



FLORIDA DEPARTMENT OF EDUCATION

Request for Application (RFA Discretionary)

**Bureau / Office**

Family and Community Outreach

**TAPS Number**

26B036

**Program Name**

Nita M. Lowey 21st Century Community Learning Center (21st CCLC): Continuation Cohort 20 (TAPS Number 23B030, Fiscal Year 2022-2023), Cohort 21 (TAPS Number 25B036, Fiscal Year 2024-2025) and Cohort 22 (TAPS Number 25B182, Fiscal Year 2024-2025).

**Specific Funding Authority(ies)**

Catalog of Federal Domestic Assistance (CFDA) Number 84.287, Public Law (P.L.) Number 114–95, Elementary and Secondary Education Act as amended by the Every Student Succeeds Act-Title IV, Part B.

**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.
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.

**Total Funding Amount** - preliminary pending allocations from the U.S. Department of Education (USED).

Approximately \$58,111,199.00 / 157

**Type of Award**

Discretionary Non-Competitive

Research and Development (R&D) ☐ Yes or ☒ No

**Budget / Program Performance Period**

The award period for the statewide continuation grants (cohorts 20, 21 and 22) varies by year. The Program Performance Period is from August 1, 2025 – July 31, 2026.

Cohort	First Project Year	Total Awarded Project Years	2025-2026 Award Year*
20	2022-2023	4	4
21	2024-2025	4	2
22	2024-2025	4	2

\* This column represents the number of years the project has been awarded through the 2025-2026 grant year.

### **Target Population(s)**

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

### **Eligible Applicant(s)**

Agencies listed on the allocation schedule: Cohort 17 (TAPS Number 19B030, Fiscal Year 2018-2019), Cohort 19-ELP (TAPS Number 21B036, Fiscal Year 2020-2021) and Cohort 19 (TAPS Number 21B030, Fiscal Year 2020-2021).

Eligible subrecipients are local educational agencies (LEAs), community-based organizations (CBOs), 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.

### **Application Due Date**

May 22, 2025, at 11:59 p.m. ET

**The due date refers to the date of receipt in OGM.**

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

**For State programs, the project effective date will be no earlier than the effective date of the legislative appropriation, usually July 1 of the fiscal year. The ending date can be no later than June 30 of the fiscal year unless otherwise specified in Florida Statutes or proviso.**

### **Matching Requirement**

NONE

### **Contact Persons**

#### **Program Contact**

Contobia Horsey-Adams  
21st CCLC State Director  
850-245-9209  
Contobia.HorseyAdams@fldoe.org

#### **Grants Management Contact**

Michael Lesley  
Office of Grants Management  
850-245-9185  
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 Code of Federal Regulations (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 FDOE, 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 C.F.R. Part 80), A-110 (former 34 C.F.R. Part 74), A-21, A-87, A-122, A-133, A-50. For FDOE, this means 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 website at <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. 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 <https://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 chief financial manager (CFO) must complete this training within 60 days of the date of execution (Block 12) on the DOE 200 form, Project Award Notification. Training and assessment can be found at <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 FDOE)**

Federal cash advances will be made by State warrant or electronic funds transfer (EFT) to a recipient or subrecipient for disbursements. For Federal-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, DOE101S. Budget pages must be completed to provide sufficient information to enable FDOE reviewers to understand the nature and reason for the line item cost.

All accounts, records, and other supporting documentation pertaining to costs incurred shall be maintained by the recipient for five years. 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, bank statements, time and effort logs for staff, and/or 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.

To report expenditures, 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.

### **Financial Consequences**

**The grant manager shall periodically review the progress made on the activities and deliverables listed. If the sub-recipient 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 sub-recipient redo the work or terminate the grant. 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 sub-recipient 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 Federal and State 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.

Expenses for personal digital assistants (PDA), cell phones, smart phones and similar devices, including the service costs to support such devices may be allowable, with FDOE prior approval. Applicants will need to describe and justify the need for such devices, identify the amount that will be applicable to the project and how the device will be kept secure.

### **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 FDOE, and shall promptly notify FDOE in the event that an agent, employee or representative of FDOE 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 a comprehensive list of unallowable items. Subrecipients are expected to consult the FDOE program office with questions regarding allowable costs.

