Additional FAQs for the 2024 21st Century Community Learning Center Application Process

1. There is a private school in the attendance area of one of the schools we’re including in our proposal, but it is not accredited. Do we need to consult non-accredited private school as part of the private school consultation process? - Yes, you will need to consult with them even if they're not accredited.

2.    The Private School Consultation Form requires the signatures of the Applicant and Superintendent. Since X County Schools is the fiscal agent on our application, should the Superintendent sign on both lines? Or should we have the Lead Administrator sign as the Applicant? – Have the Superintendent sign both lines.

3.   Will WVDE accept electronic signatures on the signature forms (like the Co-Applicant/Partner MOUs), or do we need to get blue ink signatures? - Yes, we accept electronic signatures. ​

4.   Can the responsibilities of the Collaborative Liaison and Evaluator be fulfilled by other positions on our staffing plan? For example, one of the Program Coordinator’s responsibilities is to ensure active communication between school personnel and site personnel, and the Program Coordinator and Program Specialist are both responsible for monitoring, collecting, and (with support from our larger monitoring and evaluation team) evaluating program data. Yes, it's okay for more than one person to fulfill the responsibilities of a role.

5. When you add data to the grant application, should the data be in a list/table format or a narrative? You can do either but most often a chart or table format in the narrative makes it much easier for the peer reviewers to read and understand.

6. Where are the lists of Comprehensive Support and Improvement (CSI), Additional Targeted Support and CSI Additional targeted Support schools? The lists may be found on the Balanced Scorecard webpage. [WV Balanced Scorecard (k12.wv.us)](https://wveis.k12.wv.us/essa/dashboard.html?year=2023) Using the left side tab, click Identified Schools for the data. Priority points will be provided only if all the school you propose to serve in your application are classified as one of these schools.

7. We want to provide an all-virtual afterschool program, is there any prohibition? At this time there is no prohibition. However, hosting a program entirely online is not a best practice. Virtual programs must have defined times that do not interfere with any school day hours (be the school virtual or in-person). Any afterschool program may not operate when the school/s are in session.

8. There is new language under the Application Collaboration Section that states, “data sharing agreement is part of the MOU signed by the principal of the school where students are served and is uploaded in the “Related Documents” section.” Is there a new requirement around how the data sharing process should be explained or how the data is shared? Is there a new “data sharing agreement” or clause that an application is to use? 21st CCLC Coordinators noticed a disconnect in past applications regarding data sharing agreements. Specifically, evidence of an agreement between the school’s leadership and the applicant was lacking. As such, this RFP language sought to clarify expectations about data sharing agreements and specify that such agreements should be developed between school leadership (i.e. principal) and the applicant. While there is not an explicit agreement or clause provided, it is expected that each school principal will be involved in the proposal development process and have a clear understanding of their school’s responsibilities if the proposal receives funding. This understanding is to ensure that data regarding students’ academic progress is available to the afterschool program for the purposes of assessing students’ academic performance and program evaluation. As each applicant may need different data from the schools (i.e. grades, absenteeism, GSA, benchmark data, etc.), 21st CCLC has not issued standard language for the MOU.

9. What does it mean in the RFP General Application Guidelines, “All proposals become the property of the State of West Virginia?” WVDE reserves the right to use the proposals or parts of the proposals, primarily to provide technical assistance or training to staff, peer reviewers, subgrantees, or applicants. WVDE will also list top scoring applications on the WVDE 21st CCLC website as examples. Should a Freedom of Information (FOIA) request for applications be sought or other entity, such as a state elected senator or representative or federal agency, request applications, WVDE would provide such documents. WVDE will not use the proposals to develop other grant applications or proposals.

10. Do students have to be enrolled in the public school system to be part of the afterschool program? No, any at-risk student including those that attend homeschool or private schools may participate. The students, however, must be in the attendance area of the school that is being served with this grant. That school, of course, must either be a Title 1 school or have a population which is 50% or more low SES.

11. May a cook be hired to provide meals for the afterschool program? Yes

12. May Saturdays be used for parent engagement activities? Yes, family engagement programming or the occasional out-of-school time enrichment programming for students may be on Saturdays.

13. Who is considered the community in a virtual program? Virtual programs must utilize partners that are virtual as well, especially if their students and families are only virtual and are not meeting in person.

14. May a joint partner share grant funds? Yes, the description on page 4 under Partnership and co-Applicant should read, “The purpose of the co-applicant is to provide support to enhance program service and activities and **may share** jointly in grant funds.”