



FLORIDA DEPARTMENT OF EDUCATION

Request for Proposal (RFP) for Discretionary, Competitive Projects Project Year 2011-2012

Bureau/Office

Bureau of Family and Community Outreach

Program Name

21st Century Community Learning Centers Program (21st CCLC) – Administrative Project

Specific Funding Authority(ies)

Elementary and Secondary Education Act (ESEA), as amended – Title IV, Part B – Catalog of Federal Domestic Assistance (CFDA) Number 84.287C

Funding Purpose/Priorities

STATE ACTIVITIES- Funded agencies will use the amount allocated to service Florida's 21st CCLC programs and the Florida Department of Education (FDOE), Bureau of Family and Community Outreach under subsection (b) for the following activities:

- Monitoring and evaluation of programs and activities assisted under this part.
- Providing capacity building, training, and technical assistance under this part.
- Comprehensive evaluation (directly, or through a grant or contract) of the effectiveness of programs and activities assisted under this part.
- Providing training and technical assistance to eligible entities who are applicants for or recipients of awards under this part.
- Providing grant operation on a daily basis under direction and guidance from FDOE.
- Providing additional services to further the impact and understanding of afterschool programs, including sitting on current state boards and committees.

Target Population(s)

The purpose of this project is to provide administrative services to Florida's 21st CCLC sub-grantees and the Florida Department of Education on a daily basis.

Eligible Applicant(s)

Any public or private agency meeting the following requirements is eligible to apply:

- Applicant (Fiscal Agency) must be based in Florida;
- Administrative Project Office must be located in Tallahassee, FL;
- Agency must have knowledge of the funding purpose and the federal requirements of the NCLB Title IV, Part B;
- Agency must have knowledge of the federal and state grant requirements and policies;
- Agency must be authorized to operate by the Florida Department of State;
- Agency must have experience providing technical assistance / evaluation to educational programs;

- Agency must not have a current **21st CCLC sub-grant for student services** and will not be permitted to pursue a 21st CCLC sub-grant while holding the administrative grant.

The following entities are eligible to apply for this funding:

- Educational consortia
- Non-profit agencies
- City or county governmental agencies
- Faith-based organizations
- Institutions of higher education

Application Due Date

September 16, 2011, by close of business (5pm EST). The due date refers to the date of receipt in **Office of Grants Management, room 332**. Facsimile and e-mail submissions are not acceptable.

Total Funding Amount/Approximate Number of Awards

Maximum \$1,688,100.00 - One (1) Award

Matching Requirement

None

Budget/Program Performance Period

October 1, 2011 – September 30, 2012

Federal programs: The project effective date will be the date that the application is received by FDOE in Substantially Approvable Form, or the effective date of the Federal Award Notification, whichever is later.

Contact Persons

Program Contact

Lani Lingo
21st CCLC State Director
(850) 245-0852
lani.lingo@fldoe.org

Grants Management Contact

Sue Wilkinson
Grants Management Office
(850) 245-0712
sue.wilkinson@fldoe.org

Assurances

The Florida Department of Education developed and implemented a document entitled General Terms, Assurances and Conditions for Participation in Federal and State Programs, to comply with:

- 34 CFR 76.301 of the Education Department General Administration Regulations (EDGAR) which requires Local Educational Agencies (LEAs) to submit a common assurance for participation in federal programs funded by the U.S. Department of Education (ED);
- Applicable regulations of other Federal agencies; and
- State regulations and laws pertaining to the expenditure of state funds.

In order to receive funding, applicants must have on file with the Florida Department of Education, Office of the Comptroller, a signed statement by the agency head certifying applicant adherence to these General Assurances for Participation in State or Federal Programs. The complete text may be found at: <http://fldoe.org/comptroller/doc/gbsectiond.doc>.

School Districts, Community Colleges, Universities, and State Agencies

The certification of adherence, currently on file with FDOE of Education Comptroller's Office, shall remain in effect indefinitely. The certification does not need to be resubmitted with this application, unless a change occurs in federal or state law, or there are other changes in circumstances affecting a term, assurance, or condition.

