

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

Project Year 2016-17

Bureau / Office

Bureau of Family and Community Outreach

Program Name

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

TAPS Number

17B031



Released:

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Please read carefully as significant changes have been made to the Request for Application format.

Section 1: General

1.1 Bureau/Office

Bureau of Family and Community Outreach (BFCO)

1.2 Program Name

21st Century Community Learning Centers (21st CCLC)

1.3 Specific Funding Authority

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

1.4 Funding Purpose/Priorities

The purpose of the 21st CCLC program is the creation of community learning centers that provide academic enrichment opportunities during non-school hours for children, particularly students who attend high-poverty and low-performing schools. The program:

- helps students meet state and local student standards in core academic subjects, such as reading and math;
- offers students a broad array of enrichment activities that can complement their regular academic programs; and
- offers literacy and other educational services to the families of participating children.

1.5 Target Population(s)

The target population for 21st CCLC programs is students attending kindergarten through 12th grade in Florida schools:

- eligible for Title I School-Wide Program services, and/or
- where at least 40% of the student body comes from low-income families (as demonstrated by free and reduced-price lunch status)

and their adult family members.

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

Information regarding Title I Schools can be found at

<http://www.fldoe.org/bsa/title1/parta.asp>.

1.6 Eligible Subrecipient(s)

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

1.7 Application Due Date

Applications are due on or before 5:00 p.m. on June 17, 2016. The due date refers to the date of receipt in the Office of Grants Management of a complete application in substantially approvable form. Facsimile and email submissions are not acceptable. See submission requirements in Section 7.

1.8 Total Funding Amount/Approximate Number of Awards

Approximately \$ 50,719,252.00

Although grants are awarded for five years, there is a reduction in funding for subsequent years. The reduction of funds seeks to encourage programs to research and secure other funds and resources to ensure the 21st CCLC program is sustainable by the end of the grant period. Please refer to the original RFP under which you received your award for the appropriate reduction formula.

Subrecipients must maintain the same level of services throughout all the years of funding independently of these planned reductions. This may be accomplished by supplementing the 21st CCLC grant funds with other resources including federal, state and local resources, including in-kind contributions. Performance, and the allocation of federal funds to Florida, may also impact the funding amounts.

1.9 Matching Requirement

None

1.10 Budget/Program Performance Period

August 1, 2016 to July 31, 2017.

Federal Programs: The program effective date will be August 1, 2016, or the effective date of the Federal Award Notification, or the day that the substantially approvable application is received by the FDOE Office of Grants Management, whichever is later.

1.11 Contact Persons

Program Contact

Ive B. Vintimilla
21st CCLC State Director
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850-245-0852

Grants Management Contact

Tiffany Herrin
Office of Grants Management
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850-245-0716

1.12 Assurances

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

- 2 C.F.R. 200, Uniform Grant Guidance (UGG) requiring agencies to submit a common assurance for participation in federal programs funded by the United States Department of Education (USED);
- Applicable regulations of other Federal agencies; and
- State regulations and laws pertaining to the expenditure of state funds.

In order to receive funding, **subrecipients must have on file with the Florida Department of Education, Office of the Comptroller, a signed statement by the agency head certifying subrecipient adherence to the *General Terms, Assurances, and Conditions for Participation in Federal and State Programs*.** The complete text may be found at <http://www.fldoe.org/core/fileparse.php/5625/urlt/0076977-secd.doc>.

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, subrecipients of this type must certify adherence to the *General Terms, Assurances, and Conditions for Participation in Federal and State Programs* by submitting the certification of adherence page, signed by the agency head.

This document must be submitted with the application.

21st CCLC Subrecipient Assurances

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

1.13 Risk Analysis

Every agency must complete a Risk Analysis form. The DOE 610 is for school districts, state colleges and state universities, and the DOE 620 is for Governmental and non-governmental entities, (as appropriate). **The appropriate DOE 610 or DOE 620 form is required and approval must be gained prior to a project award being issued.**

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 either changes in federal or state law, changes in the circumstances affecting the financial and administrative capabilities of the agency or requested by the Department. A change in the agency head or the agency's head of financial management requires an amendment to the form. The DOE 610 form may be found at <http://www.fldoe.org/core/fileparse.php/5625/urlt/doe610.xls>

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

Section 2: Program Requirements and Guidance

All subrecipients must use the Scope of Work/Narrative as included in the 2015-16 approved application.

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

Applicants that originally proposed a program that exceeds the minimal requirements identified in this section must continue to include those services and activities. Nothing in this RFA is intended to allow a reduction of services.

2.1 Program Development and Design

In accordance with ESEA Sec. 4205(b), 21st CCLC programs must be developed and designed using the Principles of Effectiveness. This section of the ESEA states, “For a program or activity developed pursuant to this part to meet the principles of effectiveness, such program or activity shall –

- (A) be based upon an assessment of objective data regarding the need for before and after school programs (including during summer recess periods) and activities in the schools and communities;
- (B) be based upon an established set of performance measures aimed at ensuring the availability of high quality academic enrichment opportunities; and
- (C) be based upon scientifically-based research, if appropriate, that provides evidence that the program or activity will help students meet the State and local student academic achievement standards.”

2.2 Approved Program Activities

ESEA Sec. 4025(a) identifies the approved activities for a 21st CCLC program. This section states, “Each eligible entity that receives an award under this part may use the award funds to carry out a broad array of before and after school activities (including during summer recess periods) that advance student academic achievement, including –

- (1) remedial education activities and academic enrichment learning programs, including providing additional assistance to students to allow the students to improve their academic achievement;
- (2) mathematics and science education activities;
- (3) arts and music education activities;
- (4) entrepreneurial education programs;
- (5) tutoring services (including those provided by senior citizen volunteers) and mentoring programs;
- (6) programs that provide after school activities for limited English proficient students that emphasize language skills and academic achievement;
- (7) recreational activities;
- (8) telecommunications and technology education programs;
- (9) expanded library service hours;
- (10) 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; and
- (12) drug and violence prevention programs, counseling programs, and character education programs.”

Within these federally-defined parameters, the state of Florida, in coordination with the FDOE, has further defined some of the allowed activities to meet the needs of students in our state.

2.2.a Literacy and English Language Arts

Literacy is a vital component of 21st CCLC programming and a key skill for student success. It is vital that all Florida students demonstrate evidence of mastery of the Florida Standards by the end of grade three. Reading will prepare them to learn in subsequent grades and later in their post-secondary pursuits. Older students must be proficient readers to be prepared to have successful college and career opportunities. Literacy or English Language Arts activities, whichever is appropriate, should be included for all grade levels.

2.2.b STEM (Science, Technology, Engineering and Mathematics)

The USED and the FDOE emphasize the importance of focusing on STEM topics in educational programs to help our students be prepared to meet the national need for a STEM-educated workforce. STEM activities should be included for all grade levels.

2.2.c College and Career Readiness

The FDOE emphasizes the importance of college and career readiness in helping Florida's students be prepared to complete the education and training they will need to successfully join the workforce. An activity design that supports readiness for college and careers should be incorporated in all program activities starting in kindergarten and following through to 12th grade. Of course, college and career readiness activities will be different in every grade.

2.2.d Dropout Prevention

In Florida, the graduation rate is rising. This is a great accomplishment and out-of-school time programs can play an important role in supporting further gains in graduation rates by keeping students motivated, interested and in school. 21st CCLC programs should work with the schools they serve to build appropriate strategies to reclaim and maintain student attention and attendance.

2.2.e Enrichment Activities

In order to engage students and to provide them with opportunities for exploration and growth, 21st CCLC programs must offer an array of activities including personal enrichment activities that support the development of healthy strong youths.

Youth development is the natural process through which youths seek ways to meet their basic physical, social, emotional and educational needs and to build the knowledge, skills and resiliency necessary to succeed as they grow and develop.

Subrecipients should consider incorporating the Healthy Eating and Physical Activity (HEPA) Standards as part of their enrichment activities. The standards are based in part on years of research supported by collaborations with the Harvard School of Public Health (HSPH), the University of Massachusetts at Boston, the Healthy Out of School Time Coalition (HOST) and the National Institute for Out of School Time (NIOST).

2.2.f Project Based Learning

Florida's 21st CCLC Program requires that Project Based Learning (PBL) be an integral part of the program plan. PBL combines academic and personal enrichment components into relevant learning experiences for students. In turn, these efforts aim to increase student achievement and train students to be college and career ready by offering an opportunity to develop problem solving and team work skills. Programs must incorporate project based learning strategies into their daily programming for all components (before and after school, and summer). See Section 2.8, Coordination with the Regular School Day.

