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# FLORIDA DEPARTMENT OF EDUCATION

Request for Application (RFA Discretionary)

Bureau / Office

Family and Community Outreach

TAPS Number

24B147

Program Name

Nita M. Lowey 21st Century Community Learning Centers Program (21st CCLC) – Resiliency, Bi-Partisan Safer Communities Act Fund

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

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 middle and high school 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 with an emphasis on mental health assistance, resiliency education, civic and character education counseling programs, and life skills education youth development activities that are aligned with state academic standards. Additional supporting activities could include service learning, nutrition and health education, drug and violence prevention 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 student’s education, including opportunities for literacy and related educational development especially in building resiliency*.*

Total Funding Amount

Approximately $2,700,000/120

Type of Award

Discretionary Non-Competitive

Budget / Program Performance Period

August 1, 2023 to July 31, 2024

Target Population(s)

Applicants must target middle and or high school students and same eligible schools as described in their original RFP proposal.

Eligible Applicant(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.

Application Due Date

July 28, 2023 at 5:00 p.m. EST

**The due date refers to the date of receipt in the Office of Grants Management.**

**For Federal programs, the project effective date will be the date that the application is received within the Office of Grants Management meeting conditions for acceptance, or the budget period specified in the Federal Award Notification, whichever is later.**

Matching Requirement

NONE

Contact Persons

**Program Contact** **Grants Management Contact**

Contobia Horsey-AdamsMichael Lesley

21st CCLC State Director Office of Grants Management

850-245-9209 850-245-9185

Contobia.HorseyAdams@fldoe.org Michael.Lesley@fldoe.org

Assurances

The Florida Department of Education (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 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>.

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. The Risk Analysis must be submitted with the application and also sent via email to [fdoeriskanalysis@fldoe.org](mailto:fdoeriskanalysis@fldoe.org). 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 athttps://www.fldoe.org/core/fileparse.php/5625/urlt/doe620.xlsx

**Grants Management Training**

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.

Funding Method

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). In accordance with federal regulations outlined in the Cash Management Improvement Act (CMIA), cash should be requested no more than three business days from the anticipated date of disbursement. 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**

**Payment is rendered upon submission of documented allowable disbursements, plus documentation of completion of specified performance objectives.**

Fiscal Records Requirements and Documentation

Applicants must complete a Budget Narrative form, DOE 101S. Budget pages must be completed to provide sufficient information to enable FDOE reviewers to understand the nature and reason for the line item cost. 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.

To ensure that Florida adequately monitors equipment purchased with federal funds, subrecipients must list on the DOE 101S all equipment with a unit cost of $5,000.00 or more in a separate line from equipment with a unit cost less than $5,000.00.

All accounts, records, and other supporting documentation pertaining to costs incurred shall be maintained by the recipient for five years from the last activity of the program. Supporting documentation for expenditures is required for all funding methods. Examples of such documentation include but are not limited to: invoices with check numbers verifying payment, and/or bank statements; time and effort logs for staff, salary/benefits schedules for staff. All must be available upon request.

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:

<http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.stml>.

Budgeted items must correlate with the narrative portion of the project application that describes the specific activities, tasks and deliverables to be implemented.

All project recipients must submit a completed DOE 399 form, Final Project Disbursement Report by the dates specified on the DOE 200 form, Project Award Notification.

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](https://floridadoe-my.sharepoint.com/personal/contobia_horseyadams_fldoe_org/Documents/Desktop/www.sam.gov/portal/public/SAM/%23%2311)
* Reference Guide for State Expenditures, <https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337_2>

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 $3,000 or more in a day’s service, and
* contractors with an agreement totaling $5,000 or more on an annual basis; and
* aggregate purchases of $10,000 or more over the grant cycle.

A cost analysis worksheet can be found at <https://www.fldoe.org/core/fileparse.php/7736/urlt/2223RFACost-Analysis.pdf>. Wage estimates can be found on the U.S. Bureau of Labor Statistics’ website at [www.bls.gov/oes/current/oessrcma.htm](https://floridadoe-my.sharepoint.com/personal/contobia_horseyadams_fldoe_org/Documents/Desktop/www.bls.gov/oes/current/oessrcma.htm).

Financial Consequences

**The grant manager shall periodically review the progress made on the activities and deliverables listed. If the subrecipient fails to meet and comply with the activities/deliverables established in the grant or to make appropriate progress on the activities and/or towards the deliverables and they are not resolved within two weeks of notification, the grant manager may approve a reduced payment or request the subrecipient redo the work or terminate the grant**. **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. Financial consequences are fully described for each deliverable in Section 8. The grant 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 subrecipient to meet the timely and desired results. These financial consequences shall not be considered penalties.**

**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. Allowable expenditures may include costs associated with employing appropriate staff for administering the project, office materials and supplies and other relevant costs associated with the administration of the project, including meeting room rentals, consultant fees, printing, etc.