Private Colleges, Community-Based Organizations, and Other Agencies

In order to complete requirements for funding, applicants must certify adherence to the General Terms, Assurances, and Conditions by submitting the certification of adherence page, signed by the agency head. The complete text may be found at: <http://fldoe.org/comptroller/doc/gbsectiond.doc>. Private colleges, Community and Faith-Based Organizations, and other non-public agencies must also submit:

- (1) A copy of the organization's current budget
- (2) A list of the board of directors
- (3) A copy of the institution or agency's 2010 annual audit report prepared by an independent Certified Public Accountant licensed in this state
- (4) Proof of eligibility to operate a business in Florida (from the Florida Secretary of State)
- (5) Signed General Terms, Assurances, and Conditions

The above-mentioned items must be submitted with the proposal for consideration of review.

NOTE: Applications signed by officials other than the appropriate agency head (e.g. President, Board Chair as identified on the board of directors) identified above **must** have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. Attach the letter or documentation to *DOE 100A* when the application is submitted. Proposals without the required signature will not be reviewed.

NARRATIVE COMPONENTS AND SCORING CRITERIA

Instructions describe what the applicant must include in each narrative component **within 25 pages**. **DOE 101S Budget Narrative Form is not part of the 25-page limit.**

Criteria, which follow the instructions, are the bulleted, italicized statements used by proposal reviewers to assess and score each narrative component.

The standard scoring **Criteria** are based on a 100-point scale, with a **minimum score of 70 points** required for an application to be considered eligible for funding.

STATE ACTIVITIES- Funded agencies will use the amount allocated to service Florida's CCLC programs and the Florida Department of Education, Bureau of Family and Community Outreach under subsection (b) for the following activities:

- Monitoring and evaluation of programs and activities assisted under this part.
- Providing capacity building, training, and technical assistance under this part.
- Comprehensive evaluation (directly, or through a grant or contract) of the effectiveness of programs and activities assisted under this part.
- Providing training and technical assistance to eligible entities who are applicants for or recipients of awards under this part.
- Providing grant operations on a daily basis under direction and guidance from Department of Education.
- Providing additional services to further the impact and understanding of afterschool, including sitting on current state boards and committees.

1. Project Abstract

FIXED REQUIREMENT

Instructions

Provide a brief summary of the proposed project including general purpose, specific goals, brief program design, and significance (contribution and rationale).

Criteria

- *The proposed project is described in a brief summary, including general purpose, specific goals, brief program design, and significance (contribution and rationale).*
- *It is clear that the proposed project aligns with the intended Funding Purpose/Priorities.*

2. Training, Technical Assistance and Capacity Building

25 points

As outlined in the Funding Purpose, the applicant must (1) provide capacity building, training and technical assistance to 21st CCLC sub-grantees; (2) provide additional services to further the impact and understanding of afterschool programs, including sitting on current state boards and committees; and (3) provide training and technical assistance to eligible entities who are applicants for or recipients of 21st CCLC awards.

Instructions

- Describe how the applicant will assist FDOE in identifying programs that are in critical need of assistance and the steps that will be taken to improve low-performing programs.
- Describe how policy, monitoring, compliance, and evaluation activities will blend with and inform decisions about technical assistance and trainings.
- Describe how programs will be identified and how the applicant will work with FDOE to showcase model programs and best practices.
- Describe the plan for determining whether technical assistance trainings are positively impacting the 21st CCLC programs and assessing the need for individual and overall program changes when necessary.
- Describe the plan for responding to feedback from 21st CCLC programs, providing technical assistance via telephone, e-mail, and on-site visits.
- Describe the applicant's ability to conduct significant training events, such as state conferences, bidder's conferences, and regional trainings to assist with technical assistance and training efforts.
- Describe the applicant's plan and abilities for assisting FDOE in developing, reviewing, and finalizing the Request for Proposals (competitive) and Request for Applications (discretionary).
- Describe methods for keeping FDOE regularly informed of all technical assistance and training activities associated with this grant.

Criteria

- *The methods described are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project.*
- *The technical assistance methods provide for identifying model programs and best practices, and are appropriate to the context within which the project operates.*
- *The plan includes the use of appropriate methods for establishing needs of 21st CCLC programs in Florida.*
- *The plan includes the integration of evaluation and monitoring information to guide technical assistance and trainings.*
- *The methods are likely to produce timely guidance for quality assurance.*
- *The plan includes methods for assessing the positive impact of technical assistance activities.*
- *The technical assistance process is comprehensive, likely to result in a successful project, and includes an effective approach for guiding adjustments to the project.*
- *The applicant has experience and the ability to conduct large-scale trainings and regional trainings to assist with sub-grantee achievement.*

