# FY2024-25 Building Opportunity through Out of School Time (BOOST) Funding

## Funding Announcement Q&A Tracker

Funding Announcement Link:

https://www.pccd.pa.gov/criminaljustice/GunViolence/Pages/Grants-and-Funding.aspx

About this Document:

This guide will provide an overview of questions and answers regarding the Building Opportunity through Out of School Time (BOOST) funding announcement and application process, which opened on Monday, September 9th, 2024. Responses will be provided as staff is able to process questions through close of business, Wednesday, October 30th, 2024.

Questions?

Please contact PCCD staff at ra-cd-vipgrants@pa.gov with BOOST FA in the subject line.

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## 1. Eligible Applicants

a) *Are charter schools eligible to apply for the recently announced BOOST funding? We also have a 501(c)(3) status. Does this make us eligible to apply?*

**Answer:** Charter schools are not considered to be eligible to make direct application for BOOST funds. However, nothing precludes a charter school from receiving services from an eligible applicant or being included as a recipient agency within the funding request of an eligible applicant to provide specific goods, activities, and/or services related to implementation of the proposed project.

b) *I am an eligible applicant under both the VIP and BOOST funding announcements and am trying to decide which funding announcement to apply under – VIP or BOOST? How do I decide?*

**Answer:** It is incumbent on the applicant to determine which funding announcement to apply under. As stated in the VIP funding announcement, while PCCD strongly encourages eligible applicants seeking funding for prevention-focused projects to apply through the BOOST solicitation, PCCD will not penalize applicants who submit through the VIP Tracks. We encourage you to read through all the funding announcement materials to determine which funding announcement fits your project best.

c) *Are Intermediate Units (IUs) eligible to apply for the recently announced BOOST funding?*

**Answer:** Intermediate Units (IUs) are not considered to be eligible to make direct application for BOOST funds. However, nothing precludes an Intermediate Unit from receiving services from an eligible applicant or being included as a recipient agency within the funding request of an eligible applicant to provide specific goods, activities, and/or services related to implementation of the proposed project.

d) *Are licensed school-age-child care (SACC) providers eligible to apply for the BOOST program funding?*

**Answer:** As noted on page 4, child care centers are not considered to be eligible to make direct application for BOOST funds. However, nothing precludes a child care center from receiving services from an eligible applicant or being included as a recipient agency within the funding request of an eligible applicant to provide specific goods, activities, and/or services related to implementation of the proposed project.

e) *My agency has received VIP funding in the past and/or has current funding. Am I eligible to apply under BOOST? What if it's for a separate program?*

**Answer:** Entities that have previously received funding under the VIP program may be eligible to apply under the BOOST program, dependent upon the entity's overall eligibility and upon the program type your organization is seeking funding to support. For example, eligible organizations providing mainly prevention-based, after- or before-school programming, may want to consider the BOOST application. Programs with a broader focus than prevention/afterschool, and may include elements of intervention or transformation, may want

to consider the VIP application. Please refer to the one-page summaries included on PCCD's website for a breakdown of each solicitation type that may be applicable to your particular organization and select the appropriate solicitation that best fits your program needs.

f) *My organization is a current VIP grantee with funding for our out-of-school-time program. The BOOST funding announcement mentions that organizations that have not received PCCD funding will receive priority consideration. We have new/uncovered expenses related to our violence prevention programs. Is it worth applying?*

**Answer:** It is incumbent on the applicant to determine if a solicitation is a good fit. Applicants will be asked to describe any funding sources, including PCCD grants, that currently support proposed programs or similar activities, including the amount and impact of those funds. As stated in the funding announcement, there are a number of factors that may be considered as part of the review process, including the applicant's compliance history with fiscal and program reporting (if applicable), their historical success in implementing PCCD-funded programs/initiatives that met their intended goals (if applicable), and available funding. For current grantees, please keep in mind PCCD has a process for submitting project modification requests if you need to make adjustments to your current project. We encourage participation in the BOOST webinar scheduled for October 2nd from 3-4 pm. Sign up using this link.

g) *Are townships eligible to apply for the BOOST program funding?*

**Answer:** Townships are not considered to be eligible to make direct application for BOOST funds. However, nothing precludes a township from receiving services from an eligible applicant or being included as a recipient agency within the funding request of an eligible applicant to provide specific goods, activities, and/or services related to implementation of the proposed project.

h) *We are interested in applying for the BOOST funding. The funding announcement mentions that those who have not previously received funding from PCCD or another state agency will receive priority consideration. We received funding from PCCD for the SAEDR grant in previous years. Are we still eligible to apply?*

