

**Request for Application (RFA)
for Discretionary, Continuation and Renewability Projects**

Project Year 2022-23

Bureau / Office
Family and Community Outreach

Program Name
**21st Century Community Learning Centers
Program (21st CCLC)**

TAPS Number
23B036



Released: June 17, 2022
Application Due Date: July 15, 2022

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Section 1: General

1.1 Bureau/Office

Family and Community Outreach

1.2 Program Name

Nita M. Lowey 21st Century Community Learning Centers (21st CCLC)

1.3 Specific Funding Authority

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

1.4 Funding Purpose/Priorities

The purpose of the 21st CCLC program is to provide opportunities for communities to establish or expand community learning centers that:

- (1) provide opportunities during non-school hours for academic enrichment, including providing tutorial services to help students, particularly students who attend low-performing schools, to meet the challenging State academic standards;
- (2) offer students a broad array of additional services, programs and activities during non-school hours such as youth development activities, service learning, nutrition and health education, drug and violence prevention programs, counseling programs, arts, music, physical fitness and wellness programs, technology education programs, financial literacy programs, environmental literacy programs, mathematics, science, career and technical programs, internship or apprenticeship programs, and other ties to an in-demand industry sector or occupation for high school students that are designed to reinforce and complement the regular academic program of participating students; and
- (3) 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.

1.5 Target Population(s)

Applicants must target the same group of students and the same eligible schools as described in their original proposal.

1.6 Eligible Subrecipient(s)

Eligible subrecipients are local educational agencies, community-based organizations, another public or private entity, or a consortium of two or more of such agencies, organizations or entities that participated in the competitive process and were selected for funding and have not selected to terminate their programs.

1.7 Application Due Date

Applications are due on or before 5:00 p.m. on July 15, 2022. The due date refers to the date of receipt by the Office of Grants Management of a complete application in substantially approvable form.

1.8 Total Funding Amount/Approximate Number of Awards

Approximately \$57,000,000/120

This RFA includes applicants in Cohorts 17, 18 and 19 for both the statewide and expanded learning programs (ELP).

Section 4204(j) of the ESEA authorizes SEAs to renew projects awarded to eligible entities under ESSA, “based on the eligible entity’s performance during the preceding subgrant period.” Renewals are designed to decrease the likelihood of disruption of services to families and to give families time to transition to other out-of-school time programs as the 21st CCLC funding ends.

Subrecipients that receive a renewed grant period are required to submit a budget for the extended funding period. The scope of the programming should not change drastically during the extended funding period; grantees should continue to serve a substantially similar population and number of students and families served overall.

Renewal applications will be done through a request for applications. Applications submitted after the end of the project period will neither be accepted nor reviewed for renewability. Programs considered to be not in good standing are not eligible for renewal. Renewability is subject to program performance and the availability of federal funds to Florida.

1.9 Matching Requirement

None

1.10 Budget/Program Performance Period

August 1, 2022 to July 31, 2023

Federal Programs: The program effective date will be August 1, 2022, or the effective date of the Federal Award Notification, or the day that the substantially approvable application is received by the FDOE Office of Grants Management, whichever is later.

1.11 Contact Persons

Program Contact

Andria Cole
21st CCLC Program Office
Andria.Cole@fldoe.org
850-245-0649

Grants Management Contact

Michael Lesley
Office of Grants Management
Michael.Lesley@fldoe.org
850-245-9185

1.12 Assurances

The FDOE has developed and implemented a document entitled, General Terms, Assurances and Conditions for Participation in Federal and State Programs, to comply with:

2 C.F.R. 200, Uniform Grant Guidance (UGG) requiring agencies to submit a common assurance for participation in federal programs funded by the United States Education Department (USED); 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 and Federal Programs. The complete text may be found in Section D of the Green Book.

School Districts, Community Colleges, Universities, and State Agencies

The certification of adherence, currently on file with the FDOE 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 of this type must certify adherence to the General Assurances for Participation in State and Federal Programs by submitting the certification of adherence page, signed by the agency head with each application.

Note: The Uniform Grants Guidance, UGG combines and codifies the requirements of eight Office of Management and Budget (OMB) Circulars: A-89, A-102 (former 34 CFR part 80), A-110 (former 34 CFR part 74), A-21, A-87, A-122, A-133, A-50. For the FDOE this means that the requirements in EDGAR Parts 74 and 80 have also been subsumed under the UGG. The final rule implementing the UGG was published in the Federal Register on December 19, 2014, and became effective for new and continuation awards issued on or after December 26, 2014.

Technical assistance documents and other materials related to the UGG, including frequently asked questions and webinar recordings, are available at The Chief Financial Officers Council web site: <https://cfo.gov/cofar>.

This document must be submitted with the application.

21st CCLC Subrecipient Assurances

In addition, all subrecipients must review and agree to the 21st CCLC Subrecipient Assurances. This document describes many of the requirements governing the operation of a 21st CCLC program in Florida. This document must be signed by the agency head or appropriate designee and included as an attachment to the application.

1.13 Risk Analysis

Every agency must complete a Risk Analysis form. The appropriate DOE 610 or DOE 620 form will be required prior to a project award being issued. If an agency is submitting applications for multiple programs, only one Risk Analysis is required.

