2018-19 Requests for Proposals Q & A
(Updated July 24, 2018, noon)

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 will contain those received during the RFP webinars. 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, July 20, 2018. Questions submitted after this deadline will be answered at the discretion of the 21st CCLC State Director.

(Key: Questions are in *italics*, answers are in **bold**.)

Miscellaneous

Would it be possible to receive a copy of any of the handouts/presentations which are included in the visual presentation?

A link to the webinar presentations held on Monday, July 16, has been posted to the 21st CCLC RFP page.

Will the webinar be repeated again? If so, please provide the dates.

The webinar will not be provided again but you may view the webinar through the department's ShareFile. The link to the webinar has been posted on the 21st CCLC RFP web page. http://fldoe.org/schools/family-community/activities-programs/21st-century-community-learning-center/rfp.stml

I was wondering the date we will be notified about whether or not we have received 21st CCLC funding?

It is anticipated that notifications to those programs that are recommended for funding will begin in late August or early September. Please review Section 6. 4 of the RFP for information about the Method of Review.

What is the list of current 21st Century Learning Centers and their locations?

A list of currently-funded 21st CCLC programs is available on the 21st CCLC RFP web page. http://fldoe.org/schools/family-community/activities-programs/21st-century-community-learning-center/rfp.stml

Is it possible to obtain a list of individual who participate in the workshop by state and county?

This information is not available; however, a list of currently-funded 21st CCLC programs is available on the 21st CCLC RFP web page. http://fldoe.org/schools/family-community/activities-programs/21st-century-community-learning-center/rfp.stml

Section 1: General

I submitted an Intent to Apply for the 21st Century Grant yesterday. However, I do not see our district/school on the eligible list in CIMS. In this case, should I complete the Survey Monkey to identify our schools we intent to implement the program for?

> **If an LEA (school district) would like to identify a school in need of support, the district should complete the SurveyMonkey for each school they would like to identify as in need of intervention and support.**

Can a Community Based Organization that has been servicing and working with the target school identify a school in need of intervention and support? Can a CBO submit the rationale for selection in order include this school in the list?

> **No. Per Section 1.5 of the RFP, only school districts can identify schools in need of support. CBOs should work in collaboration with the local school district to identify schools in need of support.**

Are private schools eligible to apply for a program that would primarily target its own students, provided it meets other eligibility requirements?

> **The targeted population must be from schools that that are identified as Targeted Support and Improvement, as Comprehensive Support and Improvement OR the LEA-identified schools in need of support as indicated on https://www.floridacims.org/downloads?category=da-lists.**
> **Students from the targeted schools can be served by the private school as well as the students from the private school under the equitable services provision. However, the <u>majority</u> of the students served MUST be from the targeted school and the private school should be in the zone of the target school.**

Can you apply for the 21st Century Grant as a Private School? If so, will we be required to have more than 1 target school other than our own school? We are currently offering an after school program to our students and families.

> **The targeted population must be from schools that that are identified as Targeted Support and Improvement, as Comprehensive Support and Improvement OR the LEA-identified schools in need of support as indicated on https://www.floridacims.org/downloads?category=da-lists.**
> **Students from the targeted schools can be served by the private school as well as the students from the private school under the equitable services provision. However, the <u>majority</u> of the students served MUST be from the targeted school and the private school should be in the zone of the target school.**

I am concerned with Assurance for the Private School Participation. Since this is a secured campus, can you please provide guidelines on how we can meet the federal requirement considering the sensitivity of the population we are serving?

> **As providing equitable services for private school participation is a federal and state requirement, the onus is on the applicant to determine how they can comply with this assurance.**

Our leadership team is interested in applying for a 21st CCLC Grant to support the academic improvement goals of an elementary school on the DA list. Could you please guide us to let us know if [this school] can be included and funding added to our current grant program as an amendment to the RFA? Or, should we/can we apply in the 2018/19 RFP Grant Process? (Paraphrased)

Continuation programs are not able to add an additional school to a current subgrant because the funding cannot be increased and the existing project would be changing its target population. If an agency is interested in applying for an additional subgrant that will serve a different group of targeted students at the same location as their current program, they need to take into consideration their ability and likelihood to separate all costs for each project so that each expenditure is allocable to the respective project.

In reading the RFP eligible schools, there are only 6 MDCPS that are eligible to submit a proposal. Will we be allowed to submit a proposal for other schools?

According to the instructions for LEAs to identify additional schools in need of intervention and support on the RFP web page, http://fldoe.org/schools/family-community/activities-programs/21st-century-community-learning-center/rfp.stml, "School districts that would like to identify other schools in need of intervention and support must submit the name, location and rationale for selection for each school to https://www.surveymonkey.com/r/21stCCLCLEAList no later than 5:00 p.m. Eastern Time on Friday, July 20, 2018. Upon completion, this list will be uploaded to http://www.fldoe.org/schools/family-community/activities-programs/21st-century-community-learning-center/rfp.stml."

