



# 21<sup>st</sup> Century Community Learning Centers 2016-17 RFA Training

May 2016



FLORIDA DEPARTMENT OF  
**EDUCATION**  
fldoe.org

[www.FLDOE.org](http://www.FLDOE.org)

**Ive B. Vintimilla, MPA**  
**21<sup>st</sup> CCLC Director**

**Kimberly Berry**  
**21<sup>st</sup> CCLC Program Development Unit Director**

## Agenda

- Introductions and Overview of 21<sup>st</sup> CCLC
- Program Requirements
- Evaluation Requirements
- Fiscal Requirements
- Scope of Working / Narrative
- Budget Narrative
- RFA Submittal
- Application Submission
- Questions

*Today we will cover many RFA items – but not all – and provide technical assistance on how to complete the RFA process.*

*Applicants should work with the Program Development Specialist assigned to their program.*

## 21<sup>st</sup> CCLC Purpose:

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.

## 21<sup>st</sup> CCLC Target Population:

- students attending:
  - kindergarten through 12<sup>th</sup> 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,
  - their adult family members

➤ *For each program, the target population is the students that attend the target schools as listed in the 2014-15 approved application and their adult family members.*

## 21<sup>st</sup> CCLC Services:

- Student Services:
  - Before School Programs
  - After School Programs
  - School Break Programs
  - Summer Programs
  
- Adult Family Members Services:
  - Parental Involvement
  - Family Literacy

➤ *Programs must maintain the services as included on the 2015-16 approved application.*

## 21<sup>st</sup> CCLC Vision:

An out-of-school time program that provides Florida students with a safe, engaging and nurturing environment in which to grow and learn through activities and services designed to meet their individual academic and personal enrichment needs. A family program designed to provide caregivers the tools they need to support the student's academic success.

## 21<sup>st</sup> CCLC Funding

- Program period is August 1, 2016 – July 31, 2017.  
(The program effective date will be August 1, 2016, or the effective date of the DOE 200 Award Notification, whichever is later.)
- Grants are awarded for five (5) years.
- FDOE uses a non-competitive Request for Applications (RFA) for years two (2) through five (5).  
Funding is contingent upon:
  - FDOE receiving funds from the USED
  - Program performance



## 21<sup>st</sup> CCLC Funding (continued)

For program year 2016-17, the following cohorts are active:

Cohort	11	12	13	14	15
Funded in RFP	2012-13	2013-14	2014-15	2015-16	2016-17
Award Year	5	4	3	2	1
Sunset Year	2017	2018	2019	2020	2021
Sustainability Plan	100/100/ 80/80/80	100/100/ 80/80/80	100/95/ 90/85/80	100/100/ 80/80/80	100/100/ 80/80/80
No. of subrecipients	20	10	51	50	?

## 21<sup>st</sup> CCLC Funding (continued)

- Programs received a prescribed reduction to encourage sustainability as follows:

Cohorts 11, 12, 14, 15

Year	Level	Example
1	100%	\$100,000
2	100%	\$100,000
3	80%	\$80,000
4	80%	\$80,000
5	80%	\$80,000

Cohort 13

Year	Level	Example
1	100%	\$100,000
2	95%	\$95,000
3	90%	\$90,000
4	85%	\$85,000
5	80%	\$80,000

- Applicants must maintain the same level of services throughout all the years of funding independently of these planned reductions.

## 21<sup>st</sup> CCLC Funding (continued)

- Calculations are based on a cost per hour per student:
  - Before School: \$2.00 per hour per student
  - After School: \$4.00 per hour per student
  - Weekend/Holiday/School Breaks: \$4.50/\$4.00 per hour per student
  - Summer: \$4.50/\$4.00 per hour per student
- These rates consider all other required services and activities, for example:
  - Adult family member services
  - Program website
  - Evaluation activities
  - Advisory Board
  - Student transportation
  - Professional development
  - Attendance at program meetings and trainings

... and others as described in the RFP or proposal

## 21<sup>st</sup> CCLC Funding (continued)

Funding is also impacted by program performance. In accordance to Florida Statutes, all subgrants include financial consequences. The FDOE may reduce funding or take other actions when programs do not meet program requirements. For example:

- Average Daily Attendance
- Reporting
- Family Activities
- Evaluation Activities, etc.

## 21<sup>st</sup> CCLC Funding (continued)

Performance-based funding for 2016-17:

### **Cohorts 11 and 12 (entering years 4 and 5)**

- If program has reported average daily attendance (ADA) at 95% or higher of the proposed level, they will be funded at the same level as this year
- If program has reported average daily attendance (ADA) below 95%, they will be funded proportionally to the reported ADA (reported ADA / 0.95)

## 21<sup>st</sup> CCLC Funding (continued)

Performance based funding for 2016-17:

### Cohorts 13 (entering year 3)

- If program has reported average daily attendance (ADA) at 85% or higher of the proposed level, they will be funded at the same level as this year
- If program has reported average daily attendance (ADA) below 85%, they will be funded proportionally to the reported ADA (reported ADA / 0.85)
- Program will be required to submit a plan to improve ADA

## 21<sup>st</sup> CCLC Funding (continued)

Performance based funding for 2016-17:

### Cohorts 14 (entering year 2)

- If program has reported average daily attendance (ADA) at 75% or higher of the proposed level, they will be funded at the same level as this year
- If program has reported average daily attendance (ADA) below 75%, they will be funded proportionally to the reported ADA (reported ADA / 0.75)
- Program will be required to submit a plan to improve ADA

## 21<sup>st</sup> CCLC Funding (continued)

Performance based funding for 2016-17:

- 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 21<sup>st</sup> CCLC program office.