School Districts, State Colleges, and State Universities, and State Agencies must use the DOE 610 form. Once submitted and approved, the risk analysis will remain in effect unless changes are required by changes in federal or state law, changes in the circumstances affecting the financial and administrative capabilities of the agency or requested by the Department. A change in the agency head or the agency's head of financial management requires an amendment to the form. The DOE 610 form may be found at <http://www.fldoe.org/core/fileparse.php/5625/urlt/doe610.xls>.

Governmental and Non-Governmental Entities must use the DOE 620 form. The DOE 620 form is required to be submitted each state fiscal year (July 1-June 30) prior to a Project Award being issued for that agency. An amendment is required if significant changes in circumstances in the management and operation of the agency occurs during the state fiscal year after the form has been submitted. The appropriate Risk Analysis form may be found at <http://www.fldoe.org/core/fileparse.php/5625/urlt/doe620.xls>.

Non-public entities are required to take the Grants Fiscal Management Training and Assessment annually. The agency head and/or the agency's financial manager (CFO) must complete this training within 60 days of the date of execution (Block 12) on the DOE 200, Project Award Notification. Training and assessment can be found using the following link: <https://portal.fldoesso.org/PORTAL/Sign-On/SSO-Home.aspx>.

Non-participation in the training program may result in termination of payment(s) until training is completed.

Section 2: Program Requirements and Guidance

The 21st CCLC requirements are based on the Elementary and Secondary Education Act (ESEA), as amended, Title IV, Part B; the State of Florida Application to USED; and other applicable requirements.

Applicants that originally proposed a program that exceeds the minimal requirements identified in this section must continue to include those services and activities. Nothing in this RFA is intended to allow a reduction of services. Applicants should review the RFP under which their application was originally awarded to determine program requirements and guidance for implementation.

At a minimum, the program must maintain the operations and adult family member services schedule as approved in the original application. The department reserves the right to request changes based on results of the program's performance.

Section 3: Program Evaluation Plan Requirements and Guidance

A strong evaluation plan helps ensure 21st CCLC programs make continuous progress towards achieving goals and objectives for participating students and parents. Evaluation plans build off well-developed evaluation designs, program objectives, carefully selected performance indicators and outcome measures, and a focus on maximizing the impact on student academic progress and personal development. In the 2022-23 program year, the GPRA measures for the 21st CCLC program were changed per the USED. Due to those changes, the department is in the process of realigning the state evaluation program to align with the federal program.

The elements required to be collected for the federal program include student growth on state assessments for all participating students, grade point average data for enrolled secondary students in selected grades, school day attendance data for enrolled students in selected grades, in-school suspension data for secondary students and student engagement data for all enrolled students.

Applicants will be required to engage in periodic progress monitoring throughout the school year that measures progress towards the reporting of the federal measures. Applicants awarded under this RFA are subject to revisions of their evaluation plans based on the revision of the measures identified during the implementation period of the new measures.

3.1 Data Submission

Each subrecipient must setup a codebook as the framework for data collection. Baseline data must be collected and submitted for all students enrolled in the 21st CCLC program. All applicants must collect assessment data for each participant within the first 30 days of program participation pertaining to each measure. These data will serve as a baseline for measuring progress towards program objectives in the subsequent data collection and reporting deliverables. Program enrollment typically occurs on a rolling basis with students entering the program at different times throughout the program year. All enrollment, program and assessment data must be reported monthly using the online application provided by Florida's 21st CCLC Administrative Project.

3.2 Stakeholder Survey Data

Subrecipients must collect survey data from participating students, their adult family members and school day teachers to examine stakeholder experiences and benefits of the 21st CCLC program. Approved surveys are made available by the department using an online application.

3.3 Summative Evaluation Report

This report is a brief written report summarizing annual evaluation findings pertaining to student attendance and enrollment rates for summer and academic year programming; achievement of program objectives; stakeholder surveys; changes recommended for programming, operations, or data collection; and summary based on findings from the summative evaluation. All reports must be made publicly available per ESSA requirements.

Section 4: Fiscal and Administrative Requirements

The fiscal and administrative management requirements for 21st CCLC programs are defined by the Uniform Guidance, the FDOE Green Book and other applicable federal, state, and local regulations. The organizations funded through this RFA are designated as subrecipients of federal funds.

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, and/or bank statements; all or any of which must be available upon request.

Failure to submit fiscal reports in the timeframes stipulated renders the program out of compliance and may result in early termination and ineligibility for future funding.

Funded programs and any amendments are subject to the procedures outlined in the FDOE Project Application and Amendment Procedures for Federal and State Programs (Green Book) and the General Assurances for Participation in Federal and State Programs, which may be found at www.fldoe.org/grants/greenbook/.

4.1 Project Award Notification (DOE 200)

The Project Award Notification will indicate:

- Project budget amount
- Project period (start and end dates)
- Timelines for:
 - Last date for receipt of proposed program or budget amendments
 - Incurring expenditures and issuing purchase orders
 - Liquidating all obligations
 - Submitting final disbursement reports

Note: Subrecipients **do not** have authority to incur expenses or report disbursements outside the specified program period dates.

4.2 Project Disbursement Report (DOE 399)

All subrecipients must report program expenditures using the Project Disbursement Report. These reports must be submitted to the Office of the Comptroller. The final report is due as indicated on the Project Award Notification.

4.3 Program Income

The intent of the 21st CCLC program is to establish programs that offer academic assistance and enrichment to low-income students and their families. Although not contrary to federal law, the FDOE does not allow the charging of fees.