I am watching the 21st CCLC RFP webinar and have a question about the LEA-Determined Schools survey. The four surveys that I contacted you about last week have a school board member listed as the contact. Is this admissible?

The submission must be made by an employee of the school district.

Since this contract will not begin until September 1st and end August 31st, should we add the days for service during August of 2019 to this application (school will begin in August)? In general, when previous RFA's came out, the new contract began August 1st. Should we consider, if awarded, that the contract will now be September 1-August 31? Or do NOT count, just for this year, the school days in the following August and expect any RFA following to be the August 1-July 31 contract term? My intention with this question is to make sure we are capturing the approximately 15 days in August when school begins next year. Thank you.

Yes. You would add any days of service from August 2019, if applicable.

We realize that the project period begins September 1, 2018. We would like to propose starting the afterschool program for students on September 4th, the day after Labor Day. Question: Since the application is not due until August 10th, will we be notified about receiving a grant award in time to open the program on September 4th?

It is anticipated that notifications to those programs that are recommended for funding will begin in late August or early September. Please review Section 6.4 of the RFP for information about the Method of Review.

We are interested in applying for the 2018/2019 RFP. We did not see Charles R. Drew K-8 Center on the list and wanted to know if this is the only criteria for a host site. We currently provide K-5th grade at the site and wanted to capture the 3 to 5 years and the middle schoolers as well.

The targeted population must be from schools that are identified as Targeted Support and Improvement, as Comprehensive Support and Improvement OR the LEA-identified schools in need of support as indicated on https://www.floridacims.org/downloads?category=da-lists. If the school is not on this list or has not been identified by the school district (submitted via SurveyMonkey) as in need of support, proposals targeting the school will not be accepted.

If we intend to apply with justification for several other schools in Osceola County, what are the steps involved after we submit the intent to apply email?

If an LEA (school district) would like to identify a school in need of support, the district should complete the SurveyMonkey for each school they would like to identify as in need of intervention and support. Please see instructions here: http://fldoe.org/schools/family-community/activities-programs/21st-century-community-learning-center/rfp.stml.

Is there any guidance for community-based agencies when a need exists for a target school/population with high poverty and dropout rates but the district desires to apply for 21st Century funding at a later time and would like to postpone adding the district schools to the list?

No. Only school districts can identify schools that they feel are in need of additional support and intervention.

If a charter school is its own LEA, do they need to submit the grant through the local school district or can the charter school submit the grant independently?

No. If the charter school is recognized as its own school district, they do not have to apply through the local LEA. It is recommended that documentation of the charter being recognized as its own school district be provided with the submission of the proposal.

My understanding is the updated DA Support list would be uploaded yesterday. Has it been uploaded and I just don't see it, or are the determinations on whether to add the submitted school still being considered?

The deadline for LEAs (school districts) to submit their non-DA school recommendations was extended to Friday, July 20. A preliminary list will be posted on July 20. However, the _final_ approved list will not be posted until sometime during the week of July 23-27.

I am a registered non-profit organization with the state of Florida. My goal is to implement an after school program in Broward County. I would like to request eligibility status to begin the application for funding. Your guidance is definitely needed.

The department does not give applicants eligibility status. Per Section 1.6 of the RFP – Eligible applicants are local educational agencies, community-based organizations, other public or private entities, or an educational consortium of two or more of such agencies, organizations or entities. All public schools, including charter schools, must apply through the school district. See Section 1002.33, Florida Statutes (F.S.) - (1) AUTHORIZATION.—Charter schools shall be part of the state's program of public education. All charter schools in Florida are public schools.
http://www.flsenate.gov/laws/statutes/2017/1002.33

If I'm writing 2 separate grants for 2 separate sites, can they share target schools. For example: Site 1/Grant 1 and Site 2/Grant 2 receive kids from School A. Can we list school A on both grant applications as a target school?

As long as the school is eligible, program structure for each proposal is up to the applicant.

If [we don't see that] a school is considered a targeted and comprehensive school on the list, do we need to wait for approval to begin the process? Also, how soon will you know is a school is eligible with the intent to apply. [We] want to apply for four schools, so we are now awaiting for additional information from the state regarding this.

The list of LEA-identified schools should be available between Friday, July 20 and Tuesday, July 24.

On the webinar, Kim said we'd know which of our LEA recommended schools are on the list within the next day or so. I want to do my intent to apply on time on Friday, but I need to know if my schools are on the list or not. Do you know when that list will be posted? Can an LEA assume that a school that has been requested to be on the list will indeed be on the list?