- 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 <https://www2.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/manuals/agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337\\_6](https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/manuals/agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337_6).

## **Equipment Purchases**

Any equipment purchased under this program must follow the UGG 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) and the Reference Guide for State Expenditures at [https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/manuals/agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337\\_6](https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/manuals/agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337_6).

Any equipment purchases not listed on the original budget approved by FDOE require an amendment submission and approval prior to purchase by the agency awarding the funds.

Further guidance and instruction on property records, inventory and disposition requirements for property are outlined in the Green Book at <https://www.fldoe.org/core/fileparse.php/5625/urlt/0076985-2013greenbook.pdf>.

## **Administrative Costs including Indirect Costs**

### **School Districts**

FDOE has been given the authority by USED 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 FDOE'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, State Colleges, Community-Based and Faith-Based Organizations**

FDOE 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 \$50,000, 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 FDOE. This rate is intended to be all-encompassing 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, FDOE will approve an indirect cost rate of 8 percent plus the direct charges for typical administrative and overhead costs such as rental of office space when such costs can be directly and appropriately allocated to the program.

**Indirect costs shall only apply to Federal programs.**

Chapter 1010.06 Florida Statute (F.S.) Indirect cost limitation – State funds appropriated by the Legislature to the Division of Public Schools (DPS) within FDOE may not be used to pay indirect costs to a university, state university, school district or any other entity.

## **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 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>. More information can be found at <https://www.fldoe.org/core/fileparse.php/7736/urlt/EC-11-116-EVerify.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, 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 FDOE an annual report in the format required by FDOE. Email [exorder@fldoe.org](mailto:exorder@fldoe.org) to obtain the form. 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 the grantee is not required to file such Form 990. This report shall be submitted by March 1 of each year to [exorder@fldoe.org](mailto:exorder@fldoe.org). Executive Order 20-44 may be found at <https://www.flgov.com/eog/news/executive-orders/2020-44>.

**For Federal Programs – General Education Provisions Act (GEPA)**

The agency head's certification of the DOE 100A serves as an attestation of compliance with the General Education Provisions Act (GEPA) requirements. GEPA requirements may be accessed at <https://www.govinfo.gov/content/pkg/USCODE-2020-title20/html/USCODE-2020-title20-chap31-subchapII-part2-sec1228a.htm>.

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

In accordance with 20 U.S.C., Title IX, Part E Uniform Provisions, Subpart 1, Section 7881, the applicant must provide a detailed plan of action for providing consultation for equitable services to private school children and teachers with the LEAs service area. For details, refer to <https://www.govinfo.gov/content/pkg/USCODE-2011-title20/html/USCODE-2011-title20-chap70-subchapIX-partE-subpart1-sec7881.htm>: <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.

Applicants should review the Request for Proposal (RFP) under which their application was originally awarded to determine program requirements and guidance for implementation. No information provided in this RFA is intended to allow a reduction of services.

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 and submitted at the time of application.

### **Evaluation Plan**

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

The elements required to be collected for the federal program include participation, demographics, 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 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 federal requirements.

### **Site Profile Worksheet**

Updated operations schedules and related activities must be documented by completing a new site profile worksheet for each site operated by the applicant. All site profile worksheets must be submitted at the time of application.

### **Budget**

Subrecipients must comply with the procurement rules and regulations 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 FDOE.

The Budget Narrative must include a thorough description of each expense as well as a funding formula that details how the line-item total was derived.

### **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: 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/).

### **Administrative and Indirect Cost Percentage**

Administrative costs are capped at **10 percent of the award amount**. Administrative costs include both indirect costs and general administrative costs. For example, a \$200,000 program could spend up to \$20,000 on the administration of the program.

### **Program Evaluation Costs**

21st CCLC projects must complete an evaluation of the program. Projects have the option to contract evaluation services to an independent external evaluator or may choose to complete evaluation services internally.

Evaluation costs are capped at **3 percent of the award amount**. Evaluation costs include the costs associated with the evaluation of the program including the cost of the purchase of assessment tools, evaluation and assessment trainings, data collection activities, recording and maintenance of data, report writing and any other activities related to the evaluation of the 21st CCLC program.

