

2015-16 Requests for Proposals Q & A

(Updated 4/6/15, 3:00 p.m.)

All the questions have been organized by the RFP section most pertinent to the response. We hope this will help readers navigate the documents better. The questions posted here include questions received through the RFP email (21stCCLCRFP@fldoe.org) and those received during the RFP trainings. Duplicate questions have only been included once.

Section 1

Q1. If we don't qualify for Title I funds, is this even applicable?

A1. As indicated in section 1.5 of the RFP, 21st CCLC programs target students “students attending kindergarten through 12th grade in Florida schools:

- **eligible for Title I School-Wide Program services, and/or**
- **where at least 40% of the student body comes from low-income families (as demonstrated by free and reduced-price lunch status) and their adult family members.”**

Q2. The RFP is due during high testing time. This will be close to impossible for school sites to write.

A2. At this time, there are no plans to change the RFP due date. Changing the RFP due date would likely impact the award dates and not allow programs to begin program services on a timely manner.

Q3. Also, when will the RFA be due? The same concern applies here, as historically the RFAs were due before the RFPs.

A3. At this time, the plan is to release the Request for Applications (RFA) for continuing programs) following the RFP due date. RFA information will be available at http://www.fldoe.org/schools/family-community/activities-programs/21st-century-community-learning-center/requestapp.html.

Q4. I wanted to know what is the amount that can be requested per year for the CCLC proposal?

A4. Funding information appears in Section 1.8 of the RFP.

Q5. To clarify one additional new element – Our district currently receives \$3.1M in a single year to support 6 grants. I understand from the new language in the grant that our district is not eligible to apply for either of the 21st CCLC competitions this year. Can you please confirm?

A5. See Section 1.8 of the RFPs for information on the maximum combined total funding across all 21st CCLC programs, whether they are new or continuing awards. Award caps are not intended to impact eligibility but rather to set a maximum amount of funds an eligible agency can receive.

Q6. The training in Miami is scheduled for April 3rd which is Good Friday and the first seder day of Passover. Is there any way that date can be changed?

A6. Attendance is recommended but not required. At this time there are no plans to reschedule any of the RFP training dates. Delaying the training dates will likely have a negative effect for applicants.

Q7. Can for profit agencies collaborate with higher ed and apply for this RFP.

A7. Section 1.6 of the RFP describes the eligible applicants.

Q8. What is the maximum amount that can be requested per year?

A8. Funding information appears in Section 1.8 of the RFP.

Q9. Are the 21st Century RFPs that were recently announced – two, really: one statewide and then one for geographic area that does not have a 21st Century grant?

A9. Yes, FDOE did release two RFPs. Information can be accessed at <http://www.fldoe.org/schools/family-community/activities-programs/21st-century-community-learning-center/rfp.stml>.

Q10. Can you please tell me if a public charter schools may submit a grant application for 21st CCLC grant funding directly to FLDOE on its own, or must a charter school submit through its local school district?

A10. Charter schools that have not been granted the status of independent Local Educational Agency (LEA) must apply through their parent school district.

Q11. We were reviewing the RFP for the 15-16 21st CCLC. It appears there are 2 proposals. TAPS 16B030 – Statewide and TAPS 16B036 – Geographic Diversity Expansion. Are both of these restricted by county? (We are currently not in a targeted county.)

A11. Eligible applicants proposing to serve eligible schools located in counties not listed in Section 1.8 of TAPS 16B036 – Geographic Diversity Expansion RFP, may apply under TAPS 16B030 – Statewide RFP.

Q12. On the General Assurances document that must be signed, it asks for the “agency number.” Is this something that is assigned once we submit our letter of intent? If not, can you assign one to us?

A12. The agency number is a number issued by FDOE. If your agency has now or has had in the past an agreement with FDOE, your agency likely has an assigned agency number. The RFP web-based system will identify your agency number if one exists. If your agency does not have an agency number, leave the box empty. FDOE will provide an agency number if the agency is awarded funds. The General Assurances is not provided to the reviewers so the absence of an agency number will not impact the application’s score.

Q13. If an agency going into its 4th year has an allocation of approximately \$2,750,000 does that mean they cannot apply for the 2015-2016 RFP?

A13. See Section 1.8 of the RFPs for information on the maximum combined total funding across all 21st CCLC programs, whether they are new or continuing awards.

Q14. The School District of DeSoto County is in year 3 of a 21st CCLC Grant, is DeSoto eligible to apply for either of the newly released grant opportunities? If so, which one.

A14. Eligible applicants proposing to serve eligible schools located in counties not listed in Section 1.8 of TAPS 16B036 – Geographic Diversity Expansion RFP, may apply under TAPS 16B030 – Statewide RFP.

Q15. Where can we access the DOE 610 and 620?