The Notice of Intent to Apply is not required for an application to be considered. Please refer to Section 6.1 of the RFP. The list of LEA-identified schools should be available between Friday, July 20 and Tuesday, July 24.

My questions is since we are a private entity, a non-profit theatre, that offers programming during after school hours and over the summer break, do we have to apply through the targeted school district if they are on the current list of schools who received funding from 21st CCLC? What if we serve many students from many schools?

The targeted population must be from schools that are identified as Targeted Support and Improvement, as Comprehensive Support and Improvement OR the LEA-identified schools in need of support as indicated on https://www.floridacims.org/downloads?category=da-lists. Per Section 1.6 of the RFP – Eligible applicants are local educational agencies, community-based organizations, other public or private entities, or an educational consortium of two or more of such agencies, organizations or entities. Therefore, private entities do not have to apply through the school district. Proposals should not target schools that have existing 21st CCLC programs unless they plan to serve a different grade level at the school that is not already being served through the existing program.

Miami Community Charter School is not recognized in any of the lists in the RFP; can they apply for consideration?

If the school isn't on the DA list, the district may submit the school for consideration via SurveyMonkey per the instructions on the RFP web page. http://fldoe.org/schools/family-community/activities-programs/21st-century-community-learning-center/rfp.stml

When will the announcement, of approval or not, will be given for the schools that applied for consideration?

A preliminary list was published on Friday, July 20.

I work with the ESP that provides support to one of our schools in Duval called Somerset Prep (#3550). Unfortunately, this year they earned a F. I do not see their name on the 2018-2019 list of schools eligible for UniSig funds. Has the list been updated to include Somerset Prep? If so, how much funds are they receiving?

If the school isn't on the DA list, the district may submit the school for consideration via SurveyMonkey per the instructions on the RFP web page. http://fldoe.org/schools/family-community/activities-programs/21st-century-community-learning-center/rfp.stml

Do you have to have a 501c3 to obtain this grant? (Webinar question)

Per Section 1.6 of the RFP – Eligible applicants are local educational agencies, community-based organizations, other public or private entities, or an educational consortium of two or more of such agencies, organizations or entities. All public schools, including charter schools, must apply through the school district. See Section 1002.33, Florida Statutes (F.S.) - (1) AUTHORIZATION.—Charter schools shall be part of the state's program of public education. All charter schools in Florida are public schools. http://www.flsenate.gov/laws/statutes/2017/1002.33

Where can I find information for requirements relating to Non Florida based organizations to apply? (Webinar question)

Per Section 1.6 of the RFP – Eligible applicants are local educational agencies, community-based organizations, other public or private entities, or an educational consortium of two or more of such agencies, organizations or entities. All public schools, including charter schools, must apply through the school district. See Section 1002.33, Florida Statutes (F.S.) - (1) AUTHORIZATION.—Charter schools shall be part of the state's program of public education. All charter schools in Florida are public schools. http://www.flsenate.gov/laws/statutes/2017/1002.33

As a charter school, the school district did not include us in their 21st CCLC. They are in their 5th year of the grant. Therefore, how do we "apply" through the LEA if their program is nearing an end? (Webinar question)

All public schools, including charter schools, must apply through the school district. See Section 1002.33, Florida Statutes (F.S.) - (1) AUTHORIZATION.—Charter schools shall be part of the state's program of public education. All charter schools in Florida are public schools. http://www.flsenate.gov/laws/statutes/2017/1002.33

Is it better for the charter school to apply or should the non-profit that sponsors the charter school apply?

All public schools, including charter schools, must apply through the school district. See Section 1002.33, Florida Statutes (F.S.) - (1) AUTHORIZATION.—Charter schools shall be part of the state's program of public education. All charter schools in Florida are public schools.
http://www.flsenate.gov/laws/statutes/2017/1002.33

Can an after school organization apply as partner with a school and serve some of the students at the school and some at the community organization? (Webinar question)

As long as the school is eligible, program structure for each proposal is up to the applicant.

If a public school is one of the partners in the consortium, does the proposal need to be submitted by the school, or can one of the consortium partners (Community-based organization) take the lead in submitting the proposal? (Webinar question)

Either the public school or the CBO can submit a proposal. That decision is entirely up to the applicant.

Is there a reduction in funding in years 3-5? (Webinar question)

No, there is no reduction in funding in years 3-5.

