New York 21st Century Community Learning Centers
SOARING BEYOND EXPECTATIONS
NYSED.gov

Statewide Q&A Document
Compiled from ROS and NYC Fall 2024 Conferences

1. **Q: If a school has an opportunity to have free programming for their students (21st CCLC) can we add that to EZ Reports?**
   A: If the 21st CCLC students at the site are receiving additional programming activities that are aligned to 21st CCLC, then those activities can be considered in-kind and tracked into EZReports. If the provider of the additional programming has attendance requirements, the provider cannot include 21st CCLC students as part of their attendance.
   Field trips paid by an outside source can be tracked in EZReports. There should be 21st CCLC staff attending the trip. Programs need to ensure the field trip request has been submitted to SED via email. The field trip must align with 21st CCLC goals and objectives.

2. **Q: What is not allowed with program braiding?**
   A: The USDOE recently published Non -Regulatory Guidance regarding braiding. NYSED states that any addition of braiding will need to submit a program modification request via SMA to ensure alignment with 21st CCLC. Budget amendments may not be necessary.

3. **Q: If a proposed field trip is not paid by 21st CCLC, do we still need to submit the form?**
   A: Yes. We still need the form if you are counting student hours for program attendance. You will need to indicate that the field trip is in-kind. A memo is available for further information.

   Q: Can a trip happen, and the form be submitted afterwards?
   A: No, but we understand this is a new process. If a trip has happened already, please submit the field trip form.

4. **Q: Do subgrantees need to make sure their staff are NYCDOE PETS fingerprinted and DOHMH fingerprinted?** A: Yes. This applies to NYC subgrantees.

5. **Q: Can someone work, in a school building, for the CBO and not be fingerprinted?**
   A: The CBO should check with the district staff concerning fingerprinting. Principals are responsible for organizations working in the school and ensuring they are fingerprinted.

6. **Q: How often do you need to visit the school to be fingerprinted?**
   A: For instances where there is an event or a one-time career day, fingerprinting is not required. For people who do not visit schools but work with data or administration, fingerprinting is required. Grants should always check with the district policy concerning fingerprinting.

7. **Q: Can we replace a social worker with a guidance counselor, and will it need a program modification?**

A: This is allowable. If the staff are doing the same scope of work/activity, then a program modification request is not needed. A budget amendment is not needed unless amounts are changing, or the funding within the codes are changing by more than 10%.

8. **Q: Can NYC DOE staff paid out of 21st CCLC count their time towards their NYC DOE pension?**
   A: Only pensionable if the school is using their per-session system. Check with the district to confirm.
   a. If the CBO is hiring them directly, then it is a separate job if they are working directly for the CBO.
   b. The CBO could cut a check to the school with a letter that says explicitly what the money is for – the school would then make them per-session and the money would be pensionable. Check with the district to confirm.

9. **Clarification regarding soft/hard lockdowns:**
   NYSED does not recognize the term soft lockdown. See regulations. Some schools have implemented their own terms for safety drills. Depending on what school you work at, there are different definitions. If you notice the terms are different than NYSED regulations, talk to upper management and make sure it gets addressed.

10. **Q: Is there a process to get state MWBE certified – not just NYC certified.**
    A: Please reach out to mwbegrants@nysed.gov with this inquiry.

11. **Q: Is there a standard letter regarding 21st CCLC data requirements for participating schools and districts?**
    A: NYSED has a data requirement letter that reminds participating schools and districts of the federal requirements for 21st CCLC. It is also helpful to include your program's partnership agreement with the school(s) when sending this letter.

12. **Q: Do programs need to submit a program modification if the schools' schedule(s) changes by a range of five to twenty minutes?**
    A: At this time, NYSED is asking to submit this change with a program modification for documentation purposes.

13. **Q: Our program hours are 2:30-5:30pm. Staff does their one-on-one check and connect with youth while the rest have healthy snacks from 2-2:30. Are we tracking their time correctly by only counting time they are in a 21st Century-approved activity or should we be counting the student's entire time in the program (almost all the students are there for the whole 3 hours)?**
    A: Snack time can be tracked towards program attendance. The staff are engaging with the students and your program should get credit for participation. Below are some options on how you can track your snack attendance.