A15. The DOE 610 and DOE 620 forms will not be available until approximately July 1, 2015. The forms will be located at <http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/departments-of-edu-grants-forms.stml>. We will also post them to the 2015-16 RFP page at <http://www.fldoe.org/schools/family-community/activities-programs/21st-century-community-learning-center/rfp.stml> and the 21st CCLC Forms page at <http://www.fldoe.org/schools/family-community/activities-programs/21st-century-community-learning-center/forms.stml>.

Q16. *The maximum single award is \$500,000.00. If an educational consortium plans to implement the project in multiple schools across two to three school districts, would the potential combined funding be up to \$1,500,000.00?*

A16. An agency may receive up to \$1,500,000 through this RFP. This level of funding can only be achieved through multiple applications scoring within the funding range.

Q17. *My colleagues and I are planning to apply to this funding opportunity. We wanted to clarify the funding limits. Specifically, the RFP indicates that a single award will not exceed \$500,000. Is this per year or total over the five-year period?*

A17. See Section 1.8 of the RFPs for information on the maximum combined total funding across all 21st CCLC programs, whether they are new or continuing awards. Awards are made on a yearly basis. The \$500,000 cap applies to a yearly request. The budget to be submitted with the application should be designed based on one year of operations. The Budget/Program performance period is identified in Section 1.10 of the RFP.

Q18. *Is there any information regarding the Risk Analysis that can be provided prior to July 1, 2015?*

A18. At this time we do not have any further information. We will post updates as additional information becomes available.

Q19. *In years 3, 4, 5 – what documentation is required for the match amount? Can it be provided in-kind?*

A19. See Section 1.9 of the RFPs. Match funds are not required for 21st CCLC funds. Applicants are encouraged to secure in-kind contributions to support the proposed level of service on years 3 through 5.

Q20. *During the letter of intent – You ask to list centers (up to four). Please define a center. Is it a separate RFP?*

A20. The RFP is the document drafted by the department (FDOE) seeking proposals. Applications or proposals are the documents drafted and prepared by agencies in response to the RFP. An application may include services at one to four centers. Centers, also known as sites, are the physical locations where a 21st CCLC program takes place.

Q21. *In the past RFP's, I submitted large documents of charts of accounts and the City's financial reports. Would a hyperlink be sufficient?*

A21. This type of documentation may be required during the Risk Analysis. This information or documentation is not required during the application period. Organizations that are recommended for funding will have to complete the process in order to receive an award notification (see Section 1.13 of the RFPs). The department will post additional information as it becomes available.

Q22. *SouthTech Academy Charter would like to submit a proposal for the 21st Century CCLC grant; however, we noticed that Palm Beach County is not a target area. Are we still eligible to apply?*

A22. The department has released two (2) 21st CCLC RFPs. The RFP with TAPS number 16B030 is open to eligible applicants throughout the state.

Q23. *In a previously posted question and answer, you answered that charter schools that have not been granted the status of an independent LEA must apply through their parent school district. Can a nonprofit as the lead agency (not affiliated with the charter school) applying for 21st CCLC funding subcontract with a charter school as a 21st CCLC site?*

A23. Center, also known as sites, locations are selected by the applicant.

Q24. *Will the PowerPoint be posted?*

A24. The RFP trainings presentation will be posted on the department's RFP webpage following the last training on April 3, 2015 at <http://www.fldoe.org/schools/family-community/activities-programs/21st-century-community-learning-center/rfp.shtml>.

Q25. *RE: Geographic Diversity Expansion – Jackson and Madison Counties – Is a child care license required?*

A25. As indicated in the RFP, please contact your local licensing agency. The FDOE does not make licensing determinations.

Q26. *In order to align our activities in the proposal, what will be the start date for existing programs? August 1 or October 1?*

A26. The project period for continuing subgrants will mirror the project period of the RFP. During project year 2015-16, all 21st CCLC programs will have a Budget/Program performance period of August 1, 2015, to July 31, 2016.

Q27. *In Section 1.5, the RFP states, "Proposals can only target a maximum of four schools per site." If we are writing for a state-wide organization with headquarters in Jacksonville and numerous school sites/centers throughout the state, are each of our school sites considered a "site" in regards to the RFP or will each of our school sites require a separate application?*

A27. The organization of the application/proposal is up to the applicant.

Q28. *When the RFP says that "The Maximum Single Award is \$500,000" does this mean \$500,000 per year (for up to four sites) or \$500,000 total across the five years of the grant? The wording is unclear to me.*

A28. The funding caps identified in the RFP refer to a one year award. Applicants should develop their plan and budget for one year.

