2017-18 Requests for Proposals Q & A
(Updated June 1, 2017, 2:00 p.m.)

All the questions have been organized by the RFP section most pertinent to the response. The questions posted here include questions received through the RFP email (21stCCLCRFP@fldoe.org) and during the first RFP webinar. Duplicate questions have only been included once, in most instances. All questions submitted prior to this deadline but not posted in this update will be posted in the next updated Q & A. The deadline for submitting questions is Friday, May 26, 2017. Questions submitted after this deadline will be answered at the discretion of the 21st CCLC State Director.

(*NOTE: All questions are listed as they were submitted by the writer. Minor edits have been made to revise spelling or apply punctuation for clarification.* Key: Questions are in *italics*, answers are in **bold**.)

Web-based system update:

Florida's 21st CCLC program uses a web-based system. Many components of the application will be uploaded electronically using this system. Due to the system only being used for upload, we have created documents for each applicant to upload. Please complete each document and save to your computer. Once the system is available, each applicant will need to upload each of the completed documents below to the system.

General RFP Questions

Q 1. Could I also get clarification on the due date -- June 16 or June 30?

> **A 1. The due date is June 16th. Please refer to the corrected version of the RFP on the web page.** http://fldoe.org/schools/family-community/activities-programs/21st-century-community-learning-center/rfp.stml

Q 2. We will be applying for 2 new [21st CCLC] sites and is the intent to apply an email with the information the TAP stated or is it an online document? Please advise.

> **A 2. The intent to apply is an email to be sent to 21stCCLCRFP@fldoe.org. The intent-to-apply should include the agency name, name and email of at least one contact, list of target school(s), and proposed site(s).**

Q 3. I am not able to open the links for the RFP or the RFA. Are those documents ready? Thank you.

> **A 3. The 2017-18 RFP can be accessed via our web page here: http://fldoe.org/schools/family-community/activities-programs/21st-century-community-learning-center/rfp.stml.**
> **The RFA for continuing programs has not been released and will be emailed to those programs after the RFP due date.**

Q 4. We are applying for 2 new sites and we currently have 4 sites ending year 2. Do I need to send an intent to apply for my current sites?

> **A 4. It is recommended that the organization sent in a Notice of Intent-to-Apply for the two new site sites. The two continuing programs (years 2-5) do not need to send a Notice of Intent-to-Apply.**

Q 5. I went onto the RFP webpage to look at the Frequently Asked Questions, and am unable to locate them. Do you happen to know when this will be updated on the website?

A 5. Responses to questions will be posted periodically as indicated in Section 8.3 of the RFP. Questions & Answers will be posted to http://fldoe.org/schools/family-community/activities-programs/21st-century-community-learning-center/rfp.stml.

Q 6. When will the webinar PowerPoint become available and how can we access it?

A 6. The RFP training webinar PowerPoint is available on the 21st FDOE web page at http://fldoe.org/schools/family-community/activities-programs/21st-century-community-learning-center/rfp.stml.

Q 7. How many times can we expect our PDS to do site visits? (Webinar question.)

A 7. The schedule for site visits has not yet been determined.

Q 8. How does a prospective applicant get a project number? And, when will we receive the required number?

A 8. Applicants will be assigned a project number when their applications are received in the Office of Grants Management. Please leave all references to a project number blank.

Section 1: General

Q 1. What does it mean when it says a center can target four schools?

A 1. If a program proposes one center, then the students from that center can come from a maximum of four schools.

Q 2. Just saw the RFP....does this mean only D and F schools can apply?

A 2. Only D & F schools may be included in the target population. See Section 1.5 of the RFP.

Q 3. Do all schools served have to be D and/or F schools, or does eligibility still extend to Title I schools with a majority student body who are economically disadvantaged?

A 3. Only D & F schools may be included in the target population. See Section 1.5 of the RFP.

Q 4. If a school is 85-100% free and reduced lunch but not a "D" or "F" school can we still apply for them?

A 4. Only D & F schools may be included in the target population. See Section 1.5 of the RFP.

Q 5. Understanding that each grant is capped at $700,000 is there a cap amount of funding per agency?

A 5. There is no cap amount of funding per agency.

Q 6. If a school grade rises to a "C" or higher in the 2017-2018 school year does that mean they will not be awarded the funds for the 18-19 school year as stated in 1.8? If so can that money be allocated to another school?

A 6. If an application is awarded this year, the program will be funded for three (3) years regardless of the change in the school grade for the targeted school, dependent on performance and availability of funds. Funding beyond the first three (3) years cannot be allocated to another school that was not targeted in the initially-awarded subgrant. See Section 1.8 of the RFP.

Q 7. Are programs exclusively limited to D & F schools?

A 7. Only D & F schools may be included in the target population. See Section 1.5 of the RFP.

Q 8. Is a center allowed to serve high poverty area schools with a "C" grade?

A 8. Only D & F schools may be included in the target population. See Section 1.5 of the RFP.

Q 9. Will the organization be able to change/add target schools in year 2 and if the school grade changes to a D or F?

A 9. The organization will not be able to change schools. If an application is awarded this year, the program will be funded for three (3) years regardless of the change in the school grade for the targeted school.

Q 10. If students attending a Priority school are currently in the final year of being served by a 21st CCLC program offered by a community partner, may they be included in a new school application for next year?

A 10. Yes, as long as the school meets the eligibility requirements pursuant to Section 1.5 of the RFP.

Q 11. If a public school that has earned a D or F in 2016 has students being served in a 21st CCLC program where a community-based organization or municipality is operating the program off campus, may that school apply to offer a program on their school campus? We have several Priority Schools where some of their students attend programs off campus.

A 11. Yes, as long as the school meets the eligibility requirements pursuant to Section 1.5 of the RFP.

Q 12. Are organizations serving students from the schools listed here (FDOE School Accountability Report) the only ones eligible to apply, or are these just priority?

A 12. Eligible applicants are local educational agencies, community-based organizations, other public or private entities, or a consortium of two or more such agencies, organizations or entities. See Section 1.6 of the RFP.

Q 13. I noticed that the RFP states that the 2017-2018 21st CCLC Project does not specify/encompass Title I Schools. If this is the case, may I ask why Title I schools are being excluded from the upcoming year's project?

