

2022-23 Request for Proposals (RFP) Questions and Answers

Please see the questions submitted during the Question and Answer period below. Specific details regarding applicants, agencies and districts have been replaced with generic terms. Submitted questions have been edited for spelling and punctuation.

Target Population

- 1. This is in regard to the 21st Century Community Learning Centers (21st CCLC) Program Competitive Projects - Statewide. From my understanding, this is only open to Local Educational Agency (LEA) Determined Schools. Am I correct?**
 - *The eligible target population, found at the bottom of page 1 of the RFP. Students in grades PreK to 12 in schools identified as in need of Targeted Support and Improvement (TS&I), Comprehensive Support and Improvement (CS&I) or identified as in need of support by their LEA. Section 2 under the Narrative/Scope of Work discusses how to determine TS&I or CS&I status.*

- 2. We have a community-based organization operating in a private school. Can this location be a 21st CCLC paired with another target/public school that has been identified as needing support?**
 - *The students served in the 21st CCLC must primarily come from an eligible target school.*

- 3. How can we include schools that don't qualify?**
 - *Schools that do not qualify are not eligible for this program and cannot be included.*

- 4. Our proposal is for one learning center site (our organization's location). For the purposes of this proposal, we will be recruiting students from schools with which we have established relationships. Some of these schools already have 21st CCLC programming. Can we still accept students from these schools for our program?**
 - *Yes, you may accept students at an off-site location and from a target school that already has a 21st CCLC program operating on site.*

- 5. Is there a limit to the number of schools you can target per site?**
 - *No, there is not a limit of the number of schools targeted per site.*

- 6. Are private schools eligible to apply?**
 - *Yes; however, in order for a private school to receive funds, the majority of students served by the private school in this program must attend a school Department of Education has identified as TS&I or CS&I. Majority means more than 50% of the students enrolled in the programs.*

Eligible Applicants

7. We are trying to apply under a specific agency. Is this possible?

- *The section regarding eligible applicants is found at the top of page 2 of the RFP. Typically, the vast majority of agencies are eligible to apply.*

8. When will we get guidance regarding charter schools?

- *All charter schools are public schools and, as such, should apply under their district. If the applicant is a charter LEA, they may apply directly for any eligible target schools under the charter LEA.*

9. There may be charter schools in our district who are also writing their own application for 21st CCLC. Does this impact the number of schools?

- *There is no limit on the number of applications an agency can submit.*

10. Our school is a new charter school which just opened this past year. How will I know if I am eligible to apply for the (21st CCLC) program?

- *If your school has data from last year, you may visit the Know Your Schools portal at <https://edudata.fldoe.org> to search for the school you wish to target. Click on the school to select it. Under the heading "Identified for Support," if the school is TS&I or CS&I, then the word "Yes" will be present.*

11. A prior RFPs stated that, "All public schools, including charter schools, must apply through the school district. See Section 1002.33, Florida Statutes (F.S.) - (1) AUTHORIZATION.— Charter schools shall be part of the state's program of public education. All charter schools in Florida are public schools." This language was not in this RFP. Does this still apply to this RFP or has there been a change to the statute during the legislative session?

- *Yes, this statute still applies to this RFP.*

12. We had a call from a charter in our school district. In the past we have maintained that charters could not apply separately from the school district but had to be part of our application. Is that correct?

- *This is correct unless the charter is a Charter LEA. Charter LEAs may apply directly.*

Application Due Date

13. Is this RFP limited to public schools? Can our agency apply for this funding cycle?

- *All applicants can apply until the due date, May 20, 2022. Eligible applicants are on page 2 of the RFP. This includes LEAs, community-based organizations, colleges and universities, other public or private entities or a consortium of two or more of those entities.*

Assurances

14. Do all forms, such as General Education Provisions Act (GEPA) statements, have to be signed by the school district superintendent on behalf of the charter schools?

- *Yes. The superintendent is the agency head for the school district and must sign the application, assurances and other documents where the signature is required.*

15. Does this mean that the school district acts as the fiscal agent of 21st CLCC for the charter schools?

- *Yes.*

16. A prior RFP stated, "An entity may not apply on behalf of another. The agency completing the Project Application Form (DOE 100) must be the operator of the 21st CCLC program." Does this mean that all charter schools must submit their application directly to the state?