4.4 Program Donations

Programs may not solicit donations from students and/or their family members.

4.5 Funding Methods

Federal Cash Advance (Public Entities only as authorized by the FDOE)

Federal cash advances will be made by state warrant or electronic funds transfer (EFT) to a recipient or subrecipient for disbursements. For federally-funded programs, requests for federal cash advance must be made through FDOE's Florida Grants System (FLAGS). Supporting documentation for expenditures should be kept on file at the program. Examples of such documentation include, but are not limited to, payroll records, contracts, invoices with check numbers verifying payment and/or bank statements – all or any of these items must be available upon request.

Reimbursement with Performance

Reimbursement with performance applies to community- and faith-based organizations and any other non-public district entities. Payment is rendered upon submission of documented allowable disbursements, plus documented completion of specified performance objectives. Requests for reimbursement with the appropriate backup documentation must be submitted. Examples of such documentation include, but are not limited to payroll records, timesheets, contracts, invoices with service dates and student attendance, check numbers verifying payment and/or bank statements, as well as evidence of activities that meet specified performance objectives.

4.6 Required Deliverables

All funded subrecipients will be required to upload evidence of deliverables and activities as described by this RFA. A complete list of required program deliverables may be found in Section 8. The deliverables are due on the 5th day of each month. Deliverables will be reviewed and monitored to determine compliance with the program requirements. Timely and accurate submission of deliverables will be considered to determine subrecipient performance.

4.7 Financial Consequences

In accordance with Sec. 215.971(c), F.S., financial consequences will apply if the subrecipient does not achieve the minimum performance standards as described in this RFA. The contract manager shall periodically review the progress made on the activities and deliverables listed. If the contractor fails to meet and comply with the activities/deliverables established in the contract or to make appropriate progress on the activities and/or towards the deliverables and they are not resolved within two weeks of notification, the contract manager may approve a reduced payment or request the contractor redo the work or terminate the contract.

Failure to meet the attendance targets, report data and program activities will result in a decrease in payment commensurate to an applicable unit price measurement. The contract manager must assess one or more of these consequences based on the severity of the failure to perform and the impact of such failure on the ability of the contractor to meet the timely and desired results. These financial consequences shall not be considered penalties. Financial consequences are fully described for each deliverable in Section 8.

EDGAR 34 CFR 80.43(a), states, "If a grantee or subrecipient materially fails to comply with any term of an award, whether stated in a Federal statute or regulation, an assurance, in a State plan or application, a notice of award, or elsewhere, the awarding agency may take one or more of the following actions, as appropriate in the circumstances:

- (1) Temporarily withhold cash payments pending correction of the deficiency by the grantee or subrecipient or more severe enforcement action by the awarding agency,
- (2) Disallow (that is, deny both use of funds and matching credit for) all or part of the cost of the activity or action not in compliance,
- (3) Wholly or partly suspend or terminate the current award for the grantee's or subrecipient's program,
- (4) Withhold further awards for the program, or
- (5) Take other remedies that may be legally available."

Projects identified as high risk by FDOE may be subject to additional conditions as identified in FDOE's Green Book, Section G.

4.8 Allowable Expenses

Program funds must be used solely for activities that directly support the accomplishment of the program purpose, priorities and expected outcomes during the program period. All expenditures must be consistent with the approved application, as well as applicable state and federal laws, regulations and guidance.

In accordance with 2 CFR 200.403, costs must meet the following general criteria in order to be allowable under federal awards:

- be necessary and reasonable for the performance of the 21st CCLC program
- be allocable to the 21st CCLC program
- conform to any limitations or exclusions set forth 2 CFR 200, Subpart E, Cost Principles or in the Federal award as to types or amount of cost items.
- be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the subrecipient
- be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost
- be determined in accordance with generally accepted accounting principles (GAAP)
- not be included as a cost or used to meet cost sharing or matching requirements of any other federally-financed program in either the current or a prior period
- be adequately documented

4.9 Unallowable Expenses

Unless otherwise specifically authorized herein, sub-recipient shall not convey anything of value, including but not limited to gifts, loans, rewards, favors or services, directly to any agent, employee or representative of the Department, and shall promptly notify the Department in the event that an agent, employee or representative of the Department attempts to solicit the same.

Below is a list of items or services that are generally not allowed or authorized as expenditures. This is not an all-inclusive list of unallowable items. Subrecipients are expected to consult the FDOE program office with questions regarding allowable costs.

- Proposal preparation including the costs to develop, prepare or write the proposal
- Pre-award costs
- Entertainment (e.g., a field trip without the approved academic support will be considered entertainment)
- Meals, refreshments or snacks
- End-of-year celebrations, parties or socials
- Game systems and game cartridges (e.g., Wii, Nintendo, PlayStation)
- Out-of-state travel without FDOE pre-approval
- Overnight field trips (e.g., retreats, lock-ins)
- Incentives (e.g., plaques, trophies, stickers, t-shirts, give-a-ways)
- Gift cards
- Decorations
- Advertisement
- Promotional or marketing items (e.g., flags, banners)
- Purchase of facilities or vehicles (e.g., buildings, buses, vans, cars)
- Land acquisition
- Furniture

- Kitchen appliances (e.g., refrigerators, microwaves, stoves, tabletop burners)
- Tuition
- Capital improvements and permanent renovations (e.g., playgrounds, buildings, fences, wiring)
- Dues to organizations, federations or societies for personal benefit
- Clothing or uniforms
- Costs for items/services already covered by indirect costs allocation
- Costs not allowable for federal programs per the U.S. Education Department General Administration Regulations (EDGAR), which may be found at www.ed.gov/policy/fund/reg/edgarReg/edgar.html and the Reference Guide for State Expenditures, which may be found at www.myfloridacfo.com/aadir/reference_guide/.