Q29. *Greetings, we understand that proposals can only target a maximum of four schools per site and that the award cannot exceed \$2 million for the Project Year 2015-16. Are these limits applicable to School Districts who will include Charter Schools in their applications?*

A29. Please note that individual awards cannot exceed \$500,000, the \$2 million dollar cap refers to agencies that are currently receiving 21st CCLC funds. The requirements identified in the RFP apply to all applicants.

Q30. *I missed the information meeting in Okaloosa County. The other places referenced are a great distance away. [Will any of the workshops be] videotaped or conferenced where I might be able to join in long distance?*

A30. The workshops were not recorded so they will not be available online. The PowerPoint presentation as well as a webinar on how to navigate the RFP website are available in the Florida Department of Education 21st CCLC Request for Proposal webpage.

Q31. *I noticed in years past applicants could apply for afterschool programs for VPK- Grade 12. I see the new RFP does not include VPK. Is that an oversight or can programs with VPK apply for enrichment programs after the 3 hour VPK day?*

A31. See Section 1.5 of the RFPs for Target Population(s). The target population for 21st CCLC programs is Kindergarten through grade 12.

Q32. *What is the maximum grant award amount, per center, that districts will be able to apply for?*

A32. See Section 1.8 of the RFPs for the maximum single award amount. Maximum amounts are set by application, not by site. An application can include up to four (4) sites.

Q33. *On p. 5 of the RFP (TAPS 16B030) it says in paragraph 4 that the "total funding to be released...is approximately \$12 million." Then in paragraph 7 it states that "The maximum combined total funding across all 21st CCLC programs...will not exceed 2 million." Which figure is correct?*

A33. Both figures are correct. The total funding available for all proposals submitted in response to the Statewide RFP is approximately \$12 million. For a single organization, the maximum combined total across all its 21st CCLC programs is \$2 million.

Q34. *Your RFP references a list of all 21st century directors and coordinators. Is this list accessible to the public?*

A34. The RFP requests this information for next program year. The information will not be available online until after the RFP process is completed and the successful applicants are issued an award.

Q35. *Is the maximum single award \$500,000 across 5 years (e.g., \$100,000 per year) or \$500,000 PER YEAR across 5 years (e.g., \$500,000 per year for a possible total of \$2.5M)?*

A35. The \$500,000 is for one year. For the proposal, applicants should develop and submit a one year budget. Please note that 21st CCLC programs receive a 20% reduction in funding on years 3 through 5. At most, an organization can receive the following amounts for one project:

Year 1	\$500,000
Year 2	\$500,000
Year 3	\$400,000
Year 4	\$400,000
Year 5	\$400,000
Maximum	\$2,200,000

Funding amounts may be impacted due to performance or the availability of funds.

Q36. *Can we reach out to another agency to serve the students in our school if the district is not interested in applying?*

A36. Eligible schools can reach out to any of the eligible applicants identified in Section 1.6 of the RFP to serve their students. There are many 21st CCLC programs operated by private organizations at schools around Florida.

Q37. *On page 5 of TAPS 16B030 – 1.6 states that Eligible applicants can be a consortium of two or more agencies, organizations or entities. Please define what defines the consortium.*

A37. The language in that section comes from the Elementary and Secondary Education Act, as amended, Title IV, Part B. While the term is not defined for 21st CCLC, we would accept as a consortia any "group (as of companies) formed to undertake an enterprise beyond the resources of any one member" (<http://www.merriam-webster.com/dictionary/consortium>). The USED's Institute of Education Science defines consortia as "Associations of institutions (usually higher education or libraries) that share resources and/or students to strengthen programs or services and reduce costs."

Q38. *Page 4. of RFP: If a consortium is applying on behalf of 4 districts, how many sites could there be in each district?*

A38. There is not limit on the number of centers/sites that can operate in a district. Each application can only include up to four (4) centers/sites.

We would prefer that each proposal includes services in only one county so that in the scenario described in the question the consortium would submit four proposals. This is not required.

Q39. Page 5 of RFP: What constitutes a single award? To one site, to one school, one District or to one proposal? So if a consortium is submitting a proposal on behalf of four eligible entities, the maximum it can apply for is \$1,500,000? If so, does it matter how the \$1.5 million is split among the four entities? Is the \$1,500,000 over the five years of the award?

A39. A single award is the award that results from one proposal. Based on the proposed design, a single award could be one or more sites (up to four). A single award, regardless of the type of entity that submits the proposal, will not exceed \$500,000. Multiple proposals may be submitted by one entity or agency.

Q40. Can higher performing schools still be considered as a site if the program is for lower quartile and Level 1 students?

A40. The eligibility of the school is based on Title I eligibility and/or free/reduced lunch price status, not the performance of the school.

Q41. Who else is applying in our area?

A41. There is no way for the FDOE to know at this point as Letters of Intent were not required.

Q42. How many applications can be submitted?

A42. There is no limit to the number of applications an individual eligible agency can submit.

