost items are those items that it takes to keep your program operating. An example is that you may use a facility that is not owned by your organization, you may utilize the indirect cost percentage to pay a portion of the utilities and telephone service. You may consult the “Line Item Definitions” in the appendices of the application package for more information.

Can the budget be edited after the proposal is approved?

A budget revision may be necessary based on the funding offer made to an agency. Once the final budget is approved, the agency should abide by that budget and contractual language. Budget amendments require approval of the state department contact and must stay within the amount approved in the contract. More information on budget amendments will be presented to agencies awarded a grant during the grantee orientation meeting.

Should the timeline include the student selection process?

The timeline may include your process and procedures for student selection, but the most important item to show on the timeline is the date you plan to begin providing services to students. It is strongly encouraged that programming begins within two-four weeks of the contract start date; however, services may not begin until a Certificate of Approval has been granted by the Division of School-aged Childcare. TDOE has set October 1 as the latest date that programming can begin. If the agency awarded a grant cannot begin programming by that time, the grant award may be rescinded.

Can students be paid a stipend?

Students may **not** be paid a stipend to participate in the program, but you would be allowed to offer small, educationally-based incentives as rewards for student improvement (i.e.- gift certificates, books, school supplies). High School students meeting the employability age requirements could be hired as program assistants and be paid a salary.

Does the school have to be a Title I school to be eligible for funding?

No, the school the targeted students attend does not have to be a Title I school; however, the school the students attend must have at least a 40% free/reduced lunch rate for meeting the eligibility as a school-wide Title I school.

May the grantee take students out of state boundaries for field trips using grant funds?

The Department requests that all field trips be within state boundaries; however, department staff will review written requests, on a case-by-case basis, for out-of-state trips that are strongly connected to the academic content covered in the afterschool program.

Do we include matching funds in our budget proposal?

Matching funds are not required for the grant, but you are requested to include a “contribution of resources” as part of your budget narrative to show other sources contributing to the success of the project.

May 21st CCLC serve four-year-olds or students who turn 5 after Sept. 30?

21st CCLC funds may be used to provide school readiness skills for younger siblings who would be starting kindergarten the following school year.

May we pay for the bookkeeper out of grant funds?

Yes, any needed salaries may be covered by grant funds. If a staff member works with more than one program, the salary should be pro-rated for only the time spent on the afterschool project. Some agencies include the bookkeeper's services as part of the "indirect cost" expenditures, so check with the agency director.

Should I submit several applications, 1 for each school or 1 for my district?

It is an agency's decision to submit one proposal for multiple sites or to have each site submit its own proposal. It should be noted that the individual site proposals would be competing against one another for grant funding.

What are the contract dates? Can we use grant funding for July?

Typically, the 21st CCLC contract period is July 1st through June 30th; however, for the current competition timeline, it is anticipated that August 1, 2012 would be the start date of the contract for the newly awarded grants. Agencies submitting reimbursements for activities outside the specified contract time period will not be paid.

Should I get the Principal from each school sign a Memorandum of Partnership Agreement form or the Superintendent of the District?

If an agency's proposal targets students in multiple schools, it may be better to get a Memorandum of Partnership Agreement form signed by the Director of Schools or his/her designee than to get one from each Principal. However, for proposals only targeting a couple of schools, the agency may have one completed by each Principal. All agencies should follow the protocol of the district the services are targeting.

The Memorandum of Partnership Agreement form is required and must be included in order for the proposal to be considered. Proposals submitted without the Memorandum will be considered incomplete and will not be forwarded to the review committee.

Can we use the money to pay for professional development?

Yes, professional development is a requirement of the Child Care Rules that applicants are required to meet. A professional development plan must be included in the grant proposal. Funded agencies will be required to attend a fall Multi State 21st CCLC Conference which can be paid for with grant funds. Department staff will identify at least one more required training for participation; all other training opportunities should be optional. All professional development, including those above and beyond state identified, can be paid for with grant funds.

When will you contact us about awarding applications submitted?

We anticipate notifying agencies regarding grant awards in late-June or early-July. Agencies being offered grant funds will be contacted by phone/fax; those not recommended for funding will receive a letter. It is important to ensure that your contact information on your proposal is correct so that we may contact you.

If funded, what will be the reporting requirements of my program to TDOE staff?

You will be required to enter your daily attendance and activity information into the on-line data collection system. You may need to budget for 1 computer and internet access to complete this administrative task for the grant. A fall and spring program report will be requested as well as an end of the year report. These reports will require grant administrators to collect information regarding student's report card grades, state assessment scores, disciplinary documentation, and attendance during the school day. Agencies will also be asked to collect information through a school-day teacher survey related to grant participants in the regular classroom. This survey will be provided to grantees and addresses topics such as change in turning in homework on time, participation in class, volunteering, being attentive in class and getting along with peers.

All recipients of 21st CCLC funding are required to complete an annual, federal program performance report (APR/PPICS).

Are we required to allocate grant funds for program evaluation?

Grantees are required to report evaluation results based on program goals/objectives/outcomes. Agencies are expected to describe the method/tools of evaluation, a summary of analysis of the data collected, how the information will be disseminated to key stakeholders and how they will use the information to improve the programming offered to students. Grantees may use grant funds to pay an evaluator for services or utilize the expertise of a partner organization to assist with program evaluation.

The grantees also are required to participate in the statewide program evaluation funded by TDOE through the University of TN. Grantees will participate in program surveys and randomly selected site visits as a part of the evaluation project.