- *The applicant presents a strong plan and demonstrates ability to assist FDOE in developing, reviewing, and finalizing Request for Proposals and Request for Applications.*
- *The applicant describes a plan for keeping FDOE informed of technical assistance and training efforts associated with this grant.*

3. Process and Comprehensive Evaluation

25 points

Federal law requires FDOE to monitor and evaluate programs and activities assisted under the 21st CCLC initiative, as well as perform a comprehensive evaluation of the effectiveness of funded programs and activities. Comprehensive evaluation reports are designed to help afterschool programs improve their program quality and reach their desired outcomes for children and youth. As such, a strong evaluation plan helps ensure 21st CCLC programs make continuous progress towards achieving proposed goals and objectives for participating students and parents. Both formative and summative evaluation methods are required for each 21st CCLC program. Successful applicants are required to ensure 21st CCLC sub-grantees implement the evaluation plan as outlined in the grantees' approved applications to meet the following.

- Meet the principles of effectiveness based on the assessment of objective data, an established set of performance indicators, and scientifically-based research on helping students meet a state's high academic achievement standards;
- Use performance indicators and performance measures for evaluation;
- Conduct a periodic evaluation of how the program or activity is providing high quality academic enrichment;
- Use evaluation findings for continuous improvement of the program, broader dissemination of promising practices, and for the general information of the public;
- Receive ongoing technical assistance and training that enables effective program implementation and evaluation strategies.

FDOE must conduct state-level evaluation to determine the effectiveness of the 21st CCLC program throughout the state. In addition to conducting state-level program evaluation, FDOE must help local sites conduct some form of evaluation that will contribute to their own program improvement and/or demonstrate that their site is effective in producing positive academic outcomes for participants.

Each grantee must submit the following to FDOE:

- Profile and Performance Information Collection System (PPICS) Annual Performance Report and Grantee Profile
- 21st CCLC Grantee's Formative and Summative Evaluation Report

Instructions

- Describe how the applicant will be providing FDOE with qualitative and quantitative data, analyses, and information that will be used to evaluate standard objectives of the Florida 21st CCLC program.
- Describe how the applicant will address specific procedures for qualitatively and quantitatively evaluating programs.

- Describe the plan for responding to feedback from 21st CCLC programs, providing technical assistance via telephone, e-mail, and on-site visits.
- Describe the applicant's ability to conduct significant training events related to the required data collecting. These trainings may include state conferences, bidder's conference and/or regional trainings.
- Describe how the applicant will evaluate and make suggestions for improvement, determine needs for technical assistance and trainings, make recommendations to FDOE for continued funding, and provide evaluation feedback to FDOE and sub-grantees.
- Describe in detail the plan to collect and evaluate the grantee's formative and comprehensive (summative) evaluation report and provide FDOE with the formative and summative 21st CCLC program evaluation reports for the entire state.
- Describe in detail the plan that will be used to administer evaluation and assessment services, engage in formative/process evaluation efforts, and provide summative/comprehensive evaluation of the 21st CCLC program.

Criteria

- *The methods are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project.*
- *The evaluation methods provide for examining the effectiveness of project implementation strategies and are appropriate to the context within which the project operates.*
- *The methods include the use of objective performance measures that clearly relate to the intended outcomes of the proposed project and will produce quantitative and qualitative data.*
- *The methods are likely to produce timely guidance for quality assurance.*
- *The evaluation process is comprehensive, likely to result in a successful project, and includes an effective approach for using evaluation results to guide necessary adjustments to the proposed project.*
- *The evaluation instruments are designed to effectively measure program progress and success.*
- *The plan includes both formative (process) and summative (comprehensive) elements.*
- *The applicant describes a plan for keeping FDOE informed of evaluation efforts associated with this grant, including a timeline for such communication.*
- *The applicant established an understanding of the federal Profile and Performance Information Collection System (PPICS) system, data entry process, and validation process.*

4. Programmatic and Operational Monitoring

25 points

As per federal law, the Florida Department of Education (FDOE) must monitor programs and activities implemented and funded under the 21st CCLC initiative. The 21st CCLC administrative project must assist FDOE, as a funding agency, to fulfill its federal and state statutory and regulatory requirements regarding monitoring of sub-grant supported activities Section 441(b)(3) of GEPA; 34 CFR 80.40(a); and 34 CFR 76.700.