*Please note that the contractor and procurement service requirements, which can be found under the Fiscal Records Requirements and Documentation section, apply to evaluation contracts.*

### **Contractors**

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, <https://sam.gov/content/exclusions>.
- 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-agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337_2).

Contractors can provide ancillary services to the program but cannot provide or be responsible for the program. Contracts may be an allowable expense but **cannot account for more than 25 percent of the total budget amount**. Individual subcontracts with certified teachers and transportation costs are exempt from this limitation. These exempt subcontracts must be clearly labeled in the budget. All relationships with contractors must be based on a written agreement that clearly identifies the scope of work to be completed by the contractor; clear, quantifiable and specific deliverables and the assigned payment for each deliverable; financial consequences for nonperformance; and any other information as required by applicable federal, state, and local rules and regulations.

### **Cost Analysis**

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.
- Contractors with an agreement totaling \$3,000 or more in a day's service.
- Contractors with an agreement totaling \$5,000 or more on an annual basis.
- 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 <https://www.bls.gov/oes/tables.htm>.

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.

### **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.

### **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.

### **Non-duplication of Effort**

Cooperation and communication between agencies are 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, Florida Department of Financial Services, Florida Auditor General or their designees upon request.

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.

### **Data Submission**

Each subrecipient is required to collect and submit data for all students participating in the 21st CCLC program. All applicants should 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.

### **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 be included as an attachment to the application.

### **Support for Strategic Plan**

Describe how the project will incorporate one or more of the FDOE Goals included in the State Board of Education's K-20 Strategic Plan, outlined at <http://www.fldoe.org/policy/state-board-of-edu/strategic-plan.stml>.

### **Conditions for Acceptance**

For applications to be considered review, the following requirements must be met:

- 1) Submit application within the timeframe specified in the RFA.
  - 2) Include DOE 100A Project Application Form and DOE 101S Budget Narrative Form in the application.
  - 3) Include the assigned TAPs number in all required forms.
  - 4) All required forms are signed by an authorized entity. (FDOE will accept electronic signatures from the agency head in accordance with s. 668.50(2)(h), F.S.)
  - 5) The application must be submitted electronically to OGM via ShareFile.
- 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 form 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.
  - FDOE will accept an electronic signature, a scanned signature or PDF of a hardcopy signature.
  - FDOE will accept a typed signature if the document is uploaded by the individual signing the document.

Required application components are listed below.

<b>Form</b>	<b>Description and Requirements</b>	<b>Submission</b>
<b>1. DOE 100 Application Form</b>	<ul style="list-style-type: none"> <li>Requires electronic submission from agency head.</li> <li>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.</li> </ul>	ShareFile
<b>2. General Assurances for Participation in Federal and State Programs</b>	<ul style="list-style-type: none"> <li>Required for all Community-Based Organizations (CBO's). Required for school districts if not already on file at FDOE with current superintendent signature.</li> <li>Requires electronic submission from agency head.</li> <li>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.</li> </ul>	ShareFile
<b>3. 21st CCLC Subrecipient Assurances</b>	<ul style="list-style-type: none"> <li>Requires electronic submission from agency head.</li> <li>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.</li> </ul>	ShareFile
<b>4. Private School Assurance and Equitable Services Participation</b>	<ul style="list-style-type: none"> <li>Requires electronic submission from agency head.</li> <li>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.</li> </ul>	ShareFile
<b>5. Continuing Improvement Form (Scope of Work changes)</b>	<ul style="list-style-type: none"> <li>Upload in Word or PDF into the system.</li> </ul>	ShareFile
<b>6. Site Profile Worksheets(s)</b>	<ul style="list-style-type: none"> <li>Upload in Word to the online system.</li> </ul>	ShareFile
<b>7. DOE 101S, Budget Narrative</b>	<ul style="list-style-type: none"> <li>Upload in Excel into the online system</li> </ul>	ShareFile

## **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.**

FDOE 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.

### **FDOE's project managers will:**

- track each project's performance based on the information provided and the stated criteria for successful performance, and
- verify the receipt of required deliverables prior to payment.

For projects funded via Cash Advance, FDOE's project managers will verify the project activities/deliverables are progressing in a satisfactory manner, consistent with the Scope of Work/Project Narrative and Performance Expectations on a quarterly basis.