Research shows that students most readily engage with academic subjects and remember what they learn for a longer period of time when engaged in a PBL environment. PBL motivates students to learn new content and acquire new skills because they find the topic, driving question, and tasks to be relevant and meaningful and can see how the content and skills are relevant to resolving the challenge.

There is a vast body of research and resources available on these activities and priorities and subrecipients should explore and incorporate quality, scientifically-based resources.

The program schedule should reflect an appropriate balance of academic and enrichment activities that clearly support the objectives of the 21st CCLC program. **The activities should include a wide range of teaching modalities (e.g., instruction, hands-on, free exploration) to meet the learning styles of all students.**

2.3 Student Attendance

Research consistently finds that more days of participation and more years of active participation in afterschool programming is related to better student outcomes. The latest 21st CCLC evaluation report published by Learning Point Associates indicated there was a meaningful jump in the positive impacts on student outcomes when participation increased from 30 to 90 days of participation. This finding was consistent across a 5 year period (about a 10 percentage point difference on average).

21st CCLC programs are not drop-in programs. Students must be recruited and provided continuous services designed to encourage full participation in all the daily activities and long term engagement in the program. Attendance must be recorded and reported for each student served.

Programs must record and maintain daily student attendance and the attendance of their adult family members in a manner consistent with the guidelines provided by the FDOE 21st CCLC program office.

2.4 Times and Frequency of Service Provision

21st CCLC programs may only offer services during non-school hours or periods when school is not in session, including before school, after school, evenings, weekends and school breaks including fall, winter, spring and summer breaks.

Subrecipients should design the operating schedules of their programs to meet the needs of the targeted students and their adult family members. To best serve the children of working families, centers should establish consistent and dependable hours of operation.

At a minimum, the program must maintain the same operation schedule as was approved in Program Year 2015-16. The department reserves the right to request changes based on results of your program's performance review.

Each student in the program must be afforded the full breadth of programming each week (e.g., a program cannot serve boys on Monday and girls on Tuesday, or offer football solely for boys and dancing solely for girls). Programs must seek to serve the same students on a daily basis.

21st CCLC program will be fully operational and providing services to students within 30 calendar days of receiving the DOE 200 Award Notification, or within 14 calendar days from the first day of incurring 21st CCLC expenditures, whichever is earlier. Programs should not incur expenditures prior to receiving the DOE 200 Award Notification.

2.5 Students with Special Needs

In accordance with state and federal laws, students with special needs must be afforded the same opportunities as students in the general population. Students with special needs include those who may be identified as limited-English proficient (LEP), homeless, migrant, or with a physical, developmental, psychological and sensory or learning disabilities, that results in significant difficulties in areas such as communication, self-care, attention or behavior, and are in need of more structured, intense supervision. Students with special needs shall not be excluded from the 21st CCLC program, regardless of the level or severity of need, provided that they can be safely accommodated.

More information on students with special needs and the Homeless Education Program can be found at the following:

- Bureau of Exceptional Education and Student Services www.fldoe.org/ese
- Council for Exceptional Children www.cec.sped.org
- Title X, Part C: Homeless Education Program www.fldoe.org/bsa/title1/titlex.asp

2.6 Equitable Services for Private School Participation

In accordance with P.L. 107-110, No Child Left Behind (NCLB), Title IX, Part E – Uniform Provisions, Subpart 1– Private Schools, Section 9501, Participation by Private School Children and Teachers, subrecipients must consult with private school officials during the development of the 21st CCLC program activities for each program year on issues such as how the children’s needs will be identified and what services will be offered. Further, 21st CCLC programs must offer equitable services to students and their teachers or other educational personnel attending private schools located within their service area.

More information can be found at

<http://www.fldoe.org/policy/federal-edu-programs/title-x-homeless-edu-program-hep.stml>

Programs must complete the Private School Consultation and Equitable Services form included in Appendix B.

2.7 Supplemental Meals

21st CCLC programs must offer nutritious snacks/meals that meet the requirements of the USDA guidelines for afterschool snacks and summer meal supplements.

At a minimum, 21st CCLC programs must provide supplemental snacks/meals as follows:

- Afterschool
 - daily nutritious snack
 - daily dinner if program extends four (4) hours or more
- Before school
 - daily nutritious breakfast
- Non-school days
 - Morning programs: one meal and one snack

- Afternoon programs: one meal and one snack
- Day-long program or any program lasting six (6) hours or more: two meals and one snack

These are minimum requirements. Subrecipients must determine the needs of the students they serve and provide additional supplemental meals if necessary.

Snacks/meals cannot be purchased with 21st CCLC funds and must come from other resources. Students shall not be charged for any costs associated with supplemental snacks/meals. Proof that the subrecipient has secured the needed resources and will be providing supplemental snacks/meals must be submitted before centers can open to students.

More information regarding meals and snacks can be found at the following:

- Food Research and Action Center <http://frac.org/afterschool/snacks.html>
- USDA Afterschool Snacks <http://www.fns.usda.gov/school-meals/afterschool-snacks>
- Florida Department of Health Safety and Sanitation Information www.myfloridaeh.com/community/food/index.html
- USDA's Summer Food Service Program <http://www.fns.usda.gov/sfsp/summer-food-service-program-sfsp>

2.8 Coordination with the Regular School Day

In accordance with ESEA Sec. 4202 (b)(2)(D), 21st CCLC program must be designed and carried out in collaboration with the regular school day attended by the students participating in the 21st CCLC activities. As such, the program plan and activities must be designed in coordination with the regular schools attended by the students and implemented to support what the students are learning during the regular school day. For example, PBL topics should reinforce the concepts being learned in the classroom. In order to determine the concepts being learned in the classroom, programs should attempt to acquire the most recent instructional focus calendar, pacing guide or related documents developed by the district and design program activities based on that content.

2.9 Services for Adult Family Members of 21st CCLC Students

In accordance with ESEA SEC 4201 (a)(3), 21st CCLC programs must provide opportunities for literacy and related educational development to the family members of students attending 21st CCLC programs. For purposes of this program, the term family includes parents, caregivers, guardians or others such as grandparents, who act in the stead of parents. Services must be meaningful and ongoing. Accordingly, services that are situational or non-recurring, such as Family Nights and special events, do not fulfill the mission of the program and should not be proposed for funding. Examples of services that may be funded by 21st CCLC include English for Speakers of Other Languages (ESOL) classes, literacy and numeracy classes, General Educational Development (GED[®]) test preparation classes, computer classes, citizenship preparation classes, social services, and other services that help the family member support the educational goals of the student.

A minimum of six meaningful activities must occur throughout the year.

2.10 Staffing and Professional Development

Background Screening

All 21st CCLC staff and contractors must be cleared through a Level II background screening as described in Chapters 39, 402 and 409, Florida Statutes. Volunteers that assist more than 10 hours per month must also be cleared through a Level II background screening as described in Chapters 39, 402 and 409, Florida Statutes.

Further information is available at

<http://www.dcf.state.fl.us/programs/backgroundscreening/who.shtml>.

Staffing Plan

All 21st CCLC programs must identify one program director to administer the program. This individual will serve as the primary contact for FDOE in all matters related to the 21st CCLC program. At the minimum, the program director will be responsible for managing and implementing the educational program and budget described in the approved application to ensure that the agency meets its responsibilities to the FDOE under the grant agreement in a timely manner. The name and contact information for the program director will be published on the 21st CCLC website operated by the FDOE (directly or through a third party). This information must also be published on the 21st CCLC website operated by the program.

Each center must identify a center coordinator for each site. This person will be responsible for the daily operation, coordination and delivery of services at their respective program sites. The name and contact information for the center coordinator(s) will be published on the 21st CCLC website operated by FDOE (directly or through a third party). This information must also be published on the 21st CCLC website operated by the program. For one-site programs, the program director and the center coordinator are typically the same individual.

All 21st CCLC programs must identify at least one staff member as responsible for the collection and maintenance of all data including attendance and assessment data.

Academic activities must be supervised and provided by a certified teacher, defined as a teacher with a valid Florida Professional Educator's certificate or a temporary certificate (see SBE Rule 6A-4.001).

It is recommended that centers have student to adult ratios that are no more than 10 students to one instructional staff person (10:1) for all academic activities. Personal enrichment ratios should be no more than 20:1. Ratios should be designed to meet the needs of the students targeted by the program and should be appropriate to support the efforts to improve their academic achievement and personal growth goals.