Q43. With the need for quality programs so great, why hasn't there been a 21st CCLC presence in the targeted geographic diversity areas?

A43. 21st CCLC programs are funded on a competitive basis and the FDOE does not play a role in selecting who applies.

Q44. Does the ELT funding count towards the \$2 million cap?

A44. Yes, the ELT funding will count towards the \$2 million funding maximum per agency.

Q45. Please provide clarity on non-public school eligibility.

A45. The same eligibility of Title I status or at least 40% free/reduced lunch applies to non-public schools.

Q46. For the combined total maximum, is it per TAPS # or between both?

A46. The total maximum funding is between both RFPs, as well as any pre-existing awards.

Q47. What is a typical score to receive an award?

A47. This varies per year dependent on the amount of money available and the number of applications.

Q48. If we want to apply for sites in a regular district that already has 21st CCLC and have one site in a county that doesn't have 21st CCLC, do we have to do two different applications or can we do one application since the primary site will be in a district with 21st CCLC?

A48. This decision is left up to the applicant.

Section 2

Q49. *Is Charlotte County eligible to apply?*

A49. Section 1.6 of the RFP describes the eligible applicants. Eligible applicants proposing to serve eligible schools located in Charlotte County may choose to apply under either or both 21st CCLC RFPs. Please note that each application must be unique.

Q50. *We noted in the guidelines on page 14 that academic activities must be supervised and provided by a certified teacher and that it's recommended that site have "... student to adult ratios that are no more than 10 students to one instructional staff person (10:1) for all academic activities." Based on these requirements, would we be able to set up our program to provide academic instruction with one (1) certified teacher assisted by one (1) certified paraprofessional for each 20 students?*

A50. Program plan and development is up to the applicant.

Q51. *Are school districts exempt from providing proof of DCF licensing?*

A51. As indicated in Section 2.11 of the RFP:

Programs operated by a public or a non-public school at their sites, and serving children in kindergarten (5-year-olds) and grades one or above, shall not be deemed to be child care (402.3025 F.S.) and as such will not need to provide licensing information or documentation.

Q52. *Clarification is needed regarding the "four schools per site" language. If an entity is writing a proposal that will involve multiple schools in two to three school districts, is the "four schools per site" applicable if the 21st CCLC students remain on their home school site each afternoon and work with teachers from their home school/district?*

A52. Each location that provides 21st CCLC programming is considered a center or site. 21st CCLC students at that center can only come from at most four schools. A school-based program seeking to serve only the students attending that school has only one target school at that center.

Q53. *Are there a required number of days or weeks each site is required to operate during a project year?*

A53. Yes, please refer to Section 2.4 of the RFPs.

Q54. *The new RFP suggests that each program would have a Program Director and Site Coordinator. May these positions considered direct services for the time they provide the program and be considered in the budget as direct services?*

A54. Whether costs are direct, administrative or evaluative in nature depends on the actual activity or task not on the position title.

Q55. *Does the RFP require PBL projects as in the past?*

A55. While not required, Project Based Learning is a FDOE priority for 21st CCLC programs. Please refer to Section 2.2.f of the RFPs.

Q56. What are the common issues obtaining child care licensing at community based sites? For example, separate kitchen areas, handicapped accessible, fenced in playgrounds, etc.

A56. Our staff is not equipped to respond to these types of inquiries. Please contact your local child care licensing agency. More information on childcare licensing may be found at <http://www.myflfamilies.com/service-programs/child-care/licensing-information>.

Q57. If a community based site serves a small number of children in drop in afterschool center – is it allowable to propose placing a 21st CCLC to serve triple number of students (transporting from local schools) at that site? This program will replace the site with a quality afterschool program.

A57. Replacing is similar to supplanting. 21st CCLC funds cannot be used to supplant existing activities. 21st CCLC funds may be used to supplement existing activities. Please refer to sections 2.13 and 4.9 of the RFPs for additional information.

Q58. Could a program operate 4 days with 21st CCLC – 3 or 4 hours a day and then on Friday allow the city program to return to a drop in program that operates under the city?

A58. Please refer to Section 2.4 of the RFPs for the Times and Frequency of Service Provision. There is not sufficient information in the question to provide additional guidance.

Q59. You mention that [on] non-school-days; the program must provide two meals and one snack. Is that covered by the supplement program?

A59. Applicants must develop the partnerships necessary to meet the RFP requirements.

Q60. If your program is located at the schools, do we still need to obtain an exemption from DCF? Page 15

A60. Please contact your local DCF office to determine the licensing needs of your program.

Q61. Just to confirm, do all potential programs have to cover the minimum operation requirements across all 3 time dimensions, including after school, summer, and other (breaks or weekends)?