The applicant is responsible for the design, development, implementation, and evaluation of a comprehensive system of quality assurance including monitoring. The role of the Monitoring Unit is to assure financial accountability, program quality, and regulatory compliance. An integral part of the Monitoring Unit is to identify internal systems changes that may contribute to more effective and efficient operations.

The Project will monitor activities to ensure compliance with applicable federal and state requirements. At the conclusion of the monitoring, the applicant will submit a comprehensive monitoring report to FDOE. The applicant will be expected to prepare statements and answer questions regarding 21st CCLC policy, monitoring, and compliance.

Instructions

- Describe the design, development, implementation, and evaluation of a comprehensive system of quality assurance including monitoring.
- Describe, in detail, the plan that will be used to administer policy, monitoring, and compliance services to FDOE and the sub-grantees. Specifically describe plans for the following:
 - Development and implementation of an instrument to conduct program monitoring, including Self-Assessment Monitoring Tools.
 - Development and distribution of policies for sub-grantees, to include criteria for selecting site visits and purposes for site visits.
 - The procedures and/or methods for keeping FDOE regularly informed of all policy, monitoring, and compliance activities associated with this grant.

Criteria

- *The instruments used to conduct monitoring, including self-assessment, have been addressed and are likely to be effective.*
- *The design, development, implementation, and evaluation activities/methods are comprehensive, likely to be effective, and result in achievement of the objectives.*
- *The methodology reflects up-to-date knowledge from research and best practices.*
- *The timelines are specific, realistic, and consistent with the project's objectives.*
- *The development and distribution of policies for sub-grantees, to include criteria for selecting site visits and purposes for site visits, are clear and comprehensive.*
- *The applicant describes a plan for keeping FDOE informed of activities and progress regarding policy, monitoring, and compliance objectives.*

5. Organizational Capacity

15 points

Instructions

Provide a narrative history summary of the organization, including experience, planning, and management capabilities, with regards to the administration of multiple, diverse, statewide sub-grants that must follow federal, state, and/or local rules, regulations, and laws. Note that the 21st CCLC program provides academic enrichment, personal enrichment, and adult/family member services. List the program administrators and how they will be involved

in the program. Identify and describe any prior experience with the following key elements of this grant:

- Policy Development
- Compliance Monitoring
- Formative Evaluation
- Summative Evaluation
- Technical Assistance (on-site and off-site)
- Trainings (small-scale and large-scale)
- Working with grassroots or community-based organizations
- Working with individual schools and/or school districts

Criteria

- *The applicant describes an established history and strong experience in planning, management, and providing statewide leadership to diverse sub-grantees.*
- *The applicant describes key staff that will be involved in the project.*
- *The applicant addresses whether key staff possess the necessary expertise to provide the proposed services and meet the proposed project goals and objectives.*
- *The applicant demonstrated strong experience in most of the key elements required.*

6. Budget

10 Points

Proposed costs must be **reasonable, necessary, and allocable** to carry out the program's purpose and objectives. Successful applicants may use grant funds for allowable costs only during the grant award period. For example, grantee is free to enter into a multi-year contract with a service provider; however, 21st CCLC funds may only be used for those contracted costs that occur within the grant award period. Costs occurring outside the grant award period are the responsibility of the grantee.

Instructions

- Describe the agency's **checks and balances** system for the day-to-day operation including, but not limited to, the following:
 - Payroll
 - Purchasing
 - Travel
- Applicants must prepare and submit a **DOE101S (Budget Narrative Form)** reflecting objectives and costs of the proposed project. Ensure that the budget includes a detailed line item description for every allowable cost necessary to carry out the goals and objectives of the proposed project. All items are subject to final negotiations with FDOE.
- The budget narrative (DOE 101S) must itemize and detail how all grant funds will be used, as well as how funds from other sources will be used. If key personnel or items needed to achieve the goals and objectives of the project are paid 100% from other funding, an *Account Title and Description* must be provided with a zero (\$) amount identified in the *Amount* column on the DOE 101S. The budget must include funds for non-project staff to conduct trainings, participate in conferences, and attend afterschool events related to strengthening Florida's 21st CCLC program.

Indirect /Administration costs are limited to 5% of the total direct expenditures, not including capital outlay and contracted amounts in excess of \$25,000 per contract. Costs for agency administrators and university faculty should be limited to 2% of the total budget and must include a detailed description of specific services to be provided directly to the 21st CCLC program.