**Answer:** Yes. Prior awards from PCCD or other sources do not preclude the applicant from pursuing an application under BOOST; however, prior performance may be taken into consideration during the review process. Applicants will be asked to identify any current and/or pending funding source(s) that would support similar programs, services, and/or activities to reduce potential for redundancy.

i) *We have a statewide alliance that represents more than 50 associations across the Commonwealth. Based on our interpretation of the solicitation, our local associations and branches can apply for Track 1 monies and the State Alliance can also apply as a statewide entity, with or without sub-recipients. Is our interpretation correct?*

**Answer:** No. As stated on page 2 of the funding announcement, statewide youth-serving nonprofit organizations must apply, at a minimum, for funding on behalf of at least three subrecipients (e.g., community-based member nonprofit organizations) providing out-of-school

programming serving at-risk youth. Applicants may not submit more than one funding request for BOOST (e.g., you cannot submit an application under the Local BOOST track and the Statewide BOOST track). In addition, organizations that are included as proposed subrecipients under a Statewide BOOST Project application may not submit an application under the Local BOOST track.

j) *We are a school district and community-based organizations located in our service area have asked us to collaborate on this opportunity. Should these organizations submit their own applications, or should they coordinate? Which option would make their application(s) more competitive?*

**Answer:** Due to the competitive nature of this funding, PCCD cannot weigh in on what approach is appropriate for individual proposals; however, please note one of the priority consideration areas includes, "Proposing to develop and maintain community coordination and partnerships."

k) *Would multiple community-based organizations listing the same school district as a project partner hurt their chances of getting funded?*

**Answer:** Not necessarily, so long as the applicants clearly delineate between their proposed projects; however, please note that geographic diversity and other applications received for similar activities in the same region may be taken into consideration during the review process.

l) *We have a 501(c)(3) designation and are a club/organization under the umbrella of a University. Can the University be the applicant agency?*

**Answer:** No. Universities are not an eligible applicant under the BOOST funding opportunity; organizations with 501(c)(3) status are eligible to apply for BOOST Grant funding.

m) *Are non-public schools eligible to apply for BOOST or VIP?*

**Answer:** Non-public schools are not eligible to make direct application under BOOST or VIP. Each funding announcement provides information on the types of entities who are eligible to make direct application for grant funding under each solicitation. Nothing precludes a non-public school from being included as a proposed partner or subrecipient within an eligible applicant's VIP or BOOST proposal.

n) *Are Universities with a 501(c)3 designation and an OST component eligible to apply for BOOST funding?*

**Answer:** No. Universities are not an eligible applicant under the BOOST funding opportunity. However, nothing precludes a University from receiving services from an eligible applicant or being included as a recipient agency within the funding request of an eligible applicant to provide specific goods, activities, and/or services related to implementation of the proposed project.

*o) As a charter school, can I be included as a partner in which I receive services from more than one recipient?*

**Answer:** Yes. Nothing precludes a charter school from receiving services from an eligible applicant or being included as a recipient agency within the funding requests of multiple eligible applicants.

*p) Are organizations who accept CCW and other funding sources (ex: DHS) eligible to apply?*

**Answer:** Yes. Prior awards from PCCD or other sources do not preclude the applicant from pursuing an application under BOOST. Applicants will be asked to identify any prior/potential funding source(s) that have supported or would support similar programs, services, and/or activities. A prior award may be taken into consideration during the review process and the applicant must clearly justify the need for additional resources within their funding request and Proposal Narrative.

*q) I understand an applicant cannot be a subrecipient on a statewide grant and apply as a lead for a local grant; however, can a lead applicant for a local grant, be a subrecipient on another local grant? Also, I am hoping to offer my consulting services to BOOST applicants (specifically for funding priorities 6, 7, and 8 on the funding announcement) and wanted to clarify - am I permitted to be a subrecipient on multiple proposals and awards?*

**Answer:** Yes. An organization can be a subrecipient within the funding requests of multiple eligible applicants under Track 1: Local BOOST Projects.

*r) We received 21 CCLC funding from 2010-2013 and have not since – does that still make us less of a priority than a provider who never received those funds?*

**Answer:** Nothing precludes an applicant that received previous funding from applying.

*s) Since we received our 501(c)(3) tax exempt status this past May and don't yet have operating expenses, we're wondering if we're still eligible to apply directly to BOOST or if we need to apply through a fiscal sponsor. Could you help us determine the best path forward?*

**Answer:** Unfortunately, applying either directly or through a fiscal sponsor would not be possible since your organization has had no expenditures since its inception. However, nothing precludes you from being included as a recipient agency within the funding request of an eligible applicant to provide specific goods, activities, and/or services related to implementation of the proposed project.