This is not an all-inclusive list of unallowable items. Subrecipients are expected to consult the FDOE 21st CCLC program office with questions regarding allowable costs.

4.10 Supplement, Not Supplant

21st CCLC awards include the federal “supplement, not supplant” provision. As such, 21st CCLC funds may not be used to supplant (i.e., replace) existing programs or funding. Any expenditures that supplant existing programs or funding are not allowable.

21st CCLC funds can only be used to start a new program as prescribed in this RFA or to supplement an existing non-21st CCLC program. Subrecipients seeking to supplement an existing program must clearly describe how the 21st CCLC funds will supplement and not supplant other funds.

4.11 Intellectual Property

The awarded agency is subject to the following additional provisions:

- Anything by whatsoever designation it may be known, that is produced by, or developed in connection with, this grant shall become the exclusive property of the State of Florida and may be copyrighted, patented or otherwise restricted as provided by Florida or federal law. Neither the subrecipient nor any individual employed under this subgrant shall have any proprietary interest in the product.
- With respect to each deliverable that constitutes a work of authorship within the subject matter and scope of U.S. Copyright Law, 17 U.S.C. Sections 102-105, such work shall be a "work for hire" as defined in 17 U.S.C. Section 101 and all copyrights subsisting in such work for hire shall be owned exclusively by the department pursuant to section 1006.39, F.S., on behalf of the State of Florida.
- In the event it is determined as a matter of law that any such work is not a "work for hire," subrecipient shall immediately assign to the department all copyrights subsisting therein for the consideration set forth in the grant and with no additional compensation.
- The foregoing shall not apply to any pre-existing software, or other work of authorship used by subrecipient, to create a deliverable but which exists as a work independent of the deliverable, unless the pre-existing software or work was developed by subrecipient pursuant to a previous grant with the department or a purchase by the department under a State Term Contract.
- The department shall have full and complete ownership of all software developed pursuant to the grant including without limitation:
 - The written source code;
 - The source code files;
 - The executable code;

- The executable code files;
- The data dictionary;
- The data flow diagram;
- The work flow diagram;
- The entity relationship diagram; and
- All other documentation needed to enable the department to support, recreate, revise, repair or otherwise make use of the software.

4.12 Non-duplication of Effort

Cooperation and communication between agencies is essential to ensure the efficient use of available resources. It is the responsibility of the subrecipients to ensure 21st CCLC resources do not duplicate the services available through other federal, state or local programs or resources.

4.13 Records Retention

It is the responsibility of the subrecipient to retain all financial and program records in an auditable manner. Records must be made available to the USED, FDOE, the Florida Department of Financial Services, the Florida Auditor General, or their designees.

Records must be maintained for five (5) years from the last activity of the program or longer if there is an ongoing investigation or audit.

4.14 Grants Fiscal Management Training Requirement

Community-Based Organizations (CBOs), Faith-Based Organizations (FBOs) and other private not-for-profit organizations that are recipients or subrecipients of FDOE grants are required to participate in Grants Fiscal Management Training offered by the FDOE on an annual basis within 60 days of the signature date of the DOE 200 Award Notification. **The Grants Fiscal Management Training and Assessment must be completed by the agency head/CEO or CFO/Head of Finance.** The training and assessment can be found at <https://app1.fldoe.org/grants/trainingMaterials/Default.aspx>.

Failure to obtain the training can have a negative impact on the ability of the Florida Department of Education to provide future funding to the organization.

4.15 Equipment

Any equipment purchased under this program must follow the Uniform Grants Guidance found at http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl or the Reference Guide for State Expenditures, www.myfloridacfo.com/aadir/reference_guide/.

Any equipment purchases not listed on the original budget approved by the Florida Department of Education require an amendment submission and approval prior to purchase by the agency awarded the funding.

Further guidance and instruction on property records, inventory and disposition requirements for property are outlined in the Green Book, <http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedure.html>.

To ensure that Florida adequately monitors equipment purchased with federal funds, subrecipients must list all equipment with a unit cost of \$1,000 or more on the Budget Narrative Form (DOE 101S).

4.16 Administrative and Indirect Cost

For 21st CCLC programs, administrative costs are capped at the cap in the initial RFP under which the continuation applicant first applied. Administrative costs include both indirect costs and general administrative costs.

School Districts

The Florida Department of Education has been given the authority by the U.S. Department of Education to negotiate indirect cost proposals and to approve indirect cost rates for school districts. School districts are not required to develop an indirect cost proposal, but if they fail to do so, they will not be allowed to recover any indirect costs. Amounts from zero to the maximum negotiated rate may be approved for a program by the Florida Department of Education's Comptroller. Indirect costs shall only apply to federal programs. Additional information and forms are available at www.fldoe.org/finance/comptroller/.