Criteria

- *The applicant demonstrated strong checks and balance system.*
- *The checks and balances system in place will likely be effective.*
- *The budget is thorough, specific, and supports the proposed project.*
- *The proposed project budget presents expenses that are allowable, realistic, accurate, and clearly relate to and reflect project activities, objectives, and outcomes.*
- *The costs are reasonable in relation to the objectives, design, and potential significance of the proposed project.*
- *The costs are reasonable in relation to the number of persons to be served and to the anticipated results and benefits.*
- *The required personnel, professional and technical services, and/or travel for the proposed project are clearly and adequately explained.*
- *The justifications for expenditures are reasonable and clearly explained.*

Funding Method(s)

CARDS – Cash Advance and Reporting of Disbursement System (Public Entities Only)

Web-based reporting is required monthly to record expenditures. Federal cash advances will be made by state warrant or electronic funds transfer (EFT) to a recipient for disbursements. For federally funded projects, requests for federal cash advance must be made on the CARDS - Cash Advance and Reporting of Disbursements System. If at times it is determined that disbursements are going to exceed the amount of cash on hand plus cash in transit, an on-line amendment can be made prior to the due date of the next Federal Cash Advance distribution on the CARDS System. All agencies on Federal Cash Advance (C) are **required** to maintain all deliverables and evidence of activities required for agencies on reimbursement with performance (P) for submission to FDOE upon request. **Project Deliverables pages 17-20.**

Reimbursement with Performance (CBO, FBO, Non-School District Entities and others)

Payment is rendered upon submission of documented allowable disbursements, plus documentation of completion of specified performance objectives. Requests for reimbursement with the appropriate back-up documentation (invoices, bank statement, receipts) will be submitted in accordance with applicable program requirements and instructions on the **Project Award Notification** (DOE 200) and evidence of activities (**see Performance-Based Project Deliverables and Invoice Form pages 17-20**). Payments will be made upon submission of an invoice, documented allowable disbursements, and documented completion of specified performance objectives. Payment will be made by state warrant after the recipient makes payment and to the extent that specific performance objectives were completed.

Invoices and all supporting documentation with original signature must be submitted to:

**Florida Department of Education
325 West Gaines Street, Room 914
Tallahassee, FL 32399-0400**

All Funding Methods: Supporting documentation for expenditures is required for all funding methods. Examples of such documentation include, but are not limited to: payroll records, contracts, invoices with check numbers verifying payment, itemized receipts, and/or bank statements.

Fiscal Requirements

Supporting documentation for expenditures is required for all funding methods. Examples of such documentation include, but are not limited to, purchase orders, payroll records, contracts, invoices with check numbers verifying payment, canceled checks, and/or bank statements. All or any of this documentation **must** be available upon request.

Funded projects and any amendments are subject to the procedures outlined in the *Project Application and Amendment Procedures for Federal and State Programs* (FDOE Green Book) and the General Assurances for Participation in Federal and State Programs.

FDOE Green Book & General Assurances: <http://www.fldoe.org/comptroller/gbook.asp>

The project award notification (DOE 200) will indicate:

- Project budget
- Program periods
- Timelines:
 - Incurring expenditures and issuing purchase orders
 - Liquidating all obligations
 - Submitting final disbursement reports to FDOE

Project recipients **do not** have authority to report disbursements before or after these specified dates.

Allowable Expenses

Project funds must be used for activities that directly support the accomplishment of the project purpose, priorities, and expected outcomes. All expenditures must be consistent with applicable state and federal laws, regulations, and guidance.

Unallowable Expenses

Project funds may not be used to supplant existing programs and/or funding.

Examples of Unallowable Expenditures:

- **Personal digital assistants (PDAs):** cell phones, smart phones, or other digital devices cannot be purchased with project funds.
- **Preparation of the Proposal:** Costs to develop, prepare, and/or write a competitive proposal may not be charged to the grant directly or indirectly by either the agency or contractor.