## RFA Contacts

Identified in Section 1.11 of the RFA:

### Program Contact

Ive B. Vintimilla

21<sup>st</sup> CCLC State Director

[Ive.Vintimilla@fldoe.org](mailto:Ive.Vintimilla@fldoe.org)

850-245-0852

### Grants Management Contact

Tiffany Herrin

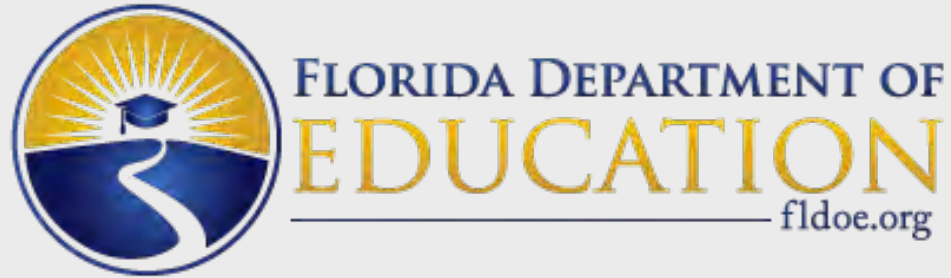
Office of Grants Management

[Tiffany.Herrin@fldoe.org](mailto:Tiffany.Herrin@fldoe.org)

850-245-0716

## Important Dates

**Application due:  
5:00 p.m. EDT, June 17, 2016**



# Program Requirements and Guidance

## Approved Program Activities

ESEA Sec. 4025(a) identifies the approved activities for a 21<sup>st</sup> CCLC program.

- remedial education activities and academic enrichment learning programs, including providing additional assistance to students to allow the students to improve their academic achievement;
- mathematics and science education activities;
- arts and music education activities;
- entrepreneurial education programs;
- tutoring services (including those provided by senior citizen volunteers) and mentoring programs;

## Approved Program Activities (continued)

- programs that provide after school activities for limited English proficient students that emphasize language skills and academic achievement;
- recreational activities;
- telecommunications and technology education programs;
- expanded library service hours;
- programs that promote parental involvement and family literacy;
- programs that provide assistance to students who have been truant, suspended or expelled to allow the students to improve their academic achievement; and
- drug and violence prevention programs, counseling programs and character education programs.

## Florida Priority Areas

- Literacy and Language Arts
- STEM (Science, Technology, Engineering and Mathematics)
- College and Career Readiness
- Dropout Prevention
- Enrichment Activities
- Project Based Learning

## Student Attendance

- 21<sup>st</sup> 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.

## Times and Frequency of Service Provision

- 21<sup>st</sup> 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.
- Applicants 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.



## Afterschool Programming Minimums

- Programming should maintain the same operations level that was approved in the 2015-16 Program Year.
- In determining the program hours, afterschool programs should consider the time needed for students to transition from the regular school day to the afterschool program, including transportation time if the program is not on the school site. This transition time is not to be included in the program hours.

## Afterschool Programming Minimums (continued)

- Projects serving elementary school students must operate for a minimum of:
  - 12 hours per week (Monday through Friday)
  - four (4) days per week (Monday through Friday)
- Projects serving middle and high school students must operate for a minimum of:
  - nine (9) hours per week (Monday through Friday)
  - three (3) days per week (Monday through Friday)

## Students with Special Needs

- Students with special needs shall not be excluded from the 21<sup>st</sup> CCLC program, regardless of the level or severity of need, provided that they can be safely accommodated.
- 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.

## Equitable Services for Private School Participation

- Applicants must consult with private school officials during the design and development of the 21<sup>st</sup> CCLC program on issues such as how the children's needs will be identified and what services will be offered.
- 21<sup>st</sup> CCLC programs must offer equitable services to students and their teachers or other educational personnel attending private schools located within their service area.

## Supplemental Meals

At a minimum, 21<sup>st</sup> 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

*Snacks/meals cannot be purchased with 21<sup>st</sup> CCLC funds.*

## Coordination with the Regular School Day

- Program must be designed and carried out in collaboration with the regular school day attended by the students participating in the 21<sup>st</sup> CCLC activities.
- 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.

## Services for Adult Family Members of 21<sup>st</sup> CCLC Students

- Services must be meaningful and ongoing.
- 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.
- A minimum of six meaningful activities must occur throughout the year.

## Staffing

- All 21<sup>st</sup> CCLC staff and contractors must be cleared through a Level II background screening.
- 21<sup>st</sup> CCLC sites should maintain at least one staff member on site at all times with CPR and First Aid certification.
- 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 21<sup>st</sup> CCLC program.



## Staffing

- Each site must identify a site coordinator for each proposed site.
  - For one-site programs, the program director and the site coordinator are typically the same individual.
- 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.

## Student to Adult Ratios

- It is recommended that sites 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 appropriate for the target student population.

## Professional Development

- Programs must have a professional development plan that is responsive to the needs of its staff and appropriate to achieve the program objectives.
- When attending conferences:
  - Conference must be directly related to the 21<sup>st</sup> CCLC program objectives
  - Programs must have a plan to disseminate the information gathered with the program staff and document that the staff training was completed
  - Consider whether attendance is “reasonable and necessary”

## Professional Development

- Subrecipients should plan to attend the 2016 After School Kick-off Conference hosted by the Florida After School Alliance:
  - Marriott World Center in Orlando, \$120/night
  - August 1, 2016 – 1:00 to 5:00 p.m.
    - No registration fee, no meals provided
    - Required: new programs and new project directors
  - August 2-3, 2016 – All day trainings
    - Registration will be \$250/person (max.)
    - Breakfast and lunch provided
    - Required: At least one administrative and one instructional staff per program

## Facilities

- All 21<sup>st</sup> CCLC programs must take place in a safe and easily accessible facility.
- Proposed facility must be as available and accessible as the students' local school.
- Facility must have sufficient resources needed to provide the proposed and required activities. (e.g., computer lab, library, eating area, recreational area including outdoor space, study area)
- Facility must have sufficient space to secure and maintain equipment and resources.

## Facilities

### Child Care Licensing

- The 21<sup>st</sup> CCLC program sites must comply with 402.26-319 F.S. This Florida Statute together with Rule 65C-22.008 of the Florida Administrative Code, define child care and set forth the requirements for licensing.
- Contact the Florida Department of Children and Families for licensing questions.
- *Documentation to support compliance will be required prior to the FDOE issuing an award notice.*

## Advisory Board

- Programs are required to establish a local 21<sup>st</sup> 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 advisory board must hold a minimum of two (2) meetings per year, with minutes taken and attendance recorded.

# Community Awareness & Dissemination of Information

- Applicants must give notice to the community of its intent to operate a program and provide for public availability and review of the plans and any waiver request(s) after submission.
- **Programs must maintain a program website, which includes:**
  - a program description,
  - the program address,
  - the target schools,
  - hours of operation
  - contact information for the site coordinator, and
  - a copy of the approved grant narrative.
- The website must be updated at least once a month during the program period and the latest update must be displayed on the page. The website must be active within one month of the receipt of the award notification.