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

**Unallowable Expenses:**

Unless otherwise specifically authorized herein, subrecipient 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., field trips to theme parks, bowling alleys, movie theatres, skating rinks, arcades, laser tag)
* Meals, refreshments or snacks charged to the grant
* End-of-year celebrations, birthday 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, giveaways)
* 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 (permanently affixed to the facility or in common areas with non-21st CCLC participant access, e.g., an interactive whiteboard in a communal area or permanent sports equipment)
* 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 <http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html> and the Reference Guide for State Expenditures, which may be found at <https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337_2>

Equipment Purchases

Any equipment purchased under this program must follow the Uniform Grant Guidance found at [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\_main\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl%20%20)  or the Reference Guide for State Expenditures, <https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state->

[agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337\_2](https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-)

Any equipment purchases not listed on the original budget approved by the FDOE 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 at:

<http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.stml>.

Administrative Costs including Indirect Costs

For 21st CCLC programs, administrative costs are capped at the rate in the initial RFP under which the applicant first applied. Administrative costs include both indirect costs and general administrative costs. There is a 10% administrative cost cap that includes indirect cost and a 3% evaluation cost cap.

**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/](http://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, stipends, tuition and related fees, 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**.

Chapter 1010.06 F.S. Indirect cost limitation - State funds appropriated by the Legislature to the Division of Public Schools within the Department of Education may not be used to pay indirect costs to a university, state university, school district, or any other entity.

**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
* Any other cost associated with administrative activities or tasks.

The fiscal and administrative management requirements for 21st CCLC programs are defined by Uniform Grant 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 Green Book and the General Assurances for Participation in Federal and State Programs, which may be found at [www.fldoe.org/grants/greenbook/](http://www.fldoe.org/grants/greenbook/).

**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.

**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. This form can be found at <https://www.fldoe.org/finance/contracts-grants-procurement/grants-management/department-of-edu-grants-forms.stml>.

**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.

**Program Donations**

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

**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.

**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 toward 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.

**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 continue programming 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.

**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.

**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.

**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.

**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.

**Equipment**

Any equipment purchased under this program must follow Uniform Grant Guidance found at <http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl> and the Reference Guide for State Expenditures, <https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337_2>.

Any equipment purchases not listed on the original budget approved by the FDOE 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 are outlined in the FDOE Green Book, <http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.stml>.

State of Florida, Executive Order 11-116

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>.

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>

For Federal Programs - General Education Provisions Act (GEPA)

Applicants must provide a concise description of the process to ensure equitable access to, and participation of students, teachers, and other program beneficiaries with special needs*.* For details, refer to:<http://www2.ed.gov/fund/grant/apply/appforms/gepa427.pdf>

For Federal Programs - Equitable Services for Private School Participation – If Applicable

In accordance with P.L. 107-110, Title IX, Part E Uniform Provisions, Subpart 1, Section 9501, the applicant must provide a detailed plan of action for providing consultation for equitable services to private school children and teachers with the local education agency(ies) service area. For details, refer to: <https://www2.ed.gov/policy/elsec/leg/essa/essaguidance160477.pdf>.

Narrative Section

Scope of Work/Narrative

**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.**

**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.**

**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.**

Proposal Content

Please structure the narrative by addressing the following; please also incorporate program goals throughout your answers.

1. Need for Program:

a. Please describe how the proposed program’s unique features will address the needs of middle and high school students and their families and how the programs are expected to improve student learning, including instructions related to resiliency, character development and mental health.

2. Program Design: Program Description

a. Please describe how the program will improve students’ awareness of mental health issues, improve access to school-and community-based mental health services, and train school staff on responding to trauma and mental health needs.

b. Please describe the range and type of programs that will be offered.

c. Please describe how your program proposes to attract youth and their families. Also explain how you will maintain student enrollment throughout the school year. Specifically describe your strategy to retain 95% or better of average daily attendance at a single site. How will program schedules and offerings be designed to encourage and support regular participation among students?

d. Please describe the organizational structure that will support the out of school time program and specifically the program manager/ site director.

e. Please describe how family and youth feedback will be included in the ongoing development of the program. Adult Family Member Services must be offered and regular participation among the families to provide additional support and intervention opportunities.