21st CCLC centers should maintain at least one staff member on site at all times with CPR and First Aid certification.

All 21st CCLC staff must meet the requirements set forth by the cognizant licensing agency.

Professional Development

Each 21st CCLC program must have a professional development plan that is responsive to the needs of its staff. The plan should address the training needs of both the

administrative staff and the programmatic staff. All trainings must be clearly linked to the 21st CCLC priorities and the goals, objectives and activities described in the application.

The FDOE will provide a statewide training on August 1, 2, and 3. Details and costs are as follows:

- **August 1, 2016:** New programs and New Staff (half day)
 - Mandatory participation by the project director of each new program
 - Mandatory participation by new project directors of continuing programs
 - Recommended participation for new site coordinators and other program leadership staff
 - No registration fee
- **August 2-3, 2016:** Trainings in Administrative and Instructional Staff (full-day)
 - Mandatory participation for one administrative staff member and one instructional staff member per grant.
 - Registration fee estimated at \$250 per person.
 - Registration includes continental breakfast and lunch each day.

The conference room rate at the Orlando World Center Marriott is \$120/night (includes self-parking). Daily parking for attendees not staying at the hotel is \$10/day.

Professional development plans may include attendance to other conferences and trainings but these must be clearly linked to the 21st CCLC priorities and the goals, objectives and activities described in the application and may require prior approval by the FDOE 21st CCLC program office. Programs should have a clear plan of how information gathered during said conferences and trainings will be shared with other 21st CCLC staff.

2.11 Facilities

All 21st CCLC programs must take place in a safe and easily accessible facility (see ESEA SEC. 4204(b)(2)(A)(i)). The facility must be as available and accessible to students and their adult family members as the students' local school. The facility must have sufficient resources to provide all proposed and required activities, such as a computer lab, library, eating area, safe recreational area and study area. The site must provide sufficient space and facilities to maintain and secure equipment and resources. The site must afford students a safe and healthy environment.

All programs must also have a clear strategy for the safe transportation of students to and from the school, the 21st CCLC center (if off-site), and their home.

Childcare Licensing

The 21st CCLC program centers must comply with 402.26-319 F.S. This Florida Statute together with Rule 65C-22.008 of the Florida Administrative Code, define childcare and set forth the requirements for licensing. Childcare licensing is administered by the Florida Department of Children and Families (DCF) in most counties in Florida. Some counties operate their own local licensing agency. These local licensing agencies must comply with the state rules and regulations and may select to exceed the statewide requirements. According to the DCF website, five counties have elected to regulate licensing of child care facilities and homes as provided in §402.306, Florida Statutes, as of the drafting of this RFA. Those counties are Broward, Hillsborough, Palm Beach,

Pinellas and Sarasota. More information on childcare licensing may be found at <http://www.myflfamilies.com/service-programs/child-care/licensing-information>.

Programs operated by a public or a non-public school at their sites, and serving children in kindergarten (5 year olds) and grades one or above, shall not be deemed to be child care (402.3025 F.S.) and as such will not need to provide licensing information or documentation.

All other subrecipients must describe how they will meet the requirements of licensing for each site and provide documentation to support compliance as follows:

- Provide a copy of the current and valid child care license for each center. The terms of the license must be in line with the application. For example, the number of children to be served must be the same or less than the number identified in the license and the days and times of service on the license should also meet or exceed the program's operating hours.

OR

- Provide a copy of the valid exemption from the Florida Department of Children and Families or their local licensing agency. The copy of the exemption must include a copy of the licensing survey as provided to the licensing agency. The terms of the exemption must be in agreement with the application.

A current and valid license or exemption must be received by the 21st CCLC program office by July 31, 2016. Subrecipients that cannot provide the appropriate documentation by July 31, 2016 will not receive an award under this RFA.

The FDOE does not make licensing determinations or provide exemptions or waivers. Only the DCF or the appropriate local licensing agencies have the legal authority to do so. The FDOE reserves the right to confirm the accuracy of the information and documentation provided with the DCF or the appropriate local licensing agency.

For additional information, subrecipients should contact their local licensing office. Contact details can be found at www.myflfamilies.com/service-programs/child-care/contacts.

2.12 Program Evaluation

21st CCLC programs must implement evaluation plans and overall programs that meet the Principles of Effectiveness as described in ESEA SEC. 4205(2). An effective evaluation plan aligned with these principals will be based on the following:

- Data establishing the need for expanded learning programs (including summer breaks) and activities in the schools and communities;
- Established set of performance measures aimed at ensuring the availability of high-quality academic enrichment and other developmental opportunities; and
- Scientifically-based research that provides evidence of the effectiveness of any program activity implemented.

The amount to be spent on evaluation costs from grant funds cannot exceed 5% of the annual grant award amount. Evaluation costs include all 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, the purchase of data collection and evaluation systems, data

analysis, report writing and any other activities related to the evaluation of the 21st CCLC program.

The 21st CCLC program must identify an independent evaluator for the program. The 21st CCLC evaluator must be an individual, agency or organization with no vested interest in the operations of the 21st CCLC program. Such individuals as grant writer(s), the subrecipient's partners, family members of the subrecipients, participants, individuals/agencies that provide trainings to 21st CCLC funded staff, and employees of the subrecipient whose performance and/or wages are dependent on the 21st CCLC program cannot be program evaluators.

See Section 3, Program Evaluation Plan Requirements and Guidance, for more details.

2.13 Coordination of Services

In accordance with ESEA SEC. 4204(2)(C), subrecipients shall identify federal, state and local programs that can be combined or coordinated with the program to make the most effective use of public resources. The 21st CCLC funds must be used only to supplement federal, state, local and other non-federal resources and not to replace those that would have been available if 21st CCLC funds had not been available. For example, 21st CCLC funds may not be used to purchase food. However, many current 21st CCLC programs partner with the USDA Food and Nutrition Service for afterschool snacks (through the National School Lunch Program). Local communities can also participate in the USDA's Summer Food Service Program. These snacks and meals can contribute to the nutritional services provided in 21st CCLC programs.

2.14 Advisory Board

In order to ensure broad-based community, school and student involvement and support, all 21st CCLC programs are required to establish a local 21st CCLC Advisory Board comprised of at least two (2) parents, two (2) students (if middle and/or high school students are served), one (1) regular school day teacher from each target school, and a diverse group of members of community agencies and the private sector. The optimal size is 10 to 15 members. The advisory board must hold a minimum of two (2) meetings per year, with minutes taken and attendance recorded. The focus of the advisory board meetings should include, but is not limited to, current or future program needs and/or concerns, program operations and sustainability.

2.15 Community Awareness

Federal statute requires each subrecipient to give notice to the community of its intent to operate a 21st CCLC program and to provide for public availability and review of the plans and any waiver request(s) after submission (ESEA, section 4204(b)(2)(L)). Applicant must notify the community of its intent to continue operating a 21st CCLC program and provide for the public review of its application.

2.16 Dissemination of Information

The 21st CCLC programs must disseminate understandable and accessible information about the program including a description of the services and the program location (ESEA Sec. 4204(b)(2)(A)(iii)). The dissemination plan should include informing the community of promising practices and data-based success of the 21st CCLC program.

21st CCLC programs must maintain a program website. The program's website must include program information including a program description, the program address, the target schools, hours of operation and contact information for the center coordinator. A

copy of the approved grant narrative must be posted on the website. A section of the website must be devoted to reporting ongoing progress towards the goals and objectives. The website shall be updated at least once a month during the program period and the date of the latest update will be displayed on the page. The website must be active within one month of receipt of the notification of the award.

Section 3: Program Evaluation Plan Requirements and Guidance

All subrecipients must continue using the objectives and evaluation plan included in their 2015-16 approved application.

A strong evaluation plan helps ensure 21st CCLC programs make continuous progress towards achieving goals and objectives for participating students and parents. Evaluation plans build off well-developed evaluation designs, program objectives, carefully selected performance indicators and outcome measures, and a focus on maximizing the impact on student academic progress and personal development.

3.1 Measurable Objectives and Assessments

Program objectives must be Specific, Measurable, Attainable, Realistic and Timely (SMART). SMART objectives are:

- measurable (using specific measurement instruments);
- performance-based;
- able to assess change in performance over time; and
- challenging.

The chart below briefly summarizes the objective requirements for student and family performance domains according to grade groups served.

