

## Frequently Asked Questions Related to the 21CCLC Round 8 Meet and Greet on July 27th, 2022

Topics include:

- Program Start Up
- Attendance Targets
- EZReports
- Lesson Plans
- ELT programming
- NYSED Meetings/Trainings
- Fiscal
- SACC Licenses
- Site Visit Monitoring
- Roles and Responsibilities/Deliverables
- Evaluator
- Sustainability
- Students with Special Needs

Please review the [Round 8 RFP](#) and [Round 8 Question & Answer Summary](#) for additional information.

### **Program Start Up**

#### **1. When are programs expected to start?**

- There is no official program start date for 21st CCLC programs; however, programs are expected to operate for at least 30 weeks, or the amount of weeks indicated in your proposal.

#### **2. Are programs able to start now?**

- It is expected that subgrantees will wait until their contracts are fully executed by NYSED and have obtained the necessary SACC registration(s) (if applicable) before programming begins. Subgrantees may start early but they do so at their own risk.

### **Attendance Targets**

#### **3. For attendance targets, is it still 30 hours or is it reduced to 15 hours?**

- For Round 8, a student will be counted toward attendance targets if that student has attended for at least 15 hours during the program year (July 1 - June 30)(RFP, page 10).

### **EZReports**

#### **4. How can I get a user login from EZReports?**

- The Resource Center staff will generate the initial user credentials for all Grant Administrators (Program Managers). Grant Administrators can then add users as necessary in the system.

**5. Will EZReports teacher surveys be available for grades other than 1-5 in the future?**

- The new GPRA measures only require teacher surveys for students in grades 1-5.

**6. How can I learn more about EZReports?**

- ThomasKelly, creators of EZReports, will be offering more live training sessions for Round 8 21stCCLC subgrantees this Fall. More information will be emailed out once dates are secured.

EZReports has numerous training videos under the heading “Support”. The user manual and FAQ in the same Support section are very helpful and you can usually find your answers there. If you have specific questions about EZReports, please contact your Technical Assistance Resource Center.

**Lesson Plans**

**7. Do lesson plans need to be submitted?**

- Lesson Plans do not need to be submitted to NYSED, however all lesson plans should include learning objectives, align with NYS Learning Standards, and reflect SEDL guidelines/benchmarks. Please review more information here: <https://www.p12.nysed.gov/sss/21stCCLC/lessonplan/>

**ELT (Extended Learning Time)**

**8. Can we get information about ELT programming?**

- The term ELT as it relates to 21CCLC refers to offering programming during the regular school day. Only programs that have ELT written into their original proposal or have an approved program modification may offer programming during the school day.
- Please contact your Technical Assistance Resource Center for assistance with program modifications if you wish to add ELT to your grant.

**NYSED Meetings/Trainings**

**9. Will group training or meetings ever be held after 3pm?**

- Events are scheduled when most participants are available. All trainings are recorded and sent out to our list serve and posted on the 21st CCLC Resource Center website: <http://www.nys21cclc.org/>.

**10. Can all required forms be created in Word Format?**

- Most of our forms are available in both PDF and Word formats. If you are looking for something specific and cannot find it, reach out to your Technical Assistance Resource Center and we can point you in the right direction.

**11. What meetings and conferences other than fiscal requirements should fiscal managers attend?**

- Other than financial training, fiscal managers are not required to attend any other meetings, though they are welcome to attend for informational purposes.

**12. Can meetings be scheduled for days when school is in session as opposed to scheduling them on breaks?**

- Unfortunately, not all school closings or breaks across NYC and the Rest of State fall on the same dates. We record all meetings and make them available to our listserv and website.

**Fiscal**

**13. What is the approval process for vendor contracts?**

- Refer to page 31 of the 21st CCLC Round 8 RFP.  
<https://www.p12.nysed.gov/funding/2022-2027-21st-cclc/nysed-rfp-gc-22-001-21st-cclc-round-8-revised.pdf>  
“State law requires that the award of state contracts be made to responsible vendors. Before an award is made to a not-for-profit entity, a for-profit entity, a private college or university or a public entity not exempted by the Office of the State Comptroller, NYSED must make an affirmative responsibility determination. The factors to be considered include legal authority to do business in New York State; integrity; capacity - both organizational and financial; and previous performance. Before an award of \$100,000 or greater can be made to a covered entity, the entity will be required to complete and submit a Vendor Responsibility Questionnaire.”

**14. What are the requirements for Budget Modifications?**

- When submitting a budget amendment, please use the FS-10-A, which is available on the Forms section on the Grants Finance’s website:  
<https://www.oms.nysed.gov/cafe/forms/>

**15. Where can I learn more about fiscal requirements?**

- Fiscal resources and documents are located at these websites:

- Resources and Best Practices from the Resource Center: <https://www.nys21cclc.org/fiscal>
  - Forms from Grants Finance: <https://www.oms.nysed.gov/cafe/forms/>
  - Fiscal Policies from NYSED: <https://www.p12.nysed.gov/sss/21stCCLC/>
- A Fiscal webinar will be hosted by NYSED and the Resource Centers on September 28th, 2022. Registration details to follow.