# Program Evaluation Requirements and Guidance

## Program Evaluation

- *Programs must maintain the program objectives as approved for the 2015-16 program year*
  - *Objectives are already loaded on the website.*
  - *Objectives are locked and cannot be changed by the program.*
  - *If a program is seeking changes, the program must submit documentation to support that the change is necessary.*

Note: FDOE may require that some objectives be changed if the objectives are found not to meet the program requirements.

## Program Evaluation

- Evaluation plans must meet Principles of Effectiveness described in ESEA SEC. 4205(2).
  - Provides data establishing the need for expanded learning programs
  - Uses established set of performance measures
    - High-quality academic enrichment
    - Other developmental opportunities
  - Backed by scientifically-based research that provides evidence of effectiveness

## Program Objectives

- Evaluation plan must ensure continuous progress toward achieving proposed goals and objectives.
- Program objectives must be S.M.A.R.T.:
  - Specific
  - Measurable
  - Attainable
  - Realistic
  - Timely

# C11-14 - Minimum Objectives Required by Grade

	Objective Domain	Elementary Only	Middle and/or High Only	Elementary and Middle and/or High
Statewide Standard Objectives	English Language Arts	✓	✓	✓
	Mathematics	✓	✓	✓
	Science	✓	✓	✓
Applicant-Specified Objectives	Personal Enrichment *	✓	✓	✓
	Personal Enrichment *	✓		✓
	Dropout Prevention and College and Career Readiness		✓	✓
	Family Member Performance	✓	✓	✓
	<b>TOTAL Objectives</b>	<b>6</b>	<b>6</b>	<b>7</b>
*Applicant selects Health and Nutrition, Arts and Culture, or Pro-social Behavior and Problem-Solving Skills.				

# C11 - Minimum Objectives Required by Grade

Domain Area	Elementary	Middle	High
English/Language Arts	✓	✓	✓
Mathematics	✓	✓	✓
STEM	✓	✓	✓
Healthy Eating & Physical Activity	✓		
Behavior OR Arts & Culture	✓		
Behavior		✓	
Healthy Eating & Physical Activity OR Arts & Culture		✓	
Healthy Eating & Physical Activity Or Arts & Culture OR Behavior			✓
Dropout Prevention and College and Career Readiness			✓
Family Member Participation	✓		
Family Member Performance	✓		
<b>TOTAL Objectives:</b> One Grade Group = 7 Two Grade Groups = 12 Three Grade Groups = 17			

## Evaluation Data Collection and Reporting Deliverables

- Baseline Data Submission
- Mid-Year Data Submission
- Formative Evaluation Summary
- End-of-Year Data Submission
- Stakeholder Survey Data
- Summative Evaluation Report
- Federal Data Collection and Reporting

## Federal Data Collection and Reporting

- Subrecipients must follow federal USED data collection and reporting requirements.
- The 2016-2017 requirements will be provided to awarded subrecipients once released.
- In prior years, the following information was collected: program operations, attendance and enrollment, feeder schools, staffing, partners and student performance data.





# Fiscal Requirements

## Governing Regulations

The fiscal and administrative management requirements for 21<sup>st</sup> CCLC programs are defined by:

- Education Department General Administrative Regulations (EDGAR)
  - Uniform Guidance 2 CFR 200
- FDOE Green Book
- Other applicable federal, state and local regulations

## Project Award Notification (Form 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 budget and program amendments (May 31, 2017)
    - Incurring expenditures and issuing purchase orders
    - Liquidating all obligations
    - Submitting final disbursement reports
  - Subrecipients do not have the authority to incur expenses or report disbursements outside the specified project period dates.

## Funding Methods

- Federal Cash Advance
  - Public entities, only as authorized by the FDOE
- Reimbursement with Performance
  - Community- and faith-based organizations and any other non-public school district entities

Independent of the funding methods, all funded agency must maintain evidence of expenditures and evidence of performance.

## 21<sup>st</sup> CCLC Program Expenditures

- Program expenditures are reported to the FDOE using form DOE 399.
- Supporting documentation for expenditures is required for all funding methods. (e.g., payroll records, contracts, invoices, cancelled checks, bank statements)
  - Expenditures that are not documented are deemed unallowable.

## 21<sup>st</sup> CCLC Program Expenditures

- Cash Advance Reporting
    - Green Book
      - “...should be reported as they occur until the 20<sup>th</sup> of each month.”
  - Reimbursement with Performance
    - New funding condition:
      - For Reimbursement with Performance projects, invoices must be submitted to the Comptroller’s Office at least once a month for the preceding month’s expenditures utilizing the appropriate reporting form (DOE 399).
- *Note this requirement. FDOE will monitor compliance on the reporting of program expenditures.*

## Program Income

### §200.80 Program income.

Program income means gross income earned by the non-Federal entity that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance [...] Program income includes but is not limited to income from fees for services performed, the use or rental of real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, [...]

***To charge fees, programs must receive explicit FDOE approval. If fees were not included in the original proposal, they cannot be included in subsequent years.***

## Required Deliverables

- All funded subrecipients will be required to upload evidence of deliverables and activities. For example:
  - Daily Attendance (reporting and sign-in/out sheet)
  - Agendas
  - Adult family member sign-in sheets
  - Reports
- Refer to Section 9 of the RFA for documentation that will be required each month as evidence that the program is meeting the program deliverables.



## 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 RFP.
- 2 C.F.R. Part 200.338 authorizes the department to take measures to remedy non-compliance including temporarily withhold cash payments, disallow costs, wholly or partially suspend or terminate the award, etc.

**Refer to Section 9 of the RFA for specific financial consequences.**

## Allowable Expenditures

- Refer to Section 4.8 of the RFA.
- Refer to the Uniform Grant Guidance.
  - §200.403 Factors affecting allowability of costs.
    - necessary and reasonable,
    - allocable,
    - consistent with policies and procedures,
    - be accorded consistent treatment,
    - be adequately documented,
    - be legal, and more ...
- All subrecipients must have written procedures for determining allowability.