Objective Domain	Minimum Objective Domains Required by Age Group(s) Served		
	Elementary Only	Middle and/or High Only	Elementary and Middle and/or High
1. English Language Arts	√	√	√
2. Mathematics	√	√	√
3. Science	√	√	√
4. Personal Enrichment 1*	√	√	√
5. Personal Enrichment 2*	√		√
6. Dropout Prevention and College and Career Readiness		√	√
7. Family Member Performance	√	√	√

Objective assessments measure change in student or family member performance during the program year. ALL required objective assessments must allow for submitting quantitative baseline data at the beginning of the program year, quantitative change or

progress toward meeting the objective by the middle of the program year, and change in performance by the end of the program year for all students participating in 21st CCLC programming. This means that for each measure used to assess the required objectives, data must be collected and reported at least three times throughout the year for all participating students and family members. Actual data collection times may vary according to the subrecipient's evaluation plans that are aligned with all data collection and reporting requirements described within this RFA.

Florida's 21st CCLC objectives fall into two categories: **statewide standard objectives** and **subrecipient-specified objectives**. Statewide standard objectives are required for student academic objectives. For these objectives and corresponding assessments, standard language is provided and required for all subrecipients. For statewide standard objectives, subrecipients specify and provide a rationale for their benchmarks and methods of data collection. Subrecipients *may* also specify additional academic objectives and assessments if desired per their evaluation plan. For subrecipient-specified objectives, all of the objective and assessment information must be specified by the subrecipient along with justification for the plan.

3.2 Evaluation Data Collection and Reporting Deliverables

Section 9 includes a complete schedule of deliverables, including their due date.

3.4.a Baseline Data Submission

Data will be collected for each participant within the first two weeks of program participation examining initial status pertaining to each objective. These data will serve as a baseline for measuring progress towards program objectives in the subsequent data collection and reporting deliverables. Baseline data must be collected and submitted for all students enrolled in the 21st CCLC program. Program enrollment typically occurs on a rolling basis with students entering the program at different times throughout the program year. Baseline data must be collected for all enrolled students within two weeks of their entering the program regardless of when they begin participating. There will be a series of due dates for the baseline data to accommodate for the variation in the times when data can be collected or accessed such as when students enter the program and data release dates (e.g., quarterly academic report card grades). All data that can be collected/obtained as of the initial due date must be reported at that time along with the anticipated release dates for any remaining data. All data must be submitted electronically utilizing data collection spreadsheets or web-based data collection formats provided by the FDOE.

3.4.b Mid-Year Data Submission

Mid-year data collection will be used to demonstrate progress towards program objectives between baseline data collection and at least one mid-point data collection timeframe (between when the baseline data are collected and when the mid-year data collection deliverable is due). Mid-year progress data must be reported quantitatively for each objective assessment. All enrolled students who are currently participating at the time of the mid-point data collection must be included in the mid-year data collection and reporting. Actual data collection times may vary according to the subrecipient's evaluation plans that are aligned with all data collection and reporting requirements described within this RFA. All data must be submitted electronically utilizing data collection spreadsheets or web-based data collection formats provided by the FDOE.

3.4.c Formative Evaluation Summary

A formative evaluation must be conducted to examine continual progress toward achieving 21st CCLC program objectives. The Formative Evaluation Summary must include the data-driven program decisions based on the mid-year data collection findings regarding progress toward achieving program objectives.

Modifications based on the Formative Evaluation Summary

Evidence of any enhancements or changes made to the 21st CCLC program based on the formative evaluation findings are reported within this deliverable.

3.4.d End-of-Year Data Submission

End-of-year data collection will be used to demonstrate achievement of objectives and enrollment and participation rates from Sept. 2016 through the end of the 2016-17 school year. End-of-year objectives assessment data for each measure must be collected for all enrolled students who are currently participating in the 21st CCLC program at the time that end-of-year data are collected. Change in performance for each objective assessment must be reported at the end of the program year for all participating students.

Enrollment and participation data collection and reporting will be aligned with federal data collection requirements. All data must be submitted electronically utilizing data collection spreadsheets or web-based data collection formats provided by the FDOE.

3.4.e Stakeholder Survey Data

Survey data must be collected from participating students and their adult family members and school day teachers to examine stakeholder perceptions of and the impacts of the 21st CCLC program on student academic and personal development. Approved surveys are made available online (for all surveys) and in paper format (for the family member survey only) by the FDOE.

3.4.f Summative Evaluation Report

Comprehensive Summative Evaluation Report (Due in Years 2 and 5)

The Summative Evaluation Report is a comprehensive written report inclusive of student attendance and enrollment rates for Summer and Academic Year programming, indication of achievement of program objectives, reporting of overall operations, final partnerships table, teacher surveys on each student, student and parent satisfaction surveys, and recommendations based on findings from the summative evaluation. All reports will be submitted utilizing reporting formats provided by the FDOE. The summative evaluation conducted during the final year should reflect the entire five (5) year program.

Brief Summative Evaluation Report (Due in Years 3 and 4)

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; teacher surveys on each student; student and parent satisfaction surveys; changes recommended for programming, operations, or data collection; and an evaluation based on findings from the summative evaluation. All reports will be submitted utilizing reporting formats provided by the FDOE.

3.4.g Federal Data Collection and Reporting

In accordance to the USED's requirements, each agency implementing a 21st CCLC program must input information and data annually into the federal data collection system regarding their approved and funded 21st CCLC grants. The federal 21st CCLC data collection and reporting system, named 21st CCLC Annual Performance Report (21APR), was first launched in 2015. Once the 2016-2017 data collection requirements are released by the USED, awarded subrecipients will be provided with specific information on the federal data collection and reporting requirements. Based on prior program years, it is anticipated that the data required will be as follows:

- General program information
- Detailed information on program operation (e.g., hours, daily attendance, days of operation)
- Student enrollment
- Student attendance (less than 30 days, 30-59 days, 60-89 days, 90 and more days)
- Percent of students improving in standard measures of academic performance
- A list of all feeder schools attended by students enrolled in the program, as well as percentages of all students from each feeder school
- Tabulated results of teacher surveys provided to regular school day teachers of every student
- Detailed information on each activity provided at each site
- Information on staffing levels and types used by the program in serving students
- Information on each partner and subcontractor involved with the grant
- Percentage of students whose mathematics and English grades improved from fall to spring
- Percentage of students that meet or exceed the satisfactory level of performance on State of Florida Assessments in reading/English Language Arts and mathematics
- Percentage of students whose regular school day teacher(s) reported improvements in homework completion, class participation and behavior
- Detailed information of continuing the evaluation in subsequent years.

Section 4: Fiscal and Administrative Requirements

The fiscal and administrative management requirements for 21st CCLC programs are defined by the Education Department General Administrative Regulations (EDGAR) and other applicable federal, state, and local regulations. The organizations funded through this RFA are designated as subrecipients of federal funds.

Supporting documentation for expenditures is required for all funding methods. Examples of such documentation include, but are not limited to: payroll records, contracts, invoices with check numbers verifying payment, and/or bank statements; all or any of which must be available upon request.

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

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

4.1 Project Award Notification (DOE 200)

The Project Award Notification will indicate:

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

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

4.2 Project Disbursement Report (DOE 399)

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

4.3 Program Income

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

All income resulting from the collection of fees is deemed program income and as such it must be managed in the same manner as the grant funds. Program income cannot be used for costs that are not allowable under the federal and state regulations governing the 21st CCLC awards.

Programs intending to charge fees must:

- Clearly indicate the intention to charge fees in the grant application;
- Identify the proposed fees;
- Offer a sliding scale of fees that is thoroughly described in the application;
- Offer scholarships for those who cannot afford the fees;
- Certify that no student or family member will be excluded from such activities due to inability to pay established fee;
- Submit a written request for authorization to charge fees to:
 - Florida Department of Education
 - Bureau Chief, Contracts, Grants and Procurement Management Services
 - 325 West Gaines Street, Room 344
 - Tallahassee, Florida 32399-0400;
- Identify how the agency's accounting system will be able to accurately track and report both the collection and expenditure of the fees;
- Identify how fees will be used to support the 21st CCLC program by submitting a supplementary budget for the programmed income;

- Use all income resulting from the collection of fees exclusively to fund 21st CCLC activities as approved in the grant application; and
- Submit additional deliverables on a monthly basis at the discretion of the FDOE.

Subrecipients must complete all the steps described above and receive specific approval from the FDOE Bureau Chief of Contracts, Grants and Procurement to charge fees. If the program is not approved to charge fees the first year then fees cannot be charged for the duration of the program.