*t) Are we able to apply on behalf of one of our partners? They're 501(c)(3) organization or do they need to apply on their own? They work with students in our district.*

**Answer:** Both organizations are eligible applicants; it is incumbent on the prospective applicant to determine which organization should be the applicant agency.

u) *Could you please clarify whether we can submit applications for all three grant opportunities, or if we are required to choose just one?*

**Answer:** As stated in the funding announcements, eligible applicants for BOOST Grants who are also eligible under the FY2024-2025 VIP Grants or CCVI funding may only submit one application to PCCD. You cannot submit an application under all three funding announcements.

v) *I recognize that any one organization is not permitted to apply for more than one of the PCCD VIP grants - BOOST, VIP, or CCVI. However, is it permissible for an agency to be listed as a sub-grantee/partner/sub-contractor on more than one grant proposal? (for example, on a BOOST proposal for one organization and on a VIP proposal for another organization-?)*

**Answer:** Yes. Nothing precludes an organization from being included as a recipient agency within the funding requests of multiple eligible applicants.

w) *If an entity has hiring practices that discriminate based on religion, are they eligible to apply for BOOST funding (or any funding) from PCCD?*

**Answer:** Nothing prohibits an eligible applicant from submitting an application under the BOOST solicitation. If the School Safety and Security Committee recommends your application for an award and you have questions or concerns in relation to the nondiscrimination clause of the award's standard conditions, PCCD has a process in place to address this. Please communicate these concerns if you are selected to submit a formal application within Egrants.

x) *We are licensed as an early learning programming, but we are launching an after-school program in January. I saw the language that said childcare programs were not eligible, but I wasn't sure if that excluded ones who also have OST programming.*

**Answer:** As noted on page 4, child care centers, group child care homes, and family child care homes are not eligible to make direct application for BOOST funds. However, nothing precludes a child care center, group child care home, or family child care home from receiving services from an eligible applicant or being included as a recipient agency within the funding request of an eligible applicant to provide specific goods, activities, and/or services related to implementation of the proposed project.

y) *Looking at the Boost / VIP / CCVI, my understanding is school districts may only apply for one of these and it appears they really are only eligible under the BOOST grant. Is that correct?*

**Answer:** Yes. School districts are only eligible to apply under BOOST; however, nothing precludes a school district from receiving services from an eligible applicant or being included as a recipient agency within the funding request of an eligible applicant to provide specific goods, activities, and/or services related to implementation of the proposed project under the other funding solicitations.

z)  *When we utilize a fiscal conduit, the grant goes in under the fiscal conduit's "name" with the second point of contact being the organizations. This will mean more than one application will be submitted under a single fiscal conduit. Will that negatively impact the applications, as the requirements say "one application per organization" - and this may give that appearance when it's actually not?*

**Answer:** No. PCCD completes a thorough review of submitted applications to determine if applications should be administratively rejected for any reason. We encourage applicants applying with a fiscal sponsor to be explicit in the relationship between the two organizations. This is asked under the Organization Background section in the Proposal Narrative and Budget Template.

## 2. Eligible Program Activities & Approaches

a)  *Will there be any evaluation activities as part of this BOOST OST funding? If so, will you be issuing an RFP looking for an external evaluator?*

**Answer:** While technical assistance and evaluation are allowable activities under this solicitation for eligible applicants to utilize BOOST funds to support, the primary focus of this solicitation is supporting the provision of OST programming. At this time, PCCD does not anticipate releasing a dedicated solicitation for an external evaluator. On page 5 of the funding announcement, under section 7. Allowable Grants Expenses, it outlines that applicants can request a portion of their BOOST grant funding to support project-specific technical assistance, which would include evaluation activities. If your organization is not an eligible applicant, nothing precludes you from being included as a recipient agency within the funding request of an eligible applicant to provide specific goods, activities, and/or services related to implementation of the proposed project.

b)  *Would a teen court be an eligible program under this funding announcement?*

**Answer:** Due to the competitive nature of this solicitation, PCCD cannot weigh in on specific proposed activities. Applicants are strongly encouraged to review all open and available funding announcements to determine which funding announcement and track best fits the organization and its proposed programming goals. As an example, eligible organizations providing mainly prevention-based, after- or before-school programming, may want to consider the BOOST application. Programs with a broader focus than prevention/afterschool, and may include elements of intervention or transformation, may want to consider the VIP application. Please refer to the one-page summaries included on PCCD's website for a breakdown of each solicitation type that may be applicable to your particular organization and select the appropriate solicitation that best fits your program needs.

c)  *What are some examples of activities and programming/outlines that would/could fall under the BOOST grant?*

**Answer:** Eligible program activities and approaches must fall within the guidelines as explained on page 4 of the funding announcement. We encourage you to read through all funding announcement materials to determine how to formulate your proposed project.