A61. See Section 2.4 of the RFPs. The operational requirements apply to each component. All applicants must provide the after school component. The other components are not required but if offered, they must meet the minimum operation requirements identified in Section 2.4 of the RFPs.

Q62. Can CPR and First Aid certification be considered professional development and grant funded?

A62. CPR and First Aid Certification may be an allowable 21st CCLC program cost if the staff securing the certification is not required to hold the certification for another project or program.

Q63. Are sites required to have qualified child care workers as staff meeting DCF requirements?

A63. Please contact you local childcare licensing agency to determine the staff requirements for licensing.

Q64. If a school has a 21st Century Program on site, can I target kids from that school to be served at a community center?

A64. Yes if the needs assessment supports such a need.

Q65. *Are exempt (child care) organizations eligible? Example: Churches, Boys & Girls Clubs, etc. Do they have to become child care licensed to receive 21st CCLC [funds]?*

A65. Please contact your local child care licensing agency for information regarding licensing and exemptions.

Q66. *Will the \$250 registration fee for the After School Kick-Off Conference include meals? (to assist with budget planning)*

A66. Continental breakfast and lunch will be served each day of the conference (August 6 and 7). No meals are provided in the pre-conference meeting for 21st CCLC evaluators.

Q67. *Can programs serve different grade populations than the existing 21st CCLC program at the same school?*

A67. This may allowable in some instances if the populations are clearly different. For example, there may be a 21st CCLC program operating at a K-8 school that target only students attending grades Kindergarten through 5th grade. An applicant may submit an application to serve students attending grades 6th through 8th.

Q68. *Private School Equitable Services, is it reversed?*

A68. To our knowledge, there are no federal regulations that mandate the reverse.

Q69. *Can we have a certified teacher just supervise the academic activities?*

A69. The RFP requirement is "supervise and deliver." This means that a certified teacher must also deliver the programming. For activities requiring additional staff supervision (i.e., more than one), the requirement can be met by having one certified teacher and additional aids as needed.

Q70. *What if two sites are very close but do not serve the same schools?*

A70. That may be allowable.

Q71. *If you are working to provide college and career readiness, can you combine with other Florida priority areas?*

A71. The development of the program plan is up to the applicant and should be driven by the needs assessment. Most 21st CCLC programs provide a mix of activities.

Q72. *For the purposes of budgeting travel to the statewide meeting August 6-7, has a location been chosen? Does this meeting incorporate the evaluator's meeting or is that separate?*

A72. At this time we have the following information for the August training:

2015-16 After School Kick-off Conference hosted by the Florida After School Alliance:

Orlando World Center Marriott (\$120/night + \$10/day parking)

All trainings are Full Day Trainings (8:00 a.m. to 5:00 p.m.)

August 5, 2015: Evaluators training

Programs are required to send one (1) evaluator per agency. If an agency has different evaluators for different programs, then they may want to send more than one evaluator.

No registration fee, no meals provided

August 6-7, 2015: Administrative and instructional staff training

Programs are required to send one (1) administrative staff and one (1) instructional staff, such as a Site Coordinator or Lead teacher, per 21st CCLC project.

Registration will be \$250/person, breakfast and lunch provided

Q73. *What are recommended means of giving notice to the community of intent to submit a proposal?*

A73. Dissemination means should meet the needs and capacity of your community.

Q74. *Do the program service time requirements include snack and meal time?*

A74. Yes, the time spent on snack and other meals can be incorporated in the service hour requirements (e.g., 12 hours per week of after school services for elementary school students).

Q75. *If one group is working on a PBL and another group is working on a literacy activity, can we just have one certified teacher for both?*

A75. No, these would be considered two different activities and would require two certified teachers, one for each group. We use “supervise and deliver” to allow programs the flexibility to add an aid instead of an additional certified teacher if the academic activity needs to be supervised by more than one staff member.

Q76. *Can we add additional staff to the classroom to serve students with special needs?*

A76. Yes. You should explain this in your budget and narrative sections to ensure that reviewers identify the need for additional staff as a reasonable request.

Q77. *Can you provide the definition of site and target school? Are they the same or different?*

A77. A site is the physical location or facility where students are during the 21st CCLC program. Sites are most often called “centers” as that is the term used in the name of the program: 21st Century Community Learning Centers. The term Center is used in the RFP website.

The Target School is the school that students attend during the regular school day.

A target school may also be a center or site. In this case, the students transition from the regular school day to the 21st CCLC program without leaving their school, for example, they meet in the cafeteria or library after the school bell and participate in 21st CCLC program activities that take place at the school.

Q78. *Given the pending legislation regarding the school start date; it may not be possible for District staff to participate in the required training. If schools start classes on August 10, the training will happen in the week immediately before that day.*

A78. During the planning stages, the 21st CCLC program office did reach out to some of the currently funded districts and other agencies to identify an appropriate date for the conference and this was the week they identified. The legislative initiatives came into play after the dates were set and the arrangements with the venue were finalized. That said, if the legislation passes and the conference days conflict with the school start dates, the 21st CCLC program office will work with each organization impacted to resolve the conflict.

