

# *Supplemental Community-Based Organizations (CBO) Grant to Support Student Learning – FP 129 Q&A*

Last updated 4/9/21

## **About This Q&A**

This guidance is supplemental to existing OSPI information regarding the Supplemental Community-Based Organizations Grant. The most up-to-date agency information and guidance pertaining to the grant is located on the [OSPI's 20-21 CBO Grant webpage](#).

## **Guiding Principles**

The purpose of this grant program is to support student learning and overcome barriers presented by the COVID-19 Pandemic. There are many barriers. Rather than prioritizing one strategy, the grant applications require that the CBO identifies student and family needs (those furthest from educational justice in their community i.e. students of color, students experiencing homelessness, etc.) and the details their service delivery model for meeting those identified needs.

## **Questions & Answers**

### **1. What is the due date for the grant application?**

The deadline to apply for these funds is Thursday, April 15th, 2021 at 4pm. The grant will close automatically at that time. We encourage applicants to get their submission in as soon as possible before the deadline. Application must state "under OSPI review" in the current form package status column to be considered fully submitted.

Steps:

1. Mark each page "Complete"
2. Click "Finish" at the top of the page
3. Click "Notify" to submit your application for OSPI review

### **2. What is different in this round of the application?**

- Eligible activities: These grant funds must be used for direct services provided to students by your organization staff and/or volunteers supervised by your staff.
- Shortened response fields, more check-boxes and short answers



- Must submit proof of non-profit status, either a copy of the IRS letter documenting your 501(c)(3) tax-exempt status, or a copy of your registration as a nonprofit organization with the Washington Secretary of State.
- No LEA partnership letter required. Coordination and partnership with at least one School District, or Local Education Agency (LEA), is a requirement to be eligible for the grant. You will list the districts that you propose to partner with, and check the box if you have an MOU or other written agreement with the district to provide these services to their students and/or receive referrals from the district.
- Submission of organization/agency annual budget is required
- Funds can be used through August 2022

### 3. What contact information is required for submission of the application in iGrants?

There are two different contact pages within the application. You are required to fill out the section containing the main, alternate, CEDARS contact boxes. However, you are not required to fill out the Contact page in the Required Pages section that includes superintendent and district administrator.

### 4. What is a CEDARS contact?

Please note that you do *not* need to enter a contact in that field. It is for school districts only for other grants and we can't remove the field. (CEDARS is the Comprehensive Education Data and Research System.)

### 5. Are there any word limits for the application?

Yes, some questions have word limits. Your responses should be clear and brief, providing information that is directly responsive to each question. If your answer to a question was pulled over from the previous application and is longer than the current word limit, please edit to meet the limit.

### 6. Are indirect costs allowable for this grant?

This grant does not allow for a traditional indirect rate, meaning a percentage that is added to the program total. Administrative expenses, including salaries and overhead costs that support the program, should be itemized and entered according to the appropriate rows in the iGrants application.

### 7. What do we do if we have expenses that don't fit into the categories listed in the application?

Please only include budget items that you will be seeking reimbursement for. The total at the bottom should equal the amount of money that you are requesting from the grant. The budget narrative is a general summary to help us evaluate whether the expenses proposed are



allowable and reasonable. If awarded, there will be a more specific budget matrix to fill out, which we would assist with and is directly related to reimbursement.

### **8. What are the reporting requirements?**

Reporting requirements are still currently being drafted. However, they will not be a requirement for receiving funds because they will be expected towards the end of the spending period. If you would like to see a copy of the draft End of Year Report, please email [CISL@k12.wa.us](mailto:CISL@k12.wa.us)

### **9. What is the funding period for the CBO grant?**

Grant funds can be used during the summer 2021, school year 2021-22 and summer 2022. Funds must be claimed by August 31st, 2022.

### **10. What is the difference between the Direct Charges to Grant column and the Amount purchased Services column in the budget matrix?**

Direct Charges to Grant refers to expenses incurred directly by the grant recipient (e.g., salary, supplies, etc.). Amount Purchased Services are services contracted out to another business or organization. Most goods and materials for use by the program would be direct charges. Any services provided by your staff or contractors should go in the Staff Salaries row, with employees in Direct Charges to Grant and contractors in Amount Purchased Services. Describe in the text box the staff types and FTE% being paid by the grant.

### **11. What is the definition of a Local Education Agency (LEA)?**

For the purposes of this grant, LEAs include school districts, tribal compacts or charter schools which filed re-opening and transition plans this summer/fall. This definition does not include Educational Service Districts (ESDs) or individual school buildings.

### **12. Is there a field to explain the significant changes between the current budget and a typical budget year?**

If you have this situation, you can submit the actuals for the last fiscal year, in addition to the current year budget. You will need to combine the files in order to upload them and make it clear in the documents which is which.

### **13. Can we make changes to what we initially proposed in the first round?**

Yes. The proposed grant activities can be changed to reflect the new grant amount and timeline. Some information has been pre-filled with what was submitted in the first round to potentially save you some time, but all information can be edited.

### **14. Can you define what counts as "direct services"?**

Direct service means that the program is providing something to the students directly rather than to schools or staff. Support for educators, without serving students directly, such as providing materials or curriculum, would not be eligible in this round. A wide range of



activities would be considered “direct services” under the eligible activities of expanded learning opportunities and integrated student supports. Examples include, but are not limited to: tutoring; meals; student activities; childcare; language services provided to students and families; supports to students with disabilities; case management; support with basic needs, such as housing; behavioral health services; supplying internet access or other technology support to students; and others.

If you have a specific question about your proposed activities, please email [CISL@k12.wa.us](mailto:CISL@k12.wa.us) with a description of the activity and context.

### **15. Will OSPI award less than the amount requested and ask for revised budget/use of funds awarded?**

That is a possibility but not expected. We understand that the budget you submit is what is needed to provide the services proposed and strive to honor that request in full if selected.

### **16. Are there any restrictions on including overhead costs related to the grant program in the project budget?**

Overhead costs are allowable expenses but they should be reasonable and relevant to supporting the direct service that you are proposing and fall within the budget limit of \$200,000. For example, if the program you are proposing represents 10% of your budget, then it would be reasonable to include 10% of your organization’s overhead costs in your request.

### **17. Is there a minimum request amount that will be considered?**

There is no minimum. Please select the correct range for the amount requested on page 3 of the application. The grant amount maximum is \$200,000.

### **18. Can our program serve children outside of the age of K-12?**

It depends. The grant does not require tracking of individual students served. If in the general course of your program children outside the age of K-12 enrollment are served by services supported by the grant in addition to K-12 students, that is allowable. The program cannot only serve non-school-age children. If you have a question about your specific situation, please email [CISL@k12.wa.us](mailto:CISL@k12.wa.us).

### **19. Can we get our scored rubric from the last application? What about the scoring rubric for this round?**

Please send email requests for previous application rubrics to [CISL@k12.wa.us](mailto:CISL@k12.wa.us). We are not providing the scoring rubric for this round.