3. Elements of High-Quality Programming. Please describe how the elements below will be addressed and incorporated into the Program Design.

a. Linkages to the School Day: Describe the ways in which the program will be connected to the regular school day (e.g., shared staff, space, training, policies, curriculum, leadership support, instructional methods, etc.) and how the program will remain balanced.

b. High-Quality Staff: Who will be hired to work in the out of school time program? What standards will be set to recruit and retain high-quality staff?

c. Safe and Appropriate Environment: Please describe what actions will be taken to ensure that every child is physically and emotionally safe in the program.

d. High-Interest Programming: Please describe the type of programming that will be offered for each age level. What efforts will be made to ensure that programming is student-centered and that that every participant has a high interest in what he/she is doing? What efforts will be made to ensure appropriate grade level and/or developmental level programming?

4. Organizational Focus: Program Leadership: Please describe how program leadership will provide guidance and support to implement the goals and objectives of the program. Descriptions could include activities of the site coordinator, mental health counselor, behavioral coach, school psychologist, behavioral interventionists along with certified teachers, and other staff.

5. Communication/Information Dissemination: Please describe how the program will communicate information about the program, including evaluation results, to parents, school personnel, and community in a manner that is understandable and accessible?

6. Volunteers: Please describe how the program will enlist, utilize orientate, and train volunteers in the running, oversight, and promotion of the program.

7. Community Partners: Please describe how the program intends to utilize community partnerships including, but not limited to, colleges, private and non-profit organizations such as libraries, local businesses (hospitals, wellness centers, fitness centers, youth advocates).

8. Success and Sustainability: Please tell us where and how the program has been or is currently successful in implementing after school programs. Sustainability Plan: Please describe the plans for the continuous strengthening of the partnership between the organization, other community-based organizations, and another public or private organization (if applicable).

**A strong evaluation plan helps ensure 21st CCLC programs make continuous progress towards achieving goals and objectives for participating students and families. 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.**

**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.**

**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.**

* **Participation and Demographics:**

**o demographic data (grade level, race and ethnicity, sex),**

**o students who are English Language Learners (ELL),**

**o students who are economically disadvantaged,**

**o students with disabilities, and**

* **Outcomes:**

**o student growth on state assessments for all participating students,**

**o grade point average data for enrolled secondary students in selected grades,**

**o school day attendance data for enrolled students in selected grades,**

**o in-school suspension data for secondary students, and**

**o student engagement data for all enrolled students.**

**Applicants will be required to engage in periodic progress monitoring throughout the school year that measures progress toward 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.**

**Data Submission**

**Each subrecipient is required to collect and submit data 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 toward 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. As part of this data collection framework, programs must have a data sharing agreement with the school/district to ensure accurate reporting of data.**

**Stakeholder Survey Data**

**Subrecipients must collect survey data from participating 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.**

**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; and changes recommended for programming, operations, or data collection. All reports must be made publicly available per ESSA requirements.**

**Reports should summarize the results achieved by the project for the preceding quarter and be cumulative for succeeding quarters. Although there may be some similarity between activity reports and deliverables submitted to the Department as specified in the grant agreement for payment purposes, please note, that this return-on-investment report is separate and apart from those requirements.**

**All reports shall be submitted to the designated project manager for the Department. All questions should be directed to the project manager.**

Conditions for Acceptance

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.

1. Application must be submitted electronically to the Office of Grants Management via ShareFile.

**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 the FDOE 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:

* **Cohort programs** must meet 95% of their targeted attendance as proposed in the Funding Request Guide. If attendance falls below this level, the program will be funded proportionally to the reported average daily attendance (ADA).
* All programs that do not complete the proposed adult family member activities may receive a reduction in funding of one-half (.5) percent per occurrence.
* All programs that do not submit the Summative Evaluation Report, in an acceptable form within the given time frame as approved by the 21st CCLC Program Office, will not receive any additional funding until all reporting obligations have been met and deemed acceptable by the PO.
* Projects that 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.

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 other 21st CCLC Request for Proposals.

Project Performance Accountability Information, Instructions, and Form

**NOTE: The following pages are included in the RFA (DOE 900D) template and are to be completed by the applicant.**

The Florida Department of Education has a standardized process for preparing applications for discretionary funds. This section of the RFA, Project Performance Accountability, is to assure proper accountability and compliance with applicable state and federal requirements.