- **Pre-Award Costs:** Pre-award costs may not be charged against the grant. Funds can be used only for activities conducted and costs incurred after the start date of the grant.
- **Entertainment, Refreshments, Snacks:** End-of-year celebrations or food associated with meetings, parties or socials are non-allowable expenditures.
- **Attractive Items:** Items such as, but not limited to, game systems (e.g., Wii, Nintendo, Xbox, Play Station, etc.), iPods and game cartridges are unallowable.
- **Incentives:** e.g., plaques, trophies, stickers, t-shirts, give-a-ways. Professional shirts for identification of 21st CCLC administrative staff during site visits are allowable.
- **Purchase of Facilities or Vehicles:** (e.g., buses, vans, or cars, etc.)
- **Land Acquisition**
- **Student Assistants:** This is a service grant. Costs of student assistant stipends are unallowable (e.g., graduate assistants, research assistants, teaching assistants, etc.). However, college students can be hired as part-time hourly employees to assist with data entry and other necessary administrative duties, as long as reimbursement is made for actual hours worked rather than a stipend for potential hours worked.
- **Tuition:** Tuition costs associated with graduate assistants, teaching assistants, research assistants, or other part-time students and/or employees are not allowed. If desired, funds may be used to support limited tuition costs for full-time, active 21st CCLC administrative staff for training and classes related to the goals/objectives of the 21st CCLC administrative project.
- **Capital Improvements and Permanent Renovations:** (e.g., playgrounds or buildings)
- **Supplanting federal, state, or local funds:** e.g., using grant dollars to fund summer school classes previously offered and paid for by district or other funds.
- **Direct charges for items/services already covered by indirect costs allocation, if claimed:** (e.g., rent, utilities, telephone, etc.)
- Any costs not allowable for federal programs per EDGAR, which may be accessed at <http://www.ed.gov/policy/fund/req/edgarReg/edgar.html>.

NOTE: This is **not** an all-inclusive list of non-allowable expenses. Questions about non-allowable expenses can be e-mailed to Lani Lingo at lani.lingo@fldoe.org.

Administrative Costs including Indirect Costs

Indirect/Administration costs are limited to 5% of the total direct expenditures excluding capital outlay and contracted amounts in excess of \$25,000 per contract. This 5% limit is established consistent with guidance provided under Title IV, Part B, and with restrictions placed on all Florida's 21st CCLC sub-grantees. Exceeding the 5% IDC limit will result in disqualification and the application will not be reviewed. Costs for agency heads and university faculty must be accompanied by clear explanations of services to be provided directly to the 21st CCLC administrative project. Costs for agency heads and principal investigators, if included, should not exceed 2% of the total budget.

Procurement Services

In accordance with Florida statutes and federal regulations, applicants **must** comply with the state, as well as their agency, procurement requirements. Applicants must ensure that the vendor (e.g., contractor, consultant) is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transactions with a federal department or agency. Verification may be accomplished through the Excluded Parties List System and one, or both, of the following: (1) collect a certification from the vendor; or (2) adding a clause or condition to the contract with the vendor.

Grants Fiscal Management Training Requirement

Community-Based Organizations (CBOs), Faith-Based Organizations (FBOs), and other private not-for-profit organizations that are recipients of FDOE grants are required to participate in an annual Fiscal Management Training offered by FDOE. Failure to obtain the training can have a negative impact on the ability of FDOE to provide future funding to the organization. Agencies are permitted to attend other conferences and trainings related to afterschool programming and do not require prior state approval for such professional development.

Reporting Outcomes / Deliverables

The successful applicant will be required to submit performance reports to the Florida Department of Education as listed in the program requirements. The funded agency will submit the following deliverables to FDOE:

Statewide Formative Evaluation Report
Statewide Summative Evaluation Report

Due Date: April 2, 2012
Due Date: November 30, 2012

Reimbursement Requirements

All agencies that are not paid through the FDOE Electronic Federal Cash Advance Request System are paid by *Reimbursement with Performance*. See instructions on the *Project Award Notification, DOE 200*, to determine reimbursement requirements for awarded project(s). Payments will be made based on the information provided and the stated criteria for successful performance, and verification of the receipt of required deliverables/services prior to payment, as required by Sections 215.971, and 287.058(1)(d)&(e), Florida Statutes.

Requests for payment will be submitted in accordance with applicable program requirements and instructions stated in the RFP. Failure to submit and/or complete required deliverables for any performance period may result in payment being held until appropriate deliverables are submitted. Invoices and all supporting documentation with original signature must be submitted to:

**Office of the Comptroller
Florida Department of Education
325 West Gaines Street, Room 914
Tallahassee, FL 32399-0400**

Notice of Intent-to-Apply

The due date to notify the Program contact person, *Lani Lingo*, of Intent-to-Apply is **September 14, 2011**. This notification is sent as an e-mail or fax message and should include a return e-mail address. Providing the Intent-to-Apply notice is not required for an application to be considered, but assists the applicant by assuring receipt of answers to Frequently Asked Questions and competition updates. Conversely, eligible organizations which file Intent-to-Apply notices are not required to submit an application.