Q79. *Page 13 of the RFP: What constitutes a “site,” a program or host location?*

A79. A site or host location is the physical location or facility where students are during the 21st CCLC program. Sites are most often called “centers” as that is the term used in the name of the program: 21st Century Community Learning Centers. The term Center is used in the RFP website.

The Target School is the school that students attend during the regular school day.

A target school may also be a site or center. In this case, the students transition from the regular school day to the 21st CCLC program without leaving their school, for example, they meet in the cafeteria or library after the school bell and participate in 21st CCLC program activities that take place at the school.

A program is all the activities included within an application. This may be one or multiple sites (up to four) and may include one to many components (e.g., after school, before school, summer)

Q80. *Pages 7 & 8 of RFP: Do all three (A, B and C) Principles of Effectiveness have to be met, or will one or two suffice?*

A80. All three Principles must be met.

Q81. *Pages 8 to 10 of the RFP: Must an applicant deliver only from among the Federally- defined services (1 through 12) and/or the State-defined activities (2.2.a – 2.2.f.) that are listed in the RFP, or may other services, not listed there, also be delivered?*

A81. All approved activities are included in Section 2.2 of the RFP. The state priorities are aligned with the approved activities identified in section 2.2 of the RFP.

Q82. *Page 10 - 13 of the RFP: May an applicant propose to provide either afterschool or summer programs, only, but not both? Does the Department have a preference for either afterschool, or summer services? Per Section 2.3, "Research consistently finds that more days of participation and more years of active participation in afterschool programming is related to better student outcomes." In Section 2.8, the RFP states, "program must be designed and carried out in collaboration with the regular school day attended by the students." Do these two statements mean that afterschool is the preferred delivery method?
Research also finds that among low-income students, the rate of academic retention over a 10-week summer break is less than students of higher socio-economic status.*

A82. After school must be provided and summer is optional component. Programs may offer both

Q83. *Can enrichment activities be offsite, like a museum visit?*

A83. Occasional field trips may be permissible with proper approval and program planning. Programs must be offered in a stable facility on a consistent basis.

Q84. *Is there a required number of days or weeks the program must meet per project year?*

A84. The program must begin within one week of the target school start date and continue throughout the year (with the exception of typical school breaks, like winter and spring break) until at least one week before the end of the school year. Summer programs must last at least six weeks.

Q85. *For certified teachers – does the subject certified in matter?*

A85. It is recommended that the area of certification of the teacher match the subject of the activity.

Q86. *Are the services offered to the private schools provided within the school at our program?*

A86. Any services provided to private school students should take place at the 21st CCLC facility and be equitable to the services provided to public school students.

Q87. *Can the data collection person be the site coordinator?*

A87. The applicant may decide who is assigned to collect and maintain the data.

Q88. *Please provide examples on boosting attendance in high school programs where students have sports activities and jobs.*

A88. The FDOE may not at this time provide examples as the RFP is a competitive process.

Q89. *Can you change schools in the letter of intent?*

A89. Yes, you may change your target schools from those submitted in the letter of intent through the online web application until you press submit. Once your application has been submitted, changes to target schools are no longer permitted.

Q90. *Can you target the most at-risk kids to be referred to a 21st CCLC program and allow choice for parents to attend fee-based?*

A90. Programs may choose to target a subset of students if clear detail is provided in the program plan. Applicants should clearly demonstrate in their application how adding a 21st CCLC program to the site would not be supplanting.

Q91. *If you are a school district, do you need a letter of exemption?*

A91. As indicated in the RFP, it is the applicant's responsibility to contact the Department of Children and Families or their local licensing authority to determine if licensing or exemption is necessary.

Q92. *How much training is reasonable and allowable?*

A92. The applicant should determine a reasonable professional development plan for staff to meet the objectives and design of the program.

Q93. *Can you collect attendance electronically?*

A93. Yes, attendance can be collected electronically.

Q94. *If a school has an existing afterschool program and students/families decide to go to the 21st CCLC program instead, does this affect supplanting if the 21st CCLC will be operated as a separate program?*

A94. Applicants should clearly demonstrate in their application how adding a 21st CCLC program to the site would not be supplanting.

Section 3

Q95. *What is the character limit (if any) in the objective table?*

A95. The narrative boxes in the Objective's Table on the webpage have a 600 character limit.

Q96. *Could the FLDOE provide a sample data agreement between a school district and a community-based organization as a model?*

A96. To our knowledge, we do not have such an example in our records.