- *Charter schools must apply through their LEA/school district as charter schools are public schools that operate within the borders of the school district. If the charter school is a charter LEA, the charter LEA may apply directly.*

17. Does each district subrecipient submitting the 2022-23 21st CCLC RFP have to submit a separate General Assurances, Terms and Conditions for Participation in federal and state Programs form with their grant? As Agency Head, the district has one on file with the FDOE.

- *No, one General Assurance for the school district is adequate.*

18. As our agency operates in the school district's middle schools, is the Department of Children and Families (DCF) exemption letter still required?

- *If the proposal is recommended for funding, the exemption letter needs to be secured prior to award. Securing the exemption letter is not a part of the RFP process.*

Risk Analysis

- 19. If our school district currently has 21st CCLC funding for programs, is it required to complete and submit the DOE 610 Risk Analysis or does the one currently on file suffice?**
- *For districts, the 610 currently on file suffices.*

Funding Methods

- 20. Should funds for the school year and summer allocations be budgeted separately, or can school and summer funding be pooled for use throughout the project year?**
- *The funds can be pooled for use throughout the year.*

Fiscal Records Requirements and Documentation

- 21. Are the Florida Background Screening Clearinghouse check expenses billable to 21st CCLC?**
- *The expenditures are billable to 21st CCLC if the sole reason that the expenditure exists is to satisfy this requirement; however, if the clearinghouse screening is required for an entity to operate outside of 21st CCLC, then the expenditure is not billable.*
- 22. Where can I find the form to calculate the cost of students with or without transportation attending the after school programs?**
- *There is not a transportation calculation form. The funding request guide is in the online application.*
- 23. Can we request funding for transportation to and from our program? If so, is there a list of approved vendors we must utilize?**
- *Transportation costs are allowable and can be included in your budget. There is no additional funding for transportation. There is not an approved vendors list.*
- 24. Can we write off expenses that are incurred from transporting the youth in our vehicles (e.g., gas, maintenance, labor cost, etc.)**
- *Mileage in agency-owned vehicles is allowable.*

For Federal Programs – Equitable Services for Private School Participation

- 25. There is a broken link under the section regarding Private School Equitable Participation. Is there a different link to find this information?**
- *Information about equitable services may be found at <https://fldoe.org/finance/equitable-services/> The form may also be found in the application portal at <https://fldoe21cclc.smapply.io/>.*
- 26. Are programs able to target students enrolled in private schools?**
- *Students in area private schools may be targeted through the equitable services provision; however, students enrolled must primarily attend eligible target schools.*
- 27. Are programs able to target students enrolled in private schools that receive Title I services through their LEA?**
- *Students in area private schools may be targeted through the equitable services provision; however, students enrolled must primarily attend eligible target schools.*
- 28. I have reached out to consult with the private schools. In the grant application, the after school program time runs from 2:10 PM-6:00 PM. One private school is not able to get there until 3:20. Are they still able to participate? If so, how will that impact our attendance?**
- *The private school is eligible to participate at the hours in which they are available. It does not affect your attendance because we are no longer under the previous funding model.*
- 29. Can a private school participate in the summer, but not during the school year?**
- *Yes, the private school may participate in the summer only.*
- 30. For the application we are targeting students with disabilities and minority students. Would the same subgroups be targeted at the private school?**
- *The population targeted should mirror the population for which equitable services is provided.*
- 31. What type of state data would be collected from the private school when the program is evaluated if they don't participate in state exams?**
- *The data that is collected may be determined on a case-by-case basis.*

32. For private schools equitable services, the RFP states applicants must consult with officials from those private schools located in the specific geographic areas served by program sites. How far is the geographic area? Do we determine the student as eligible based on the school address or the student's zoned school?