Method of Answering Frequently Asked Questions (FAQs) or Providing Changes

All Frequently Asked Questions will be posted on the Program Office website. The last date that questions will be answered is **September 10, 2011**.

URL: <http://data.fldoe.org/21Century/questions/>.

Method of Review

A review process will be used to evaluate the 21st CCLC Administrative Project competitive proposals. Reviewers are selected within and/or outside of the Florida Department of Education. Proposals that meet all state and federal requirements are evaluated and scored according to the following process:

- Each proposal meeting the conditions for acceptance is reviewed and scored by **three to five** qualified reviewers representing experienced educational professionals and stakeholders.
- The Program office ranks the proposals in order from highest to lowest score.
- Proposals with a final score of less than 70 are not eligible for funding consideration.
- In the event of a scoring tie to award funds, applications will be scored by an additional reviewer.
- FDOE staff review recommended proposals for compliance with the programmatic and fiscal policies of the project.
- The Program office will prepare a final award slate that will be submitted to the Commissioner of Education for approval.
- The agency will be notified of approval by FDOE upon confirmation of Federal Award Notification from the United States Department of Education.
- Awards are subject to the availability of funds.

The Department reserves the right to negotiate with all responsive Applicants, serially or concurrently, to determine the best-suited solution. The ranking of the proposals indicates the perceived overall benefits of the application, but the Department retains the discretion to negotiate with other qualified applicants, as deemed appropriate.

Conditions for Acceptance/Substantially Approvable Form

The requirements listed below **must** be met for applications to be considered in Substantially Approvable form and thus eligible for review. All required forms have the assigned TAPS number included on the form and all required forms have original signatures by an authorized entity (see Note).

- (1) Application is received by FDOE within the timeframe specified by the RFP.
- (2) Application includes required forms: **DOE 100A - Project Application Form** and **DOE 101S - Budget Narrative Form**.
- (3) Submission of the signed certification signifying compliance with the “General Assurances for Participation in federal and state programs,” (if not already on file with the FDOE Comptroller). The certification of adherence page for “General Terms, Assurances, and Conditions” must be signed by the agency head or authorized entity. The complete text may be found at: <http://fldoe.org/comptroller/doc/gbsectiond.doc>.

Private colleges, community organizations, and other agencies must also submit (4-8) and adhere to the following:

- (4) A copy of the organization’s current budget
- (5) A list of the board of directors

- (6) A copy of the institution or agency's 2010 annual audit report prepared by an independent Certified Public Accountant licensed in this state
- (7) Proof of eligibility to operate a business in Florida (from the Florida Secretary of State)
- (8) Signed General Terms, Assurances, and Conditions

The above-mentioned items must be submitted with the proposal for consideration of review.

NOTE: Applications signed by officials other than the appropriate agency head (e.g., President, Board Chair as identified on the board of directors) identified above **must** have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. Attach the letter or documentation to *DOE 100A* when the application is submitted. Proposals without the required signature will not be reviewed.

Other Requirements

General Education Provisions Act (GEPA)

In accordance with the requirements of Section 427 of the GEPA Public Law 103-382, a current fiscal year General Education Provisions Act (GEPA) plan is required. The applicant must submit, if funded, a one page summary description of the plan proposed to ensure equitable access to, and participation of students, teachers, and other program beneficiaries with special needs.

For details, refer to URL: <http://www.ed.gov/fund/grant/apply/appforms/gepa427.pdf>

Technical/Formatting and Other Application Submission Requirements

- Submit **one non-bound, 25 page limit (DOE 101S – Budget Narrative Form is not part of the 25 page limit), non-stapled proposal with original signatures.**
- Submit five non-bound, non-stapled copies of full original proposal.
- Format narrative responses (original and copies):
 - **11-point Arial font**
 - **1” margins at the top, bottom, left, and right**
 - **Portrait setting**
 - **Double-spaced**
 - **Single-sided**
 - **Page numbers on all pages**
- E-mail proposals and/or faxed proposals are not allowed and **will not** be reviewed.
- **Do not** submit references, CDs, DVDs, newspaper clippings, agency manuals, and/or supplementary materials. Additional appendices and attachments are not allowed, **will not be reviewed**, and will not be returned.
- **Do not** include tabs, covers, or other items that prevent photocopying.
- **Do not** bind, staple, or spiral the original application.