A 13. The Elementary and Secondary Education Act was amended by the Every Student Succeeds Act in 2015. The eligibility for the program changed to serve students who primarily attend schools implementing comprehensive support and improvement activities or targeted support and improvement activities. The Florida Department of Education has determined that the students in need of the support from the 21st CCLC program are students that attend schools that are graded D and F. In order for any proposals to be considered, the target schools must have a school grade of D or F. Proposals that target schools that have a school grade other than D or F will be disqualified and not reviewed. Schools that have a grade of D or F and have over 65% of their population receiving free and reduced lunch are eligible to receive priority points as indicated in Section 7 of the RFP.

Q 14. ESSA contains language allowing other schools determined by the district to be in need of intervention and support to improve student academic achievement. Why is the State limiting the LEAs to only D and F schools?

A 14. The Florida Department of Education has determined that the students that are most in need of the targeted support are students that attend schools that are graded D and F.

Q 15. Why is the State not allowing the safety net of continued service after moving from D status to C or above?

A 15. If an application is awarded this year, the program will be funded for three (3) years regardless of the change in the school grade for the targeted school, dependent on performance and availability of funds. Funding beyond the first three (3) years is dependent on continued eligibility. See Section 1.8 of the RFP.

Q 16. After reviewing [the] RFP for the 21st CCLC grant, I would like to clarify whether equitable participation of eligible private school students implies that the private school also has the required grade "D" or "F" for the 2016 academic year as stated on the FDOE School Accountability Report.

A 16. The equitable services language refers to the 21st CCLC program activities and professional development being offered to private schools in the local area. Typically, private schools do not receive school grades. Private schools may still apply; however, the <u>majority</u> of the students served MUST be from the schools with a school grade of D or F.

Q 17. Just to clarify, private schools are not eligible due to grade of D or F, if we are not currently funded? (Webinar question.)

A 17. Private school are eligible to apply. Since private schools do not receive school grades, the targeted population must be from schools with a grade of D or F. Students from the D or F schools can be served by the private school as well as the students from the private school. However, the <u>majority</u> of the students served MUST be from the D or F schools.

Q 18. I am emailing to inquire as to whether or not we are eligible to submit an intent to apply for the 21st CCLC grant. [Our organization] is its [own] LEA and we have two schools, _____ (High School) and _____ (6-8).

A 18. As long as the applicant meets the eligibility requirements pursuant to Section 1.6 of the RFP and the students targeted are eligible from the schools as indicated in Section 1.5.

Q 19. If [our organizations] are serving students from one of our Priority schools and the Priority school wants to apply for a 21st CCLC on the school site, is this okay? If [our organizations] are serving students in K-5, can the school still apply?

A 19. Yes, as long as the school meets the eligibility requirements pursuant to Section 1.5 of the RFP.

Q 20. As a private agency who will be adding new students from a D/F school we do not currently serve, can we use the funding to serve this new group exclusively using our established program offerings or is this considered supplanting?

A 20. If the established program offering is a 21st CCLC program, the agency would need to submit a new proposal to serve these targeted students. Continuing programs must continue to serve the same students as in their original proposal.

Q 21. What about schools that are for at risk students...these schools do not receive a school grade? (Webinar question.)

A 21. Applicants can only target schools that have a 2016 school grade of D or F as indicated on the FDOE School Accountability Report, School Grades, for 2016 located at http://schoolgrades.fldoe.org/. See Section 1.5 of the RFP.

Q 22. So if a school gets a "C" grade for the first two years, but then a "D" on year 3 - they will then be eligible for funding for the 4th and 5th years? (Webinar question.)

A 22. Applicants can only target schools that have a 2016 school grade of D or F at the time the proposal is submitted. If an application is awarded this year, the program will be funded for three (3) years regardless of the change in the school grade for the targeted school, dependent on performance and the availability of funds.

Q 23. Can a program identify more than one school to support? (Webinar question.)

A 23. Yes, a program can target students from up to four (4) D or F schools as long as the schools meets the eligibility requirements pursuant to Section 1.5 of the RFP.

Q 24. It appears if progress is made because of 21st CCLC implementation within the first 3 three years funding is lost. Where is the time for sustainability of funding? (Webinar question.)

A 24. The program is being offered to schools in need of improvement. Based on the funding structure, the target population is provided three years of support in order to increase achievement. Programs should plan for sustainability during the funded years.

Q 25. If a charter school entity has more than one school, does each ha[ve] to apply separately? For example, under our organization, we have 4 different charter schools. (Webinar question.)

A 25. Separate applications are not necessary if the schools are in the same district. The entity can submit an application that can target up to four schools. Please keep in mind that all charter schools are considered public schools and must apply through the local school district. Therefore, if the schools are in different districts, the entity must apply separately through the different school districts.

Q 26. What about K-8 centers where the 6th-8th grade students are low-performing but the school had a good grade due to the elementary population? (Webinar question.)

A 26. The target school must have a 2016 school grade of D or F.

Q 27. If a new charter school that has not been assigned a grade in 15-16 [are they] eligible to apply? (Webinar question.)

A 27. Applicants can only target schools that have a 2016 school grade of D or F at the time the proposal is submitted.

Q 28. Can we propose to serve elementary and middle school students in one project? (Webinar question.)

A 28. An application can target up to four schools. One of the schools could be an elementary school, one could be a middle school and one could be a high school.

Q 29. If a program serves public charters, do those schools have to also have a D grade for their students to access the program? (Webinar question.)

A 29. All of the schools targets in an application must have a 2016 school grade of D or F as indicated on the FDOE School Accountability Report, School Grades, for 2016 located at http://schoolgrades.fldoe.org/. See Section 1.5 of the RFP.

Q 30. Just for clarification, are you saying that private schools are eligible to apply for the grant but can only serve students from public school that have a grade of D or F grade, which means that private school students are ineligible to participate in 21st CCLC completely?

A 30. Private schools are eligible to apply. Since private schools do not receive school grades, the targeted population must be from schools with a grade of D or F. Students from the D or F schools can be served by the private school as well as the students from the private school. However, the <u>majority</u> of the students served MUST be from the D or F schools.

Q 31. Are CEP schools considered 100% free and reduced lunch? (Webinar question.)

A 31.   Yes.

Q 32. If we are a community organization and wish to provide 21st Century to a D or F school at the school site, do we need to apply for the grant together with the school or can the school be a partner because they allow us to provide services to their students and use their facilities? (Webinar question.)

A 32. The community organization may apply for the grant and partner with the school.