- *Due to the vast differences in Florida's communities, we are not able to give a geographical distance for the private schools to be consulted for equitable services. Eligibility should be based on the student's zoned school.*

33. How do the private schools get included in this proposal if we want to work with a private school?

- *Private schools in the community of the target school may be included under the equitable services provision.*

Project Design/Scope of Work, Section 1: Project Abstract/Summary

34. In reviewing the RFP, in section one of the Narrative Section (pg.7) it states, "Each proposal may serve a minimum of two community learning center sites." If we are a school district, does this limit us to serving only two school sites, or is our entire district considered "one site?"

- *Each proposal can serve a maximum of two school sites. If your district would like to serve more than two sites, you may submit more than one proposal.*

35. On page 7 of the RFP, under Section 1, it states: "Each proposal may serve a maximum of two community learning center sites". Can we have more than one proposal or application for the school district? If we can write for more than one proposal, is there a maximum amount? We are planning to write for five school sites and want to be clear on the directions.

- *Yes, you may have more than one proposal or application. There is not a maximum amount of proposals an agency can submit.*

36. We are preparing to submit a grant application for 21st CCLC for 4 campuses/sites (4 elementary schools, 4 high schools). Do we submit an application for each campus/site or one for the entire district?

- *Applicants may submit up to two sites per application; therefore, for four sites, applicants may submit two to four proposals depending upon how they choose to configure the proposals.*

Project Design/Scope of Work, Section 2: Site Level Funding Eligibility

37. After reviewing the LEA list for the 2022-23 school year, I noticed that our county had no schools on the list. My question is can we still write for new grants?

- *The LEA list is for districts to identify additional schools that are not designated as TS&I and CS&I. Instructions on how to find the school improvement status of your schools are in Section 2 of the RFP.*

38. Is there a limit on the number of target school per grant application/site?

- *The application does not limit the number of target schools.*

39. If we proposed before school services in addition to afterschool, do we need to have the same quantity of students attend in the morning as proposed for afterschool?

- *The number of students served would need to fit within the funding band; e.g., if the site has 100 students in afterschool, at least 51 need to be in before school.*

40. If we have two centers in a single application for afterschool but only one site has a need for summer, how will the funding equation work?

- *On the funding request guide, the applicant would use the drop down menu for the number of students and change the number to the reduced number of students expected for summer.*

41. A specific school has a federal index of 27% as well as 5 subgroups below 34%, but it is not identified as CS&I or TS&I. Is it in one of the most if not the most challenging neighborhoods. Could there be a mistake in their status and if so, can they apply for 21st CCLC funds as they have had 21st CCLC funding over the last 5 years?

- *Agencies can use the school improvement status for 2020-21 or 2019-20 to determine if a school is an eligible target school.*

42. To clarify, which schools are eligible as 21st CCLC sites; are schools required to be on the Comprehensive Support & Improvement List or are sites eligible if over 75% of the student body receives free/reduced price meals? Are there any other guidelines on how to determine if a school is eligible as a site?

- *The eligible target population section is on page 1. Visit the Know Your Schools portal at <https://edudata.fldoe.org> to search for the school you wish to target. Click on the school to select it. Under the heading "Identified for Support," if the school is TS&I or CS&I, then the word "Yes" will be present. Agencies can use the school improvement status for 2020-21 or 2019-20 to determine if a school is an eligible target school.*

- 43. In the past LEAs were able to request that schools be included in the eligible category that were not on the CS&I list. Is that possible with this application?**
- *The process for LEAs to identify additional schools was distributed to all school district superintendents on January 7, 2022. The deadline to complete that process was January 28, 2022. The schools that were submitted can be found at <https://www.fldoe.org/schools/family-community/activities-programs/21st-century-community-learning-center/rfp.stml>.*
- 44. Are the funding amounts indicated in the RFP (based on number of students served) annual or do the amounts indicated cover the entire four-year project period?**
- *The funding amounts are annual. Awarded applications will receive an allocation each year contingent upon availability of funds and applicant performance.*
- 45. The RFP says that funding equation is based upon students served at all sites; however, the Funding Request Guide (FRG) in the application says per target school. I just want to confirm how to submit this information in the application.**
- *The FRG is for the total number of sites.*
- 46. What list (meaning what year) should we use the Targeted and Comprehensive Support designations?**
- *Applicants may use the designations from 2020-21 or 2019-20.*
- 47. If we plan to offer a school year program and summer program for 51-100 students, the school year is funded at \$150,000 and the summer program is funded at \$100,000, can the total amount of \$250,000 be used for either program? Meaning if we need more money for the school year program can we use some of the summer for the school year.**
- *Yes, the allocation may be used for school year and summer.*
- 48. We plan to submit a proposal to serve at our local high school in our county. I see that it is identified for support, but I am uncertain if it is actually eligible. This TS&I list makes me believe we are all good for applying. Please confirm.**
- *If the school is identified for support, it is eligible.*
- 49. Given the USED Approved ESSA Amended Waiver which states that any school identified for Comprehensive or Targeted Support and Improvement in the 2019-20 school year will maintain that identification status and continue to receive support and interventions in the 2021-22 school year, can we consider schools that would qualify as for Comprehensive or Targeted Support and Improvement based on their Subgroup Percent of Points?**
- *You may serve schools identified as TS&I within 2019-20 or 2020-21.*

