

21st Century Community Learning Centers

Grant Submission Deadline Extended

Original Deadline: **May 20, 2011**

Extended Deadline: **May 31, 2011**

The Florida Department of Education (FDOE) is pleased to provide an eleven-day extension for the final submission of 21st Century Community Learning Center (CCLC) competitive proposals. Submission is now due by Close of Business on Tuesday, May 31, 2011. The FDOE would like to thank the grant writers and agencies who provided feedback about the online submission system prior to May 6, 2011. Unfortunately, the requests for added functionality and increased options for customizing narrative components were not possible in a short turnaround. Because the FDOE believes the requests are important and valid, the 2011-2012 competitive proposal submission will now follow an alternative method for electronic submission (see below). The alternative method maximizes the ability for applicants to customize their narrative, though the narrative must still meet the technical and formatting requirements outlined below. This decision modifies page 2 (submission deadline) and pages 31-32 (technical and formatting requirements) of the Request for Proposal (<http://www.fldoe.org/curriculum/21century/>). This does not modify or remove any other requirements set forth therein, including the final date for submitting questions (May 10, 2011, with the exception of questions about electronic submission). This extension compensates for any and all delays associated with the modified procedures and modified submission process. Given the eleven-day global extension and simplified submission procedures, the FDOE will **not** grant additional individual extensions. Please contact Lani Lingo by email (lani.lingo@fldoe.org) with any questions or concerns.

Modified Submission Procedures

Replaces Technical and Formatting Requirements (Page 31-32) of the Request for Proposal

The following process provides specific instructions for submitting the final 21st CCLC competitive proposal to the FDOE. To ensure review, these outlined procedures must be followed as directed. Failure to follow these procedures may result in the rejection of your grant without peer review.

Component Completion:

- 1) Choose a “Grant Name” that is unique to each grant you are submitting. This grant name is not scored by reviewers, but allows your agency to easily track your grant (particularly if there is more than one grant submitted from your agency). The grant name will be used in all places where “Grant Name” is requested and may be the same as your “Fiscal Agency” name (assuming you are submitting only one grant).
- 2) Complete a **Funding Request Guide** and **Site Profile Worksheet** for EACH site where 21st CCLC services will be located. These will be completed using the **Excel** worksheets located at the FDOE website (<http://www.fldoe.org/curriculum/21century/1112rf.asp>).
- 3) Complete a **Title I Eligible School Table** that includes all schools targeted for services by the proposed 21st CCLC program. This will be completed using the Word version of the Title I Table located on the FDOE website (<http://www.fldoe.org/curriculum/21century/1112rf.asp>).

- 4) Complete a **DOE100A – Project Application Form**. This form will need the original signature of your agency head (e.g., superintendent, CEO, board chairperson). The “Applicant Project Name” is the “Grant Name” indicated in #1 of this procedural list. The “Name and Address of Eligible Applicant” will indicate the Fiscal Agent overseeing the grant. You can obtain a “fillable” version of this form online (<http://www.fldoe.org/grants/forms/100a.doc>), though you must indicate “**2011-2012 21st Century Community Learning Centers Request for Proposal**” in Box A and “**12B007**” as the TAPS number at the top of the form.
- 5) Read and sign the **General Assurances Signature Page**, which is available online at the following website: <http://www.fldoe.org/curriculum/21century/pdf/1112gtacpfs.pdf>. ONLY sign and submit page D-5. There is no need to submit the entire document to the FDOE.
- 6) Complete a **DOE101S – Budget Narrative Form**. This will be completed using the Word version of the DOE101S which is now available in a pre-formatted Word template on the FDOE website (<http://www.fldoe.org/curriculum/21century/1112rf.asp>). The proper Word version will indicate “**12B007**” as the TAPS number in the box at the top right of the form and will not have signature lines at the bottom of the form. There is *not* an Excel version available for the 21st CCLC competitive submission.
- 7) Complete your **Grant Narrative** by responding to the ten narrative sections outlined in the Request for Proposal (e.g., Abstract, Needs, etc.). The Budget (section 11) is completed through the DOE101S. The narrative formatting requirements are as follows:
 - Written in the order presented in the RFP checklist;
 - Double-spaced, single-sided;
 - Page numbered;
 - Portrait setting (see narrative requirements for tables that can be landscape);
 - 11-point Arial font;
 - 1-inch margins on all sides (top, bottom, left and right); and
 - Maximum of 25 pages including all tables, headings, and text.
- 8) Complete the **RFP Checklist**, which is now available as a “fillable” Word document on the FDOE website (<http://www.fldoe.org/curriculum/21century/1112rf.asp>). The fillable form will allow the insertion of your “Grant Name” and you can check boxes to indicate the information was completed.
- 9) Complete the **Priority Preference Worksheet**, which is now available as a “fillable” Word document online (<http://www.fldoe.org/curriculum/21century/1112rf.asp>). The fillable form will allow the insertion of your “Grant Name” and “Fiscal Agent” in the “Agency Name” block. You will then check off any and all priorities you are claiming for your submitted application. If you do not check off any boxes, the FDOE will automatically assume you are not claiming priority points.
- 10) Compile the **List of References** for placement in Appendix A.