## Unallowable Expenditures

- Refer to Section 4.9 of the RFA.
- Unallowable expenditures are any expenditure that does not meet the “Factors affecting allowability of costs.” (2 CFR 200)
- Some common examples of unallowable expenditures for 21<sup>st</sup> CCLC programs in Florida are:

Pre-award & proposal preparation • Cell phones • Meals  
Decorations • Advertisement • Gaming consoles  
Incentives • Furniture • Tuition • Capital improvements  
Clothing/uniforms • Entertainment\*

*\*The list is not all inclusive.*

## Supplement, Not Supplant

The 21<sup>st</sup> CCLC federal award includes the “supplement, not supplant” provision. As such, 21<sup>st</sup> CCLC funds cannot be used to support:

- activities currently supported with other funds, or
- state or local mandates or requirements.

Applicants seeking to supplement an existing non-21<sup>st</sup> CCLC program must clearly and thoroughly describe it on their application.

## Non-duplication of Effort

Applicants must ensure that 21<sup>st</sup> CCLC resources do not duplicate other federal, state or local programs or resources.

## Records Retention

All records must be maintained for five (5) years from the end of all program activities, or longer if there is an investigation or audit.

## Administrative Costs

- See Section 4.17 of the RFA.
- Administrative costs are capped at five percent (5%) of the total award amount.
- Administrative costs includes both indirect costs and general administrative costs.
- Typical costs include human resources, accounting, audits, insurance that protects the agency, monitoring and compliance, and audits among others.

## Program Evaluation

- Evaluation costs **cannot exceed 5%** of the annual grant award amount.
- Acceptable evaluation costs:
  - Assessment tools
  - Evaluation and assessment trainings
  - Data collection activities
  - Recording and maintenance of data
  - Purchase of data collection and evaluation systems
  - Data analysis
  - Report writing
  - Other evaluation related activities

## Program Evaluation

- Identify an independent program evaluator.
- Evaluator can be an individual, agency or organization with **no vested interest in the operations** of the 21<sup>st</sup> CCLC program.
- These individuals connected with the applicant **cannot** be program evaluators:
  - Grant writer(s) • Partners • Family members • Participants
    - Entities that provide trainings to 21<sup>st</sup> CCLC staff
  - Employees whose performance/wages depend on the program



## Procurement

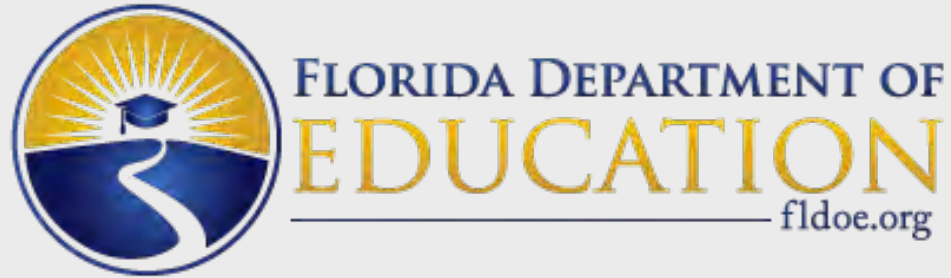
- See Section 4.19 of the RFA.
- Applicants must follow procurement rules and regulations of the state of Florida and the policies of their agency.
- Applicants must ensure vendors and contractors are not debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from transactions with a federal or state department or agency.
- The *Reference Guide for State Expenditures* is a great resource for more information.

## General Education Provisions Act (GEPA)

- Equitable access to, and participation of students, teachers and other program beneficiaries with special needs

## Equitable Services for Private Schools

- Equitable services for private school children and teachers
- Timely and meaningful consultation



## Scope of Work/Narrative Components

## Scope of Work/Narrative

- *Programs will not submit a new Scope of Work/Narrative*
  - *The Scope of Work/Narrative is already loaded on the website*
  - *It is an editable document but cannot be changed on the website*
  - *If a program is seeking changes, the program must complete the required forms*

Note: FDOE may require that some items be changed if necessary to meet program requirements.

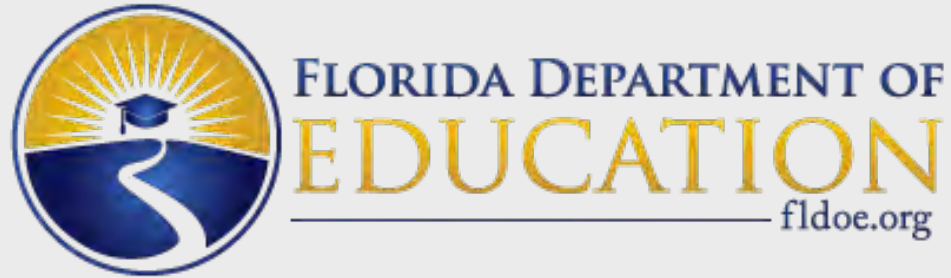
## Some Basic 21<sup>st</sup> CCLC Terms

- **Center:** also identified as “site” or “facility.” This is the physical location where the students are present participating in the 21<sup>st</sup> CCLC program.
- **Target School:** school attended by the students during the regular school day.
  - When the 21<sup>st</sup> CCLC program takes place at the school attended by the students, the school is both the site or center AND the target school

## Continuing Improvement

- Describe how the program used the summative evaluation and the formative evaluation results to refine, improve, or strengthen program services.
- Program changes should be reflective of recommendations from an evaluation or technical assistance offered by the FDOE or 21<sup>st</sup> CCLC Administrative Team.