*d) Trauma informed approaches is a priority, but not required – correct?*

**Answer:** While PCCD always encourages use of trauma-informed and/or evidence-based programming, and proposals seeking funds for trauma-informed and/or evidence-based addressing unmet local needs will receive priority funding consideration, it is not a minimum requirement under BOOST funding that programming be trauma-informed and/or evidence-based to be eligible for grant funds.

*e) Does the organization have to do Direct Service to be eligible to apply?*

**Answer:** Yes. Please see the information found on page 4, *6. Eligible Program Activities & Approaches.*

*f) I have a question about the definition of "out of school time". Our standard programming, primarily educational tutoring, happens outside of class and is separate from standard classroom instruction. It includes activities and exercises not covered during regular classroom instruction. Typically, we provide it by pulling students out of class. Would this meet your definition of out of school time?*

**Answer:** OST programming is defined as structured programs or activities with engaged mentors and evidence-based/informed practices provided to school-age youth before school, after school, or during the summer. This does not include/supplant instructional services provided by school entity employees and cannot satisfy compulsory education requirements or result in academic credit.

## 3. Budget/Allowable Expenses

*a) Would these be allowable expenses?*
- *an indoor playground as part of a community center and a library*
- *sports equipment to outfit a gymnasium*
- *Library furniture*

**Answer:** Given the competitive nature of the BOOST funding solicitation, PCCD cannot weigh in on specific proposed costs or activities. As stated in the funding announcement, grant funding can support expenses associated with direct project activities, including program implementation. These expenses must be justified and align with the activities outlined under Section 6. Eligible Program Activities & Approaches. Applicants are required to outline these expenses in the Budget Table and Narrative. As mentioned in the template, a brief description of what is included in the expenses by category is required. These expenses must be clearly justified on how they relate to the project and BOOST solicitation goals and criteria. If an applicant's funding request is successful and recommended for approval by PCCD, applicants might get asked to remove items from their budget as part of the formal award process. PCCD will determine whether each expense is appropriately explained and justified and will have final approval of all budget requests.

b) *Our organization is a qualified statewide, youth serving organization as described in the funding announcement. Our budget is smaller than our member organizations across the state with varying levels of budget size and capacity. We plan to apply on behalf of our member organizations and sub-grant the funds secured through the BOOST Grant program to our member organizations. We would like some additional clarity regarding the allowable budgets for statewide entities. The Track 2 BOOST project award amount description and example seem to be at odds with each other.*

**Answer:** To clarify, for statewide applicants applying under Track 2, the maximum award amount is $1,500,000 in total, with no subrecipient able to request more than 50% of that subrecipient organization's annual operating expenditures or $250,000, whichever is less. Statewide applicants may not request more than 50% of their total actual operating expenditures for the period of July 1, 2023 to June 30, 2024.

c) *If our organization offers OST in addition to other programs, should we submit our OST only budget? Or the entire organization budget?*

**Answer:** Maximum award amounts are based on an applicant's current annual actual operating expenditures (not actual or budgeted revenue or budgeted expenditures) for the entire organization.

d) *After participating in the webinar and reading the provided materials, the grant will reimburse no more than 50% of approved BOOST-related expenditures. This means that a grant recipient will need to provide a matching amount to cover the rest of the BOOST expenditures, correct?*

**Answer:** No. As stated on page 2 of the funding announcement, there is no match requirement under the BOOST funding opportunity for either track. The 50% applies to the total grant award that applicants can request. Applicants may not request more than 50% of their total actual operating expenditures for the period of July 1, 2023 to June 30, 2024, or the maximum allowable amount for each BOOST Track, whichever is less.

e) *I am looking for some assistance in understanding the indirect v direct costs allowed in the BOOST grant and how to fill them into the budget frame. We will be requesting approximately $150,000 to expand our program and hire more staff to be open more often. I read that the funds may be used for staff salaries and to cover program participant expenses. Then I read that only 10% of the grant can be used for indirect costs of salaries and supplies. Does that mean that approximately $15,000 may be allocated toward salaries each year?*

**Answer:** Salaries and wages are considered direct costs. To calculate modified total direct costs, total the salaries and wages, fringe benefits, materials and supplies, services, travel, and up to $25,000 of each subaward then multiply by 10% to get the total maximum allowable amount of indirect costs. If total direct costs amount to $150,000 using the modified total direct costs calculation, $15,000 is the maximum allowable amount of indirect costs.

