



New Hampshire

Department of Education

2024-2025 Title IV, Part B RFA Questions

Q: Can you please let me know where I would submit my finalized application or the appendix materials for my grant applications?

A: Email applications to Whitney McVeigh at Whitney.R.McVeigh@doe.nh.gov by 3:00pm ET on March 28, 2024.

An electronic (email) submission of a complete application, in one PDF, must be received by the deadline established. If your PDF is too large for a single email, you may divide the RFA into multiple files. Files should be clearly titled, for example: School or Organization Name, District Name, Sec 1 of 3.

Q: According to the Grantee Guidance paperwork, each site is required to service a minimum of 50 students, is that Flexible at all for smaller school sites?

A: Sites are encouraged to serve a minimum of 50 students, although not required. Title IV, Part B allocations are awarded on a formula basis, a base allocation is awarded to all eligible applicants, and an additional per pupil allocation awarded based on the proposed average daily attendance (ADA) the school will serve.

Q: In a school district that has multiple smaller sites now, are we able to combine schools to make one Elementary Site and one Middle/High Site so we can meet the 50 student minimum?

A: Yes, a single site can serve students who attend multiple schools.

Q: In appendix B, what is the difference between “host school population” and “number of students enrolled in school”?

A: This language is from historic grant competitions that served multiple sites. Include the same number for both fields in this RFA.

Q: Is the Funds requested in Appendix B only for the 24-25 year or is the entire 5 years?

A: The funds requested on the Grant Application Cover Page (Appendix B) is the total requested amount for one year of programming.

Q: Is it correct that we are sending 8 separate and complete grant applications (many which contain the same attachments) for each of our 8 sites? This means that the narrative for each school will be only specific to the school on the application, rather than as a 21Century program as a whole? Is there any other guidance on this change (1 program narrative versus 8 separate sites) that could be helpful?

A: Yes, separate and complete grant applications should be submitted for each proposed 21 CCLC site. The narrative and application should be tailored to the specific school(s) being served at the proposed site.

Q: For some of our schools, there will be more students in the fall due to the addition of 5th grade. Should we use 23-24 data on the Appendix B # of enrolled students? Or include the projected new ones as well for 24-25?

A: This grant competition is for funds that will be awarded beginning July 1, 2024. Applications should be written in service of the anticipated population of the program in the 2024-2025 school year and beyond.

Q: The RFA states complete question is copied and pasted, does that mean including examples in parenthesis? For ex. On program design #13 do we copy the first sentence or all sentences including each bullet? It is understood that we respond to all segments.

A: Examples from the RFA prompt do not need to be copied into the application narrative.

Q: The RFA under Planning Process lists questions 4-9 as separate questions to include but the rubric lists it just as one item pertinent to non-public schools. If we don't have any in our district do we still post questions 4-9 in our narrative and repeat that there are no non-public schools.

A: If there are no non-public schools in the applicant district, it can be stated once in the Planning Process narrative to address questions 4-9.

Q: Is the GPRA supposed to be included in the narrative or as an attachment? Is the sustainability plan part of the narrative or included as an attachment?

A: Appendix E is a GPRA Measures template. Applications narratives should reference Appendix E and Appendix E should be attached with the "How will you achieve this goal?" column completed. The Sustainability Plan should be described in the narrative and the full plan should be attached.

Q: What order should the appendices be? Does the cover page and checklist go before the abstract or are they the first two items in the appendices?

A: The Application Checklist (Appendix A) includes an order to submit application materials.

Q: The teen birth rate is only available for a large region, local figures aren't available.

A: Regional data is acceptable.

Q: What is meant by adult literacy rate besides the educational levels in the community?

A: The list is an example of need factors in the community. Cite the needs factors for your community and the results.

Q: The RFA indicates the detailed budget spreadsheet is an attachment. Do we just reference the location of the attachment or do you want an explanation of the budget in the narrative?

A: Appendix C is an Annual Proposed Budgets template. Applications narratives should reference Appendix C and Appendix C should be attached with the expenditures, leveraged/other funds, and program include amounts and descriptions included for summer and school year programming.

If there is additional budget information that does not fit Appendix C, it can be shared in the narrative.