➤ *Program Improvements will be submitted using the form in Appendix A.*



# Budget Narrative

## Budget Narrative

- Must use the department's form DOE 101S
- No page limits
- Upload the completed form in an editable format to the web-based system
- Request cannot exceed the amount provided by FDOE Program Office as identified in the *Continuation Attendance-Based Funding Worksheet*
  - Based on reported ADA and a prescribed reduction





# Continuation Attendance-Based Funding Worksheet

PROPOSED  
**Florida's 21st Century Community Learning Centers  
Continuation Attendance-Based Funding Worksheet  
2016-2017**

This worksheet is designed to bring all 21st CCLC subgrantees into minimum compliance with the attendance thresholds established by the Request for Proposals Applications. It is a standardized process to establish the maximum funding for which the continuing program is eligible. Every 21st CCLC program proposed to provide services to a specific number of students at specific sites on a daily basis (Average Daily Attendance - ADA) and was funded based on this proposed ADA. Programs not meeting minimum ADA thresholds are required to adjust 2016-2017 proposed daily attendance to better reflect the performance of the

<b>Agency name</b>	<b>Project Number</b>
Agency Name	2016-2017 Project Number
<b>\$</b>	<b>Number of Sites</b>
<b>2015-16 Award Amount (DOE/00)</b>	<b>Cohort</b>

SOMA

**2015-2016 Program-Level Analysis – Overall Average Daily Attendance by Component**

Component	Proposed Daily Attendance	Reported Daily Attendance	Overall Performance (Reported/Proposed)	Subject to Site-Level Adjustment?
Before School	0	0	N/A	=
After School	0	0	N/A	=
Weekend/Holidays	0	0	N/A	=
Summer 2015	0	0	N/A	=

**Site-Level Funding Summary (Individual Site Analysis Attached)**

Site Name	2016-2017 Max. Site Funding
NAME Site 1	\$ -
NAME Site 2	\$ -
NAME Site 3	\$ -
NAME Site 4	\$ -
NAME Site 5	\$ -
NAME Site 6	\$ -
NAME Site 7	\$ -
NAME Site 8	\$ -

**2016-2017 Maximum Funding Amount**  
**\$0.00**

2016-17 Maximum Funding Amount reflects performance levels and automation reductions.  
Automatic reductions are applied to Cohort 11 and 12 (0.0%) and Cohort 13 (0.0%).

**Special Notes / Comments**

Florida's 21st Century Community Learning Centers  
**Site-Level Average Daily Attendance - Funding Worksheet**

Agency Name: \_\_\_\_\_ Agency Number: \_\_\_\_\_ Cohort: 0 Enter in 'Agency' Tab

2016-17 Project #: \_\_\_\_\_ Project Number: \_\_\_\_\_ Cohort: 0 Enter in 'Agency' Tab

Site name: \_\_\_\_\_

Proposed (Site Name)	Reported (as submitted w/ April 2015)	Status of ADA %	Subject to Adjustment?	New Funding Request Guide (Based on Reported ADA %)				Status of Funding (Program Approved)	Funding (\$)
				< 75%	75-80%	80-85%	> 85%		
Before School	N/A	80%	=	\$0.00	80%	\$	-	\$ -	
After School	N/A	80%	=	\$0.00	80%	\$	-	\$ -	
Weekend/Holidays	N/A	80%	=	\$0.00	80%	\$	-	\$ -	
Summer 2015	N/A	80%	=	\$0.00	80%	\$	-	\$ -	

Site name: \_\_\_\_\_

Proposed (Site Name)	Reported (as submitted w/ April 2015)	Status of ADA %	Subject to Adjustment?	New Funding Request Guide (Based on Reported ADA %)				Status of Funding (Program Approved)	Funding (\$)
				< 75%	75-80%	80-85%	> 85%		
Before School	N/A	80%	=	\$0.00	80%	\$	-	\$ -	
After School	N/A	80%	=	\$0.00	80%	\$	-	\$ -	
Weekend/Holidays	N/A	80%	=	\$0.00	80%	\$	-	\$ -	
Summer 2015	N/A	80%	=	\$0.00	80%	\$	-	\$ -	

Site name: \_\_\_\_\_

Proposed (Site Name)	Reported (as submitted w/ April 2015)	Status of ADA %	Subject to Adjustment?	New Funding Request Guide (Based on Reported ADA %)				Status of Funding (Program Approved)	Funding (\$)
				< 75%	75-80%	80-85%	> 85%		
Before School	N/A	80%	=	\$0.00	80%	\$	-	\$ -	
After School	N/A	80%	=	\$0.00	80%	\$	-	\$ -	
Weekend/Holidays	N/A	80%	=	\$0.00	80%	\$	-	\$ -	
Summer 2015	N/A	80%	=	\$0.00	80%	\$	-	\$ -	

Site name: \_\_\_\_\_

Proposed (Site Name)	Reported (as submitted w/ April 2015)	Status of ADA %	Subject to Adjustment?	New Funding Request Guide (Based on Reported ADA %)				Status of Funding (Program Approved)	Funding (\$)
				< 75%	75-80%	80-85%	> 85%		
Before School	N/A	80%	=	\$0.00	80%	\$	-	\$ -	
After School	N/A	80%	=	\$0.00	80%	\$	-	\$ -	
Weekend/Holidays	N/A	80%	=	\$0.00	80%	\$	-	\$ -	
Summer 2015	N/A	80%	=	\$0.00	80%	\$	-	\$ -	

# Budget Narrative Form (DOE 101S)

FLORIDA DEPARTMENT OF EDUCATION  
BUDGET NARRATIVE FORM

- A) Name of Eligible Recipient/Fiscal Agent: \_\_\_\_\_
- B) DOE Assigned Project Number: \_\_\_\_\_
- C) TAPS Number: \_\_\_\_\_

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
FUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	FTE POSITION	AMOUNT	% ALLOCATED to this PROJECT	ALLOWABLE DOE USE ONLY	REASONABLE DOE USE ONLY	NECESSARY DOE USE ONLY

Today, we are going to cover these columns

Percent of Column 6 allocated to project (100%)

For FDOE Use Leave Blank



Enter Agency Name, for example:  
ABC Kids, Inc.  
School Board of Goodwill County

The program number will be

### - 2 4 4 ~~5~~ B - ~~5~~ ### #  
### - 2 4 4 **7** B - **7** ### #

FLORIDA DEPARTMENT OF EDUCATION  
BUDGET NARRATIVE FORM

A) Name of Eligible Recipient/Fiscal Agent: \_\_\_\_\_

B) DOE Assigned Project Number: \_\_\_\_\_

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
FUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	FTE POSITION	AMOUNT	% ALLOCATED to this PROJECT	ALLOWABLE DOE USE ONLY	REASONABLE DOE USE ONLY	NECESSARY DOE USE ONLY

**Accuracy is very important!**

Enter TAPS number as identified on  
RFA Cover:

**17B031**

## Function and Object Columns

- Requires account information for each proposed cost based on the agency's general ledger
  - School Districts use the FDOE Red Book