Q 33. If a current program is over-serving, with the potential to serve 3 times more than it's contracted capacity at the present school site, what scenario permits the current contractor to engage more students? A: The current program serves all grades in the school with no room for another on-site program B: It appears that only a new contract would work (why waiting for the RFA Q & A would be too late for this question)

A 33. Currently funded programs are not able to increase the number of students at the same site under this RFP. See Section 2.12.

Q 34. As some of these nonprofits that are serving a specific school's students on their 21st CCLC sites (not the school site) are not specifying specific grade levels (in the posted Excel spreadsheet of existing programs on your website), may a school still apply for a 21st CCLC site on their campus, recognizing that our targeted grade levels might overlap?

A 34. The school may apply to serve students at their own site if another 21st CCLC program targets the students but serves them at another site.

Q 35. Will the changes made to the new RFP affect us as a private school applying to add our elementary students as a part of the program?

A 35. Since private schools do not receive school grades, the targeted population must be from schools with a grade of D or F. Students from the D or F schools can be served by the private school as well as the students from the private school. However, the <u>majority</u> of the students served MUST be from the D or F schools.

Q 36. I am a private school & nonprofit, what form would I use the DOE 610 or 620 Form? Would I need a signature from the district's superintendent or would I sign as the school's founder and chief executive?

A 36. Please refer to Section 1.13 of the RFP. Governmental and non-governmental agencies must use the DOE 620 form. Please refer to the instructions on the DOE 620 for information about signature requirements.

Q 37. Would you please clarify if proposals can focus on private school only or if private schools can only be serviced in conjunction with public schools?

A 37. Since private schools do not receive school grades, the targeted population must be from schools with a grade of D or F. Students from the D or F schools can be served by the private school as well as the students from the private school. However, the <u>majority</u> of the students served MUST be from the D or F schools.

Q 38. Are Homeschoolers considered private schools? Also, virtual schoolers?

A 38. Home school students can be considered private school students. We would need more information about virtual school students as they are public school students; however, if the students are in a private virtual school, they would be considered private school students.

Q 39. If your organization does not serve kindergarten can the program serve grades 1-12? (Webinar question.)

A 39. Yes. Any combination of grades from K-12 can be served.

Q 40. If during the grant proposal period the school is D, but the grades come out July and the school's grade changes to a C. Is that school ok in the grant; or will that school be removed. (Webinar question.)

A 40. The proposal should be based on the 2016 school grade of D or F at the time the proposal is submitted. If an application is awarded this year, the program will be funded for three (3) years regardless of the change in the school grade for the targeted school, dependent on performance and the availability of funds.

Q 41. If a church wants to apply, does the church ha[ve] to target a school? (Webinar question.)

A 41. Yes the church may apply for the grant and target students attending schools with a 2016 school grade of D or F.

Q 42. Can a church target schools that the district is already targeting? (Webinar question.)

A 42. The church may apply to serve students at their own site if another 21st CCLC program targets the students but serves them at the school. If the district serves the students off the school site, the church may serve the students on the school site or at another location.

Q 43. For faith-based organizations, are religious activities allowable? (Webinar question.)

A 43. No. Pursuant to federal law, all activities in the 21st CCLC programs must be secular (no religious or spiritual basis) in nature.

Q 44. Are early childhood education centers eligible for a 21st Century program (preschool/VPK)? (Webinar question.)

A 44. No. Under this RFP, the targeted grades are K-12 students attending D or F schools.

Q 45. If there is a consortium of community-based organizations applying with each organization delivering specific services to meet the various components, are organizations other than the lead considered contractors?

A 45. It would depend on how the lead agency chooses to pay the staff in the other organizations.

Q 46. If districts already have DOE610 on file, do we need to resubmit? (Webinar question.)

A 46. No, districts do not need to resubmit their DOE 610 unless there has been a major change at the district, (i.e., change in superintendent, district address or lead financial officer).

Q 47. Do those private schools have to be able to provide evidence of need since we are talking about D and F schools only? (Webinar question.)

A 47. Since private schools do not receive school grades, the targeted population must be from schools with a grade of D or F. Students from the D or F schools can be served by the private school

as well as the students from the private school. However, the <u>majority</u> of the students served MUST be from the D or F schools.

Q 48. If a program targets students that are performing at the D or F level on state assessment(s), but the school(s) itself doesn't have a grade of D or F, can an organization still apply and propose to only serve students performing at the D or F level? (Webinar question.)

    A 48. No, the whole school needs to have a D or F school grade. The grades do not apply to the individual students.

Q 49. Is it preferred that school districts or nonprofits apply? Is there a difference when considering the application? Are the requirements different? (Webinar question.)

    There is no preference in applicants. The proposals are reviewed by highly-qualified and impartial peer reviewers. Funding methods (Section 4.2), risk analysis forms (Section 1.13) and indirect costs rates (Section 4.15) are a few of the only noted differences in requirements for community-based organizations and school districts.

Q 50. If a school with 500 students has 50 students serviced by a CBO at their school, the school would like to apply and service through this grant 100 additional students. Can they apply?

    A 50. Yes, as long as the school meets the eligibility requirements pursuant to Section 1.5 of the RFP.

NOTE: Some Q & A related to Equitable Services for Private School Participation can be found under <u>Section 8: Proposal Submittal Requirements</u> at the end of this document.

Section 2: Program Requirements and Guidance

Q 1. The RFP states that in one section that you must start the program within 14 calendar days of incurring 21st CCLC expenditures. In another section it states that it is recommended to start within one week of the school start date. Will the Award Notification [DOE 200] be sent before the start of the 17-18 school year?

(Similar question: My school's after school provider will be applying for this grant. If it is awarded, is there a time line for announcements. My school will open for students the third week in August and I am trying to plan ahead. Thank you for any information.)

    A 1. These two sections are related to two different topics. The first section referenced is about incurring expenditures. If a funded program would like to be reimbursed for initial expenditures, the program must have started within 14 days. For example, if a program invoices for a certified teacher, the program must have begun within 14 days of the teacher being employed as the teacher's main duties are to teach students. If there are no students in the program, then we should not receive invoices for direct services staff that are dated earlier than 14 days from the beginning of the program.

    The second section referenced is about the timeline to start a program. While it is recommended that programming begin within one (1) week of the beginning of the school year because many programs are successful with recruitment during this period of time, applicants should consider the needs of the students' parents and caregivers who rely on afterschool programming. Programs,

however, must begin no later than 15 school days after the first day of the school year. See Sections 2.5 and 4.2 of the RFP.