50. Can we have three community centers (high schools) on one grant?

- *You may submit up to two sites per application; therefore, for three sites, you may submit two to three proposals depending upon how you choose to configure the proposals.*

51. On the Site-Level funding Eligibility it states that you can write for two sites per proposal. If you write for one site to service 60 kids and the other site to service 65 kids both in the school year and not summer, are you awarded in the amount of \$300,000 or just the \$150,000?

- *In this scenario, the total number of students would be 125 during the school year only. The total amount of funding would be \$225,000.*

Project Design/Scope of Work, Section 4: Building Your Program Team

52. Since our company is a post secondary institution, does our internal 21st CCLC staff fit the requirement for the program team member or should we select someone outside of the 21st CCLC project within the university?

- *The intent is that there is support in the program team that can offer expertise in college and career readiness for the students. If the internal staff at the post secondary institution can offer that expertise, they may be considered.*

53. Letter of commitment for each member is a new requirement. Is there are form or template for this letter? Who is considered part of the program team - leadership members only or direct service staff as well?

- *There is not a template for the letter of commitment. Leadership members and direct service staff may be members of the program team. The review criteria for the members are on page nine of the RFP.*

54. Can you clarify the type of partnership or relationship that is needed with the local school district or charter school in order to participate in the grant?

- *The intent of the partnership is to establish commitment between the 21st CCLC program and the school district. This is to mitigate the likelihood that the school or district will discontinue the partnership during the four years of the award.*

55. Can a “program team member” also be a community learning center staff? What is the difference between the roles of a program team member a stakeholder?

- *Yes, a program team member can be a member of the community learning center staff. The role of a program team member includes the development of the application, the engagement of the stakeholders, the determination and assessment of program needs, the design of program activities, the implementation of activities, the evaluation of program data to refine and inform new activities and strategies, and planning for sustainability as the program ends. Stakeholders include those who benefit from the*

services of the community learning center, such as the schools, students, families and community.

56. When choosing a program team member from the community, how is community defined?

- *The community can be defined as people who live, work or serve in the zone of your target schools. Ideally, the program team member would have a connected relationship to the target school.*

57. When choosing a program team member from the community, can this team member be from the local city, county or state or all of the above?

- *The community member should be local to the community.*

Project Design/Scope of Work, Section 5: Engaging Stakeholders

58. Are forms missing from the current portal application? We were unable to find the Partners' Table document which is mentioned in the RFP.

- *The Partners' Table is now added to the online portal.*

Project Design/Scope of Work, Section 7: Intentionally Designing Activities

59. Are the Objectives Table and Activity Plans forms required this year, as they were in previous applications? If so, where are they located and where would they be uploaded?

- *Objectives table and activity plan forms are not required this year.*

60. I do not see any guidance in the RFP about the hours/days required for school day and for summer programming. What are the minimum hours/days programming required for both school day and summer programming? Will funding pay for full day summer programming?