*Recommendation: Work with your comptroller/accounting staff*

### FLORIDA DEPARTMENT OF EDUCATION BUDGET NARRATIVE FORM

A) Name of Eligible Recipient/Fiscal Agent: \_\_\_\_\_

B) DOE Assigned Project Number: \_\_\_\_\_

C) TAPS Number: \_\_\_\_\_

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
FUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	FTE POSITION	AMOUNT	% ALLOCATED to this PROJECT	ALLOWABLE DOE USE ONLY	REASONABLE DOE USE ONLY	NECESSARY DOE USE ONLY

## Account Title and Narrative Column

Three key parts must be included:

- Account title (name) from the agency's general ledger
  - Narrative description of the proposed costs
- Funding formula identifying how cost was calculated

### FLORIDA DEPARTMENT OF EDUCATION BUDGET NARRATIVE FORM

A) Name of Eligible Recipient/Fiscal Agent: \_\_\_\_\_

B) DOE Assigned Project Number: \_\_\_\_\_

C) TAPS Number: \_\_\_\_\_

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
FUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	FTE POSITION	AMOUNT	% ALLOCATED to this PROJECT	ALLOWABLE DOE USE ONLY	REASONABLE DOE USE ONLY	NECESSARY DOE USE ONLY

## Account Title and Narrative

**The Account Title.** This is the name given to the account on the agency's general ledger. For LEAs, the account titles may be found in the FDOE Red Book.

**The Narrative.** This is the description of what is being “purchased” with the funds. This narrative must give a good picture (to several different parties) of how the funds are being used.

**Funding Formula.** This is a mathematical expression describing how the costs were calculated.

## Account Title and Narrative (continued)

The questions to be answered here are:

**What is being purchased?**

*Services, materials, equipment, etc.*

**What is the purpose of the expenditure?**

*Description of how the expenditure supports the program objectives*

**How much is being purchased?**

*Number of staff positions, number of hours, number of widgets, etc.*

**How was the total cost derived?**

*Funding formula that describes the rationale used to calculate the total for the line item*

## Account Title and Narrative (continued)

When developing the budget and completing this part, applicants should consider the following:

**Are the costs reasonable?**

*Defined as “what a prudent person would do”*

**Are the costs necessary?**

*Items without which the 21<sup>st</sup> CCLC program objectives cannot be achieved*

**Are the costs allocable to the program?**

*The costs directly benefit the 21<sup>st</sup> CCLC program*

*The information included in this section should support a “Yes” response to the questions.*



# Costs by Type

## Administrative

Refer to Section 4.17 of the RFA.

- Capped at 5% of the award
- Generally, these are management activities not related to the direct service of students (personnel management, fiscal activities, monitoring compliance, etc.)
- ***Identify in bold italics both the amount and percent as appropriate***

## Evaluation

- Capped at 5% of the award
- Activities related to the evaluation of the project (developing evaluation plan, data collection, etc.)
- ***Identify in bold italics both the amount and percent as appropriate***

## Direct

- All activities related to the direct service of students and their adult family members

## Salaries

- **Indicate the position title clearly and in bold format.**
- For the required positions, if the agency position is different please identify in parenthesis.  
Ex.: **Lead Teacher (serves as Site Coordinator)**
- Indicate staff credentials if required for the position. (e.g., certified teachers)
- Clearly describe the major tasks to be performed by the position.
- Include a funding formula.

# Salaries

## Typical 21<sup>st</sup> CCLC Tasks:

- Classroom and activity leaders, including PBL
- Supervision of students
- Collect and record data
- Coordinate program evaluation activities
- Prepare and submit deliverables
- Plan and lead Advisory Board meetings
- Plan and lead adult family member activities
- Supervise student sign-in/out
- Coordinate with the regular school teachers

## Salaries: Funding Formula

### Salaried Employees

*Annual salary x percentage allocated to the program*

The allocation must be reasonable for the activities performed.

### Hourly Employees

*Hourly wage x hours per day x number of days*

The number of hours and days must be similar to those of the program service hours and days.

## Salaries Sample

**FT Salaries.** *Program Director.* Specific description of the 21<sup>st</sup> CCLC related duties or tasks. Description of any special qualifications (e.g., education level, licenses). Description of the allocation rationale.

Annual Salary (type of employee: 10, 11, or 12 month)

Amount/pay period x number of pay periods x % allocation =  
\$ amount charged to 21<sup>st</sup> CCLC.

Annual Salary: \$24,000, 12-month employee

\$923.08/bi-weekly x 26 pay periods x 50% = \$12,000

## Salaries Sample

**FT Salaries.** *Program Director.* Specific description of the 21<sup>st</sup> CCLC related duties or tasks. Description of any special qualifications (e.g., education level, licenses). Description of the allocation rationale.

Annual Salary (type of employee: 10, 11, or 12 month)

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Annual Salary: \$24,000, 12-month employee

\$923.08/bi-weekly x 26 pay periods x 50% = \$12,000

**25% Administration = \$3,000**

**25% Evaluation = \$3,000**

Description

## Salaries Sample

**FT Salaries. *Program Director.*** Specific description of the 21<sup>st</sup> CCLC related duties or tasks. Description of any special qualifications (e.g., education level, licenses). Description of the allocation rationale.

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**25% Administration = \$3,000**

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Annual Salary: \$24,000, 12-month employee  
~~\$923.08/bi weekly x 26 pay periods x 50% = \$12,000~~