All activities related to the collection, reporting and expenditure of program fees are subject to audit and monitoring activities. No grant funds may be used to support these activities. These guidelines apply to any and all fees related to participating in a 21st CCLC program including, but not limited to, registration fees, tuition, membership fees, transportation and penalties such as late pickup fees. The FDOE reserves the right to reduce requested funds based on the proposed fees.

All agencies are required to identify their selected program income reporting method. EDGAR §80.25(b) and the FDOE Green Book describe the two alternatives for applying program income to the 21st CCLC grants: (1) deducting program income from the total allowable costs to determine the net allowable costs, thus reducing the federal agency's or grantee's contributions; or (2) adding program income to the funds committed by the grant, thereby increasing the total amount committed to the grant program.

4.4 Program Donations

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

4.5 Funding Methods

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

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

Reimbursement with Performance

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

4.6 Required Deliverables

All funded subrecipients will be required to upload evidence of deliverables and activities as described by this RFA. A complete list of required program deliverables may be found in Section 9. The deliverables includes an array of reports, evaluation data, daily attendance and others as appropriate for the 21st CCLC program. Daily attendance

reporting is required every month. The deliverables are due on the 15th day of the month. Deliverables will be reviewed and monitored to determine compliance with the program requirements. Timely and accurate submission of deliverables will be considered to determine subrecipient performance.

4.7 Financial Consequences

In accordance with 215.971(c), F.S., financial consequences will apply if the subrecipient does not achieve the minimum performance standards as described in this RFA. Financial consequences are fully described for each deliverable in Section 9.

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

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

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

4.8 Allowable Expenses

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

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

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

4.9 Unallowable Expenses

Expenditures that do not comply with all the criteria described above are not allowable.

The following is a list of some items of costs that are unallowable under this RFA. These costs may not be charged to the grant directly or indirectly.

- Personal digital assistants (PDAs), cell phones, smartphones, and similar
- Service costs to support PDAs, cell phones, smartphones, and similar devices such as wireless services and data plans
- Proposal preparation including the costs to develop, prepare or write the 21st CCLC proposal
- Pre-award costs
- Entertainment (e.g., a field trip without the approved academic support will be considered entertainment)
- Meals, refreshments or snacks
- End-of-year celebrations, parties or socials
- Game systems and game cartridges (e.g., Wii, Nintendo, PlayStation)
- Out-of-state travel without FDOE pre-approval
- Overnight field trips (e.g., retreats, lock-ins)
- Incentives (e.g., plaques, trophies, stickers, t-shirts, give-a-ways)
- Gift cards
- Decorations
- Advertisement
- Promotional or marketing items (e.g., flags, banners)
- Purchase of facilities or vehicles (e.g., buildings, buses, vans, cars)
- Land acquisition
- Furniture
- Kitchen appliances (e.g., refrigerators, microwaves, stoves, tabletop burners)
- Tuition
- Capital improvements and permanent renovations (e.g., playgrounds, buildings, fences, wiring)
- Dues to organizations, federations or societies for personal benefit
- Clothing or uniforms
- Costs for items/services already covered by indirect costs allocation
- Costs not allowable for federal programs per the U.S. Education Department General Administration Regulations (EDGAR), which may be found at www.ed.gov/policy/fund/reg/edgarReg/edgar.html and the Reference Guide for State Expenditures, which may be found at www.myfloridacfo.com/aadir/reference_guide/.

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

4.10 Supplement, Not Supplant

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

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

4.11 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>.

4.12 Intellectual Property

The awarded agency is subject to the following additional provisions:

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

4.13 Non-duplication of Effort

Cooperation and communication between agencies is essential to ensure the efficient use of available resources. It is the responsibility of the subrecipients to ensure 21st

CCLC resources do not duplicate the services available through other federal, state or local programs or resources.

4.14 Records Retention

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

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

4.15 Grants Fiscal Management Training Requirement

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

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

4.16 Equipment

Federal Requirement

2 C.F.R. 200.439(b)(2), Equipment and other capital expenditures, states that capital expenditures for special purpose equipment may be allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior approval of the awarding agency, the FDOE. The Education Department General Administrative Regulation (EDGAR) requires that property records be maintained and provide an accurate accounting of equipment purchased with grant funds.

State Requirement

Rule 69I-72.002, F.A.C. – *Threshold for Recording Tangible Personal Property for Inventory Purposes* states, “All tangible personal property with a value or cost of \$1,000 or more and having a programmed useful life of one year or more shall be recorded in the state’s financial system as property for inventory purposes.” Rule, 69I-72.003, *Recording of Property*, states, “Maintenance of Property Records – Custodians shall maintain adequate records of property in their custody. A physical inventory of the property must be taken and the results reconciled with the property records at least once yearly.”

21st CCLC Program Requirement

To ensure that Florida adequately monitors equipment purchased with federal funds, subrecipients must record ALL equipment with a unit cost of \$1,000 or more on the Budget Narrative Form (DOE101s). All additional equipment purchases with a unit cost of \$1,000 or more and not listed on the original budget approved by the FDOE require an amendment submission and approval by the FDOE prior to purchase.

4.17 Administrative and Indirect Cost

For 21st CCLC programs, administrative costs are capped at 5 percent of the award amount. Administrative costs include both indirect costs and general administrative cost.

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.

Universities, Colleges and all Non-Governmental Agencies

The Department will allow state universities, state colleges, private colleges and universities, and non-governmental agencies to charge an indirect cost (administrative and/or overhead) up to eight percent or the agency's restricted 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 items of equipment, alterations, renovations, and flow-through funds ("pass through" to another entity) on projects 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, bookkeeping and accounting services, and utilities. In the alternative, the Department will approve an indirect cost rate of eight 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. To recover indirect costs above eight percent, agencies other than school districts must furnish to the DOE's Comptroller's Office a copy of their current negotiated restricted indirect cost plan that has been approved by the appropriate cognizant agency. Amounts from eight percent to the maximum negotiated rate may be approved for a program or project by the Department's Comptroller. For agencies that may have indirect cost in excess of the eight percent limit may not charge directly, use to satisfy matching or cost sharing requirements, or charge to another federal award. Indirect costs shall only apply to federal projects.

General and Administrative Costs

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

- Salaries and wages plus applicable fringe benefits for staff engaging in administrative duties;
- Audit costs;
- Legal fees;
- Equipment associated with administrative tasks or positions;
- Office supplies, postage, communications, travel and other general office costs associated with administrative tasks;
- Maintenance and housekeeping costs incurred through salaries and wages plus fringe benefits or through a contract for the administrative offices;
- Facility costs, such as depreciation, rental of space, maintenance and repair, utilities, and property insurance if approved by FDOE;
- Liability insurance; and
- Any other cost associated with administrative activities or tasks.

4.18 Program Evaluation Cost Cap

21st CCLC programs must complete an independent evaluation of the program as described in Section 3. No more than 5 percent of each year's budget may be spent on costs related to the evaluation of the program. While 5 percent is the evaluation cap, it is not required that programs spend 5 percent of their award in evaluation activities. See Section 2.12 for a description of evaluation costs.

4.19 Procurement Services

Subrecipients must comply with the procurement rules and regulation of the State of Florida and the procurement policies of their agency. When a conflict exists between the state and the agency requirement, the more restrictive requirement governs.

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

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

4.20 Project Performance Accountability and Reporting Requirements

The department's program managers will track each program's performance, based on the information provided and the stated criteria for successful performance, and verify the receipt of required deliverables/services prior to payment, as required by sections 215.971 and 287.058(1)(d-e), F.S.

For programs funded via Cash Advance, the department's program managers will verify that the program's activities/deliverables are progressing in a satisfactory manner, consistent with the program narrative and performance expectations, as required by Florida Statutes. For programs funded via reimbursement, the Department's program managers will verify that the program's expenditures are allowable and that performance objectives are progressing in a satisfactory manner consistent with the program narrative and performance expectations.

4.21 General Education Provisions Act (GEPA)

In accordance with the requirements of Section 427 of the GEPA Public Law 103-382, a current fiscal year General Education Provisions Act (GEPA) plan is required. The subrecipient **must submit** with this application, a one page summary description of the plan proposed by the district or other entity to ensure equitable access to, and participation of students, teachers and other program beneficiaries with special needs.

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

4.22 Equitable Services for Private School Participation

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

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

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

Section 5: Scope of Work/Narrative Components

All subrecipients must use the Scope of Work/Narrative as included in the 2015-16 approved application.