Q97. *Would the cost of collecting, entering, and managing evaluation data be considered an evaluation or an administration cost?*

A97. All activities related to program evaluation are considered evaluation. The examples you provide are related to evaluation. These must be identified as an evaluation cost in the budget and are subject to the five percent (5%) cap.

Q98. *Who should we use as a data collector/evaluator?*

A98. The FDOE cannot endorse any particular organization or individual as an evaluator or service provider. Programs should choose their evaluator based on credentials and program fit and use proper procurement methods, as needed.

Q99. *Will in-kind reporting be a requirement for federal reporting?*

A99. As indicated in the RFP, the federal reporting system is undergoing some changes. At this time we do not have a complete picture of the federal reporting requirements for next year. In the past, programs did have to report some information on partners. As soon as the reporting requirements are made available by USED, we will inform all applicants.

Section 4

Q100. Can we use money to buy equipment (especially if it is a technology focused project)

A100. Applicants must propose both a program and a budget in line with the 21st CCLC program goals and objectives. The program design is up to the applicant. Programs may include fieldtrips to their plans. Whether a fieldtrip is allowable depends on many factors. Please refer to the Uniform Guidance, §200.403. Factors affecting allowability of costs.

Q101. Can trainings occur prior to opening and be reimbursable? Are we limited to no longer than 14 days prior to the program start date?

A101. Per Section 4.7 of the RFPs, program funds must be used solely for activities that directly support the accomplishment of the program purpose, priorities and expected outcomes during the program period. Further, see Section 4.8 of the RFP, Unallowable Expenses, where it indicates that pre-award costs are unallowable. Project recipients do not have authority to incur expenses or report disbursements outside the specified program period dates.

Within those parameters, it is considered a best practice to provide staff trainings before beginning the program services. Those trainings should occur within two weeks of the program activities start date.

Q102. Page 29 – Subcontractors may be allowable but cannot account for more than 25 percent of total budget? Please explain.

A102. See Section 4.7 of the RFPs regarding allowable expenses. The total of all allowable subcontracts may not exceed 25% of the total budget for the proposed program. Individual subcontracts with certified teachers are exempt from this limitation. Therefore, if for example the application is requesting \$100,000, no more than \$25,000 can be proposed for subcontractors.

Q103. The RFP states that no more than 25% of funding can be subcontracted. If a nonprofit is the lead agency and has one or more nonprofit partners that operate the program at their sites, does the 25% limit apply in this situation?

A103. RFP requirements apply consistently to all applicants.

Q104. If an organization owns a vehicle, can they use that vehicle to transport children? How can they account for that in mileage?

A104. While the cost described may be allowable, the documentation burden is significant. In addition, any organization providing transportation must secure appropriate licenses, insurance and vehicle inspections as necessary to comply with state and local regulations and ensure the safety of the students.

Q105. Please clarify that the RFP's 25% budget cap on subcontracting services pertains to specific program components only? For example, a provider hired to provide a cultural arts component to meet the needs of student requiring art therapy to improve behavior.

A105. See Section 4.7 of the RFPs regarding allowable expenses. The total of all allowable subcontracts may not exceed 25% of the total budget for the proposed program. The cap refers to all subcontracts, including the example you provided, except the individual subcontracts with certified teachers.

Q106. The RFP indicates certified teachers are exempt from the 25% cap on subcontracts. Is it allowable in lieu of individual contracts with certified teachers, to reimburse districts for the cost of teachers working in the program and it be exempt from [the] cap?

A106. A subcontract with a district or another organization to provide certified teachers will count towards the 25% cap identified in the RFP.

Q107. Is there a list of allowable/unallowable costs for this grant?

A107. See Sections 4.7 and 4.8 of the RFPs for Allowable and Unallowable Expenses. You should also review the Uniform Guidance, §200.403. Factors affecting allowability of costs.

Q108. Can programs pay for SAT or ACT training as part of the school and career readiness program plan?

A108. The selection of activities is up to the applicant and should be well grounded on the needs of the students being served by the 21st CCLC program. Whether the costs of these trainings are allowable depends on many factors. Please refer to the Uniform Guidance, §200.403. Factors affecting allowability of costs.

Q109. Does the program allow fieldtrips to museums?

A109. Programs may include fieldtrips to their plans. Whether a fieldtrip is allowable depends on many factors. Please refer to the Uniform Guidance, §200.403. Factors affecting allowability of costs.

Q110. Could you please provide some more information about the rationale for this requirement. If the idea is for school districts and community based organizations to work together, it would seem that this limit harms the ability of two organizations to share 21st CCLC responsibilities. Does the 25% include the external evaluator, thus limiting any other service contracts (including transportation etc.) to 20%? Would a partnership between a district and a CBO be exempt from this requirement?