State Agencies, Public Universities and State Colleges

The Florida Department of Education will allow other state agencies, state universities and state colleges to charge an indirect cost (administrative and/or overhead) up to 8 percent or the recipient's rate approved by the appropriate cognizant agency, whichever is lower. This rate may be charged on the total direct costs disbursed less the amounts of subcontracts in excess of \$25,000 and for items of equipment, alterations, renovations and flow-through funds ("pass through" to another entity) on programs issued by the department. This rate is intended to be all-inclusive of typical administrative and overhead costs, including but not limited to rental of office space, costs for bookkeeping and accounting services, and utilities. In the alternative, the department will approve an indirect cost rate of 8 percent plus the direct charges for typical administrative and overhead costs such as office space rental when such costs can be directly and appropriately allocated to the program. Indirect costs shall only apply to federal programs.

General and Administrative Costs

Administrative costs are costs that cannot be identified with any single program (e.g., 21st CCLC) but are indispensable to conducting agency activities and to the organization's survival. The Florida Department of Education recognizes that allowable general and administrative costs (G & A) are essential and legitimate costs of provider agencies. The administrative costs of the provider represent costs which are incurred for common or joint objectives in providing services. Such costs are distributed to all provider programs on an allocation basis; that is, a fair share of expenses is distributed to each service program. 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 FDOE;

- Liability insurance; and
- Any other cost associated with administrative activities or tasks.

4.17 Procurement Services

Subrecipients must comply with the procurement rules and regulation of the State of Florida and the procurement policies of their agency. When a conflict exists between the state and the agency requirement, the more restrictive requirement governs. All contracted services procured with federal funds are subject to the terms of the Common Federal Programs Guidance issued by the Florida Department of Education.

Subrecipients must ensure that all vendors and contractors (e.g., contractor, consultant) are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from transactions with a federal or state department or agency. Verification may be accomplished through the Excluded Parties List System and one or both of the following: (1) collecting a certification from the vendor, or (2) adding a clause or condition to the contract with the vendor. Additional information regarding financial responsibilities can be found at:

- Excluded Parties List System www.sam.gov/portal/public/SAM/##11
- Reference Guide for State Expenditures www.myfloridacfo.com/aadir/reference_guide/

Subrecipients must maintain a cost analysis for all expenditures that ensures each cost is allowable, reasonable and necessary as required by Section 216.3475, F.S. A cost analysis must be included in the application as an attachment for the following cost items:

- salaries of the agency leadership positions if any portion of that salary is included in the program budget
- equipment with a unit cost of \$1,000 or more, and
- contractors with an agreement totaling \$5,000 or more on an annual basis

A cost analysis worksheet can be found at <http://fldoe.org/schools/family-community/activities-programs/21st-century-community-learning-center/forms.shtml>.

Wage estimates can be found on the U.S. Bureau of Labor Statistics' website at www.bls.gov/oes/current/oessrcma.htm.

4.18 State of Florida, Executive Order 11-116 (Supersedes Executive Order 11-02)

The employment of unauthorized aliens by any contractor is considered a violation of section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract. In addition, pursuant to Executive Order 11-116, for all contracts providing goods or services to the state in excess of nominal value; (a) the Contractor will utilize the E-verify system established by the U.S. Department of Homeland Security to verify the employment eligibility of all new employees hired by the contractor during the Contract term, (b) require that Contractors include in such subcontracts the requirement that subcontractors performing work or providing services pursuant to the state contract utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term. Executive Order 11-116 may be viewed at <http://www.flgov.com/wp-content/uploads/orders/2011/11-116-suspend.pdf>.

4.19 State of Florida, Executive Order 20-44

In accordance with Executive Order 20-44, each grantee meeting the following criteria: 1) all entities named in statute with which the agency must form a sole source, public private agreement and 2) all entities that, through contract or other agreement with the State, annually receive 50% or more of their budget from the State or from a combination of State and Federal funds shall provide to the department an annual report in the format required by the department. This report shall detail the total compensation for the entities' executive leadership teams. Total compensation shall include salary, bonuses, cashed in leave, cash equivalents, severance pay, retirement benefits, deferred compensation, real-property gifts, and any other payout. In addition, the grantee shall submit with the annual report the most recent Return of Organization Exempt From Income Tax, Form 990, if applicable, or shall indicate that the grantee is not required to file such Form 990. This report shall be submitted by March 1 of each year. Executive Order 20-44 may be obtained via this link, https://www.flgov.com/wp-content/uploads/orders/2020/EO_20-44.pdf.

4.20 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 subrecipient **must submit** with this application, a one page summary description of the plan proposed by the district or other entity to ensure equitable access to, and participation of students, teachers and other program beneficiaries with special needs.

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

4.21 Equitable Services for Private School Participation

In accordance with P.L. 107-110, No Child Left Behind (NCLB) Title IX, Part E Uniform Provisions, Subpart 1, Section 9501, the subrecipient **must submit** a detailed plan of action for providing consultation for equitable services to private school children and teachers within the Local Education Agency(ies) service area.

For details, refer to <http://www.ed.gov/policy/elsec/leg/esea02/pg111.html>.

Note: Subrecipients are responsible for compliance with all the requirements included in the RFA directly or by reference, and all the applicable rules and regulations governing the operation of a 21st CCLC program. All subrecipients must maintain appropriate and sufficient documentation to evidence compliance.