**The Department’s project managers will:**

* track each project’s performance based on the information provided and the stated criteria for successful performance
* verify the receipt of required deliverables prior to payment

**The Scope of Work/** **Project Narrative** must include the specific tasks that the grantee is required to perform.

**Deliverables must:**

* be directly linked to a specific line item/cost item that in turn links to the specific task/activity/service
* identify the minimum level of service to be performed
* be quantifiable, measurable, and verifiable. (*how many, how often, duration*). Effectiveness (*a method demonstrating the success such as a scale goals to be attained is necessary*). Evidence or proof that the activity took place (*Examples of deliverables: documents, manuals, training materials and other tangible product to be developed by the project, training & technical assistance and the method of provision, number of clients or individuals served, the method of providing the service and frequency). Criteria for acceptance may vary based on the services being provided. Specific criteria will need to be developed by the program office, communicated to the provider, articulated in the deliverable form and will become part of the project award.*

The applicant must complete the information related to the required tasks to be performed and timelines/due dates for the respective tasks/deliverables consistent with the provided instructions. Per Chapter 215.971 F.S. financial consequences will be applied if the subrecipient fails to perform the minimum level of services required by the agreement. Unit cost is not necessary for each item but can be used to establish a methodology for reduction in the event minimum performance is not met.

## 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.

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| --- | --- | --- | --- |
| **Scope of Work Tasks/Activities** | **Deliverables (product or service)** | **Evidence (verification)** | **Due Date (completion)** |
| Provide resiliency focused services, and additional supporting activities which could include 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 21st 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. | Period: August 1-31, 2023  All subrecipients must submit via the department’s online system, a monthly   * student attendance count * number of hours of programming per student and/or family, * participant data update * overview of resiliency services provided. | September 5, 2023 |
| Provide resiliency focused services, and additional supporting activities which could include 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 21st 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. | Period: September 1-30, 2023  All subrecipients must submit via the department’s online system, a monthly   * student attendance count * number of hours of programming per student and/or family, * participant data update * overview of resiliency services provided. | October 5, 2023 |
| Provide resiliency focused services, and additional supporting activities which could include 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 21st 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. | Period: October 1-31, 2023  All subrecipients must submit via the department’s online system, a monthly   * student attendance count * number of hours of programming per student and/or family, * participant data update * overview of resiliency services provided. | November 5, 2023 |
| Provide resiliency focused services, and additional supporting activities which could include 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 21st 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. | Period: November 1-30, 2023  All subrecipients must submit via the department’s online system, a monthly   * student attendance count * number of hours of programming per student and/or family, * participant data update * overview of resiliency services provided. | December 5, 2023 |
| Provide resiliency focused services, and additional supporting activities which could include 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 21st 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. | Period: December 1-31, 2023  All subrecipients must submit via the department’s online system, a monthly   * student attendance count * number of hours of programming per student and/or family, * participant data update * overview of resiliency services provided. | January 5, 2024 |
| Provide resiliency focused services, and additional supporting activities which could include 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 21st 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. | Period: January 1-31, 2024  All subrecipients must submit via the department’s online system, a monthly   * student attendance count * number of hours of programming per student and/or family, * participant data update * overview of resiliency services provided. | February 5, 2024 |
| Provide resiliency focused services, and additional supporting activities which could include 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 21st 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. | Period: February 1-28, 2024  All subrecipients must submit via the department’s online system, a monthly   * student attendance count * number of hours of programming per student and/or family, * participant data update * overview of resiliency services provided. | March 5, 2024 |
| Provide resiliency focused services, and additional supporting activities which could include 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 21st 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. | Period: March 1-31, 2024  All subrecipients must submit via the department’s online system, a monthly   * student attendance count * number of hours of programming per student and/or family, * participant data update * overview of resiliency services provided. | April 5, 2024 |
| Provide resiliency focused services, and additional supporting activities which could include 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 21st 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. | Period: April 1-30, 2024  All subrecipients must submit via the department’s online system, a monthly   * student attendance count * number of hours of programming per student and/or family, * participant data update * overview of resiliency services provided. | May 5, 2024 |
| Provide resiliency focused services, and additional supporting activities which could include 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 21st 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. | Period: May 1-31, 2024  All subrecipients must submit via the department’s online system, a monthly   * student attendance count * number of hours of programming per student and/or family, * participant data update * overview of resiliency services provided. | June 5, 2024 |
| Provide resiliency focused services, and additional supporting activities which could include 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 21st 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. | Period: June 1-30, 2024  All subrecipients must submit via the department’s online system, a monthly   * student attendance count * number of hours of programming per student and/or family, * participant data update * overview of resiliency services provided. | July 5, 2024 |
| Provide resiliency focused services, and additional supporting activities which could include 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 21st 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. | Period: July 1-31, 2024  All subrecipients must submit via the department’s online system, a monthly   * student attendance count * number of hours of programming per student and/or family, * participant data update * overview of resiliency services provided. | August 5, 2024 |