We anticipate contacting applicants by mid-July that have been recommended for funding. The program period on the DOE 200 Award Notifications will be from July 17, 2017, to July 31, 2018.

Q 2. If the organization has been rendering services to students where there is currently another 21st CCLC program within the school, can we still work within those schools since we are not located in the school, students come to our center?

A 2. Programs can target students from the same school. While two programs should not operate in the same school, one program can operate on the school site and another can operate at another location.

Q 3. Can more than one program target the same d or f school? (Webinar question.)

A 3. Yes, more than one program can target the same D or F school; however, the program should consider the proximity of each program.

Q 4. What is considered "close proximity" to another center currently operating (a) 21st CCLC program?

A 4. "Close proximity" is difficult to determine as the measure varies greatly from community to community in the state. This will be reviewed on a case-by-case basis. Two centers very close to each other would have difficulty maintaining attendance goals because the students might not consistently attend either program.

Q 5. 2.12 Facility pg. 20. "…propose a center in close proximity of a center currently operating a 21st CCLC…" - How close is too close? If a school with 21st CCLC serving K-2nd, can another agency or same agency submit proposal to serve 3rd - 5th at the same school? (Webinar question.)

A 5. "Close proximity" is difficult to determine as the measure varies greatly from community to community in the state. This will be reviewed on a case-by-case basis. Please see answer to question above for more details.

Q 6. Can there be multiple programs within a 5 mile radius? (Webinar question.)

A 6. A five-mile radius could vary greatly from community to community depending on population density. This will be reviewed on a case-by-case basis.

Q 7. Do all four schools that one center supports have to be located in the same county? (Webinar question.)

A 7. Schools are typically in the same county/school district; however, if a program is targeting schools in different counties/school districts, the applicant should clearly explain how they would manage the program and collaborate with the different school districts.

Q 8. The organization currently renders afterschool services until 7pm due to parents needing the extended hours due to their jobs, the RFP indicates that the programs can only remain open until 6. Can we maintain our program hours until 7? And if so, what is the process that will need to be followed.

A 8. Pursuant to Section 2.5 of the RFP, "If a program has a need to end at a later time based on the needs assessment, programs should explain that need in the application and provide supporting documentation from the assessment."

Q 9. Before school programming should only be proposed if the regular school day starts after 9:00 am. So if the school starts at 8:30, we are unable to apply for before school component? (Webinar question.)

A 9. That is correct. Students would not be able to receive the required breakfast and participate in meaningful 21st CCLC enrichment programming in the short amount of time between arriving at school and the start of daily classes if the school day starts prior to 9:00 a.m.

Q 10. All 21st CCLC program must identify one staff person for each target school site to serve as the collaboration liaison - if a community center is serving 4 schools in one center, do we have to have at least 4 staff members (one for each school) to be collaboration liaison person? (Webinar question.)

A 10. Programs may select one or more individuals to serve in this role.

Q 11. Is the collaboration liaison considered an administrative expense or a direct program expense? (Webinar question.)

A 11. The collaboration liaison position would be considered a direct services/programmatic position.

Q 12. Can the data position be considered program expense?

A 12. A staff person serving in the position that collects and enters student and other required data would be considered mainly evaluative in nature and evaluation costs would apply.

Q 13. Middle schools in our county end their school day at 4:00 pm, how are centers able to provide 10 hours per week and still close by 6:00 pm? (Webinar question.)

A 13. If a program has a need to end at a later time (based on the needs assessment), programs should explain that need in the application and provide supporting documentation from the assessment. Programs can also consider adding before school programming component.

Q 14. Just to clarify, what is the role of the grant manager (director). Does the site coordinator have full authority to design the enrichment academic and enrichment lessons and activities that are permissible under the specified grant? Is the grant manager (director) the only person who can coordinate parent involvement nights? (Webinar question.)

A 14. Program and staffing design is up to the applicant. Applicants should refer to the guidelines for staffing in Section 2.11 of the RFP.

Q 15. Is HW (homework) assistance a program requirement?

A 15. Applicants should refer to Section 2.2 of RFP for federally-defined parameters for approved program activities as well as some parameters further defined by the FDOE that meet the needs of students in Florida.

Q 16. Can programs include age appropriate videos to introduce or enhance subject matter? (Webinar question.)

A 16. Videos can be used as one mechanism to enhance instruction; however, videos should not be used as the only means of instruction.

Q 17. For academic enrichment can we use certified and/or other non-certified school day teachers to accommodate long term perm subs and increase our after school staffing pool? (Webinar question.)

A 17. Per Section 2.11 of the RFP, academic enrichment activities must be staffed by a certified teacher.

Q 18. Would credit recovery be academic or enrichment? (Webinar question.)

A 18. Credit recovery is a federally-approved 21st CCLC activity and would be considered academic.

Q 19. If an elementary school applies for and wins a 21st CCLC, can an adjacent middle school simultaneously apply for, win and have a separate 21st CCLC? Does it make a difference if they are different proposals or the same proposal?

A 19. One proposal can target up to four schools regardless of the grades served. It would be up to the applicant whether they submit separate or combined proposals.

Q 20. We understand that teachers will be paid for the days they teach. Can we pay teacher an extra 5 or 10 days for training and/ or teacher planning days?

A 20. A reasonable amount of professional development and planning days are allowable.

Q 21. May I use my experienced, degreed but not certified teachers as paraprofessionals during enrichment, tutoring, homework assistant, recreational, service learning projects, and use certified teachers for direct instruction in ELA, Math, and Special Ed?

A 21. Programs may propose to design instruction this way as long as academic activities are supervised and provided by certified teachers.

Q 22. Is there a listing or map of all currently operated programs to avoid conflict? (Webinar question.)

A 22. A map of all currently funded 21st CCLC program in Florida can be found at http://florida21stcclc.usf.edu/index.php?map.

Q 23. If programs need to begin within 14 days from incurring expenditures, does this include the conference travel costs? (Webinar question.)

A 23. Conference travel costs will be paid regardless of the program start date.

Q 24. Could retired teachers [be hired] who no longer have certificates but have evidence that they did have one in the recent past? (Webinar question.)

A 24. No, academic activities must be supervised and provided by a certified teacher which is defined as a teacher with a valid Florida Professional Educator's certificate.