Can a program service special population[s] from different schools? Even if the schools are not in the targeted schools? (Webinar question)

The targeted population must be from schools that are identified as Targeted Support and Improvement, as Comprehensive Support and Improvement OR the LEA-identified schools in need of support as indicated on https://www.floridacims.org/downloads?category=da-lists or on the LEA-determined non-DA schools list published on the 21st CCLC RFP page.
http://fldoe.org/schools/family-community/activities-programs/21st-century-community-learning-center/rfp.stml

If an organization is a subrecipient on another award through 21st CCLC, can that organization apply for a new and separate program? (Webinar question)

If an organization is a contractor in another award, that organization may apply for a separate program.

Is there a cap to the total amount of funding a CBO can receive to serve multiple projects? (Webinar question)

Per Section 1.8 of the RFP, the maximum single award it $700,000 and the minimum award is $62,500. There is no cap on the total amount of funding for multiple projects held by the same agency.

If a school has a program that ends, when would they qualify to have a program again?

Yes, as long as they are in good standing with the Florida Department of Education and the 21st CCLC program, the program would be eligible to apply.

The assurance forms for private school is applicable to all applicants or private school[s] only? (Webinar question)

All applicants must review and agree to the Equitable Services to Private School Assurances. The questions must be completed and the document signed by the agency head or appropriate designee and included as an attachment to each application.

I just wanted to confirm if this grant can be used for before and after care or extended day learning.

Please refer to Section 3.5 of the RFP for the Times and Frequency of Service Provision of the 21st Century Community Learning Centers program.

If we are part of consortium, and an individual member wants to apply solo and what would be the restriction if any.

Per Section 1.6 of the RFP – Eligible applicants are local educational agencies, community-based organizations, other public or private entities, or an educational consortium of two or more of such agencies, organizations or entities. All public schools, including charter schools, must apply through the school district. See Section 1002.33, Florida Statutes (F.S.) - (1) AUTHORIZATION.—Charter schools shall be part of the state's program of public education. All charter schools in Florida are public schools. http://www.flsenate.gov/laws/statutes/2017/1002.33

Is the start date Sep. 1st for new and existing programs? (Webinar question)

The project period begins on September 1 for this year.

If the grant begins on Sept 1 this year, and the date returns to August next year, does the budget get adjusted as well? (Webinar question)

Programs will run a full program year, therefore the funding (and budget) proposed should include a full year. Funding will not be increased in subsequent years.

How would we know the allocation amount when applying? (Webinar question)

Applicants will request funding based on a per student basis using the Funding Request Guide which is available of the Forms page located here: http://fldoe.org/schools/family-community/activities-programs/21st-century-community-learning-center/forms.stml.

How [do] we know if our school is identified on any of the three target population criteria? (Webinar question)

The targeted population must be from schools that are identified as Targeted Support and Improvement, as Comprehensive Support and Improvement OR the LEA-identified schools in need of

support as indicated on https://www.floridacims.org/downloads?category=da-lists or on the LEA-determined non-DA schools list published on the 21st CCLC RFP page. http://fldoe.org/schools/family-community/activities-programs/21st-century-community-learning-center/rfp.stml

If the Program and budget effective date Sept 1st. this will give us 164 program days instead of 179 days? (Webinar question)

Proposals should include the days that the program will serve students in the afterschool program – from the date students will begin the program, through the last date they will attend the program. The total amount of service days may vary from program to program depending on how many days of the week the program will offer services. Please refer to Section 3.4 of the RFP for minimum number of days and hours per grade level. If proposing August 2019 dates, they should be included in the application even if not finalized.

All applicants whether public or private must apply through the local school district? (Webinar question)

No. Only public schools and charter schools must apply through the school district. Please refer to Section 1.6 of the RFP.

Can more than one 21st CCLC program serve a school site? (Webinar question)

No. Programs should not target schools with an existing 21st CCLC program.

For before/after school or summer programs serving targeted students from multiple schools, should the RFP be submitted by the school or agency providing extended learning opportunities, or does each school need to submit a separate RFP for the same program? (Webinar question)

It is up to the individual applicant to design their program structure.

We are a private Pre-K school located in an area where the majority of the elementary schools have received failing grades. How do we become an eligible applicant in this RFP process? (Webinar question)

If the agency fits the criteria outlined in Section 1.6 of the RFP, the agency is eligible to apply.

Can you still have a program if some students already attend a school with a 21st century program but the program doesn't offer your services, i.e character education? (Webinar question)

Programs are discouraged from targeting schools with an existing 21st CCLC program.