    - Snack can be tracked in EZReports as a separate activity. These snack activities should be considered "Other" in the activity category.
    - Some programs have snack and implement an SEL check-ins during snack time. In this scenario, programs can track snack in a separate activity and include the activity categories that best fit their snack time.

- Programs can include snack time in their activities. For instance, if the activity is being conducted immediately after the snack time or when a student finishes their snack, the snack and activity time can bleed into each activity.

14. **A: Regarding the 504 memo sent out by NYSED, what is the responsibility of the school?**
    Q: Schools are obligated to provide services to students with disabilities. The purpose of a 504 plan is to remove barriers to learning. Programs who are experiencing issues supporting these students should escalate it to the building or district administrator. If you are in NYC, then you can also reach out to the NYCTARC.

15. **Q: Can we get an indirect cost higher than 2.6%?**
    A: CBO indirect rate for this year is 2.7%. Programs can apply for a higher rate and can email Grants Finance at grantsweb@nysed.gov. Afterwards, programs will need to submit a budget amendment via SMA.

16. **Q: Can community schools support 21st CCLC programs?**
    A: Yes. Funding can be leveraged to support a 21st CCLC program.

    Q: If the community school pays for an activity, can we report that activity in EZReports?
    A: Yes, this can be considered in-kind. A program modification request must be submitted via SMA.

17. **Q: If you had an SMV in Years 1 and 2, what is the likelihood of NYSED coming back?**
    A: We cannot say definitively. The TARCs have a contract to see a certain number of subgrantees per year so there may be duplicates. Programs that score high enough on the Risk Assessment may also be visited additional times within the round.
18. **Q: Is there going to be another state 21st CCLC Joint Spring conference?**
    A: Yes – Albany, May 2nd. Registration here

19. **Q: Many of our districts are asking our program to employ a Safety Resource Officer or other safety staff during the afterschool hours. Is this an allowable expense?**
    A: Yes. If you have available funding.

20. **Q: Regarding the NYSED Memo re: Students with Disabilities, the policy states the program will make all reasonable accommodations. But we are not able to fund a 1:1 aide. We recognize that districts are responsible for carrying over any accommodations that are in place during the day, but the memo also indicates the Braiding of 21stCCLC funds may occur. What are your recommendations for managing our budget if a significant increase in staffing is required to provide accommodations to all students.**
    A: Check with your Director of Special Education to see what other funding sources they know of that can support the accommodations, such as IDEA funding or other grants targeted for students with disabilities. You can also check with your district grant director to see what other funding sources may be available for students with special needs.

21. **Q: Can Fall conferences be scheduled after September 30th?**
    A: Just like 21stC subgrantees have a RFP, proposal, and specific deliverables, so too do the Technical Assistance Resource Centers (TARCs). However, the contract years are different; the subgrantees' program year is July 1-June 30, while the TARC year is October 1- September 30.

The fall conference is one of the TARC deliverables; in order for the TARC to meet the deadline for the fall conference, the conference must occur before 9/30 annually. For the TARC, it would be ideal to offer the fall conference in early August, but this would be problematic for some 21stC subgrantees. With respect to the ROS subgrantees, another complicating factor is Binghamton University's schedule, the university hosts so many events and activities that we have to take what is available.

22. **Q: Is the work plan from the AER the same as the program goals/objectives table in the original RFP?**

    A: We are going to assume "work plan" in the AER is referring to the excel workbook, the Evaluation Plan and Performance Indicator Results Tables. Yes, that is equivalent to the Template for Goals and Objectives submitted and approved by NYSED in the program's winning application. The state and TARC teams are looking to see that these are aligned with what is currently occurring in the program and the evaluation. Besides mapping to the Template for Goals and Objectives, the excel tables require further delineation of each of the seven Performance Indicators (PI). They need to be defined into Specific, Measurable, Achievable, Realistic, Timely (SMART) terms. Indicator measures need to be clearly described, scientifically *valid* methods. Results need to be reported in terms of the predetermined metrics. This *level* of detail was not required in the Template in the original proposal. If any changes need to occur in the structure and operation of the program, a program modification can be requested by the program leader, assessed by the local evaluator, then submitted to NYSED for approval. If approved, **these changes affect the work done by BOTH the program and the evaluator**, and thus, they must be updated in the Evaluation Plan and Performance Indicator Results tables submitted annually as part of the AER.