Q 25. Can field trips be funded by the program? (Webinar question.)

A 25. Yes, field trips are an allowable expense as long as they are educational in nature. If funded, programs should discuss any proposed field trips with their Program Development Specialist during the budget and technical review process.

Q 26. Will current Level 2 screenings that have been conducted for staff or by the school districts be accepted or will a new Level 2 be required? (Webinar question.)

A 26. At this time, the Florida Department of Education only requires a Level 2 screening as indicated in the RFP.

Q 27. What is acceptable with regard to preparing a building to facilitate a program? Our facility has the infrastructure, however, the walls need painting and carpets are very dirty. Facility in-kin[d] but we would be required to maintain and make repairs. Allowable? (Webinar question.)

A 27. Please refer to Section 4.7 of the RFP for unallowable costs. Capital improvements and permanent renovations are unallowable. These funds are for out of school time academic and personal enrichment of the target students and their adult family members. The condition of the facility is the responsibility of the applicant, and it must be able to pass the necessary inspections required by the Department of Children and Families (if applicable.)

Q 28. Can funding be requested to fund teachers that are currently volunteering (due to lack of funds) after school to tutor the same students. Tutoring is not every day, only when a teacher are available to volunteer. (Webinar question.)

A 28. Students should be provided some form of academics daily. Program and staffing design is up to the applicant. Applicants should refer to the guidelines for staffing in Section 2.11 of the RFP. Applicant's should keep in mind that academic activities must be supervised and provided by a certified teacher which is defined as a teacher with a valid Florida Professional Educator's certificate.

Q 29. Can students not attending regularly be terminated and replaced with another student, and [how] does [the 21st CCLC] program define regular attendance?

A 29. Please refer to Sections 2.4 and 5.6.b of the RFP. Regularly participating students are those students that participate in the 21st CCLC program for 30 days or more. Every effort should be made to retain students and applicant's should have appropriate retention strategies incorporated into their proposals.

Q 30. Can I hire a part time staff member to work in 21st [CCLC] afterschool? (Webinar question.)

A 30. Staffing design is up to the applicant. Technically, most of the positions in a 21st CCLC program would be considered part time since the typical program on runs from 10-20 hours per week.

Q 31. Is there a specified length of time required to operate a Summer Program (i.e # of weeks)? (Webinar question.

A 31. The 21st CCLC program office recommends a minimum of 4-6 weeks. Programs should always keep in mind the needs of the community and the needs of working parents.

Q 32. Can after school programs be gender specific? (Webinar question.)

A 32. No. Each student in the program must be afforded the full breadth of programming each week. (e.g., a program cannot serve boys on Monday and girls on Tuesday). Programs must be designed to serve the same students on a daily basis. See Section 2.5 of the RFP.

Q 33. Since we are faith based, can our religious activities be separate from the Grant activities and can those students participate if they want to?

A 33. No 21st CCLC funds can be used for religious activities. Staff paid for with 21st CCLC funds should not recruit for the religious activities. If there are faith-based activities offered by your organization, there should be a clear delineation between those activities and the 21st CCLC program.

Q 34. What is the allowable salary or percentage for an executive director? (Webinar question.)

A 34. Allowability depends on many factors and cannot be readily determined. It is up to the agency to determine what percentage is reasonable, necessary and allocable to the grant, which in turn, affects allowability.

Q 35. Can funding be used to hire support staff such as security officer(S) or janitorial staff? Will this have to be covered under administration?

A 35. Yes. Applicants can incorporate security and janitorial into their budgets. Neither of those position would be considered administrative.

Q 36. Are teacher planning days considered holiday hours since we open the center for participants during these days? We need clarification to be able to calculate cost per child rate for our program.

A 36. Yes, teacher Planning Days, Weekends and Holidays will all use the same rate.

Q 37. Can we increase the number of students served each year? And if yes, can we request additional funding to serve the additional students?

A 37. No. The maximum number of students on which program will be funded is the number of initially-proposed number of students on the grant. Programs cannot increase above the initially-proposed number of students.

Q 38. Within the approved program activities, If we have 100 students receiving services, do all 100 students have to be a part of one approved program activity or can they participate in approved program activities based on their individual needs? For example, can 40 be a part of remedial education activities, 20 be a part of a STEM program, 20 be a part of a structured physical activity program, and 20 be a part of drug and violence prevention programs and counseling?

A 38. Program design is up to the applicant. Per Section 2.2 of the RFP, "The program schedule must reflect an appropriate balance of academic and enrichment activities that clearly support the objectives of the 21st CCLC program – improve the academic performance of students and help students meet the Florida's academic standards. The activities should include a wide range of teaching modalities (e.g., instruction, hands-on, free exploration) to meet the learning styles of all students."

Q 39. Regarding the webpage, could it be just a section of the school's website dedicated to this grant or it has to be a brand new website created?

A 39. If the school or agency currently has a functional website, a section or page dedicated to the 21st CCLC is sufficient as long as the guidelines outlined in Section 2.16 are followed.

Q 40. Our regular school day end at 3 p.m. Students are usually dismissed at 3:15 when the programming starts and when the students have their after school snack. The real programming (academic and enrichment) starts at 3:30 and is for 3 hours long. The new RFP states that the programming should end at 6 p.m. unless otherwise justified. I wanted to clarify if these 15 minutes when students have their snacks should be included in the time of the proposed programming or snack time should not be counted towards programming.

A 40. Please refer to Section 2.5 of the RFP: If a program has a need to end at a later time based on the needs assessment, programs should explain that need in the application and provide supporting documentation from the assessment. A reasonable amount of time for students to eat their snack can be included in the total programming time.

Section 3: Program Evaluation Plan Requirements

Q 1. Will data reports due to 21st CCLC take into consideration report card dates, so that programs don't have to redo the data reports? (Webinar question.)

A 1. The 21st CCLC program will consider report card dates because each district releases report cards on different dates.

Q 2. Do we have to measure objectives during the summer months? (Webinar question.)

A 2. It depends on the objectives proposed by the applicant. However, we do expect that programs will collect data related to their objectives during any summer program activities.

Q 3. Will summative and formative evaluations be due for every program year of the 17-18 RFP? (Webinar question.)

A 3. The formative and summative reports are due annually.

Q 4. For clarification purposes, the evaluator is NOT an employee of the FDOE - they are from an outside company that our center contracts with to conduct the evaluation based upon the criteria set by the FDOE? (Webinar question.)