Section 5: Scope of Work/Narrative Components

All subrecipients must implement the project as awarded in the year in which it was competitively awarded. Any revisions must be documented using the Continuous Improvement Form provided by the department. Updated operations schedules and related activities must be documented by completing a new site profile worksheet for each site operated by the applicant. All continuous improvement forms and site profile worksheets, as applicable, must be submitted at the time of application.

Section 6: Project Budget

Senate Bill 2386 was enacted during Florida's 2010 Legislative Session and relates to the oversight of financial matters. Portions of this bill impact many Florida Department of Education

subrecipients of discretionary contracts, programs, grants and agreements with amounts of \$35,000 or more executed on or after July 1, 2010. Specific guidance related to the implementation of these provisions was received from the Florida Department of Financial Services at the end of June 2010. Below is a summary of these new requirements and our plans for implementation.

Section 215.971, F.S., Agreements funded with federal and state assistance, and Section 287.058, F.S., Contract document, require that agreements funded with federal dollars of \$35,000 or more include the following elements:

- A scope of work that clearly establishes all of the tasks required to be performed;
- Maintenance of documentation by the subrecipient to evidence the completion of tasks;
- Specific deliverables, to be accepted prior to payment, that:
 - are directly related to a task specified in the scope of work;
 - identify the minimum level of service to be performed;
 - are quantifiable, measurable and verifiable;
- Criteria that will be used by the Florida Department of Education to determine successful performance;
- The FDOE's receipt and acceptance of deliverables in writing prior to payment;
- Financial consequences that will be applied if the contractor/subrecipient fails to perform; and
- Addressing the property rights of intellectual property related to the contract (grant) and specific rights of the state if the contracted (subrecipient) fails to provide the services or is no longer providing services.

Section 8, Chapter 2010-151, Laws of Florida, amending Section 216.3475, F.S., Maximum rate of payment for services funded under General Appropriations Act or awarded on a noncompetitive basis, requires the department, for agreements of \$35,000 or more, to maintain records to support a cost analysis, including the detailed budget submitted by the entity to be funded and the agency's documented review of individual cost elements to determine they are:

- Allowable
- Allocable
- Reasonable
- Necessary

In accordance with ESEA Sec. 4204 (b)(2)(G), grant funds must be used only to supplement, not supplant, any federal, state or local dollars available to support activities allowable under the 21st CCLC program.

The budget request cannot exceed the amount provided by the FDOE 21st CCLC Program Office, which is supported by the proposed level of services.

Instructions

Subrecipients must use form DOE 101S, Budget Narrative, to complete the budget. The document includes instructions on how to complete the form. Budget Narrative (Column 3) must include a thorough description of each expense as well as a funding formula that details how the line item total was derived.

Section 7: Application Submittal Requirements

The requirements listed below should be met for applications to be considered for review:

- 1) Application is received in the Office of Grants Management within the timeframe specified by the RFA.
- 2) Application includes required forms: DOE 100A Project Application Form and DOE 101S - Budget Narrative Form.
- 3) All required forms must have the assigned TAPS Number included on the form.
- 4) All required forms have signatures by an authorized entity. The department will accept electronic signatures from the agency head in accordance with section 668.50(2)(h), Florida Statutes.
 - NOTE: Applications signed by officials other than the appropriate agency head 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 the DOE 100A when the application is submitted.
 - An “electronic signature” means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by the person with the intent to sign the record.
 - The department will accept as an electronic signature a scanned or PDF copy of a hardcopy signature.
 - The department will also accept a typed signature, if the document is uploaded by the individual signing the document.
- 5) Application must be submitted electronically to the Office of Grants Management via SHAREFILE.

Required application components are listed below.

Form	Description and Requirements	Submission
1. DOE 100 Application Form	<ul style="list-style-type: none">Requires electronic submission from agency head.Applications submitted by officials other than the agency head must have a letter signed by the agency head or documentation citing action of the governing body delegating authority to the person to submit on behalf of said official. The letter must be uploaded into the online system.	ShareFile
2. GEPA Statement	<ul style="list-style-type: none">Requires electronic submission from agency head.Applications submitted by officials other than the agency head must have a letter signed by the agency head or documentation citing action of the governing body delegating authority to the person to submit on behalf of said official. The letter must be uploaded into the online system.	ShareFile

Form	Description and Requirements	Submission
3. General Assurances for Participation in Federal and State Programs	<ul style="list-style-type: none"> • Required only if not already on file at FDOE. • Requires electronic submission from agency head. • Applications submitted by officials other than the agency head must have a letter signed by the agency head or documentation citing action of the governing body delegating authority to the person to submit on behalf of said official. The letter must be uploaded into the online system. 	ShareFile
4. 21st CCLC Subrecipient Assurances	<ul style="list-style-type: none"> • Requires electronic submission from agency head. • Applications submitted by officials other than the agency head must have a letter signed by the agency head or documentation citing action of the governing body delegating authority to the person to submit on behalf of said official. The letter must be uploaded into the online system. 	ShareFile
5. Private School Assurance and Equitable Services Participation	<ul style="list-style-type: none"> • Requires electronic submission from agency head. • Applications submitted by officials other than the agency head must have a letter signed by the agency head or documentation citing action of the governing body delegating authority to the person to submit on behalf of said official. The letter must be uploaded into the online system. 	ShareFile
6. DOE 101S, Budget Narrative	<ul style="list-style-type: none"> • Upload Excel into the online system 	ShareFile
7. Continuing Improvement (Scope of Work changes)	<ul style="list-style-type: none"> • Upload in Word or PDF into the system. 	ShareFile
8. Site Profile(s)	<ul style="list-style-type: none"> • Upload in Word to the online system. 	ShareFile