Subrecipients should consider the information provided in Sections 1 through 5 of the RFA when reviewing the narrative which clearly indicate how the applicable requirements and guidance are being implemented.

Section 6: Continuing Improvement (Scope of Work changes)

All 21st CCLC programs and activities must undergo a periodic evaluation to assess overall progress toward achieving its goal of providing high quality opportunities for academic enrichment. The results of these evaluations must be used to refine, improve and strengthen the program or activities; used to refine the performance measures; and made available to the public upon request (see ESEA SEC. 4205(2)). As required in the 2015-16 RFA/RFP, all 21st CCLC programs are required to complete continuous (formative) assessment of progress towards each stated objective.

Instructions:

Using the prior year's evaluation activities, describe how the program used evaluation results to refine, improve and strengthen the program and/or services moving forward.

Review each section of the narrative and identify if any changes will be implemented in program year 2016-17. If changes are being implemented, describe the changes in detail. For each section undergoing changes using the "Continuing Improvement" form included in Appendix A.

Section 7: Project Budget

Senate Bill 2386 was enacted during Florida's 2010 Legislative Session and relates to the oversight of financial matters. Portions of this bill impact many Florida Department of Education subrecipients of discretionary contracts, programs, grants and agreements with amounts of \$35,000 or more executed on or after July 1, 2010. Specific guidance related to the implementation of these provisions was received from the Florida Department of Financial Services at the end of June 2010. Below is a summary of these new requirements and our plans for implementation.

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

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

Section 9, Chapter 2010-151, Laws of Florida, amending section 216.3475, F.S., Maximum rate of payment for services funded under General Appropriations Act or awarded on a noncompetitive basis, requires the department, for agreements of \$35,000 or more, to maintain records to support a cost analysis, including the detailed budget submitted by the entity to be funded and the agency's documented review of individual cost elements to determine they are:

- Allowable
- Allocable
- Reasonable
- Necessary

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

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

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

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

A cost analysis worksheet can be found on the online application system at <http://florida21stcclc.usf.edu/index.php?login>. Wage estimates can be found on the U.S. Bureau of Labor Statistics' website at www.bls.gov/oes/current/oesrcma.htm.

Instructions

Subrecipients must use form DOE 101S, Budget Narrative, for the budget. The form is available on the online application system at <http://florida21stcclc.usf.edu/index.php?login>. The document includes instructions on how to complete the form.

Budget Narrative (Column 3) must include a thorough description of each expense as well as a funding formula that details how the line item total was derived.

Section 8: Application Submittal Requirements

8.1 Web-based System

Florida's 21st CCLC Program uses a web-based system. Many components of the application are already completed or will be completed electronically using this system.

Subrecipients will see the addition of a new "2016-17 RFA" tab to their existing account.

8.2 Application Development Method

Subrecipients will have full access to the RFA web-based system and inks to all the required forms and instructions on how to interact with the system and access technical support will be available.

Some sections of the RFA will be completed directly into the web-based system and some documents must be uploaded into the system. The table below identifies all the required forms and how to submit each form or application section. All required forms can be printed from the RFA web-based system.

The RFA portal will close at 5:00 p.m. (EDT) on the due date. All required, originally-signed documents are due in the Office of Grants Management no later than 5:00 p.m. (EDT) on the due date.

8.3 Conditions for Acceptance/Substantially Approvable Form

The requirements listed below **must** be met for applications to be considered in Substantially Approvable form:

- Application is completed online and required documents are received by the FDOE, Office of Grants Management, no later than 5:00 p.m. (EDT) on the due date.
- Application is complete and includes **ALL** the required elements as identified in the table below.

Form	Description and Requirements	Submission
<p>1. DOE 100A Application Form bearing the <u>original signature of the superintendent for the school district, or the agency head</u> for other agencies, preferably in <u>blue ink</u>.</p>	<ul style="list-style-type: none"> • Requires original signature: <ul style="list-style-type: none"> – Electronic signatures are not acceptable – Stamp signatures are not acceptable – Applications signed 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 sign on behalf of said official. • Submit original to FDOE Office of Grants Management 	<p>Paper Format</p>

Form	Description and Requirements	Submission
<p>2. GEPA Statement bearing the <u>original signature of the Superintendent for the school district or the agency head</u> for other agencies preferably in blue ink.</p>	<ul style="list-style-type: none"> • No page limit • Requires original signature: <ul style="list-style-type: none"> – Electronic signatures are not acceptable – Stamp signatures are not acceptable – Applications signed 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 sign on behalf of said official. • Submit original to FDOE Office of Grants Management 	Paper Format
<p>3. General Assurances for Participation in Federal and State Programs bearing the <u>original signature of the Superintendent for the school district, or the agency head</u> for other agencies, preferably in blue ink.</p>	<ul style="list-style-type: none"> • Required only if not already on file at FDOE • Download from web-based system • Review and sign <ul style="list-style-type: none"> – Electronic signatures are not acceptable – Stamp signatures are not acceptable – Applications signed 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 sign on behalf of said official. • Submit original to FDOE Office of Grants Management 	Paper Format
<p>4. 21ST CCLC Subrecipient Assurances bearing the <u>original signature of the Superintendent for the school district, or the agency head</u> for other agencies, preferably in blue ink.</p>	<ul style="list-style-type: none"> • Download from the web-based system • Review • Initial each page and sign on the last page <ul style="list-style-type: none"> – Electronic signatures are not acceptable – Stamp signatures are not acceptable – Applications signed 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 sign on behalf of said official. • Submit original to FDOE Office of Grants Management 	Paper Format
<p>5. DOE 101S, Budget Narrative</p>	<ul style="list-style-type: none"> • Download the DOE 101S form • Upload in Excel format to the web-based system 	Electronic Upload
<p>6. Scope of Work/Narrative</p>	<ul style="list-style-type: none"> • Narrative as included in the 2015-16 approved application 	Not Applicable
<p>7. Objectives Table</p>	<ul style="list-style-type: none"> • Objectives as included in the 2015-16 approved application 	Not applicable
<p>8. Continuing Improvement (Scope of Work changes)</p>	<ul style="list-style-type: none"> • Use form included in Appendix A • Upload in Word format to the web-based system • No page limit <ul style="list-style-type: none"> – Arial, 11 point – One (1) inch margins on all sides 	Electronic Upload

Form	Description and Requirements	Submission
9. Private School Consultation	<ul style="list-style-type: none"> • Use "Private School Consultation" Form 	Electronic Upload
10. Center Profile(s)	<ul style="list-style-type: none"> • Complete information on web-based system • Table can be printed for your records. 	Completed on Web-based RFA System
11. Attachments <ul style="list-style-type: none"> – Agency-wide Organizational Chart – Proposed 21st CCLC Program Organizational Chart – Child Care License(s) – Sample Afterschool Schedule – Schedule of Family Member Activities – Sample Summer Schedule – Partners Table – Letters of Commitment – Cost Analysis (if applicable) 	<ul style="list-style-type: none"> • Upload in readable format (pdf, Word, etc.) to the RFA web-based system • As applicable 	Electronic Upload

Organize the required forms in the same order as they are listed in the table above.

Every agency must complete a Risk Analysis form, DOE 610, for school districts, state colleges and state universities, or the DOE 620, for Governmental and non-governmental entities, (as appropriate). Effective July 1, 2015, the appropriate DOE 610 or DOE 620 form will be required and approval must be gained prior to a project award being issued. See Section 1.13 of this RFA.

The application package must be temporarily bound using a binder clip or rubber band. **Permanently bound applications will not be accepted.**

Applications must be submitted to:
Office of Grants Management
Florida Department of Education
325 W. Gaines Street, Room 332
Tallahassee, Florida 32399-6533

Section 9: 2016-17 Deliverables and Financial Consequences

Deliverables

The subrecipients will implement the Title IV, Part B, 21st Century Community Learning Centers (21st CCLC) program in a safe environment for students at a minimum of 12 hours/week for programs serving elementary students and/or nine (9) hours/week for programs serving middle or high school students during non-school hours at the approved site(s) for the minimum of 36 weeks. Subrecipients may have one or multiple centers/sites which may be located in schools, community facilities and/or faith-based facilities, to provide these services from August 1, 2016 – July 31, 2017.