A 4. Applicants should identify an independent program evaluator. The evaluator can be an individual, agency, or organization <u>with no vested interest</u> in the operations of the 21st CCLC program. Individuals connected with the applicant <u>cannot</u> be program evaluators such as the grant writer(s), partners, family members, participants, entities/individuals that provide trainings to 21st CCLC staff, or employees whose performance or wages are dependent on the program.

Q 5. Is there a minimum number of questions if using a question and answer measuring tool? (Webinar question.)

A 5. There is not a minimum number of questions in the measuring tool.

Q 6. Does the program need to complete objectives in all of the areas you mentioned? (Webinar question.)

A 6. Please refer to Section 3 of the RFP. Applicants serving <u>only</u> elementary school students or <u>only</u> middle and/or high school students are required to have seven (7) objectives. Applicants serving students in elementary school and secondary school (middle and/or high) are required to have nine (9) objectives. Those serving all grade levels (elementary, middle, and high) will have ten (10) objectives.

Q 7. How will summative reporting change if programs are funded for only years 1-3 b/c the school grade rises? (Webinar question.)

A 7. Programs ending in year 3 will need to do a final summative report.

Section 4: Fiscal and Administrative Requirements

Q 1. Is it allowable to charge a sliding scale fee to parents for external academic activities - site visits (college visits) based on income, and a non-fee to those below the poverty level? And, if so, the fees will be used to

support the stated program costs for the site visits. Also, if fees are allowed, will the fees collected be deducted from the actual grant award amount? (Webinar question.)

A 1. Programs are strongly discouraged from charging any types of fees. Any fees must be approved by the Florida Department of Education. Applicants should consider these types of anticipated costs in their program design and in their submitted budget. Revenue from fees would be considered program income. Please refer to Section 4.1 of the RFP for requirements related to obtaining approval to charge fees as well as the FDOE "Green Book" which can be found here: http://fldoe.org/finance/contracts-grants-procurement/grants-management/

Q 2. [One of our schools] qualifies for the 21st CCLC program based on D or F status. Is it permissible for the district to subcontract to [another entity] and have it similar to that of [another grant we have] with how the program serves [that school]? The costs would not exceed 25% for contracted services.

A 2. Please refer to Section 4.8 of the RFP. Contractors can provide ancillary services to the program but cannot provide or be responsible for the program and cannot exceed 25% of the total contracted services not including teachers or transportation.

Q 3. What type of improvements or renovations CAN be covered? I have a few properties available to me in-kind but they need work.

A 3. Please refer to Section 4.7 of the RFP for unallowable costs. Capital improvements and permanent renovations are unallowable. These funds are for out of school time academic and personal enrichment of the target students and their adult family members. The condition of the facility is the responsibility of the applicant and it must be able to pass the necessary inspections required by the Department of Children and Families (if applicable.)

Q 4. Is this funding reimbursement only? And is reimbursement based on units of service? (Webinar questions.)

A 4. Please refer to Section 4.2 of the RFP. There are two types of funding methods. Federal Cash Advance is for Public Entities as authorized by the FDOE and Reimbursement with Performance applies to community- and faith-based organizations and other non-public district entities. Payment is rendered upon submission of documented allowable disbursements, plus documented completion of specified performance objectives.

Q 5. Are ordinary tablets allowable as equipment? (Webinar question.)

A 5. Tablets, laptops and desktop computers may be considered allowable equipment expenses if the expenses follows the general criteria of allowability under federal awards. The general criteria can be found in Section 4.6 of the RFP.

Q 6. [What about the] cost of online services like computer programming or Adobe Photoshop, etc.? (Webinar question.)

A 6. Online subscriptions and software for educational purposes may also be allowable expenses if the expenses follows the general criteria of allowability under federal awards. The general criteria can be found in Section 4.6 of the RFP.

Q 7. Can culinary classes be offered through the program? If so, will the purchase of uncooked food by allowable? (Webinar question.)

A 7. Culinary classes can be offered as an enrichment activity and raw ingredients are allowable. Programs should use caution as "mixes" used along with raw ingredients (such as cake mixes or cookies mixes) are not allowable.

Q 8. What would be the difference between performance and participation based? (Webinar question.)

A 8. Performance-based shows a measurable gain in knowledge while participation-based shows measurable gains in the numbers of participants who attend.

Q 9. Does this mean that faith-based organizations are on reimbursement status only? (Webinar question.)

A 9. Please refer to Section 4.2 of the RFP. There are two types of funding methods. Federal Cash Advance is for Public Entities as authorized by the FDOE and Reimbursement with Performance applies to community- and faith-based organizations and other non-public district entities. Payment is rendered upon submission of documented allowable disbursements, plus documented completion of specified performance objectives.

Q 10. [Are] cultural activities, such as plays, considered entertainment? Can you give examples? (Webinar question.)

A 10. Field trips to attend cultural activities such as theatrical, musical and ballet productions may be proposed if accompanied by an educational component and lesson plan. If funded, programs should discuss any proposed field trips with their Program Development Specialist during the budget and technical review process.

Q 11. Does 3 months operating funds recommended to cover the startup months of the program be a line of credit and is reimbursement of interest allowable? (Webinar question.)

A 11. While it is recommended that agencies have three months' operating funds when starting a program, how the program secures this funding is up to the agency. Reimbursements can only be made for allowable expenses.

Q 12. Can computers be purchased? (Webinar question.)

A 12. Tablets, laptops and desktop computers may be considered allowable equipment expenses if the expenses follows the general criteria of allowability under federal awards. The general criteria can be found in Section 4.6 of the RFP.

Q 13. Can we purchase reading intervention programs to assist students after school? (Webinar question.)

A 13. Yes, appropriate curricula would be considered allowable expense if the expense follows the general criteria of allowability under federal awards. The general criteria can be found in Section 4.6 of the RFP.

Q 14. Is there a cap on indirect cost? (Webinar question.)

A 14. Please refer to Section 4.15 of the RFP. School districts use an indirect cost rate negotiated with the FDOE Comptroller's Office and state agencies, public universities and public colleges have an indirect cost rate of 8%. These are the only entities that can charge indirect costs. For all 21st CCLC programs, administrative costs are capped at 6 percent of the award amount.

Q 15. What about the purchase of office desk for program staff? (Webinar question.)

