



Comprehensive Literacy State Development Program (CLSD) Request for Proposal (RFP) Frequently Asked Questions (FAQ)

CLSD RFP Questions and Answers

Budget

- 1. The RFP refers on page 7 to a general and administrative cost list (G & A costs may include...). However, the list is not included on the RFP. Can you send me that list?**

Local Educational Agencies (LEAs) should reference the Red and Green Books. G & A costs may include: Salaries and wages plus applicable fringe benefits for staff engaging in administrative duties; Audit costs; Legal fees; Equipment associated with administrative tasks or positions; Office supplies, postage, communications, travel and other general office costs associated with administrative tasks; Maintenance and housekeeping costs incurred through salaries and wages plus fringe benefits or through a contract for the administrative offices; Facility costs, such as depreciation, rental of space, maintenance and repair, utilities, and property insurance, if approved by the Florida Department of Education (FDOE); Liability insurance; and any other cost associated with administrative activities or tasks.

Charter Schools

- 2. Are Charter School LEAs able to apply if they meet all qualifications?**
Yes, if the Charter School LEA meets the CLSD RFP eligibility requirements.
- 3. Is there a requirement for participation by charter and private schools?**
No. It is the decision of the LEA whether equitable and proportionate shares will be included for charter schools. K-12 Private schools are not eligible for participation with the CLSD Grant.

Data

- 4. How would you like us to designate how we meet minimum ratios of percentages in the 101S?**
Minimum ratios of percentages can be designated within the "Percent Allocated to this Project (6)" column of Form 101S.

Example:

(3) Account Title and Narrative	(4) FTE POSITION	(5) AMOUNT	(6) Percent Allocated to This Project
Materials, such as...		\$	Birth-Age 5: 5 percent
Curriculum XXXX		\$	Grades K-5: 7 percent

5. What is considered a high percentage or number of children reading and writing below grade level? What is considered growth over the past two to three years in literacy?

Applicants should describe the percentage or number of students reading and writing below grade level and growth over the past two to three years in literacy using state assessment data. Grantees showing the highest need, combined with a high-quality comprehensive application will be considered.

6. What is considered a significant percentage or number of schools implementing Comprehensive Support & Improvement (CS&I) or Targeted Support & Improvement (TS&I) support?

LEAs that provide data that describes the percentage or number of schools implementing CS&I or TS&I will be awarded Competitive Preference Priority Points (optional scoring category). If an LEA applies for Competitive Preference Priority Points, data should be included that defines the percentage or number of schools implementing CS&I or TS&I and include one or more early childhood programs that serve families with income levels <200% of the Federal poverty line.

Funding

7. Could a district be awarded the full grant amount requested or could a district be awarded part of their proposed amount?

Yes, a full or partial award is possible. Project award amounts will be dependent on the number of applications.

8. When would the funds become available?

Project Award Notifications (PANs) will be released in the Spring of 2023. Subgrantees will participate in a CLSD Kickoff event in June 2023 for full project implementation beginning Fall 2023.

9. What does the Year 2 & 3 renewal process look like?

Additional grant funding for subsequent years is contingent on continued available funds from the U.S. Department of Education and grantees meeting all grant, fiscal and reporting requirements, to include:

- Availability of federal funds;
 - Recipient's demonstration of substantial progress has been made toward meeting the objectives set forth in the approved application, based on ongoing monitoring and review of the recipient's reports;
 - Compliance with the State and federal laws, regulations and guidance;
 - Operation of the grant program as submitted in the application; and
 - Appropriate expenditure of funds throughout each grant award period.
- Recipients would submit documentation reflecting continuation year activities and accompanying budgets, as applicable.

10. If awarded, is the LEA awarded funds for one year or both years? Will we need to reapply for the 2nd year?

LEAs will be awarded funds annually, contingent on federal funding. For Year 2, recipients would submit documentation reflecting continuation activities and accompanying budgets, as applicable.

11. Given the timeline for submission and the January 2023 beginning program period, will there be an opportunity for grant program extension beyond years one-two-three?

At this time, there is not a plan for an extension beyond years one through three. We strongly recommend when structuring the grant proposal/application that it is reflective of the Comprehensive Literacy Instructional Plan and demonstrates the applicant's ability to sustain the activities beyond the grant funding.

12. What are the terms of Year 1? If the program period starts in January of 2023, does Year 1 go through the end of December 2023? Or does it revert to coincide with the school year/calendar?