*f) We would like to use BOOST grant funding to pay other nonprofits and independent artists to run afterschool programs, and to pay school staff who stay to monitor the programming. Is this considered 'Contractors/Consultants'?*

**Answer:** Budgeted costs for services rendered would be considered 'Consultants' costs.

*g) Can the operating expenses of subrecipients be factored into the statewide budget / operating expenses for a statewide application?*

**Answer:** As stated in the funding announcement, the maximum allowable grant funding that can be requested is limited to 50% of the applicant agency's operating expenditures for the time period of July 1, 2023 to June 30, 2024.

*h) Is PCCD keeping a database anywhere for grantees on potential contractors/vendors that we could be added to or supporting applicants with connecting with service providers in other ways?*

**Answer:** PCCD is not keeping a database for grantees on potential contractors/vendors.

*i) Do subcontractors/vendors need to be written into the grant application or can they be determined after grants are awarded?*

**Answer:** Specific subcontractors/vendors can be identified after grants are awarded; however, the more specific information an applicant can provide on activities, programming, or expenses in their application, the stronger the proposal. Please review the specific questions being asked in the SurveyMonkey Questions and Proposal Narrative and Budget Template.

*j) You describe Allowable Grant Expenses to include "enhancing readiness/capacity to effectively administer grant funds." Would you consider this to include capacity building whereby a consultant assists the org to develop an updated strategic plan to ensure proposed and existing program curricula ties to PAL's goals, objectives and logic model?*

**Answer:** Given the competitive nature of the BOOST funding solicitation, PCCD cannot weigh in on specific proposed costs or activities.

*k) On the Budget Worksheet, there are only seven line items listed, and we have 21 expense line items on our budget. Can we modify the Budget Worksheet or must we consolidate our expenses into the seven provided categories and explain it in the narrative?*

**Answer:** Each of the expense items should be entered within one of the budget categories listed in the Budget Table. If you are unsure where a particular expense should go and it doesn't seem to fit within one of the categories, you can list it under "Other". The total dollar amount for each category should be provided in the Budget Table.

*l) We do not split out salaries and benefits on our budget. May we combine them under "Salaries"?*

**Answer:** Please enter this line item for how it makes sense for your project and ensure the justification/narrative provides an explanation for what makes up the expense cost. Please note separation of costs will be required at the next stage if your initial request is selected to move forward to the formal application stage.

m) *There is no line item for Direct Program Expenses on the Budget worksheet. The grant would be used to pay for the students' direct program expenses, i.e. food, lodging, printed materials, etc. Would direct program expenses be considered "Supplies and operating expenses"? If so, should we put the entire grant expenditures under this line item and leave everything else blank, or are you looking for us to prorate those expenses across all seven line items on your Budget Worksheet?*

**Answer:** Please use your best judgement when categorizing expenses. Generally, expenses such as those described should be entered as multiple line items, meaning one line item for food, one line item for lodging, one line item for printed materials, etc. within the Supplies & Operating Expenses category.

n) *Approximately one half of our annual budget expense is for Contributed Services, meaning the non-cash value of our volunteers' time and travel. Since this is a non-cash, net zero Revenue and Expense line item, should we not list this or would you consider this "Consultants"? We do not pay them and so therefore it is not a direct cash expense.*

**Answer:** Since you would not be requesting grant funds for this expense, it should not be included in the budget.

o) *Realizing that the Budget Worksheet and narrative are scored, we want to provide you with accurate information from which to base your decision, but the Budget Worksheet does not align with our budget nor is there room on it for what the grant funds would be used for. How can we accurately describe to you what the funds would be spent on within the constraints of the provided budget sheet?*

**Answer:** Please read the instructions for the Budget Tables and Narrative. The total per year per category should be provided in the budget table. Then underneath, each category should be broken out by line item with detailed descriptions of what makes up the total cost. There is a page limit of 3 pages or less for each organization's budget request for grant funds. It should be clear to reviewers what grant funds will be spent on.

p) *What line item on the budget should incentives (food/gift cards) be placed in? Is this "supplies/materials" OR "other"?*

**Answer:** Different forms of incentives should be multiple line items, meaning one line item for food, and one line item for gift cards. These would go under the Supplies & Operating Expenses category.

q) *The limit on a new after school program request is 250,000, correct?  We currently have 21st Century but nothing else.*

**Answer:** Applicants may not request more than 50% of their total actual operating expenditures for the period of July 1, 2023 to June 30, 2024, or the maximum allowable amount for each BOOST Track, whichever is less. For Local BOOST projects, the maximum grant amount request is up to $250,000 total, over an up-to-24 month project period.