23. **Q: Is it required that all our consultants and staff assigned to the program attend their annual 21st Century training (B-5) at the same time? Do you require they all attend the same training on the same day?**
    A: All staff **and** program partner staff should participate in the annual training. Safety, code of conduct, and disciplinary procedures are important for all parties to participate in. All program and partner staff must have training within 30 days of program start up. Training may occur at separate times due to hiring and schedules.

24. **Q: How can evaluators be part of the program modification process?**
    a. Program directors must consult with their local evaluator to understand how the proposed program modifications will affect the evaluation. Requests that include changes to the Program Objectives, Performance Indicators (PIs), or Measures require updates to the Template for Goals & Objectives, the Evaluation Plan, and the Logic Model or Theory of Change.
    b. Evaluators can also consult and provide guidance if changes are needed, reasonable and necessary, and can assist in how to complete a modification.
    c. NYSED will cc evaluators when communicating with the program director regarding modifications.

25. **Q: Please clarify the documentation needed for PARS. What is the frequency that we must submit? What is the difference for a staff that is being funded by other sources and do we have to document that?**
A: Monthly certifications must be completed if less than 100% of time is being worked in the award program or semiannually if 100% of time is being spent. They can use the sample PARS form that tracks multiple funding sources for their internal controls.

    Currently we have the following information, regarding PARs:
    1. Fiscal presentation at Conferences, page 6. https://www.nysed.gov/sites/default/files/programs/student-support-services/21stcclc-fall24fiscalslides.pdf
    2. PARs samples on our website: Single and Multiple forms: https://www.nys21cclc.org/site-monitoring-visit

26. **Q: As far as the TARC selected site(s) for the SMV. When will the subgrantee be notified of which site(s)? How are site(s) selected?**
A: At minimum, one month prior to the SMV. Sites are chosen by the TARC and/or NYSED, but programs may give recommendations to which site(s) should be visited.

27. **Q: For indicators in which a sample is required. What is the number of documents in sample (5-7 or 3-5)? What is the process that RC will be requesting these? (i.e., PAIRS, time sheets, student surveys, student enrollment forms, lesson plans, etc.)**
A: If a sample is requested, the TARC will select a minimum of three to be provided by the subgrantee in the TARC google folder. Please redact personally identifiable information uploaded in the TARC google folder. If there are any concerns or follow-up regarding the samples, the TARC will address it on-site.

28. **Q: As far as drills documentation, do we use the form that is on the TARC website?**
A: No, you should use the form associated with your district. If your program is SACC, you should use the OCFS specific drill form.

29. **Q: We noticed that the virtual component for the SMV has been removed, are we allowed to have certain key staff join virtually for the in-person visit, due to schedules or other staff's limited availability?**
A: Key staff are required to be present physically and/or virtually for the site monitoring sections that are relevant to them. For instance, we encourage evaluators to be present during the entire SMV, but they should be present physical or virtually for section B, G and H. It is highly encouraged that all key staff be present for the entire SMV.

30. **Q: When does the 6-month compliance period start?**
A. When your final action plan is approved by the TARC.

31. **Q: If our visit is early in the year, and we have not conducted the required Advisory Boards, how do we provide documentation (previous year/season).**
A: The previous year's documentation is sufficient.

32. **Q: What do subgrantees do if we cannot obtain a certificate of occupancy, after several efforts)?**

A: Provide documentation of such efforts and communication to the TARC Reviewers.

33. **What is the difference between a family survey and a Needs Assessment?**
    a. Needs Assessment is a process used by organizations to determine needs/gaps, priorities, make organizational improvements, or allocate resources within the community. This is conducted annually.
    b. A Family Survey is one type of data collection tool used to gather families' (students and parents) input about program offerings (to match needs and interests) and/or their satisfaction and perception of the program impact.

34. **How can evaluators share their thoughts and self-assessment similar to the Program Director's Mid-year report?**
    a. Evaluators can always share their thoughts and self-assessment with NYSED, Measurement Inc, TARC at any time.
35. **Can I conduct lockdowns during ELT (now called ELP – Expanded Learning Programs)?**
    a. ELP follows the school day building wide safety plan. It is recommended that you work with your building safety team to receive training in safety procedures.

36. **Do we have to notify our parents and students about drills, seven days prior to the drills?**
    a. NYSED passed regulation amendments that require parents to receive notification regarding drills, including a notification within one week in advance of each drill.