**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. (I.e., *How many, how often, duration, etc.*). Effectiveness (*a method demonstrating the success such as a scale goals to be attained is necessary*). Evidence or proof the activity took place. (E.g., *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.

### **Financial Consequences**

The grant manager shall periodically review the progress made on the activities and deliverables listed. Remedies for noncompliance are stated in 2 CFR 200.338. 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 fifteen (15) business days of submittal or the listed due date, whichever is later. Financial consequences may be applied as follows:

- **Cohort 17 and 19** 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 ADA reported.
- **Cohort 19-ELP** programs must stay within their targeted attendance range as proposed in the funding request for which funding was calculated. If a program falls below this range, the program will be funded at the range that meets the average daily attendance (ADA) reported.
- All programs that do not complete the proposed adult family member services 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 Program Office.
- 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.

- 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.

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 programming 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 and funding recommendations for other 21st CCLC Request for Proposals.

## 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. Deliverables must be submitted accurately by the 5th day of each month, and be reviewed and monitored to determine compliance with the program requirements.
- **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 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.	<u>Period: August 1-31, 2025</u> All subrecipients must submit via the department's online system, a monthly <ul style="list-style-type: none"> <li>• Student attendance count.</li> <li>• Number of hours of programming per student and/or family.</li> </ul>	September 5, 2025
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 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.	<u>Period: September 1-30, 2025</u> All subrecipients must submit via the department's online system, a monthly <ul style="list-style-type: none"> <li>• Student attendance count.</li> <li>• Number of hours of programming per student and/or family.</li> <li>• Behavioral Referrals*</li> </ul>	October 5, 2025
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 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.	<u>Period: October 1-31, 2025</u> All subrecipients must submit via the department's online system, a monthly <ul style="list-style-type: none"> <li>• Student attendance count.</li> <li>• Number of hours of programming per student and/or family.</li> <li>• Behavioral Referrals*</li> </ul>	November 5, 2025
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 <sup>st</sup> 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>Period: November 1-30, 2025</u> All subrecipients must submit via the department's online system, a monthly <ul style="list-style-type: none"> <li>• Student attendance count.</li> <li>• Number of hours of programming per student and/or family.</li> <li>• Behavioral Referrals*</li> <li>• Quarter Grades**</li> </ul>	December 5, 2025

<b>Scope of Work Tasks/Activities</b>	<b>Deliverables (product or service)</b>	<b>Evidence (verification)</b>	<b>Due Date (completion)</b>
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 <sup>st</sup> 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>Period: December 1-31, 2025</u> All subrecipients must submit via the department's online system, a monthly <ul style="list-style-type: none"> <li>• Student attendance count.</li> <li>• Number of hours of programming per student and/or family.</li> <li>• Behavioral Referrals*</li> <li>• Trimester Grades**</li> </ul>	January 5, 2026
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 <sup>st</sup> 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>Period: January 1-31, 2026</u> All subrecipients must submit via the department's online system, a monthly <ul style="list-style-type: none"> <li>• Student attendance count.</li> <li>• Number of hours of programming per student and/or family.</li> <li>• Behavioral Referrals*</li> <li>• Quarter Grades**</li> </ul>	February 5, 2026
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 <sup>st</sup> 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>Period: February 1-28, 2026</u> All subrecipients must submit via the department's online system, a monthly <ul style="list-style-type: none"> <li>• Student attendance count.</li> <li>• Number of hours of programming per student and/or family.</li> <li>• Behavioral Referrals*</li> </ul>	March 5, 2026
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 <sup>st</sup> 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>Period: March 1-31, 2026</u> All subrecipients must submit via the department's online system, a monthly <ul style="list-style-type: none"> <li>• Student attendance count.</li> <li>• Number of hours of programming per student and/or family.</li> <li>• Behavioral Referrals*</li> <li>• Trimester Grades**</li> </ul>	April 5, 2026
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 <sup>st</sup> 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>Period: April 1-30, 2026</u> All subrecipients must submit via the department's online system, a monthly <ul style="list-style-type: none"> <li>• Student attendance count.</li> <li>• Number of hours of programming per student and/or family.</li> <li>• Behavioral Referrals*</li> <li>• Quarter Grades**</li> </ul>	May 5, 2026