Section 8: 2022-23 Deliverables and Financial Consequences

Deliverables

The subrecipients will implement the Title IV, Part B, 21st Century Community Learning Centers (21st CCLC) program in a safe environment for students during non-school hours. Subrecipients may have one or multiple centers/sites which may be located in schools, community facilities and/or faith-based facilities, to provide these services from August 1, 2022–July 31, 2023. The purposes of the 21st CCLC program are as follows:

- 1) Provide opportunities for academic enrichment by implementing activities to the identified students during time and dates as outlined in the agreement.
- 2) Subrecipients must also offer students a broad array of additional services, programs and activities, such as positive youth development activities, drug and violence prevention programs, counseling programs, art, music, recreation programs, technology education programs and character education programs that are designed to reinforce and complement the regular academic program of participating students.
- 3) Subrecipients will offer a minimum number of opportunities related to literacy and educational development to the adult family members of students served by 21st CCLC programs as proposed in their original proposal.

To accomplish these purposes, 21st CCLC subrecipients must provide a range of high-quality, problem/project based, diverse services that support student learning and development. Program organizational types includes school districts, community-based organizations, faith-based organizations, colleges and universities, and city or county governmental entities.

Source of Requirements

- 21st CCLC Request for Proposals/Applications
- Approved Application Scope of Work Narrative and Addendum
- Approved Application Site Profile Worksheet
- Approved Application Budget

Financial Consequences

EDGAR 34 CFR 80.43(a), states, “If a grantee or subrecipient materially fails to comply with any term of an award, whether stated in a Federal statute or regulation, an assurance, in a State plan or application, a notice of award, or elsewhere, the awarding agency may take one or more of the following actions, as appropriate in the circumstances:

- (1) Temporarily withhold cash payments pending correction of the deficiency by the grantee or subrecipient or more severe enforcement action by the awarding agency,
- (2) Disallow (that is, deny both use of funds and matching credit for) all or part of the cost of the activity or action not in compliance,
- (3) Wholly or partly suspend or terminate the current award for the grantee's or subrecipient's program,
- (4) Withhold further awards for the program, or
- (5) Take other remedies that may be legally available.”

Projects identified as high risk by FDOE may be subject to additional conditions as identified in FDOE’s Green Book, Section G.

Documentation submitted to support the completion of tasks will be reviewed on a monthly basis within five (5) days of submittal or the listed due date. Financial consequences will be applied as follows:

- Programs entering years 4 or 5 of funding:
 - If program has reported average daily attendance (ADA) at 95% or higher of the proposed level, they will be funded at the same level attendance as approved in the application of the previous year.

- If program has reported average daily attendance (ADA) below 95%, they will be funded proportionally to the reported ADA (reported ADA / 0.95).
- Programs entering year 3 of funding:
 - If program has reported average daily attendance (ADA) at 85% or higher of the proposed level, they will be funded at the same level of attendance as approved in the application of the previous year.
 - If program has reported average daily attendance (ADA) below 85%, they will be funded proportionally to the reported ADA (reported ADA / 0.85).
- Programs entering year 2 of funding:
 - If program has reported average daily attendance (ADA) at 75% or higher of the proposed level, they will be funded at the same level attendance as approved in the application of the previous year.
 - If program has reported average daily attendance (ADA) below 75%, they will be funded proportionally to the reported ADA (reported ADA / 0.75).
- Programs that do not complete the proposed adult family member activities may receive a reduction in funding of one-half (.5) percent per occurrence.
- Programs that do not submit the Summative Evaluation Report, in an acceptable form within the given time frame as approved by the program office, will not receive any additional funding until all reporting obligations have been met and deemed acceptable by the 21st CCLC program office.

Programs that improve attendance may be eligible for an increase in funding up to the originally proposed level of service. Programs will have to provide documentation to support sustained attendance for a minimum of 90 days before requests may be considered by the 21st CCLC program office.

Demonstrated performance of the required deliverables, as well as the timely submission of the documentation to evidence the completion of tasks, will be considered in the development of funding recommendations for subsequent years – years two (2) through five (5) of this project – and funding recommendations for other 21st CCLC Request for Proposals.

Renewability Projects that do not meet the average daily attendance (ADA) at 95 % or higher of the proposed level will not be eligible to request additional student funding beyond the average daily attendance in the department's next 21st CCLC competition. Projects that do not meet their evaluation performance goals as indicated on their most recent approved application may not be eligible to participate in the department's next 21st CCLC competition.

Projects that do not report program and evaluation data into the online system designated by the Florida Department of Education will not be eligible to participate in the department's next 21st CCLC competition.

Project Performance Accountability Form

Definitions

- **Scope of Work-** The major tasks that the grantee is required to perform.
- **Tasks-** The specific activities performed to complete the Scope of Work.
- **Deliverables-** The products and/or services that directly relate to a task specified in the Scope of Work. Deliverables must be quantifiable, measurable, and verifiable.
- **Evidence-** The tangible proof.
- **Due Date-** Date for completion of tasks.