The program period runs upon receipt of the Project Award Notification through September 30, 2023. The Year 2 and Year 3 program period will run from October 1 – September 30 each subsequent year, contingent on federal funds.

13. Is there a minimum or maximum anticipated allocation for approved allocations? In particular and assuming the LEA is approved, is there an anticipated allocation for Year 1 and the duration of the program?

Yes. The anticipated range of Subgrantee awards: \$650,000 - \$1.5 million for the duration of the program period. Years two and three are subject to continued funding approved by the U.S. Department of Education.

14. Will there be a consideration for awards to be amended during implementation?

Yes, within reason. Where applicable laws or rules governing a program or the Request for Proposal/Request for Application (RFA) do not expressly stipulate program or budget amendment requirements, project recipients shall obtain prior approval in writing to make any of the following changes to the approved project application:

- Scope, goals and/or objectives;
- Project evaluation scope;
- Deliverables;
- Work tasks;
- Change in a key person;
- Disengagement of the project director;
- Budget revisions that are necessary to implement a program amendment requiring prior approval;
- Budget revisions that will increase the total amount of the project; or
- Changes in travel rate(s), based on Section 112.061(14), F.S.

Age Ranges

- 15. If submitting a proposal, does the LEA have to provide services to all listed groups, or could the proposal only be for certain age spans? For instance, if our comprehensive needs assessment has identified the highest needs to be at a targeted age range (ex: Birth-Age 5)?**
It is a federal requirement of this grant to allocate grant activities to the specific age and grade bands for every year of the grant. Subgrantee applicants are to select a feeder system that is likely to serve the same disadvantaged children as they progress through their education, and therefore the following age-spans must be included in applicant's proposals to ensure a birth-grade 12 continuum:
- 15 percent to serve students from birth to age 5
 - 40 percent to serve students from Kindergarten to grade 5
 - 40 percent to serve students from grade 6 to grade 12 in an equal distribution (20 percent grades 6-8; 20 percent grades 9-12)
 - Up to 5 percent for additional support in identified areas (e.g., administrative costs)
- 16. Does Birth-Age 5 include all ages within this range or could it just be PreK within this age group?**
All age ranges across the B-12 continuum must be included.

Format

- 17. Would you like the attachments to be submitted in Word or is PDF okay?**
Attachments can be submitted in Word or PDF form.
- 18. Will there be page limitations or space requirements for submission?**
Page limitations are not required. The FDOE server capacity is 10MB. Multiple emails may be required to submit all documentation for the proposal. Please ensure that all emails are labeled to identify the LEA name, the TAPS Number (23A260) and the number of email submissions to be submitted by the agency (i.e., 1 of 5).

Submission Process

- 19. Are submissions sent via email? Is there a platform like Teams to submit to?**
Application submissions are to be emailed to: CLSD@fldoe.org. LEAs are also able to upload application documentation directly into ShareFile, if preferred.
- 20. What is the page limit for the narrative portion of the grant?**
There is no page limit for the narrative portion of the grant.

General

- 21. Some providers are asking for a letter of endorsement from our Early Learning Coalition (ELC) agency. Can you let me know if this is a requirement or if a bulleted item is preferred? If a letter of endorsement is required, what type of information is needed, and who should be writing an endorsement letter?**

This is not a requirement of the grant, but entities may decide to provide a letter of endorsement to accomplish activities within the grant. A letter of endorsement would provide justification within the application that the applicant is meeting all required elements for Birth-Age 5.

If a letter of endorsement is provided, it is recommended that the letter is signed by the ELC/agency head on letterhead.

- 22. Is the Quality Opportunity Zone the same as the Qualified Opportunity Zone (QOZ)?**

Yes. The RFP review committee will use the QOZ interactive map to see if the schools listed fall into the QOZ.

- 23. Assuming the percentages remain, if high school students were trained to be mentors and intervention support for birth-elementary students, could the work they perform be considered within the 20 percent required allocation for secondary?**

Yes. The 20 percent funding allocation for grades 9-12 can be used to train and deploy students in grades 9-12 to serve as mentors for birth-elementary students.

- 24. The narrative section mirrors the attachments. Do we repeat the submitted answers from the narrative sections and re-submit as attachments? Or are the attachments for planning purposes and not submitted?**

Applicants should include a brief summary within the narrative, then refer to the attachment (if applicable), ensuring that all Review Criteria is met for each section.