The purposes of the 21st CCLC program are as followed:

- 1) Provide opportunities for academic enrichment by implementing activities to the identified students during out-of-school time and dates as outlined in the agreement.
- 2) Subrecipients must also offer students a broad array of additional services, programs and activities, such as positive youth development activities, drug and violence prevention programs, counseling programs, art, music, recreation programs, technology education programs and character education programs that are designed to reinforce and complement the regular academic program of participating students.
- 3) Subrecipients will offer a minimum of six (6) opportunities related to literacy and educational development to the adult family members of students served by 21st CCLC programs.

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

Source of Requirements

- 2016-17 21st CCLC Request for Application
- Approved Application Scope of Work Narrative
- Approved Application Site Profile Worksheet

Financial Consequences

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

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

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

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

- Programs that do not achieve a minimum average daily attendance for student services of 85 percent of the target by October 31, 2016, may receive a reduction in funding. The reduction will be calculated based on the cost per student and the level of services.
- Programs that do not achieve a minimum average daily attendance for student services of 95 percent of the target by February 28, 2017, may receive a reduction in funding. The reduction will be calculated based on the cost per student and the level of services.
- Programs that cannot maintain 95 percent attendance after February 28, 2017, may receive a reduction in funding for subsequent years.
- Programs that do not complete the proposed adult family member activities may receive a reduction in funding of one-half (.5) percent per occurrence or the budget amount related to the activity, whichever is larger.
- Programs that do not submit the required data or do not submit the data in an acceptable form within the given time frame as approved by the program office, may receive a reduction in funding of two (2) percent per occurrence or the budget amount related to the activity, whichever is larger. Further, programs that do not submit the required data will not receive any additional funding until all data reporting obligations have been met and deemed acceptable by the 21st CCLC program office.
- Programs that do not submit the Formative Evaluation Summary, in an acceptable form within the given time frame as approved by the program office, may receive a reduction in funding of two (2) percent per occurrence or the budget amount related to the activity, whichever is larger.
- Programs that do not submit the Summative Evaluation Report, in an acceptable form within the given time frame as approved by the program office, will not receive any additional funding until all reporting obligations have been met and deemed acceptable by the 21st CCLC program office.