r) *Just wanted to kindly confirm that the amount of funding an organization can ask for is $200,000 a year for 3 years?*

**Answer:** No. Please see the response to question (q) above.

s) *If we are applying for funding to help with staffing in multiple ways, do we need to make itemized lines under the personnel line? For example, we plan to use a portion of the funds to hire new staff, a portion to increase salaries/wages, and a portion to increase hours. Does this need to be broken down between those categories or can it all be listed in the category of personnel?*

**Answer:** Applicants are encouraged to be detailed in their descriptions to provide a clear idea of how grant funds would be spent. It should align with the activities described in the Proposal Narrative.

t) *What happens if we budget more funds for year 1 then we end up spending (due to staff changes, hiring delays, etc.)? Will we be able to spend those funds in year 2?*

**Answer:** PCCD allows grantees to submit project modification requests to make changes to their project and budgets with final approval from PCCD. If your grant is selected to submit a formal application in Egrants, more information will be provided on this process.

u) *The OMB Uniform Guidelines raised the de minimis rate from 10% to 15% effective 10/1/2024. Do you know if the indirect cost for this application will increase from 10% to 15%?*

**Answer:** Per section 8. Indirect Costs in the funding announcement, indirect costs are limited to 10% of modified total direct costs. Please read that section for more information.

## 4. Target Population

a) *What age range does PCCD consider to be* school-age *for this opportunity?*

**Answer:** In general, PCCD defines school-age youth to mean 6 years of age until 18 years of age. In the SurveyMonkey form, you will be asked to select the age groups/grade spans that will be served by the proposed programming, starting from i. Grade 1 (6-7 years old) to xii. Grade 12 (17-18 years old). There is also a "Other" option for applicants to enter a response, if needed.

b) *Please define 'at-risk'. Would youth located in 'at-risk' areas count?*

**Answer:** For the purpose of this funding announcement, 'at-risk youth' is defined as school-age youth who are at an educational disadvantage because of limited English proficiency, poverty, homelessness, foster care, housing instability, academic difficulties, or economic disadvantage.

c) *Are there any guidelines regarding the recommended number of students served per school year per grant amount requested?*

**Answer:** No. It is incumbent on the applicant to determine what is feasible for their project proposal.

d) *Can you tell me what you mean by "Serving the **largest number** or percentage of at-risk youth, including students experiencing homelessness, foster care youth, and students with a disability"? Realistically, how many youth should an organization serve in order to have a strong application?*

**Answer:** Number of youth served will be a consideration as part of the review process. It is incumbent on the applicant to determine what is feasible for their project proposal. Please review the SurveyMonkey Questions to see what questions are required as part of the application.

e) *Is it acceptable if all of our students fit into economically disadvantaged and not the other categories?*

**Answer:** Due to the competitive nature of this solicitation, PCCD cannot comment on this.

## 5. Awards & Funding

a) *How does PCCD handle payment? Is it reimbursement only?*

**Answer:** Per Commonwealth guidelines, PCCD reimburses actual expenditures incurred. PCCD does not provide grant funds upfront. To request reimbursement, grantees are required to submit fiscal reports in Egrants which provide line-item detail on actual grant expenditures. Fiscal reports are required at least quarterly and can be submitted more frequently to assist organizations with cash flow, if needed. Reimbursement cannot occur until the fiscal report is reviewed and approved by PCCD.

b) *The BOOST funding announcement states, "BOOST Grant funding cannot be used to replace ("supplant") state, federal, or local funds that would otherwise be available for program-related services." Does "local" mean local government or does it refer to any local funding, e.g., corporate or foundation grants. I believe BOOST funds can't be used to supplant ANY funds currently in a budget for a particular program, but just wanted to doublecheck this.*

**Answer:** Supplanting occurs when an entity reduces funding budgeted for an activity because grant funds are available to support that same activity. Requesting funding for activities, personnel, and/or items currently included in the entity's annual budget, including salaries for existing positions, would be considered supplantation.

c) *If funded, how would an entity that is splitting cost between a local government source and BOOST show the split in accounting – for instance an OST Coordinator or other staff person working with the youth is 100% on the project, but perhaps BOOST is only covering 20% of the cost – would a QuickBooks class report showing the 20% cost attributed to BOOST be sufficient?*

**Answer:** It is possible to partially support an individual's salary under this solicitation. More details about how to budget and account for their time will be provided if the applicant is awarded.

d) *We do not believe we have a non-procurement vendor account with the Commonwealth of PA – how can we confirm that? From the checklist, do we need to set that up prior to applying in this initial step?*