**16. *When will contracts be sent out?***

- Grant Award Notifications (GANs) are sent out once the budget has been approved and the contract has been registered with NYSED.

**SACC Licenses**

**17. *Of the resource trainings you discussed, which provide SACC credits?***

- If the lead agency is a School District and the sites are at its school, no SACC license is needed. If the lead agency is a Community Based Organization and has sites at their location or off site, a SACC license is required when serving children under the age of 13.

**18. *Do You for Youth trainings count towards SACC credits?***

- It depends on the topic and how the topics align with requirements from OFCS.

**Site Monitoring Visits**

- The Resource Centers will be offering an information session on Site Monitoring Visits on September 21, 2022. Registration information will be provided soon; the session will be recorded and available for your review.
- If you are eager to find out more information you can review the [Round 7 SMV tool](#). As mentioned in the Meet and Greet, this tool is in the process of being revised for Round 8, but very little will change in regards to what is expected of subgrantees.

**Roles and Responsibilities of Staff/ Best Practices/ Expectations**

**19. *What is the role/commitment of the Program Coordinator, Site Coordinator, and Educational Liaison?***

- “All 21st CCLC programs must have a program director who has ultimate responsibility for all aspects of the subgrant. It is recommended that the Program

Director be full time, especially for subgrants over \$750,000 in annual funding. One program director may not oversee more than two subgrants of any size. A program director for a single site subgrant may act in a dual capacity of program director and site coordinator, if necessary. Site coordinators for all programs must not be assigned to more than one site, as they should be on site during program times. In addition, all programs are required to have a program staff member designated as the education liaison, who is responsible for facilitating the linkage between the school day and out-of-school time programming. Key staff positions include, but are not limited to, program director, site coordinator, fiscal manager, education liaison, and data manager. The fiscal manager must regularly communicate with the program director to align spending with programming and is responsible for submitting all FS-10 budgets, FS-10A budget amendments, FS-25 invoices and FS-10F final expenditure reports by the deadlines established for each. A data manager is responsible for the management and quality control of reportable data. All programs need a data manager. It is up to the applicant whether to hire a part time data manager or to include the work of a data manager in the contract with the independent evaluator. If included as part of the evaluation contract, the cap for the independent evaluator may be as high as 10%. If not included in the evaluation contract, the cap is 8%. Additional staff, whether provided by the lead agency or partner agency, include teachers, activity leaders, counselors, etc.” (RFP, page 15)

Please also refer to your proposal for additional information about these roles.

*What are the expectations and best practices to implement the proposed deliverables?*

As a best practice, program staff should review and periodically check progress on the grant program objectives as listed in their grant. Each grant contains specific objectives that sub-grantees should be familiar with and use as a guide when planning activities.

A number of programs partner with their local evaluators to create and complete a checklist or inventory to help them review fidelity of implementation – i.e., how well the program services, as delivered, adhere to the program services, as originally described in the grant application and any other approved modifications. Other programs may assess fidelity of implementation as part of their QSA process.

You can review sample checklist created to help track program objectives here:  
<http://www.p12.nysed.gov/sss/documents/LGFidelityChecklistredacted.pdf>

### **Evaluator**

**20. Where can I find additional information regarding the role of the Local Evaluator?**

- Resources:
  - NYSED website s: <https://www.p12.nysed.gov/sss/21stCCLC/programeval/>
  - Resource Center website: <https://www.nys21cclc.org/evaluation>
  - Link to Evaluator manual:  
[https://www.nys21cclc.org/files/ugd/d5aa79\\_421491617984438e858c5ecc01ef62f4.pdf](https://www.nys21cclc.org/files/ugd/d5aa79_421491617984438e858c5ecc01ef62f4.pdf)

### **Sustainability**

#### **21. Where can I find additional information regarding Sustainability?**

- You can review our sustainability workshop which helped programs reflect on current practices and potential opportunities for enhanced program sustainability. Participants explored tangible strategies for implementation such as gathering data and telling your program's story effectively, building a network of champions and diversifying your funding through stellar grant writing.  
<https://drive.google.com/file/d/1ee3y5pj-RtyEQEns3IPvdXBhdApEv1a7/view>

### **Resources for Special needs students**

- You for Youth:  
<https://y4y.ed.gov/teach/including-students-with-disabilities>
- Federation for Children with Special Needs:  
<https://fcsn.org/resources/professionals/special-education/>
- Council for Exceptional Children:  
<https://exceptionalchildren.org/teacher-resources/search-results?query=%20>