

# **2015-16 Requests for Proposals Q & A**

**(Updated 3/27/15, 11:00 a.m.)**

## **(Q & A Numbers 1-25 Posted March 20, 2015)**

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

**A1. As indicated in section 1.5 of the RFP, 21<sup>st</sup> CCLC programs target students “students attending kindergarten through 12<sup>th</sup> 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.**

*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/21<sup>st</sup>-century-community-learning-center/requestapp.shtml>.**

*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. The proposals are due April 29th – that is right in the middle of FL. state testing –*

*This will hinder our schools and their ability to get proposals together. Any way the deadline could be extended a week or two. I’m sure all districts across the state will have the same problem.*

**A5. See A2.**

*Q6. 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 21<sup>st</sup> CCLC competitions this year. Can you please confirm?*

**A6. See Section 1.8 of the RFPs for information on the maximum combined total funding across all 21<sup>st</sup> CCLC programs, whether they are new or continuing awards.**

*Q7. 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?*

**A7. Attendance is recommended but not required. At this time there are no plans to reschedule any of the RFP training dates.**

*Q8. Can for profit agencies collaborate with higher ed and apply for this RFP.*

**A8. Section 1.6 of the RFP describes the eligible applicants.**

*Q9. What is the maximum amount that can be requested per year?*

**A9. Funding information appears in Section 1.8 of the RFP.**

*Q10. Can we use money to buy equipment (especially if it is a technology focused project)*

**A10. Sections 4.7 and 4.8 of the RFP provide a description of allowable and non-allowable costs. There are a number of considerations when determining whether a cost is allowable or not. We cannot make that determination at this stage.**

*Q11. Do you have to focus on reading /math or can the focus be technology?*

**A11. Program plan and development is up to the applicant.**

*Q12. Can we do only summer or does it have to be a full year project.*

**A12. 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 21<sup>st</sup> CCLC, the program will not be able to propose to serve more students in the summer than during the school year component."**

*Q13. Are the 21<sup>st</sup> Century RFPs that were recently announced – two, really: one statewide and then one for geographic area that does not have a 21<sup>st</sup> Century grant?*

**A13. 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.shtml>.**

*Q14. Can you please tell me if a public charter schools may submit a grant application for 21<sup>st</sup> CCLC grant funding directly to FLDOE on its own, or must a charter school submit through its local school district?*

**A14. Charter schools that have not been granted the status of independent Local Educational Agency (LEA) must apply through their parent school district.**

*Q15. I'm going through the RFP and don't see a cost per student per hour...can you tell me what it is?*

**A15. The cost per students varies greatly based on the types of services proposed. The online proposal submission system ([http://21stcclcreport.flchild.com/index.php?rfp\\_create\\_proposal&program\\_year=2016&intent=1](http://21stcclcreport.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. The online proposal submission system is expected to be operational by Friday, April 3, 2015. Applicant's currently only have access to submit a Notice of Intent to Apply.**

Q16. *Is Charlotte County eligible to apply?*

**A16. 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 21<sup>st</sup> CCLC RFPs. Please note that each application must be unique.**

Q17. *Can a grant evaluator serve on the grant writing team for an organization applying for the 21<sup>st</sup> CCLC grant? Is it okay for a grant evaluator to meet with the agency head, Project Director, Site Coordinators and 21<sup>st</sup> CCLC teachers/staff to provide them with information about the grant requirements, etc.?*

**A17. An evaluator with such an active role in the development of the application would not be considered independent and as such would not meet the requirements of Section 2.12 of the RFP.**

Q18. *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?*

**A18. See A15.**

Q19. *We were reviewing the RFP for the 15-16 21<sup>st</sup> 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.)*

**A19. 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.**

Q20. *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?*

**A20. 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.**

Q21. *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?*

**A21. Program plan and development is up to the applicant.**

*Q22. Can you tell me how to obtain the required forms for the TAPS 16B036 and the TAPS 16B030 applications?*

**A22. 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 21<sup>st</sup> CCLC Forms page at** <http://www.fldoe.org/schools/family-community/activities-programs/21st-century-community-learning-center/forms.shtml>.

*Q23. 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?*

**A23. See Section 1.8 of the RFPs for information on the maximum combined total funding across all 21<sup>st</sup> CCLC programs, whether they are new or continuing awards.**

*Q24. The School District of DeSoto County is in year 3 of a 21<sup>st</sup> CCLC Grant, is DeSoto eligible to apply for either of the newly released grant opportunities? If so, which one.*

**A24. 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.**

*Q25. Where can we access the DOE 610 and 620?*

**A25. The DOE 610 and DOE 620 forms will not be available until July 1, 2015. The forms will be located at** <http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/department-of-edu-grants-forms.shtml>. **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.shtml> **and the 21<sup>st</sup> CCLC Forms page at** <http://www.fldoe.org/schools/family-community/activities-programs/21st-century-community-learning-center/forms.shtml>.