- *Hours and days should be based on the needs assessment and operational planning conducted by the program team. The schedule should be based on what the program team determines that the students and families need to increase outcomes. The funding will pay for full day summer programming.*

61. Are there any Activity Templates that we should be using? I was unable to find any in the RFP or online portal.

- *No, there are no activity templates.*

62. Are there any parent literacy requirements this year?

- *There is no requirement for the number of adult family member activities; however, based on your needs assessment, they should be included during the operational planning part of your application found in Section 7 of the RFP.*

63. Can credit recovery be a part of academic enrichment?

- *Yes, credit recovery is an allowable activity as long as it is supplemental.*

64. How does the FDOE want the tier of evidence cited or referenced? Do we provide the What Works Clearinghouse (WWC) web address or the specific studies that provide the tiers of evidence?

- *The citation may be done through a web address to the specific study or in a commonly accepted format, e.g., APA.*

65. Is there a minimal or maximum number of daily program operating hours for the school year and/or summer?

- *There is not a minimum or maximum number of daily hours that the Department is prescribing. The number of hours should be determined by the research the program team has done and based on the needs of the local community.*

66. Is there a minimal or maximum number of program days for the school year and/or summer?

- *There is not a minimum or maximum number of program days that the Department is prescribing. The number of hours should be determined by the research the program team has done and based on the needs of the local community.*

67. Can you provide descriptions and examples of all approved ESSA activities?

- *The approved program activities are found in ESEA Section 4205(a). They are as follows:*
 - (1) academic enrichment learning programs, mentoring programs, remedial education activities, and tutoring services, that are aligned with—*
 - (A) the challenging State academic standards and any local academic standards; and*
 - (B) local curricula that are designed to improve student academic achievement;*
 - (2) well-rounded education activities, including such activities that enable students to be eligible for credit recovery or attainment;*
 - (3) literacy education programs, including financial literacy programs and environmental literacy programs;*
 - (4) programs that support a healthy and active lifestyle, including nutritional education and regular, structured physical activity programs;*
 - (5) services for individuals with disabilities;*
 - (6) programs that provide after-school activities for students who are English learners that emphasize language skills and academic achievement;*
 - (7) cultural programs;*
 - (8) telecommunications and technology education programs;*

- (9) expanded library service hours;*
- (10) parenting skills programs that promote parental involvement and family literacy;*
- (11) programs that provide assistance to students who have been truant, suspended, or expelled to allow the students to improve their academic achievement;*
- (12) drug and violence prevention programs and counseling programs;*
- (13) programs that build skills in science, technology, engineering, and mathematics (referred to in this paragraph as “STEM”), including computer science, and that foster innovation in learning by supporting nontraditional STEM education teaching methods; and*
- (14) programs that partner with in-demand fields of the local workforce or build career competencies and career readiness and ensure that local workforce and career readiness skills are aligned with the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.) and the Workforce Innovation and Opportunity Act (29 U.S.C. 3101 et seq.).*

68. Can you describe and define evidence-based interventions?

- *Evidence-based interventions are practices or programs that have evidence to show that they are effective at producing results and improving outcomes when implemented. Please see the non-regulatory guidance here for more information:
<https://www2.ed.gov/policy/elsec/leg/essa/guidanceusesinvestment.pdf>.*

69. Can you describe and define high yield activities?

- *High yield activities are activities designed to develop students’ cognitive skills in a short period when implemented with fidelity.*

Project Design/Scope of Work, Section 8: Recruiting and Retaining High Quality Staff

70. If a public school is the center, and the site coordinator is an employee at the host school, will that meet the 30-hour requirement for the position even though they will not be on 21st CCLC payroll until afterschool?

- *No, the site coordinator must be funded for 30 hours in the 21st CCLC program.*

71. Is the minimum 30 hours for a coordinator with no exceptions?

- *Yes, the minimum is 30 hours for a site coordinator.*

72. Can a 21st CCLC site coordinator be in-kind (paid from another source)?

- *No, the site coordinator must be paid through the 21st CCLC project.*

73. Can the site coordinator position be job-shared?

- *Yes, the position may be job-shared, but those who share the position cannot work at the same time.*

74. In the RFP, it requires sites to have 30 hours as a minimum for coordinators. The concern in our county is removing teachers out of the classroom to fulfill this position. Another concern is the amount of money it will take to pay the coordinator when the job will not take 30 hours to complete. Our coordinators have only worked 10 hours a week (during the program) since 2010. Financially, it is going to take a lot of money away from areas where it is needed such as materials and supplies. Will there be any further consideration towards this requirement so that school districts are able to continue serving students with the 21st CCLC grant?