Our church would like to apply. We serve student and families in this title I district. (Webinar question)

The targeted population must be from schools that are identified as Targeted Support and Improvement, as Comprehensive Support and Improvement OR the LEA-identified schools in need of support as indicated on https://www.floridacims.org/downloads?category=da-lists or on the LEA-determined non-DA schools list published on the 21st CCLC RFP page.

http://fldoe.org/schools/family-community/activities-programs/21st-century-community-learning-center/rfp.stml

Would it be possible for you to please ask non-LEA applicants to contact the LEA if they plan to apply on behalf of a public school. (Webinar question)

Applicants should not be applying on behalf of a public school unless they are a school district. Non-district applicants may, however, target students in eligible schools. All applicants should be working with the school district per the Collaboration requirement in Section 3.12.b of the RFP.

Can you partner with a local church as an after school program providing services to students in public schools? (Webinar question)

Per Section 1.6 of the RFP – Eligible applicants are local educational agencies, community-based organizations, other public or private entities, or an educational consortium of two or more of such agencies, organizations or entities. All public schools, including charter schools, must apply through the school district. See Section 1002.33, Florida Statutes (F.S.) - (1) AUTHORIZATION.—Charter schools shall be part of the state's program of public education. All charter schools in Florida are public schools. http://www.flsenate.gov/laws/statutes/2017/1002.33

Is it possible to provide an excel spreadsheet with the principal's emails or what would be the most efficient way for us to collect that information? I assume that it exists in an excel spreadsheet somewhere vs. our team having to go to each school's specific website.

It is up to the individual applicant to research the target schools and communicate with needed personnel.

Section 2: Fiscal and Administrative Requirements

I wonder if there is [sic] any changes in the ability for CSC's to be able to submit a 21st CCLC grant and if they win it subcontract it out to agencies? I thought there might be some changes in the ability to subcontract.

We do not anticipate a change in this rule. This is the way the department implements the federal law outlined in the Uniform Guidance, specifically 2 CFR § 200.330. Also refer to Section 2.8 of the RFP.

The RFP indicates a target population served by an existing 21st Century Grant will not be considered eligible; however, does the school's receipt of other federal funding bar eligibility when those federal funding sources are not 21st century grants?

Per Section 2.9 of the RFP, 21st CCLC awards include the federal "supplement, not supplant" provision. Supplement typically means 'create something to add to a program'; supplant typically means 'to replace something that already exists.' In other words, if a school is receiving other federal funding used for afterschool programming, 21st CCLC funds can only be used to *supplement* that funding and not replace it. Applicants seeking to supplement an existing 21st CCLC-like program must clearly describe how the 21st CCLC funds will supplement and not supplant other funds.

Can you submit expenses twice a month with proper documentation? (Webinar question)

Yes. See Section 2.2 of the RFP. The *minimum* is monthly reimbursements.

Are we able to charge the one time enrollment registration fee to DOE? (Webinar question)

All income resulting from the collection of fees is deemed program income, and as such, it must be managed in the same manner as grant funds. Program income cannot be used for costs that are not allowable under the federal and state regulations governing 21st CCLC projects. Please refer to Section 2.1 of the RFP for information on Program Income.

Contractor for payroll. Is it allowable to use a contractor for payroll purposes so that the LEA avoids over-time issues concerning district employees? (Webinar question)

We can readily determine allowability as a variety of factors are involved.

Are any exceptions to the hourly rate for programs desiring to provide after school academic services to special needs students, e.g. ASD students? (Webinar question)

Not at this time. Please refer to the Funding Request Guide form located on the Forms web page for funding amounts per student: http://fldoe.org/schools/family-community/activities-programs/21st-century-community-learning-center/forms.stml

How to fill out a funding request guide that reflect 2 different schools with different # of program hours a day? (Webinar question)

In this case, the applicant would complete two different Funding Request Guides for the proposal – one of each eligible school. The total of both of these Funding Request Guides would be the total budget amount.

Follow-up question--we have sufficient students within our private K-5 school to implement a 21st Century Grant. If we have sufficient students, do we still have to reach out to the failing surrounding elementary schools? (Webinar question)

Proposals may target up to four schools per site. Program design is up to the applicant. Targeted students should be from eligible schools.

Section 3: Scope of Work/Narrative and Scoring Criteria

The family component: we have some children that are allowed to have contact with a biological family member we have some that are not. Will a child care professional that cares for our children be considered a "guardian" and therefore qualify to be part of the family required component?

In accordance with ESEA SEC 4201(a)(3), 21st CCLC programs must "offer families of students served by community learning centers opportunities for active and meaningful engagement in their children's education, including opportunities for literacy and related educational development." For purposes of this program, the term family includes parents, caregivers, guardians or others such as grandparents, who act in the stead of parents.

On page 30 – Section 3.7 Approved Program Activities, does mental health fall into disabilities under #5?

Any disability determination for students would need to be assessed by the local school district.