## **(Q & A Numbers 26-63 Posted March 27, 2015)**

*Q26. 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?*

**A26. 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.**

*Q27. 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 21<sup>st</sup> CCLC students remain on their home school site each afternoon and work with teachers from their home school/district?*

**A27. Each location that provides 21<sup>st</sup> CCLC programming is considered a site. 21<sup>st</sup> CCLC students at that site 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 site.**

*Q28. 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?*

**A28. See Section 1.8 of the RFPs for information on the maximum combined total funding across all 21<sup>st</sup> 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.**

*Q29. Are there a required number of days or weeks each site is required to operate during a project year?*

**A29. See Section 2.4 of the RFPs.**

*Q30. Is it required that charter schools apply through school districts or can they apply on their own?*

**A30. See A14.**

*Q31. Are school districts exempt from providing proof of DCF licensing?*

**A31. 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.**

*Q32. Is there any information regarding the Risk Analysis that can be provided prior to July 1, 2015?*

**A32. At this time we do not have any further information. We will post updates as additional information becomes available.**

*Q33. 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?*

**A33. Whether costs are direct, administrative or evaluative in nature depends on the actual activity or task not on the position title.**

*Q34. What are the common issues obtaining child care licensing at community based sites? For example, separate kitchen areas, handicapped accessible, fenced in playgrounds, etc.*

**A34. 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>.**

*Q35. Does the RFP require PBL projects as in the past?*

**A35. Project Based Learning is a FDOE priority for 21<sup>st</sup> CCLC programs. See Section 2.2.f of the RFPs.**

*Q36. If a community based site serves a small number of children in drop in afterschool center – is it allowable to propose placing a 21<sup>st</sup> 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.*

**A36. Replacing is similar to supplanting. 21<sup>st</sup> CCLC funds cannot be used to supplant existing activities. 21<sup>st</sup> CCLC funds may be used to supplement existing activities. Please refer to sections 2.13 and 4.9 of the RFPs for additional information.**

*Q37. Could a program operate 4 days with 21<sup>st</sup> 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?*

**A37. See 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.**

*Q38. In years 3, 4, 5 – what documentation is required for the match amount? Can it be provided in-kind?*

**A38. See Section 1.9 of the RFPs. Match funds are not required for 21<sup>st</sup> CCLC funds.**

*Q39. You mention that [on] non-school-days; the program must provide two meals and one snack. Is that covered by the supplement program?*

**A39. Applicants must develop the partnerships necessary to meet the RFP requirements.**

*Q40. During the letter of intent – You ask to list centers (up to four). Please define a center. Is it a separate RFP?*

**A40. 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 sites. Sites are the physical locations where a 21<sup>st</sup> CCLC program takes place.**

*Q41. In the past RFP's, I submitted large documents of charts of accounts and the City's financial reports. Would a hyperlink be sufficient?*

**A41. 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.**

*Q42. If your program is located at the schools, do we still need to obtain an exemption from DCF? Page 15*

**A42. Please contact your local DCF office to determine the licensing needs of your program.**

*Q43. Can trainings occur prior to opening and be reimbursable? Are we limited to no longer than 14 days prior to the program start date?*

**A43. 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 start date.**

*Q44. Page 29 – Subcontractors may be allowable but cannot account for more than 25 percent of total budget? Please explain.*

**A44. 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.**

*Q45. SouthTech Academy Charter would like to submit a proposal for the 21<sup>st</sup> Century CCLC grant; however, we noticed that Palm Beach County is not a target area. Are we still eligible to apply? Also can we apply as a charter school or do we have to apply via the district?*

**A45. The department has released two (2) 21<sup>st</sup> CCLC RFPs. The RFP with TAPS number 16B030 is open to eligible applicants throughout the state.**

*Q46. 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)?*

**A46. 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.**

*Q47. 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?*

**A47. RFP requirements apply consistently to all applicants.**

*Q48. In question 14 of the 3/20/15 Q & A's, 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 21<sup>st</sup> CCLC funding subcontract with a charter school as a 21<sup>st</sup> CCLC site?*

**A48. Site locations are selected by the applicant.**

*Q49. Leon County RFP Workshop Question*

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

**A49. 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.**

*Q50. Leon County RFP Workshop Question*

*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?*

**A50. 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.**

*Q51. Leon County RFP Workshop Question*

*Will the PowerPoint be posted?*

**A51. 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.stml>.**

*Q52. Leon County RFP Workshop Question*

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

**A52. See A35.**

*Q53. Leon County RFP Workshop Question*

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

**A53. See A44.**

*Q54. Leon County RFP Workshop Question*

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

**A54. See A35.**

*Q55. Leon County RFP Workshop Question*

*If a school has a 21<sup>st</sup> Century Program on site, can I target kids from that school to be served at a community center?*

**A55. Yes if the needs assessment supports such a need.**

*Q56. Leon County RFP Workshop Question*

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

**A56. The project period for continuing subgrants will mirror the project period of the RFP. During project year 2015-16, all 21<sup>st</sup> CCLC programs will have a Budget/Program performance period of August 1, 2015, to July 31, 2016.**

*Q57. Leon County RFP Workshop Question*

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

**A57. See A35.**

*Q58. Leon County RFP Workshop Question*

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

**A58. Continental breakfast and lunch will be served each day of the conference.**

*Q59. Leon County RFP Workshop Question*

*Is the \$500,000 each year?*

**A59. The cap is based on an annual budget. See Section 1.8 of the RFPs for more information on funding and subsequent years funding reductions.**

*Q60. Leon County RFP Workshop Question*

*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?*

**A60. No. Programs are not allowed to shift services from one site to another.**

*Q61. The Miami-Dade/Broward County RFP workshop is offered on April 3, 2015 from 9:00 am - 3:00pm. Is it possible to add another date? For many its Good Friday the beginning of Passover and our school system is closed.*

**A61. Attendance is recommended but not required. At this time there are no plans to reschedule any of the RFP training dates.**

*Q62. 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.*

**A62. 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.**

*Q63. 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?*

**A63. The organization of the application/proposal is up to the applicant.**