A 15. An office desk would be considered furniture and is unallowable. See Section 4.7 of the RFP.

Q 16. Are programs able to subcontract services such the hiring of employees to another entity? (Webinar question.)

A 16. See Section 4.8 of the RFP. 21st CCLC programs may use contracts to fulfill some of the needs of the program. Contractors can provide ancillary services to the program but cannot provide or be responsible for the program. Contracts may be an allowable expense but cannot account for more than 25 percent of the total budget amount. Individual subcontracts with certified teachers and transportation costs are exempt from this limitation. 21st CCLC subrecipients cannot further subgrant the 21st CCLC program or any part thereof. Prior to entering into a relationship with any outside entity, funded agencies should complete a subrecipient and contractor determination as described in 2 C.F.R. Part 200.330 and maintain documentation to support that the determination was completed prior to engaging the outside entity.

Q 17. Can a school district contract with a non-profit to hire teachers and activity leaders? In this scenario will this count in the 25% cap total? (Webinar question.)

A 17. See Q & A 16 above.

Q 18. Does the 25% cap on subcontract also include the hiring of vendors to provide enrichment services to students? (Webinar question.)

A 18. Yes. The only exemptions to the 25% cap on contracted services are individual subcontracts with certified teachers and contracted transportation costs for students.

Q 19. Are expenses sent in the form of an invoice to the FLDOE for funding from the grant award? Or is that paid out per year as a lump sum per year? How are funds dispersed? (Webinar question.)

A 19. Please refer to Section 4.2 of the RFP for details related to funding methods. Agencies with Reimbursement with Performance projects must submit reimbursement requests to the Comptroller's Office at least once a month for the preceding month's expenditures utilizing the

appropriate reporting form (DOE 399). Payment is rendered upon submission of documented allowable disbursements, plus documented completion of specified performance objectives.

Q 20. I understand that permanent renovations and capital improvements are not allowable, however, our facility needs to be painted and the carpets and seat covers on chairs are worn and dirty and desperately needs replacing (or a deep cleaning). We are also required to maintain facility and make interior repairs. Is facility maintenance expenses such as these allowable?

A 20. No. Please refer to Section 4.7 of the RFP for unallowable costs. Capital improvements and permanent renovations are unallowable. These funds are for out of school time academic and personal enrichment of the target students and their adult family members. The condition of the facility is the responsibility of the applicant and it must be able to pass the necessary inspections required by the Department of Children and Families (if applicable.) Janitorial services (i.e. sweeping, mopping, garbage collection) may be used for daily maintenance of the facility when students are receiving programming.

Q 21. If we have a proprietary curriculum and other tools that we have ALREADY developed using private and unrestricted funds that we will use in the program, are these items subject to sharing under the intellectual property guidelines in the RFP?

A 21. No, since these were developed prior to the program.

Q 22. A 501(c)(3) organization is considered a public entity, so can a CBO or FBO with 501c3 status request advanced funding/payment if selected for an award?

A 22. No. Please refer to Section 4.2 of the RFP. The public entities approved by the Florida Department of Education are public school districts, public colleges and public universities.

Section 5: Scope of Work/Narrative Components and Scoring Criteria

Q 1. Is a center a physical location? Do you have to have a location?

A 1. A center is a physical location. Students must have access to a safe and accessible facility.

Q 2. Do you have to provide transportation?

A 2. Providing transportation is not required; however, programs must describe how the students are safely traveling to and from the center.

Q 3. I see transportation is higher per pupil, can we still include busing costs in the grant? (Webinar question.)

A 3. Applications that include transportation for 21st CCLC students can calculate funding at $5.00 per student for afterschool transportation and $7.00 per student if transportation is also offered for school breaks, including summer.

Q 4. How soon will we know the result to begin hiring process? Most organizations must advertise, interview and complete the background screening before working with the organization. This process may take up to 60 days. (Webinar question.)

A 4. We anticipate contacting applicants by mid-July that have been recommended for funding. The program period on the DOE 200 Award Notifications will be from July 17, 2017, to July 31, 2018.

Q 5. Regarding the Community Notice, how many days prior to the June 16 submittal date is the notice required to be published? (Webinar question.)

A 5. There is no set time requirement but applicants should give ample time to receive feedback from the community regarding the proposed application.

Q 6. Are in-laws defined as familial relationships, or only family members such as brother/sister, or cousin relationships?

A 6. In-laws would be considered familial relationships.

Q 7. (1) How many points is the budget section worth and if 40, what other section will be changed to make it add up to 100%? Is the program plan worth 40 points? I just heard that the budget narrative is worth 40 point? (Webinar questions.)

A 7. Please refer to Section 5 of the RFP (page 39) for the correct breakdown of points. Budget is 20 points, program plan is 40.

Q 8. Is it possible to offer after school services off site? If so, does an applicant still need to request letters of support from a school district that currently offers 21st CCLC programs?

A 8. It is possible to offer after school services away from the target school. Letters from each of the schools attended by the targeted students, must clearly identify the school's role and collaboration commitment (e.g., data sharing agreement, point of contact, continuous communication with the 21st CCLC program).

Q 9. If you are a school, do you need a letter of support? (Webinar question.)

A 9. If the proposal is submitted by a school, the school should get letters of support from the school's principal and the school district.

Q 10. Can a school administrator be hired to work in the program? (Webinar question.)

A 10. Programs may hire necessary staff to work in the program. However, salaried staff cannot have an FTE of more than 1.0. Also, programs may need to consider supplanting issues when hiring salaried staff.

Q 11. Is there a minimum number of partners required? (Webinar question.)

A 11. While there is no minimum number of partners required, applicants should seek as many meaningful partnerships as they often provide valuable and tangible contributions to the proposed student population.

Q 12. What method(s) are acceptable for notifying community that we intend to apply? And how do we seek input? (Webinar question.)

A 12. The method for notifying the community of the intent to apply is up to the applicant. Please refer to Section 5.5a of the RFP for more information.

Q 13. What should be done if a school district is unwilling to provide a letter of support to agencies seeking 21st CCLC funding and are providing after school enrichment programs off-site from schools? (Webinar question.)

A 13. It is vital that programs have support from the schools they are targeting. Pursuant to federal law, the 21st CCLC program must be developed in active collaboration with the schools the participating students attend. Collaboration means that both the applicant and the target school will work together to reach the program goals and objectives. To achieve active collaboration, the applicants must work together with the target schools to develop the application collaboratively. See also, Section 2.9 of the RFP.