We exclusively serve foster care children who make serving the minimum of 30 consecutive days challenging. Are there are any exceptions that can be made if for example a child has a meeting with his/her case manager, therapist, parent/family member, etc.?

Students enrolled in the 21st CCLC program are expected to participate on a regular basis. Regularly participating students are those that participate in the 21st CCLC program for 30 days or more. The RFP does not state that these have to be consecutive days.

If I'm reading the requirement about hours in a day stating that if you serve for 4 hours or more in a day, you must serve a meal. Is that correct? Do snacks serve as a meal? Or can Club members be required to bring their own meal instead of us providing one. (For example in the summer time, we require members to bring a sack lunch each day and then we serve 2 snacks. It's currently a 12 hour summer program.) Is this acceptable?

Per section 3.12 of the RFP, 21st CCLC programs <u>must provide</u> the following:
- **Afterschool**
  - **daily nutritious snack**
  - **daily dinner if program extends five (5) hours or more**

- **Before school**
  - **daily nutritious breakfast**

- **Non-school days**
  - **Morning programs: one meal and one snack**
  - **Afternoon programs: one meal and one snack**
  - **Day-long program or any program lasting six (6) hours or more: two meals and one snack.**

Snacks do not count as a meal. Students or their families cannot be charged for any costs associated with supplemental snacks/meals directly (e.g. fees) or indirectly (e.g., requests for donations). Having students bring a lunch would be the same as asking families to pay; albeit indirectly.

As I am reviewing the 21st CCLC RFP, I noticed some conflicting/confusing statements about the maximum number of schools we are allowed to target per proposal/center. Please see below. "Proposals can only target a maximum of four schools per center." (Page 4) "A maximum of four schools may be targeted by each proposed center." (Page 21) "To support appropriate coordination with the regular school day, proposals can only target a maximum of four schools per proposal/center, AND must target a minimum of 10 students per target school." (Page 39) We were thinking of having multiple centers that would include more than four

schools total, but no more than four schools per center (based on Pages 4 and 21). We would need to revamp our plans if we are only allowed a total of four schools regardless of the amount of centers.

Each proposal can only target a maximum of four schools per site/center. See Section 3.12.b. of the RFP. The language should read, "To support appropriate coordination with the regular school day, proposals can only target a maximum of four schools per CENTER." The original language says "proposal" and we apologize for the error.

On page 36 of the RFP, with regards to the licensing requirements for this grant, the description says: "A valid license or exemption must be received by the 21st CCLC program office by July 31, 2018." The instructions for this section, found later on the same page, does not specify a submission method. Does the licensing exemption letter submitted by July 31st need to be emailed, faxed, or mailed? In addition, the instructions for this section on page 36 reads: "If the facility proposed is not a public or nonpublic school or not operated by the school district and serves students in grades PreK-5, please include the license or exemption letter as an attachment." Does the letter of exemption need to be resubmitted with the entire RFP package for the August 10th deadline?

The July 31, 2018, deadline is an error. The deadline for applicants to submit a DCF license or DCF exemption letter is August 31, 2018. If an applicant has already obtained a DCF license or exemption letter prior to the submission deadline, the applicant is encouraged to submit that with their proposal. Licenses secured after the submission deadline will be submitted during Budget and Technical Review.

Are there [parameters] placed on the location of the services to be provided (e.g., travel distance, same county) when the target population includes students from a close proximity school within another county)?

Proposals should take into consideration the needs of the community when determining such things as travel distance to a 21st CCLC program from an eligible school. Proposals should not target the students from an existing 21st CCLC program unless they are serving a different grade level than the existing program. Typically, programs in close proximity of each other struggle to maintain attendance of regularly participating students.

Should a school's extracurricular activities be taken into consideration when developing the rationale for unique programming?

Yes. Students enrolled in the 21st CCLC program are expected to participate on a regular basis. Regularly participating students are those that participate in the 21st CCLC program for 30 days or more. It is possible for students to participate in extracurricular activities but they cannot be counted as attending the 21st CCLC program at the time of the extracurricular activity. The agency should structure their proposal so that the proposed number of students attend the program on a regular basis.

Do you recommend applying for the grant if you are an "up and coming" program/in the works? I have just formed my Educational services company and looking to create a learning center for the neighborhood I grew up in Miami but not sure if this grant is meant for people in my situation. I'm not sure what avenue to take.

Please review Section 3.8 of the RFP regarding "Applicant's Experience and Capacity". The department cannot advise applicants if they should submit a proposal. It is up to the individual agency to determine their capacity.

Our facilities are in the processed of being licensed for a VPK program thru DCF at the present time. Does it have to have final approval by July 31, 2018? Or will you accept a written plan from our company till we have final approval?