**Answer:** No. Setting up a vendor account would only be applicable if you were selected for an award.

e) *If funded, how long of a delay after invoicing do you anticipate before a monthly invoice is paid?*

**Answer:** From the point that the fiscal report is approved by PCCD staff, it takes approximately 3 weeks to a month to receive payment.

f) *Can you tell me if there were BOOST-FA programs awarded in the past, and if there is a link to see what type of programming it is? Or, is this a new grant program?*

**Answer:** The BOOST funding opportunity is a new carve out of VIP funding. Information on previously funded VIP projects can be found here: [Gun Violence Grants & Funding (pa.gov)](pa.gov). Scroll down to view "Past VIP and CCVI Grants Program".  We encourage you to read through the BOOST funding announcement and the webinar materials to familiarize yourself with FY24-25 BOOST requirements (separate from FY24-25 VIP requirements).

g) *I reached out to our insurance agent in regards to a quote for our board officers responsible for receipt and expenditure of funds to be bonded or insured.  Our agent would like to know what type of bonding is required.  Are you able to assist me with this?*

**Answer:** Nonprofit agencies are required to show evidence that the Project Director, Financial Officer and Board Officers and any employee that is responsible for the receipt and expenditure of funds are included in an employee dishonesty insurance policy for 30% of the funds requested or 10% of the organization's budget, whichever is greater. Please note that this is not required unless your organization is approved to submit a formal application in the Egrants system.

## 6. SurveyMonkey/Application Requirements

a) *Is it recommended to solicit and include letters of support from state & local elected officials within the application package?*

**Answer:** While it is required that applicants attach letters of commitment/support from any and all named locations/project partners as part of their initial funding request, letters of support from state and local officials are optional.

b) *If the programming is not taking place at a school district property, is a letter from the district still required?*

**Answer:** No. Applicants must provide letters of commitment/support from any and all named locations/project partners as part of their initial funding request.

c) *Does the term "named partner" refer to a subrecipient - an entity receiving funds?*

**Answer:** Yes. Subrecipients is another term for 'project partners'.

d) *Who should we address letters of support to?*

**Answer:** Letters of support can be addressed to Mike Pennington, Executive Director, 3101 North Front Street, Harrisburg, PA, 17110.

e) *We just completed our annual audit, but have not yet received our 990. Would it be possible to upload last year's 990 and this year's audited financial statements?*

**Answer:** Applicants must provide one of the following: Statement of Activity, Profit/Loss Statement, or similar report for the organization's accounting system, Form 990, or an audited financial statement. Applicants are not required to provide all these documents. One of the aforementioned options must be attached to your application to verify the total actual operating expenditures for the period of July 1, 2023 to June 30, 2024.

f) *Do we need to have our SAM registration complete to apply?*

**Answer:** Organizations are not required to register in SAM to apply for the BOOST funding opportunity. SAM is only required for federal funds; BOOST utilizes state funds.

g) *We are a Track 1 applicant with no partners or subrecipients. Will we nonetheless be able to upload Letters of Support in that section of the application? That is, in addition to the Additional Attachments.*

**Answer:** Yes. Please use the [SurveyMonkey Questions](SurveyMonkey Questions) document to see the sections that allow for additional attachments.

h) *If we're proposing to utilize some of the grant funds to pay for other nonprofits with whom we contract to come into our center to provide instruction/programming to our kids, do we need a LOS from that contractor?*

**Answer:** Yes. Applicants must provide letters of commitment/support from any and all named locations/project partners as part of their initial funding request.

i) *If we received funding that originates from a state agency to conduct a certified OST program, should we list that in the application in response to question: "Prior/Potential Funding for Similar Project Activities"*

**Answer:** Yes. Applicants will be asked to identify any prior, current, and/or pending funding source(s) that would support similar programs, services, and/or activities to reduce potential for redundancy.

j) *We are applying under Track 1, but have four different sites/project partners/subrecipients. In this instance, do you submit one overall budget, and then one budget for each of the site/project partners/recipients, or one budget, and then one combined budget for all of the sites for a total of no more than 21 pages?*

**Answer:** This is up to the applicant; applicants can provide an overall budget. The minimum requirement is that each agency/project partner/subrecipient has its own budget and associated narrative to make it clear what grant funds would be used for. For 5 organizations, the maximum page limit is 15 pages.

k) *For the Prior/Potential Funding for Similar Project Activities section of the application can you define what types of other "local, state, or federal grant sources" should be included? For example, would a $10,000 grant for gardening programming, provided by another nonprofit and used as part of our out-of-school time programming, qualify as something that should be outlined as a local grant source?*