Q 14. In order to qualify for the transportation rate, must all students be bussed home or can the program have a combination of bussing and car pick up, i.e. one bus only and the remainder car pick up.

A 14. Programs can divide their funding request guide among students who will be picked up and those who will be bussed by estimating the number of students who will be picked up and applying them towards the afterschool rate and applying the number of students who will be bussed home towards the afterschool with transportation rate.

Q 15. Please clarify- 5.6.d Adult Family Member Program Activities
Include a schedule of Adult Family Member activities that includes the name of the activity, proposed dates, length of the activity, and identifies who will lead the activity (e.g., contractor, 21st CCLC staff, school staff) in the attachments.

A 15. Applicants should include a proposed schedule outlining the activities that the program will provide for adult family members of students attending the 21st CCLC program.

Q 16. As an LEA, we want to ensure students are provided safe, well designed out of school time programs for students. Therefore, we have developed a thorough vetting process to determine the capacity of potential partners to develop and offer 21st CCLC programs for our students. Should the district determine that a prospective partner does not have the capacity to serve students in a safe and meaningful out of school time program, can the LEA deny a partner's request for a letter of commitment for this grant competition?

A 16. The offer of a letter of commitment is at the discretion of the agency providing the letter of commitment.

Q 17. Besides attending conferences and trainings, can you provide us with other acceptable examples of professional development plans?

A 17. While program design, including professional development for staff, is up to the applicant, Section 5.6.e of the RFP offers some questions that applicants should consider when developing their professional development plan.

Q 18. Regarding the use of present-tense verbs, does it apply only to the abstract or the entire narrative?

A 18. It applies to only the abstract.

Section 6: Project Budget and Scoring Criteria

Q 1. Can we get the scoring rubric? (Webinar question.)

A 1. The scoring criteria as well as the review criteria are in Section 5 of the RFP.

Q 2. When doing the cost analysis and budget, is it based on the total number of students at the school, or the number of students you are hoping to reach? (Webinar question.)

A 2. Please refer to Section 6 of the RFP. The budget should support the proposed activities and the number of students the program is targeting to serve.

Section 7: Priority Points

Q 1. We are submitting a joint application through our district where one school is 70% free/ reduced and the other is at 100%, should we average the two and elect priority points that way? (Webinar question.)

A 1. Priority Points will be calculated by the Florida Department of Education.

Q 2. I have a question about evidence – what evidence can be used to claim the 5 points on Priority 1?

A 2. Evidence for Priority Point 1 is documented evidence of the free/reduced price meal rate for the target schools.

Q 3. Is there time/date limit for evidence to prove that 80% of the student body received free/reduced price meals? Can we use 2016 Survey 3 data?

A 3. Applicants should provide the most current data/evidence available. Typically, that would be data from Survey 3.

Q 4. In the RFP page 52, Priority 1 is "Evidence that the application targets only high-need students and families." what documentation or how do we submit proof of this priority to receive the priority points?

A 4. Applicants must provide evidence that all the targeted eligible schools (school grade of D or F) serve students from low-income families as measured by the percentage of the student population receiving free/reduced price meals. This data is readily available on the FDOE website.

Section 8: Proposal Submittal Requirements

Q 1. Applicants must complete the Equitable Services for Private School Participation Form and submit it with their application. RFP stated download the form: Where is the form? If the system is not available, what should we use to document meaningful and timely consultation? (Webinar question.)

A 1. The Equitable Services for Private School Participation form is located within the Subrecipient Assurances form which can be found on the 21st CLCC web page. http://fldoe.org/schools/family-community/activities-programs/21st-century-community-learning-center/rfp.stml

Q 2. Where can we find that form and how is the information needed to complete it found if the applicant is not a school district itself? (Webinar question.)

A 2. See answer to the first part of this question above. Please refer to Section 2.7 of the RFP for detailed information on the Equitable Services for Private School Participation requirement.

Q 3. "[Attach] letters from each of the school attended by the targeted students" - School principals are getting ready to close the schools and writing letters may not be the priority; furthermore, principals may be replaced afterschool the school year; how are we to secure the letter before the due date? (Webinar question.)

A 3. In order to ensure proper collaboration, alignment and data sharing, applicants must work with the target schools to develop relationships for successful grant implementation. If letters cannot be secured with the schools, at the minimum, please work with the district to gain school support.

Q 4. Is there a 25 page limit [to the Scope of Work/Narrative]?

A 4. Please refer to the table beginning in Section 8.5 of the RFP for the Conditions for Acceptance/Substantially Approvable Form of submitted documentation.

Q 5. Will proposals be submitted online this year?

A 5. We anticipate the web-based system to be available to applicants on or before June 1. Please keep checking the 21st CCLC RFP web page for updates. http://fldoe.org/schools/family-community/activities-programs/21st-century-community-learning-center/rfp.stml

Q 6. [In Section 8.5], the List of Requirements does not mention an attachment for the schedule of Adult Family Member activities.

A. 6. Thank you. It is an inadvertent omission. The schedule of Adult Family Member Activities should be created by the applicant and uploaded into the web-based system as an attachment once the system is available for use. Please refer to Section 5.6.d of the RFP.

Q 7. Proposal indicates what needs to be submitted via paper and what needs to be submitted electronically, on page 57, it states that proposal packages must be temporarily bound using clips, Do we need to send only the documents that say paper copy or the entire proposal with the uploaded electronic forms attached as well?

A 7. Please refer to the table in Section 8.5 of the RFP. The last column titled "Submission" indicates in which format the document(s) must be submitted–paper or electronic upload. The "Description and Requirements" column provides detailed instructions for each document.

Section 9: 2017-2018 Deliverables and Financial Consequences

Q 1. Page 59 of the request for proposals indicates a minimum number of 12 hours for elementary schools and nine hours for secondary schools.

A 1. Thank you. That was an inadvertent error. The correct minimum number of hours for afterschool should be 10 hours per week for elementary schools and middle/high schools. Please refer to Section 2.5 of the RFP.

Q 2. We heard that there will no longer be monthly attendance reports. Does that mean the 85 percent average daily attendance rate by October and the 95 average daily attendance rate requirements are no longer in effect? These are also still in the application on page 60.

A 2. Programs will still be required to report their monthly attendance numbers. The Department of Financial Services requires us to apply financial consequences to programs not meeting attendance.