- *The site coordinator is not required to be a certified teacher. Considering that the community learning center requires high levels of collaboration with the school and the community, the coordinator should be working beyond the program hours to coordinate the program needs. This may include meeting with the teachers and administration during the school day, observing the instruction that the school day provides, and helping to adapt that content for the afterschool and summer learning environment. Also, this may include building relationships with teachers, students and families to recruit and retain program participants, working with local community organizations and partners to provide supports for the wraparound needs of the students and families such as physical and mental health supports or other types of needs.*

75. Does the coordinator overseeing the 21st CCLC program have to be a certified teacher?

- *No, the site coordinator is not required to be a certified teacher.*

Project Design/Scope of Work, Section 10: Project Budget

76. Do we need to have two budgets to reflect school year and summer?

- *No, you may submit one budget via the DOE 101S.*

Project Design/Scope of Work, Section 11: Sustainability

77. Can you define and describe a progress indicator related to sustainability?

- *A progress indicator would be a benchmark that a program could measure against to determine if their program is moving toward being sustainable.*

78. As part of our sustainability plan, we are working with a nonprofit consultant/grant writer. Are we able to request funding to cover partial program consulting costs?

- *No, grant writing is considered pre-award and is not allowable in the budget. Fundraising is also unallowable. If the program wants consulting associated with fundraising, it should be paid for outside of 21st CCLC.*

Reporting Outcomes

79. Are data points the same as objectives?

- *No, data points refer to student data.*

80. Due to interruptions with COVID and the unavailability of certain data, what is the expectation for the year in which data are analyzed for the needs assessment?

- *The data for the needs assessment should be collected by the program team. Per the RFP, there are multiple types of data that can be collected.*

Financial Consequences

81. How will financial consequences be applied for attendance using the range of students served? If we fluctuate within the range of funding, do we remain at the same funding level?

- *Financial consequences will be applied as follows. Funding will be adjusted to the funding band based on the average daily attendance in the following year.*

Conditions for Acceptance

82. Will the 100A be updated to include the Unique Entity Identifier (UEI) prior to the due date of the grant? We downloaded the 100A form from the online application and it still shows Data Universal Numbering System (DUNS), but that transition from DUNS to UEI is supposed to happen in early April.

- *We will provide an updated form for funded applicants.*

General Questions

83. In reading the RFP directions, I see reference to an online system for submission. Where is that located?

- *The online system is located at <https://fldoe21cclc.smapply.io/>.*

84. What is the agency number referred to in Section D, page D-2, of the RFP?

- *The agency number will be assigned by the Department. Applicants may leave that information blank at this time.*

85. Is there a state timeline for grant approval? When do you expect to notify districts of the award?

- *We anticipate notifying agencies that they have been recommended for funding during the summer.*

86. I do not see a word, page or character limit. Please provide information on any word, page or character limits within the RFP.

- *There are no word, page or character limits.*

87. How many applicants applied, and from that number, how many were funded last year?

- *We did not have a competition last year.*

88. Based on our letter of intent, do you think our organization is a good fit? What should we be doing to better position ourselves for success with your program?

- *As the RFP is a competition, we are not able to answer any questions about individual proposals.*

89. What makes successful applicants stand apart?

- *It is best that applicants read the RFP in its entirety including the review criteria and respond accordingly.*

90. If we are funded for next year with the Nita M. Lowey Expanded Learning Program (ELP) Grant, may we apply for the 21st CCLC Statewide grant?

- *Yes, you may apply for the statewide grant; however, the funding cannot be used to fund the same students with the same activities.*

91. Where can we view prior applications for those that have been awarded?

- *Individual subrecipients are required to post the approved grant narratives on their websites.*

92. Can the survey monkey account be assigned to more than one person to enter the information?

- *Yes, the initial applicant can invite other user.*

93. Is the community learning center required to work with an external evaluator to develop and implement the fidelity assessment of the project?

- *No, working with an external evaluator is not required.*