**Answer:** Applicants are encouraged to be as transparent as possible on prior, current, or potential funding that have supported or would support similar programs, services, and/or activities to reduce potential for redundancy.

l) *Is it OK to apply for an OST Program that is more than one type? (for example, after school AND summer)?*

**Answer:** Yes. In the SurveyMonkey Questions, Question 14, types of programming, allows applicants to check all that apply (before, after, summer, year-round).

m) *The grant period is 2 years, but the budget template is for 3 years – is this in case the organization's fiscal year doesn't align with the grant period – so funding can be divided among the three years of fiscal years it overlaps with? OR is it OK to just align with the grant period and only list estimates for 2 years?*

**Answer:** PCCD apologizes for the inconvenience and confusion; the BOOST Proposal Narrative and Budget Template have been corrected to only have two years in the Budget Table.

n) *Question about the letters of support for the BOOST grant. We are a school district contracting out with two outside agencies to provide the activities in the grant. Would the letters of support come from each of those agencies, from our school district Superintendent, or from our School Board president?*

**Answer:** The two outside agencies need to provide letters of commitment/support.

o)  *How many letters of support are you looking for when we complete the survey for BOOST?*

**Answer:** The number of communications/letters of support is dependent on the application; communications/letters of support are required for any named project partners to the proposed project.

p)  *When you ask about other funding sources, are you only looking for information regarding local, state, and federal government grants OR do you also want us to list committed private/corporate foundations? Do you want us to also list pending private foundation/corporate grants?*

**Answer:** Please see response above under (6)(k).

q)  *The narrative boxes for the budget do not allow bullet points, drop down indents etc. like the proposal narrative sections. Is this a glitch, or do you not want information displayed that way for this section?*

**Answer:** These are provided to serve as placeholders. Applicants can delete them to format the budget descriptions.

r)  *For question 19 of the survey monkey questions, "Estimated Program Reach", should the total percentages or numbers add up to the total estimated number of youth served we list in a.?*

**Answer:** Yes. The subtotals should sum to equal the total.

## 7. Project Period

a)  *The funding announcement has the grant start date as February 1, 2025. Can I apply for funding a project that starts after that?*

**Answer:** Yes. The project must take place between the project period of February 1, 2025 and January 31, 2027 for up to 24-months, but it doesn't need to start on that date nor be for the entire 24 months.

b)  *Does the BOOST funding require programs to be year-round or for a full school-year?*

**Answer:** No. Question 6 in the SurveyMonkey Questions asks applicants to select whether the program is before school, after school, summer, or year-round.

c)  *Can you define the budget years for 1, 2, and 3 based on the dates the funding is available given the February 2025 through January 2027 timeframe – are the three years based on PA State budget years?*

**Answer:** BOOST funding is available for a 24-month period; it is incumbent on the applicant to determine your project period.

## 8. Legislation & Fiscal Code

a) *The BOOST application excludes childcare centers, group child care, and family child care from applying. Why?*

**Answer:** The exclusion was included in the funding framework adopted by the School Safety and Security Committee.

b) *Can you explain the difference between the decision within a "funding framework" vs legislation/ fiscal code? I understand the decision-making process for fiscal code language but where is the decision made for a funding framework? Also, is there a rationale for why the child care exclusion was adopted by the committee?*

**Answer:** The PA Public School Code places the responsibility on the School Safety and Security Committee (SSSC) to perform all functions related to the direct approval, disbursement and administration of grants. As part of the competitive grant-making process, the SSSC develops and adopts funding frameworks that help guide the solicitations they release. The Fiscal Code language and current legislation addressing BOOST initiatives were all referenced as a guide for the funding framework.

## 9. Reporting/Performance Indicators

a) *If funded as a BOOST program that improves academic readiness, for implementation and outcome tracking would the following outcomes be sufficient: % of students/youth who improved at math on an external curriculum (after school and summer), % of students who improved on reading on an external curriculum (after school and summer), % receiving homework assistance (after school only), % promoted to the next grade (after school only)?*

**Answer:** Performance metrics will be individually developed based on your project; however, nothing precludes an applicant from developing their own metrics and tracking outcomes.

b) *In the webinar you mentioned quarterly reporting but many of our outcomes are once a year – with pre and post testing so what would be required reporting quarterly?*

**Answer:** See previous response.

c) *Will the required ongoing program reports follow the proposed outcomes/metrics we submit and/or are there other specific measurements to be reported for BOOST funding?*

**Answer:** See previous response.

d) *Will BOOST require funded agencies to enter data on youth served into an online system?*

**Answer:** See previous response.