The July 31, 2018, deadline is an error. The deadline for applicants to submit a DCF license or DCF exemption letter is August 31, 2018. If an applicant has already obtained a DCF license or exemption letter prior to the submission deadline, the applicant is encouraged to submit that with their proposal.

How many Activity Plans should we include in the application? (Webinar question)

Please refer to Section 3.7 of the RFP, Approved Program Activities.

Personal Enrichment: What if you want to implement a program for 4-5th graders? Must you create an enrichment program for the Pre-K - 3rd graders of a similar type or can it be different. How many enrichment measures are [per] required grade? (Webinar question)

Programming should be designed for the targeted population that will be served by the program. Please refer to Section 3.6 for a breakdown of all required program objectives.

What are the requirements to be an evaluator? Can we hire our own evaluator? (Webinar question)

The 21st CCLC evaluator must be an individual, agency or organization with no vested interest in the operations of the 21st CCLC program. Such individuals as grant writer(s), the applicant's partners, family members of the applicants, participants, individuals/agencies that provide trainings to 21st CCLC funded staff, and employees of the applicant whose performance and/or wages are dependent on the 21st CCLC program cannot be program evaluators. Programs must also follow procurement procedures for any evaluation contract exceeding the required threshold for each agency type.

As principal of a small charter school will I have to hire someone to be the site coordinator? (Webinar question)

A center or site coordinator must be identified for each proposed center/site. This person will be responsible for the daily operation, coordination and delivery of services at their respective program centers. For one-center programs, the program director and the center coordinator are typically the same individual. Please refer to Section 3.9.a. Staffing Plan – for more information on staffing.

Is DCF licensing required to operate the program in a Broward County elementary school? (Webinar question)

Please refer to Section 3.10 of the RFP. The Florida Department of Education does not make child care licensing or exemption determinations.

All teachers must be certified correct? How do you determine the amount each teacher or enrichment person is paid per hour etc.? Is there a rubric for this?

Yes. All teachers must be certified. It is up to the individual programs to determine the wages for program staff.

Will a forma[l] press release meets the criteria for the community notice? Adding a page for this program on our current website will suffice this requirement? (Webinar questions)

The method of notifying the community is entirely up to the applicant. Please refer to Section 3.2.a. of the RFP for more information and instructions.

Are summer services mandatory? (Webinar question)

No. Summer services are optional. Afterschool is the required component. Programs may also offer services before school, on weekends, school holidays/teacher planning days and school breaks.

Is it permissible to serve only Pre-K and Kindergarten students? If so, what statewide standard objectives would apply to that type of program? (Webinar question)

Yes, programs can propose to serve specific grade levels. Please refer to Section 3.6 of the RFP for the required academic objectives for each grade level. For the grade levels mentioned above, please use elementary requirements.

Do we need to complete an objectives form for each individual program site? Or is it one form for the whole proposal? (Webinar question)

It is one objectives form for the whole proposal.

Do you have a list of individuals that will conduct an evaluation the program? (Webinar question)

The Florida Department of Education does not make recommendations for products or services. The 21st CCLC evaluator must be an individual, agency or organization with no vested interest in the operations of the 21st CCLC program. Such individuals as grant writer(s), the applicant's partners, family members of the applicants, participants, individuals/agencies that provide trainings to 21st CCLC funded staff, and employees of the applicant whose performance and/or wages are dependent on the 21st CCLC program cannot be program evaluators. Programs must also follow procurement procedures for any evaluation contract exceeding the required threshold for each agency type.

Public school bell schedule change for this year will not allow more than 1.5 hours for middle school since they are out so late. However, we do offer at school in am [sic] another 1.5 hours since they start late. Will you consider the total of the day to equate to at least the 2.5 hours for middle school daily amount? (Webinar question)

Yes.

We are considering a program for an exceptional education school. Are there adjustments that we can make to the academic objectives? For example, there is an algebra requirement, but not all are required to take algebra. (Webinar question)

All proposed programs are required to have academic objectives. Alternate assessments may be used to satisfy these requirements if individual students have them in their IEP.

What are examples of personal enrichment? (Webinar question)

Personal Enrichment may include such activities as art, physical fitness and character education. Please see Section 3.7 of the RFP for Approved Program Activities for more information.

Since school begins August 10, we want to provide some OST right away. If awarded, will it be considered supplanting? The program offered for the three weeks prior to September 1 will not be the same academically enhanced program as would be offered once funded for 21st CCLC. (Webinar question)

If the program will be enhanced academically by 21st CCLC after funds are awarded, it may be considered supplemental.