<b>Scope of Work Tasks/Activities</b>	<b>Deliverables (product or service)</b>	<b>Evidence (verification)</b>	<b>Due Date (completion)</b>
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 <sup>st</sup> 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>Period: May 1-31, 2026</u> All subrecipients must submit via the department's online system, a monthly <ul style="list-style-type: none"> <li>• Student attendance count.</li> <li>• Number of hours of programming per student and/or family.</li> <li>• Behavioral Referrals*</li> </ul>	June 5, 2026
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 <sup>st</sup> 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>Period: June 1-30, 2026</u> All subrecipients must submit via the department's online system, a monthly <ul style="list-style-type: none"> <li>• Student attendance count.</li> <li>• Number of hours of programming per student and/or family.</li> <li>• Quarter grades**</li> <li>• Trimester grades**</li> <li>• End-of-year data upload (GPA, School Day Attendance Rate, In-School Suspensions)</li> </ul>	July 5, 2026
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 <sup>st</sup> 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>Period: July 1-31, 2025</u> All subrecipients must submit via the department's online system, a monthly <ul style="list-style-type: none"> <li>• Student attendance count.</li> <li>• Number of hours of programming per student and/or family.</li> </ul>	August 5, 2026

\* Behavioral Referrals are due monthly unless a subrecipient submits a letter from the school or school district requesting quarterly or trimester submission.

\*\* Grades data are due with deliverables for the month following the end of each quarter or trimester.



## **Division of Finance and Operation Requirements**

In addition to adhering to the requirements in the Request for Application, eligible applicants must have a valid W-9 on file with the Division of Financial Services to receive state or federal funds.

### **Agency Registrations**

Depending on the funding source, agencies must complete registrations with the following entities:

### **State and Federal Funding**

#### **1. My Florida Market Place (MFMP)**

- Website: [My Florida Market Place](#)
- For questions about submitting the application, contact the My Florida Market Place Customer Service Desk at 1-866-352-3776 or visit the Vendor Information Portal.

#### **2. W-9 Information**

- Additional information can be found at the [Florida Department of Financial Services Vendor Management](#).
- For questions about submitting the W-9, contact the DFS Vendor Management Services Customer Service Desk at (850) 413-5519 or email [FLW9@myfloridacfo.com](mailto:FLW9@myfloridacfo.com).

#### **3. Sunbiz**

- Website: [Sunbiz](#)
- For questions about submitting the application, contact the Florida Department of State at (850) 245-6000.
- **Note:** Florida public government agencies are not required to register with Sunbiz. All other entities must register with the Division of Corporations.

### **Federal Funding**

In addition to the above registrations, agencies receiving federal funds must register in SAM.gov to receive a Unique Entity Identifier.

#### **1. SAM.gov**

- Website: [SAM.gov](#)
- For questions about submitting the application, contact the Florida Department of State at 1-866-606-8220 or email [IAEO outreach@gsa.gov](mailto:IAEO outreach@gsa.gov).

### **Risk Analysis**

#### **1. DOE 610 Risk Analysis Form (Local and Charter Educational Agencies Only)**

This form should be updated and emailed to [FDOERiskAnalysis@fldoe.org](mailto:FDOERiskAnalysis@fldoe.org) in the following situations:

- A change in the management of the Superintendent or Chief Financial Officer.

- An update to the Green Book.
- 2. **DOE 620 Risk Analysis Form**
  - Form: [DOE 620 Risk Analysis Form](#)
  - For questions about submitting the form, email [FDOERiskAnalysis@fldoe.org](mailto:FDOERiskAnalysis@fldoe.org). Submit the signed form and required attachments to the same email address.
- 3. **FDOE General Assurances, Terms, and Conditions**
  - Page two of section D in the FDOE General Assurances, Terms, and Conditions for Participating in Federal and State Programs form should be submitted with the application. This form is located at <https://www.fldoe.org/core/fileparse.php/5625/urlt/0076977-secd.doc>.
  - For questions about submitting General Assurances, contact Dwayne Gordon at [Dwayne.Gordon1@fldoe.org](mailto:Dwayne.Gordon1@fldoe.org) or Katrina Wilson at [Katrina.Wilson@fldoe.org](mailto:Katrina.Wilson@fldoe.org) or call (850) 245-9220.