A110. Subcontracts introduce both financial and programmatic risk. Organizations that turn over whole portions of the grant activities and objectives to other organizations via subcontracts weaken their ability to manage and impact those portions. This dilutes the student and family services, diminishes accountability and increases the administrative costs. There is no requirement that five percent (5%) of the award must go to evaluation or to an evaluator. The grant has a 5% cap for evaluation but this is a cap, meaning programs can select how much they spend for this activity up to 5% of the grant amount. We have several programs that have evaluators that charge the 21st CCLC program a rate well below the 5 percent cap.

Q111. Is funding still \$4/hour/child?

A111. Maximum funding amount calculations are based on a cost per hour per student as follows:

- Before School: \$2.00 per hour, per student
- After School: \$4.00 per hour per student
- Weekend/Holiday/School Break: \$4.50 per hour, per student
- Summer: \$4.50 per hour, per student

Section 5

Q112. Do you have to focus on reading /math or can the focus be technology?

A112. Program plan and development is up to the applicant.

Q113. Can we do only summer or does it have to be a full year project.

A113. No, applicants can not propose solely a summer program. Applicants may propose solely an after school program. As indicated in the RFP: Section 5.6.a, "The same students should be targeted for all program components. Further, given the academic emphasis of 21st CCLC, the program will not be able to propose to serve more students in the summer than during the school year component."

Q114. In defining "same level of service" the presenter noted serving the same number of kids. Is this relevant to the same number of students per grant or per site? For example: If you serve four schools and 20 students per school, can you shift the numbers to 30:30:10:10 if sites are having attendance issues?

A114. No, programs are not allowed to shift services from one site to another.

Q115. Can two people work in the same application at the same time?

A115. Yes if they are working on different sections. When two people work on the same section the work of one will overwrite the other. It is highly recommended that only one person works on the online system at a time.

Q116. Are fiscal agents only required to be mentioned in the grant proposal? Should organizations providing the services be addressed in the grant as well?

A116. The grant narrative should provide a complete description of your program, including how the grant will be operated and who will be providing the services.

Section 6

Q117. I'm going through the RFP and don't see a cost per student per hour...can you tell me what it is?

A117. The cost per students varies greatly based on the types of services proposed. The online proposal submission system (http://21stccclreport.flchild.com/index.php?rfp_create_proposal&program_year=2016&intent=1) will automatically generate the maximum amount that an applicant may request when the pertinent information has been entered.

Maximum funding amount calculations are based on a cost per hour per student as follows:

- **Before School: \$2.00 per hour, per student**
- **After School: \$4.00 per hour per student**
- **Weekend/Holiday/School Break: \$4.50 per hour, per student**
- **Summer: \$4.50 per hour, per student**

Q118. In previous years, the amount for which an applicant could apply was determined by a per-student formula based on various factors including the number of days of attendance, time of day of attendance, etc. Will a similar formula be used for this year's application, or will other guidelines be used? And a follow-up: When will the guidelines be posted/made available?

A118. See above

Q119. Who signs off on all grant documentation, the fiscal agent or the service organization?

A119. The agency head of the fiscal agent should sign all grant documentation.

Section 7

Q120. Are applicants from counties not already receiving 21st CCLC funding considered priority?

A120. There is a separate Request for proposals targeting services in counties not currently receiving 21st CCLC funds. There are no priority points associated with the location of the proposed program.

Q121. If only middle school students are being served, can/will we receive priority points if we have another application serving elementary students?

A121. Each application is considered separately.

Section 8

Q122. Can you tell me how to obtain the required forms for the TAPS 16B036 and the TAPS 16B030 applications?

A122. Most forms are located at <http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/department-of-edu-grants-forms.shtml>. **Forms will also be posted to the 2015-16 RFP page at** <http://www.fldoe.org/schools/family-community/activities-programs/21st-century-community-learning-center/rfp.shtml> **and the 21st CCLC Forms page at** <http://www.fldoe.org/schools/family-community/activities-programs/21st-century-community-learning-center/forms.shtml>.

Q123. Delegating authority for signature – DOE requires a delegation of authority to be signed if the signature is not the superintendent/agency head. Does that form (Delegation of Authority) need to be completed on time and included with the hard copy forms mailed in?

A123. See Section 8.5 of the RFPs. If someone other than the superintendent or agency head will be signing the application, a letter delegating signatory authority must be submitted with the application.

Q124. I have looked at the required forms and I have a few questions. 1. We are a 501-C3 church do we need all of these forms completed? 2. 3.

A124. It is unclear what forms you are referring to. The forms that must be submitted with the application are described in Section 8 of the RFP.

Q125. We have never had this program before, what [or] where do we get DUNS and SAM?

A125. Organizations can get their DUNS number by visiting www.sam.gov. The DUNS number is not required during the application process but organizations that are recommended for funding must provide their DUNS number before the award notification is issued.