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

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

Deliverable Due Date	Method of Payment	Deliverables	Performance Metric Documentation to Evidence the Completion of Tasks																		
Sep. 15, 2016		<p>August 1 – 30, 2016</p> <p>Implement the Title IV, Part B, 21st Century Community Learning Centers (21st CCLC) program in a safe environment for students and adult family members.</p> <ul style="list-style-type: none"> – Number of students, adult family members, number of service days and number of service hours for the period as defined in the Site Profile Worksheet(s). <table border="1" data-bbox="499 505 1136 727"> <thead> <tr> <th>Component</th> <th>Number of Participants</th> <th>Number of Days/Activities</th> </tr> </thead> <tbody> <tr> <td>Before School</td> <td></td> <td></td> </tr> <tr> <td>After school</td> <td></td> <td></td> </tr> <tr> <td>Weekend/Holidays</td> <td></td> <td></td> </tr> <tr> <td>Summer</td> <td></td> <td></td> </tr> <tr> <td>Family Activities</td> <td></td> <td></td> </tr> </tbody> </table>	Component	Number of Participants	Number of Days/Activities	Before School			After school			Weekend/Holidays			Summer			Family Activities			<p>All subrecipients must submit the following source documentation on a monthly basis:</p> <ul style="list-style-type: none"> • Monthly report of academic and personal enrichment activities. • Student Sign-In/Sign-Out Sheets • Web-based monthly Attendance Submission (each site) <ul style="list-style-type: none"> – If there are no student services in August, submit Subgrant Activity Report <p>In addition to the items above, all subrecipients must submit the following:</p> <ul style="list-style-type: none"> • Documentation of meeting Supplemental Snacks/Meals Requirement • Orientation/Professional Development (new and/or existing Staff) • Affidavit (letter) outlining screening and training of all staff and volunteers <p>In addition to tasks listed above, agencies exempt from DCF licensing must also submit:</p> <ul style="list-style-type: none"> • Florida Department of Health (DOH) food/sanitation Certificate • A copy of the current and approved annual fire inspection report by a certified fire inspector (or exemption) • Occupant load certificate
Component	Number of Participants	Number of Days/Activities																			
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Deliverable Due Date	Method of Payment	Deliverables	Performance Metric Documentation to Evidence the Completion of Tasks														
Oct. 15, 2016		<p>September 1 – 30, 2016</p> <p>Implement the Title IV, Part B, 21st Century Community Learning Centers (21st CCLC) program in a safe environment for students and adult family members.</p> <ul style="list-style-type: none"> Number of students, adult family members, number of service days and number of service hours for the period as defined in the Site Profile Worksheet(s). <table border="1" data-bbox="499 467 1129 691"> <thead> <tr> <th>Component</th> <th>Number of Participants</th> <th>Number of Days/Activities</th> </tr> </thead> <tbody> <tr> <td>Before School</td> <td rowspan="5" style="text-align: center;">Data as listed in the 21st CCLC web-based system</td> <td></td> </tr> <tr> <td>After school</td> <td></td> </tr> <tr> <td>Weekend/Holidays</td> <td></td> </tr> <tr> <td>Summer</td> <td></td> </tr> <tr> <td>Family Activities</td> <td></td> </tr> </tbody> </table>	Component	Number of Participants	Number of Days/Activities	Before School	Data as listed in the 21 st CCLC web-based system		After school		Weekend/Holidays		Summer		Family Activities		<p>All subrecipients must submit the following source documentation on a monthly basis:</p> <ul style="list-style-type: none"> Monthly report of academic and personal enrichment activities. Student Sign-In/Sign-Out Sheets Web-based Monthly Attendance Submission (each site) <p>In addition to the items above, all subrecipients must submit the following:</p> <ul style="list-style-type: none"> Website and documentation supporting the dissemination of information about the 21st CCLC program Baseline Data Monitoring and Quality Improvement Tool (MQIT) Electronic Submission
Component	Number of Participants	Number of Days/Activities															
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Family Activities																	
Nov. 15, 2016		<p>October 1 – 31, 2016</p> <p>Implement the Title IV, Part B, 21st Century Community Learning Centers (21st CCLC) program in a safe environment for students and adult family members.</p> <ul style="list-style-type: none"> Number of students, adult family members, number of service days and number of service hours for the period as defined in the Site Profile Worksheet(s). <table border="1" data-bbox="499 1029 1129 1253"> <thead> <tr> <th>Component</th> <th>Number of Participants</th> <th>Number of Days/Activities</th> </tr> </thead> <tbody> <tr> <td>Before School</td> <td rowspan="5" style="text-align: center;">Data as listed in the 21st CCLC web-based system</td> <td></td> </tr> <tr> <td>After school</td> <td></td> </tr> <tr> <td>Weekend/Holidays</td> <td></td> </tr> <tr> <td>Summer</td> <td></td> </tr> <tr> <td>Family Activities</td> <td></td> </tr> </tbody> </table>	Component	Number of Participants	Number of Days/Activities	Before School	Data as listed in the 21 st CCLC web-based system		After school		Weekend/Holidays		Summer		Family Activities		<p>All subrecipients must submit the following source documentation on a monthly basis:</p> <ul style="list-style-type: none"> Monthly report of academic and personal enrichment activities. Student Sign-In/Sign-Out Sheets Web-based Monthly Attendance Submission (each site) <p>In addition to the items above, all subrecipients must submit the following:</p> <ul style="list-style-type: none"> Documentation indicating the required program attendance policies (Program Handbook) Documentation supporting the program is meeting the Florida Certified Teachers requirements
Component	Number of Participants	Number of Days/Activities															
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After school																	
Weekend/Holidays																	
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Deliverable Due Date	Method of Payment	Deliverables	Performance Metric Documentation to Evidence the Completion of Tasks														
Dec. 15, 2016		<p>November 1 – 30, 2016</p> <p>Implement the Title IV, Part B, 21st Century Community Learning Centers (21st CCLC) program in a safe environment for students and adult family members.</p> <ul style="list-style-type: none"> Number of students, adult family members, number of service days and number of service hours for the period as defined in the Site Profile Worksheet(s). <table border="1" data-bbox="499 469 1131 691"> <thead> <tr> <th>Component</th> <th>Number of Participants</th> <th>Number of Days/Activities</th> </tr> </thead> <tbody> <tr> <td>Before School</td> <td rowspan="5" style="text-align: center;">Data as listed in the 21st CCLC web-based system</td> <td></td> </tr> <tr> <td>After school</td> <td></td> </tr> <tr> <td>Weekend/Holidays</td> <td></td> </tr> <tr> <td>Summer</td> <td></td> </tr> <tr> <td>Family Activities</td> <td></td> </tr> </tbody> </table>	Component	Number of Participants	Number of Days/Activities	Before School	Data as listed in the 21 st CCLC web-based system		After school		Weekend/Holidays		Summer		Family Activities		<p>All subrecipients must submit the following source documentation on a monthly basis:</p> <ul style="list-style-type: none"> Monthly report of academic and personal enrichment activities. Student Sign-In/Sign-Out Sheets Web-based Monthly Attendance Submission (each site) <p>In addition to the items above, all subrecipients must submit the following:</p> <ul style="list-style-type: none"> Baseline Data - Update Proof of Collaboration with Regular School-day Staff Evidence of Professional Development activities (to date) Adult Family Member Activity Report and related evidence
Component	Number of Participants	Number of Days/Activities															
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Jan. 15, 2017		<p>December 1 – 31, 2016</p> <p>Implement the Title IV, Part B, 21st Century Community Learning Centers (21st CCLC) program in a safe environment for students and adult family members.</p> <ul style="list-style-type: none"> Number of students, adult family members, number of service days and number of service hours for the period as defined in the Site Profile Worksheet(s). <table border="1" data-bbox="499 1031 1131 1253"> <thead> <tr> <th>Component</th> <th>Number of Participants</th> <th>Number of Days/Activities</th> </tr> </thead> <tbody> <tr> <td>Before School</td> <td rowspan="5" style="text-align: center;">Data as listed in the 21st CCLC web-based system</td> <td></td> </tr> <tr> <td>After school</td> <td></td> </tr> <tr> <td>Weekend/Holidays</td> <td></td> </tr> <tr> <td>Summer</td> <td></td> </tr> <tr> <td>Family Activities</td> <td></td> </tr> </tbody> </table>	Component	Number of Participants	Number of Days/Activities	Before School	Data as listed in the 21 st CCLC web-based system		After school		Weekend/Holidays		Summer		Family Activities		<p>All subrecipients must submit the following source documentation on a monthly basis:</p> <ul style="list-style-type: none"> Monthly report of academic and personal enrichment activities. Student Sign-In/Sign-Out Sheets Web-based Monthly Attendance Submission (each site) <p>In addition to the items above, all subrecipients must submit the following:</p> <ul style="list-style-type: none"> 21st CCLC Advisory Board Meeting(s) Members, Minutes and Attendance
Component	Number of Participants	Number of Days/Activities															
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Deliverable Due Date	Method of Payment	Deliverables	Performance Metric Documentation to Evidence the Completion of Tasks														
Feb. 15, 2017		<p>January 1 – 31, 2017</p> <p>Implement the Title IV, Part B, 21st Century Community Learning Centers (21st CCLC) program in a safe environment for students and adult family members.</p> <ul style="list-style-type: none"> Number of students, adult family members, number of service days, and number of service hours for the period as defined in the Site Profile Worksheet(s). <table border="1" data-bbox="499 467 1129 695"> <thead> <tr> <th>Component</th> <th>Number of Participants</th> <th>Number of Days/Activities</th> </tr> </thead> <tbody> <tr> <td>Before School</td> <td rowspan="5" style="text-align: center;">Data as listed in the 21st CCLC web-based system</td> <td></td> </tr> <tr> <td>After school</td> <td></td> </tr> <tr> <td>Weekend/Holidays</td> <td></td> </tr> <tr> <td>Summer</td> <td></td> </tr> <tr> <td>Family Activities</td> <td></td> </tr> </tbody> </table>	Component	Number of Participants	Number of Days/Activities	Before School	Data as listed in the 21 st CCLC web-based system		After school		Weekend/Holidays		Summer		Family Activities		<p>All subrecipients must submit the following source documentation on a monthly basis:</p> <ul style="list-style-type: none"> Monthly report of academic and personal enrichment activities. Student Sign-In/Sign-Out Sheets Web-based Monthly Attendance Submission (each site) <p>In addition to the items above, all subrecipients must submit the following:</p> <ul style="list-style-type: none"> Analysis of Year-to-Date Expenditures
Component	Number of Participants	Number of Days/Activities															
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Mar. 15, 2017		<p>February 1 – 28, 2017</p> <p>Implement the Title IV, Part B, 21st Century Community Learning Centers (21st CCLC) program in a safe environment for students and adult family members.</p> <ul style="list-style-type: none"> Number of students, adult family members, number of service days and number of service hours for the period as defined in the Site Profile Worksheet(s). <table border="1" data-bbox="499 1036 1129 1263"> <thead> <tr> <th>Component</th> <th>Number of Participants</th> <th>Number of Days/Activities</th> </tr> </thead> <tbody> <tr> <td>Before School</td> <td rowspan="5" style="text-align: center;">Data as listed in the 21st CCLC web-based system</td> <td></td> </tr> <tr> <td>After school</td> <td></td> </tr> <tr> <td>Weekend/Holidays</td> <td></td> </tr> <tr> <td>Summer</td> <td></td> </tr> <tr> <td>Family Activities</td> <td></td> </tr> </tbody> </table>	Component	Number of Participants	Number of Days/Activities	Before School	Data as listed in the 21 st CCLC web-based system		After school		Weekend/Holidays		Summer		Family Activities		<p>All subrecipients must submit the following source documentation on a monthly basis:</p> <ul style="list-style-type: none"> Monthly report of academic and personal enrichment activities. Student Sign-In/Sign-Out Sheets Web-based Monthly Attendance Submission (each site) <p>In addition to the items above, all subrecipients must submit the following:</p> <ul style="list-style-type: none"> Mid-Year Data Mid-Year Data Report Adult Family Member Activity Report and related evidence
Component	Number of Participants	Number of Days/Activities															
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Apr. 15, 2017		<p>March 1 – 31, 2017</p> <p>Implement the Title IV, Part B, 21st Century Community Learning Centers (21st CCLC) program in a safe environment for students and adult family members.</p> <ul style="list-style-type: none"> Number of students, adult family members, number of service days and number of service hours for the period as defined in the Site Profile Worksheet(s). <table border="1" data-bbox="499 469 1131 691"> <thead> <tr> <th>Component</th> <th>Number of Participants</th> <th>Number of Days/Activities</th> </tr> </thead> <tbody> <tr> <td>Before School</td> <td rowspan="5" style="text-align: center;">Data as listed in the 21st CCLC web-based system</td> <td></td> </tr> <tr> <td>After school</td> <td></td> </tr> <tr> <td>Weekend/Holidays</td> <td></td> </tr> <tr> <td>Summer</td> <td></td> </tr> <tr> <td>Family Activities</td> <td></td> </tr> </tbody> </table>	Component	Number of Participants	Number of Days/Activities	Before School	Data as listed in the 21 st CCLC web-based system		After school		Weekend/Holidays		Summer		Family Activities		<p>All subrecipients must submit the following source documentation on a monthly basis:</p> <ul style="list-style-type: none"> Monthly report of academic and personal enrichment activities. Student Sign-In/Sign-Out Sheets Web-based Monthly Attendance Submission (each site) <p>In addition to the items above, all subrecipients must submit the following:</p> <ul style="list-style-type: none"> Formative Evaluation Summary Evidence of Professional Development (December to present)
Component	Number of Participants	Number of Days/Activities															
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Component	Number of Participants	Number of Days/Activities																			
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Appendix A Continuing Improvement

Agency Name: _____ Project Number: _____
Program Name: _____

Reason(s) for the change:

This change includes: Additions ~~Deletions~~ Both

Narrative Language:

Underscore reflects additions to the 2015-16 narrative.
~~Cross-out~~ reflects deletion of language in the 2015-16 narrative.

Appendix B

Private School Consultation and Equitable Services

In accordance with 34 C.F.R. Part 76.656, provide the following information in reference to consultation and participation of eligible private schools in Title IV, Part B, 21st CCLC:

- a. A description of how the applicant will meet the federal requirements for participation of students enrolled in private schools.
- b. The number of students enrolled in private schools who have been identified as eligible to benefits under the program.
- c. The number of students enrolled in private schools who will receive benefits under the program.
- d. The basis the applicant used to select the students.
- e. The manner and extent to which the applicant complied with § 76.652 (consultation).
- f. The places and times that the students will receive benefits under the program.
- g. The differences, if any, between the program benefits the applicant will provide to public and private school students, and the reasons for the differences

Check this box if there are NO private schools located within the geographic area(s) of the site(s) where the 21st CCLC program is located.