We are a private entity, never received public funding, how would that affect scoring? (Webinar question)

Prospective applicants should take into consideration the information in Section 3.8 of the RFP regarding Applicant's Experience and Capacity and respond accordingly within their application. Each proposal is scored by a group of independent peer reviewers so the 21st CCLC program office cannot predict how a proposal will score.

How do you determine max or average amount of children being served as the minimum is 10 children? (Webinar question)

Proposals should be realistic in the number of children they have the capacity to serve. Applicants should take into consideration such requirements as staffing ratios and facilities. Financial consequences may be applied if attendance numbers are not met.

Can the five adult family member activities be one-time educational events? (Webinar question)

Program design is up to the applicant but should follow the requirements outlined in Section 3.5 of the RFP.

How do we distinguish between a partner and a subrecipient? Or a partner and a contractor? It's conceivable that services/activities provided by a partner could fall into either category, right? (Webinar question)

Contractors providing services to a program would be considered vendors and not subrecipients. Partners would be individuals, companies or organizations that are providing in-kind or discounted services to the program. Subrecipients would be responsible for the goals and objectives of the program, which is unallowable under this RFP.

Section 4: Project Budget

Are we allowed to include security fees in our budget? (Webinar question)

Proposed budgets can include reasonable and allowable costs for security if the applicant determines that this expense is necessary to maintain student safety.

Is the budget something we complete after we have been awarded (if awarded)? (Webinar question)

Proposals should include a proposed budget. If recommended for funding, any necessary budget changes can be made during the budget and technical review process. Please refer to Section 4 of the RFP for details.

The program director salary, comes out of the administrative cap or contractor? (Webinar question)

Depending on the duties of the position, *part* of the salary may have administrative (i.e., supervising staff) or evaluative (data collection) percentages. Those administrative and evaluative percentages would be included in the total administrative and evaluative caps which apply to the whole budget. If the position is contracted and not paid via a salary or hourly wage, these administrative and evaluative percentages would still apply and the position would be counted as part of the 25% contracted services cap. Programs recommended for funding would be provided technical assistance in finalizing their budget for compliance.

Section 5: Priority Points

No questions have been submitted.

Section 6: Proposal Submittal Requirements

I am inquiring about the Notice of Intent-to-Apply, since we are sufficing a need in our community, we offer theatre and dance programming for ages 3 and up. We have students who join us from all over Indian River County. In the Notice of Intent-to-Apply would you like a list of schools we currently have students enrolled in our programming from, since it is not just one? I would like to be sure of what parameters the application is asking for before sending my letter in.

Instructions for submitting a Notice-of-Intent to Apply can be found in Section 6 of the RFP.
The targeted student population for this year's RFP can be found in Section 1.5 of the RFP.

Section 6 does state what department to send off the proposal: however, I did not see how it should be sent whether it should be faxed, mailed or emailed. Also, will the TAPS number for the application be 19B030?

Section 6.3 of the RFP states that three copies of the proposal must be submitted in paper format to the Office of Grants Management. The TAPS number is 19B030 and is shown on the cover page of the RFP.

If one of the schools has been identified as a target and comprehensive school, what steps are needed to begin the RFP process? (We) would like to know how to we proceed with this submission.

Instructions for submitting a proposal are in Section 6 of the RFP.

For the RFP submission, I assume one copy will contain the original signed documents (101a, assurances, GEPA, etc.) and the two additional can be photocopies. Please clarify if my presumption is accurate.

That is correct, one of the three submission packets should be submitted with original signatures on the documents requiring signatures. It is recommended that the original and subsequent two copies are labeled as such and that the signatures are completed in blue ink.

Three copies of paper application must be submitted via paper to the FDOE Office of Grants Management (stated on page 43 of the 2018-2019 RFP). One original and two copies? Three originals? Or three copies? I want to make sure that FDOE Office of Grants Management receives exactly what they need.

One of the three submission packets should be submitted with original signatures on the documents requiring signatures. It is recommended that the original and subsequent two copies are labeled as such and that the signatures are completed in blue ink.

If not awarded are you able thanks receive feedback?

Yes. Non-funded applicants will receive comments/feedback by the peer reviewers on their proposals.

Where are all the documents found for the grant? (Webinar question)

All documents can be found on the 21st CCLC web pages on the Florida Department of Education website. The RFP can be found here: http://fldoe.org/schools/family-community/activities-programs/21st-century-community-learning-center/rfp.stml and the required forms can be found here: http://fldoe.org/schools/family-community/activities-programs/21st-century-community-learning-center/forms.stml.

Can we single space charts? (Webinar question)

Yes. Charts and tables can be single spaced.

Section 7: 2018-19 Deliverables and Financial Consequences

Because there is a penalty for not meeting minimum performance, does funding go up if minimum performance is exceeded? (Webinar question)

No, funding does not increase.