**25% Administration = \$3,000**

**25% Evaluation = \$3,000**

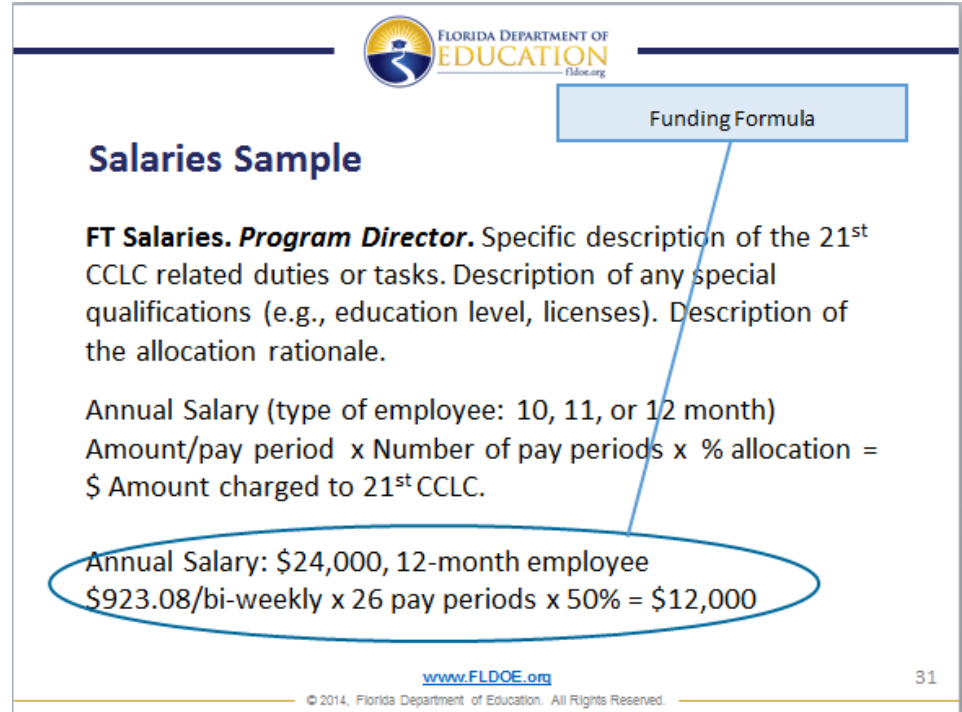
# Calculating FTE

From our salary example:

The annual salary is \$24,000

The cost of the time spent on the 21<sup>st</sup> CCLC program is \$12,000

$$\text{FTE} = 12,000 / 24,000 = \mathbf{0.5 \text{ FTE}}$$



**Salaries Sample**

**FT Salaries. Program Director.** Specific description of the 21<sup>st</sup> CCLC related duties or tasks. Description of any special qualifications (e.g., education level, licenses). Description of the allocation rationale.

Annual Salary (type of employee: 10, 11, or 12 month)  
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\$ Amount charged to 21<sup>st</sup> CCLC.

Annual Salary: \$24,000, 12-month employee  
\$923.08/bi-weekly x 26 pay periods x 50% = \$12,000

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# Calculating FTE

From our hourly example:

We will use the number of employees, hours per day and number of days to calculate FTE

## Salaries Sample for Hourly Employees

**PT Wages. Certified Teachers.** Specific description of the 21<sup>st</sup> CCLC related duties or tasks. Description of any special qualifications (e.g., education level, licenses). Description of rationale used to calculate hours.

# of positions x hourly rate x # of hours/day x # Days =  
\$ Amount charged to 21<sup>st</sup> CCLC


2 certified teachers x \$25/hr. x 3 hrs./day x 180 days = \$27,000  
1 certified teacher x \$25/hr. x 2 hrs./day x 10 days = \$500  
2 certified teachers x \$25/hr. x 5 hrs./day x 20 days = \$2,500

# Calculating FTE

From our hourly example:

$$\begin{aligned}
 &2 \text{ certified teachers} \times 3 \text{ hrs./day} \times 180 \text{ days} = 1080 \text{ hours} \\
 &1 \text{ certified teachers} \times 2 \text{ hrs./day} \times 10 \text{ days} = \quad 20 \text{ hours} \\
 &2 \text{ certified teachers} \times 5 \text{ hrs./day} \times 20 \text{ days} = \underline{200 \text{ hours}} \\
 &\qquad\qquad\qquad \text{Total Hours} = 1300 \text{ hours}
 \end{aligned}$$

$$\text{FTE} = 1300 / 2080 = \mathbf{0.625 \text{ FTE}}$$



**Salaries Sample for Hourly Employees**

**PT Wages. Certified Teachers.** Specific description of the 21<sup>st</sup> CCLC related duties or tasks. Description of any special qualifications (e.g., education level, licenses). Description of rationale used to calculate hours.

# of positions x hourly rate x # of hours/day x # Days =  
\$ Amount charged to 21<sup>st</sup> CCLC

2 certified teachers x \$25/hr. x 3 hrs./day x 180 days = \$27,000  
 1 certified teacher x \$25/hr. x 2 hrs./day x 10 days = \$500  
 2 certified teachers x \$25/hr. x 5 hrs./day x 20 days = \$2,500

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### Amount

This should reflect the total of all costs included in the “Account Title and Narrative” column.

Use only whole numbers.  
\$500.00, not \$499.57

### FLORIDA DEPARTMENT OF EDUCATION BUDGET NARRATIVE FORM

A) Name of Eligible Recipient/Fiscal Agent: \_\_\_\_\_

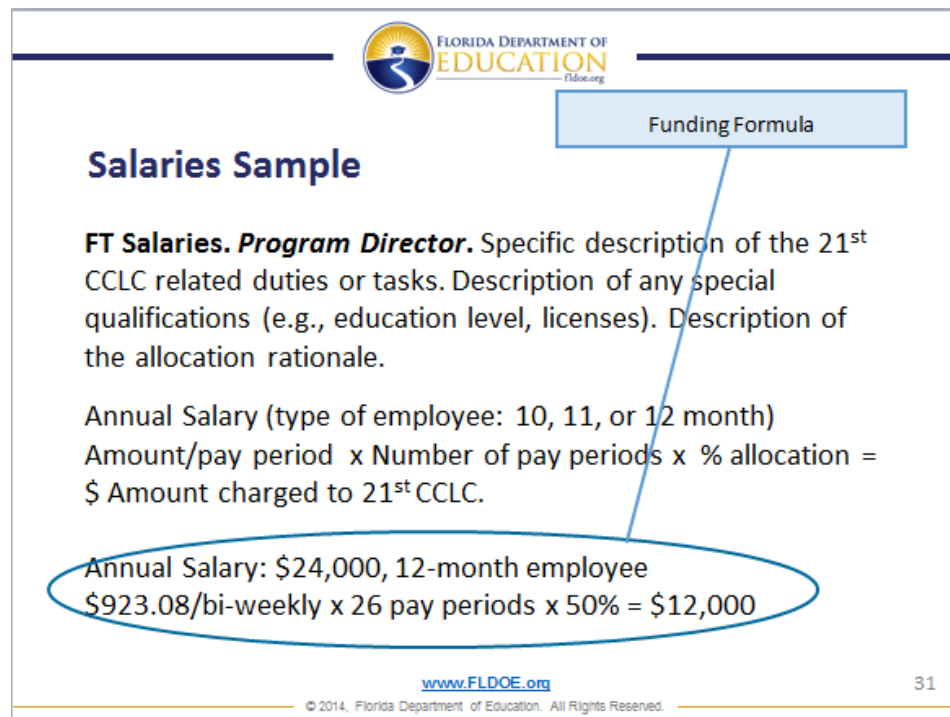
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FUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	FTE POSITION	AMOUNT	% ALLOCATED to this PROJECT	ALLOWABLE DOE USE ONLY	REASONABLE DOE USE ONLY	NECESSARY DOE USE ONLY