Application Submission (Must Complete BOTH a Hardcopy and an Electronic Submission):

- 1) **HARDCOPY**: Submit the following items to the FDOE in an original, hardcopy format. These items must be submitted in the order presented below and must be RECEIVED at the FDOE no later than 5:00pm on Tuesday, May 31, 2010.
 - DOE100A – Project Application Form (*Signed*)
 - Completed RFP Checklist
 - Completed Priority Preference Worksheet
 - General Assurances Signature Page (*Signed*)
 - Appendix C Items for agencies on reimbursement (see checklist and RFP)

Note: The items submitted to the FDOE are NOT reviewed by peer reviewers. Do not submit a hardcopy of the entire application. Late applications and faxed applications **will not** be reviewed. Do not submit CDs, DVDs, newspaper clippings, and/or agency manuals. Do not include tabs, covers, or other items that prevent photocopying. Do not bind, staple, or spiral the hardcopy submission.

Applicants shall only attach required documents as outlined in the Request for Proposal and RFP checklist. Other supplementary materials and attachments are not allowed, will not be reviewed, and will not be returned. Proposals will be reviewed as submitted with no late revisions accepted. Incomplete applications [missing attachment(s)] or applications exceeding the page limit will not be reviewed or considered for funding.

Hardcopy information must be submitted to:

**Office of Grants Management
Florida Department of Education
325 W. Gaines Street, Room 325
Tallahassee, Florida 32399-0400**

- 2) **ELECTRONIC**: Using one of the two options indicated below, all applicants must submit the following information via the electronic submission system (files will be uploaded and presented to reviewers as submitted on <http://florida21stcccl.com/index.php>). **Option 2 is preferred** (submission as PDF), but the FDOE realizes not all agencies have this capability.

For both Option 1 *and* Option 2, application components must be submitted electronically, do not mail or fax your application. Late applications **will not** be reviewed. Do not submit CDs, DVDs, newspaper clippings, and/or agency manuals. Do not include tabs, covers, or other items that prevent photocopying. Do not bind, staple, or spiral the hardcopy submission. Reviewers are instruction to ignore web-links in the application.

Applicants shall only include required documents as outlined in the Request for Proposal and RFP checklist. Other supplementary materials and attachments are not allowed, will not be reviewed, and will not be returned. Items contained on “cover pages” beyond standard information for such pages will be removed and/or censored. Proposals will be reviewed as submitted with no late revisions accepted. Incomplete applications [missing attachment(s)] or applications exceeding the page limit will not be reviewed or considered for funding.

Option 1: Individual File Submission. Each of the following must be submitted. Although order of submission does not matter, it is important that files are submitted in the formats indicated (Word or Excel) or separate PDF files. The FDOE will combine the files into two PDF documents that will be presented to reviewers. The FDOE will **not** check spelling, correct format issues, or in any way alter the submitted documents.

- **Cover Page** with Grant Name, Fiscal Agent, and Date (*MS Word or PDF*)
- **DOE101S** – Budget Narrative Form (*MS Word or PDF*)
- **Grant Narrative** (no more than 25 pages, no photos) (*MS Word or PDF*)
- **Appendix A Cover Page** (*optional*) (*MS Word or PDF*)
- **Appendix A – List of References** (*MS Word or PDF*)
- **Appendix B Cover Page** (*optional*) (*MS Word or PDF*)
- **Title I Eligible School Table** – One Per Application (*MS Word or PDF*)
- **Funding Request Guide(s)** – One Per Site in Application (*MS Excel or PDF*)
- **Site Profile Worksheet(s)** – One Per Site in Application (*MS Excel or PDF*)

- Notes:
- * Name files with your “Grant Name” and the file type (e.g., cover page) to distinguish from all other files. Each file name must be unique.
 - * If you accidentally submit an incorrect file, you may submit a corrected version using “Version 2” at the END of the file name. The FDOE will only use the file with the latest version number and will delete the others.

Option 2: PDF File Submission. This is the **preferred** option, as applicants can ensure the files are formatted correctly before submission. In this instance, the applicant will submit all required files and forms in **two** (2) separate PDF documents. Items **must** be combined in the order presented below (e.g., if using Windows, you can select multiple files, right click, and select “combine supported files in acrobat”).

- **FILE ONE (Application)**
 1. **Cover Page** with Grant Name, Fiscal Agent, and Date
 2. **DOE101S** – Budget Narrative Form
 3. **Grant Narrative** (no more than 25 pages, no photos)
- **FILE TWO (Appendices)**
 1. **Appendix A Cover Page** (*optional*)
 2. **Appendix A – List of References**
 3. **Appendix B Cover Page** (*optional*)
 4. **Title I Eligible School Table** – One Per Application
 5. **Funding Request Guide(s)** – One Per Site in Application
 6. **Site Profile Worksheet(s)** – One Per Site in Application

- Notes:
- * Name files with your “grant name” and the file type (i.e., Application or Appendices) to distinguish from other files.
 - * If you accidentally submit an incorrect file, you may submit a corrected version using “Version 2” at the END of the file name. The FDOE will only use the file with the latest version number and will delete the others.

DO NOT print and scan files into PDF format, as it reduces legibility. If you do not have access to software that can convert directly from your Excel and Word files, please use Option 1 and the FDOE will convert the files for you. Applicants are fully responsible for the quality and legibility of submitted PDFs.