Scope of Work Tasks/Activities	Deliverables (product or service)	Evidence (verification)	Due Date (completion)
Provide academic enrichment, a broad array of additional services and family literacy and related educational development as indicated in the narrative scope of work.	Implement the 21 st CCLC program in a safe and easily accessible environment for students and adult family members eligible for the program as indicated on the site profile worksheet.	<u>August 1-31, 2022</u> All subrecipients must submit via the department's online system, a monthly <ul style="list-style-type: none"> • student attendance count • number of hours of programming per student and/or family, • participant data update 	September 5, 2022
Provide academic enrichment, a broad array of additional services and family literacy and related educational development as indicated in the narrative scope of work.	Implement the 21 st CCLC program in a safe and easily accessible environment for students and adult family members eligible for the program as indicated on the site profile worksheet.	<u>September 1-30, 2022</u> All subrecipients must submit via the department's online system, a monthly <ul style="list-style-type: none"> • student attendance count • number of hours of programming per student and/or family, • participant data update 	October 5, 2022
Provide academic enrichment, a broad array of additional services and family literacy and related educational development as indicated in the narrative scope of work.	Implement the 21 st CCLC program in a safe and easily accessible environment for students and adult family members eligible for the program as indicated on the site profile worksheet.	<u>October 1-31, 2022</u> All subrecipients must submit via the department's online system, a monthly <ul style="list-style-type: none"> • student attendance count • number of hours of programming per student and/or family, • participant data update 	November 5, 2022

Provide academic enrichment, a broad array of additional services and family literacy and related educational development as indicated in the narrative scope of work.	Implement the 21 st CCLC program in a safe and easily accessible environment for students and adult family members eligible for the program as indicated on the site profile worksheet.	<u>November 1-30, 2022</u> All subrecipients must submit via the department's online system, a monthly <ul style="list-style-type: none"> • student attendance count • number of hours of programming per student and/or family, • participant data update 	December 5, 2022
Provide academic enrichment, a broad array of additional services and family literacy and related educational development as indicated in the narrative scope of work.	Implement the 21 st CCLC program in a safe and easily accessible environment for students and adult family members eligible for the program as indicated on the site profile worksheet.	<u>December 1-31, 2022</u> All subrecipients must submit via the department's online system, a monthly <ul style="list-style-type: none"> • student attendance count • number of hours of programming per student and/or family, • participant data update 	January 5, 2023
Provide academic enrichment, a broad array of additional services and family literacy and related educational development as indicated in the narrative scope of work.	Implement the 21 st CCLC program in a safe and easily accessible environment for students and adult family members eligible for the program as indicated on the site profile worksheet.	<u>January 1-31, 2023</u> All subrecipients must submit via the department's online system, a monthly <ul style="list-style-type: none"> • student attendance count • number of hours of programming per student and/or family, • participant data update 	February 5, 2023
Provide academic enrichment, a broad array of additional services and family literacy and related educational development as indicated in the narrative scope of work.	Implement the 21 st CCLC program in a safe and easily accessible environment for students and adult family members eligible for the program as indicated on the site profile worksheet.	<u>February 1-28, 2023</u> All subrecipients must submit via the department's online system, a monthly <ul style="list-style-type: none"> • student attendance count • number of hours of programming per student and/or family, • participant data update 	March 5, 2023
Provide academic enrichment, a broad array of additional services and family literacy and related educational development as indicated in the narrative scope of work.	Implement the 21 st CCLC program in a safe and easily accessible environment for students and adult family members eligible for the program as indicated on the site profile worksheet.	<u>March 1-31, 2023</u> All subrecipients must submit via the department's online system, a monthly <ul style="list-style-type: none"> • student attendance count • number of hours of programming per student and/or family, • participant data update 	April 5, 2023

Provide academic enrichment, a broad array of additional services and family literacy and related educational development as indicated in the narrative scope of work.	Implement the 21 st CCLC program in a safe and easily accessible environment for students and adult family members eligible for the program as indicated on the site profile worksheet.	<u>April 1-30, 2023</u> All subrecipients must submit via the department's online system, a monthly <ul style="list-style-type: none"> • student attendance count • number of hours of programming per student and/or family, • participant data update 	May 5, 2023
Provide academic enrichment, a broad array of additional services and family literacy and related educational development as indicated in the narrative scope of work.	Implement the 21 st CCLC program in a safe and easily accessible environment for students and adult family members eligible for the program as indicated on the site profile worksheet.	<u>May 1-31, 2023</u> All subrecipients must submit via the department's online system, a monthly <ul style="list-style-type: none"> • student attendance count • number of hours of programming per student and/or family, participant data update	June 5, 2023
Provide academic enrichment, a broad array of additional services and family literacy and related educational development as indicated in the narrative scope of work.	Implement the 21 st CCLC program in a safe and easily accessible environment for students and adult family members eligible for the program as indicated on the site profile worksheet.	<u>June 1-30, 2023</u> All subrecipients must submit via the department's online system, a monthly <ul style="list-style-type: none"> • student attendance count • number of hours of programming per student and/or family, • participant data update 	July 5, 2023
Provide academic enrichment, a broad array of additional services and family literacy and related educational development as indicated in the narrative scope of work.	Implement the 21 st CCLC program in a safe and easily accessible environment for students and adult family members eligible for the program as indicated on the site profile worksheet.	<u>July 1-31, 2023</u> All subrecipients must submit via the department's online system, a monthly <ul style="list-style-type: none"> • student attendance count • number of hours of programming per student and/or family, • participant data update 	August 5, 2023