Application must be submitted to:

**Office of Grants Management
Florida Department of Education
325 W. Gaines Street, **Room 332**
Tallahassee, Florida 32399-0400**

Performance-Based and Cash Advanced Project Deliverables

Definitions

- Tasks:** Specific activities that are required to be performed to complete the Project Narrative/Scope of Work.
- Deliverables:** Products and/or services that directly relate to a Task specified in the Scope of Work. Deliverables must be quantifiable, measurable, and verifiable.
- Due Date:** Date for completion of tasks.

(Use additional pages, as appropriate.)

Project Deliverables:

Applicant will develop an online submission system including, but not limited to, the following:

- Monitoring workpapers
- Tracking monitoring activities
- Needs Assessment
- Formative Evaluation Report
- Summative Evaluation Report
- 2012-2013 Request For Application (RFA) and Request for Proposal (RFP)
- Maintain the online education modules, LEA and state formative and summative evaluation reports, materials, and/or information for afterschool programs and update monthly or as requested by the FDOE

Applicant will submit to the Florida Department of Education, Bureau of Family and Community Outreach, including, but not limited to, the following reports:

- The standard operating procedure manual for the Technical Assistance and Training Unit, the Monitoring and Compliance Unit and the Program Evaluation Unit
- Statewide Formative Evaluation Report
- Statewide Summative Evaluation Report
- A written report no later than ten (10) working days following the last day of technical assistance visits and evaluation site visits
- A comprehensive compliance monitoring report of monitoring activities no later than 15 working days following the last day of field work

- A monthly progress report (The progress report includes cumulative activities completed and/or pending to FDOE as listed in the program requirements.)

Applicant will assist the FDOE in organizing including, but not limited to, the following events:

- Coordinating five (5) regional Technical Assistance and trainings
- Coordinating and provide trainings and resources to sub-grantees, including, but not limited to, Dropout Prevention, Florida Afterschool Conference, and Grants Management Training
- Providing and conducting desktop and on-site monitoring according to the analysis of workpapers, risk-based assessments and recommendations by appropriate FDOE offices
- Assisting the Director, as needed, in support of the 21st CCLC and FDOE with representation on various interagency workgroups, such as: Florida Afterschool Network, Florida Afterschool Alliance, Planning Task Force and Dropout Prevention Office
- Coordinating monthly/bi-monthly regional conference call for 21st CCLC Directors/Coordinators
- Coordinating and facilitating the Bidder's Conference Workshops
- Validating annual reports required by the United States Department of Education (PPICS)
- Technical and budget review of all 21st CCLC RFAs and RFPs

Formal Third-Party Evaluation

If a FORMAL THIRD-PARTY EVALUATION is required or proposed for this project, the following information must be provided. (Note: A formal evaluation conducted by a party not employed by the fiscal agent either under contract with the project recipient or under the auspices of the FDOE).

(1) In column (1), specify the scope of the evaluation using one or more of the descriptors provided below. Provide additional information regarding the nature of the evaluation. For example, if the evaluation will cover only selected elements of the project, specify the elements to be evaluated.

(1) Scope of Evaluation and Brief Description		
<ul style="list-style-type: none"> • All Aspects of Project • Compliance Review • Formative Evaluation 	<ul style="list-style-type: none"> • Outcome Assessment • Process Review 	<ul style="list-style-type: none"> • Selected Elements of Project • Summative Evaluation

(2) In column (2) indicate the type of entity from the following list which will be conducting the third-party evaluation. Provide any additional information which may be available about the entity to conduct the evaluation such as selection criteria or qualifications.

(2) Type of Entity Conducting Evaluation		
<ul style="list-style-type: none"> • Board/Commission/Task Force • Consultant Firm • DOE Funded Project 	<ul style="list-style-type: none"> • Governmental Agency • Independent Entity Selected by Project • Individual Consultant 	<ul style="list-style-type: none"> • Institution of Higher Education • Selected Peer Reviewers • Other

(3) Provide in Column (3), the date(s) when the evaluation will be conducted including the date for completion of reports.

FORMAL THIRD-PARTY EVALUATION FORM (A formal evaluation conducted by a party not employed by the fiscal agent either under contract with the project recipient or under the auspices of the FDOE.)

(1) Scope of Evaluation and Brief Description	(2) Type of Entity Conducting Evaluation	(3) Date(s) Evaluation to Be Conducted