# Amount

From our salary example:



**Salaries Sample**

**FT Salaries. Program Director.** Specific description of the 21<sup>st</sup> CCLC related duties or tasks. Description of any special qualifications (e.g., education level, licenses). Description of the allocation rationale.

Annual Salary (type of employee: 10, 11, or 12 month)  
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Annual Salary: \$24,000, 12-month employee  
\$923.08/bi-weekly x 26 pay periods x 50% = \$12,000

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Since for salaried staff we will list only one staff type per line item, the “amount” is usually clearly identified in the funding formula.


**Amount = \$12,000**

# Amount

From our hourly example:

The total amount will be the sum of all the individual calculations:

$$\text{Amount} = \$27,000 + \$500 + \$2,500$$
$$\text{Amount} = \mathbf{\$30,000}$$



**Salaries Sample for Hourly Employees**

**PT Wages. Certified Teachers.** Specific description of the 21<sup>st</sup> CCLC related duties or tasks. Description of any special qualifications (e.g., education level, licenses). Description of rationale used to calculate hours.

# of positions x hourly rate x # of hours/day x # Days =  
\$ Amount charged to 21<sup>st</sup> CCLC

2 certified teachers x \$25/hr. x 3 hrs./day x 180 days = \$27,000  
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## Fringe Benefits

- Indicate each benefit and how the cost was determined.
- List the benefits immediately after each position or type of position.
- A full description of the benefit is not necessary for customary costs (FICA; Worker's and Unemployment Compensation Insurance; Life Insurance; Short and Long Term Disability Insurance; Health, Dental, and Vision Insurance; Retirement) but all other benefits should be clearly described.
- Identify which position receives the benefit.



# Fringe Benefits Funding Formula

## Rate-based benefits

*Salary/wage x fringe rate/percentage x program allocation*

## Periodic benefits

*Periodic cost x number of periods x program allocation*

- The cost distribution for fringe benefits must be in accordance with the salary distribution.
- Fringes associated with positions that perform administrative or evaluation duties must be identified in ***italics and bold format.***

## Fringe Benefits Sample

**Fringe Benefits. *Social Security.*** Calculated at 7.65 % of salaries

$\$12,000 \times 7.65\% = \$918$

***25% Administration = \$230***

***25% Evaluation = \$230***

**Fringe Benefits. *Retirement.*** ABC, Inc. offers employer match for retirement contributions up to 5% of salaries to all full-time employees following the completion of the probation period.

$\$12,000 \times 5\% = \$600$

***25% Administration = \$150***

***25% Evaluation = \$150***

## Fringe Benefits Sample

**Fringe Benefits. Social Security.** Calculated at 7.65 % of salaries

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$\$12,000 \times 5\% = \$600$

**25% Administration = \$150**

**25% Evaluation = \$150**

## Final notes of Salaries and Wages:

The allocation to 21<sup>st</sup> CCLC must be reasonable:

- Hours per day must be similar to program hours.  
Some staff may have some time before and after the program hours for setup and take down of program. The number of staff and the length of time that would be considered allocable depends on many factors. (e.g., size of the program, complexity of the program, type of site)
- Number of days must be similar to program days.  
Additional days may be added for other program activities such as planning, professional development, reporting, etc. These days should be clearly identified in the narrative.
- Allocation of FT staff should be appropriate for the program components.

## Materials & Supplies

- Indicate the type of materials to be purchased, how the materials will be used and by whom.
- Include the standard language as appropriate:  
*“... for the exclusive use of actively participating 21<sup>st</sup> CCLC students...”*  
*“...for the exclusive use of actively participating 21<sup>st</sup> CCLC students and their adult family members...”*
- Materials should align with the proposed activities.
- Remove open-ended language such as “etc.” and “including but not limited to.”



## Materials & Supplies

- The purchase of food is not allowed under this award. Limited expenditures in this area may be allowable as part of a culinary program and with proper documentation supporting the expenses. If approved, you must include the following standard language:

*“Culinary class supplies will be restricted to raw materials and utensils for instructional purposes only and will be documented at a minimum with a lesson plan, recipe and attendance roster. All culinary class purchases will be reasonable and necessary to achieve program objectives and will comply with all applicable requirements and guidelines established by local, state and federal regulatory agencies regarding safe food preparation, licensing and inspections.”*

## Materials & Supplies

- Separate consumables from educational materials:
  - Consumables: paper, pencils, glue
  - Educational Materials: Books, workbooks, curricula
  
- Do not include equipment in this line item even if it is minor equipment.

## Materials & Supplies Funding Formula

- The funding formula should describe how the line item total was calculated.
  - Use a funding formula that is aligned with the cost type.
  - It is acceptable to estimate the costs of student materials on a reasonable amount per student.
  - It is acceptable to estimate the costs of staff or administrative materials on a reasonable amount per staff or FTE.
- Costs associated with administrative or evaluation tasks must be identified in ***italics and bold format***.

# Materials & Supplies Funding Formula Samples

ABC Curriculum

\$100/set for 25 students x 4 sets = \$400

---

Consumable student supplies

Estimated at \$20/student x 100 students = \$2,000

---

Consumable supplies for certified teachers

Estimated at \$300/teacher x 0.625 FTE = \$188

---

Consumable office supplies for program administration

Estimated at \$200/Staff x .5 FTE = \$100

***100% Administration = \$100***

## Equipment

- Equipment may be capital or non-capital.
- Indicate the type of equipment to be purchased, how it will be used and by whom.
- All equipment must be secured. Attractive, “pilferable” equipment must be secured and tracked by subrecipients.
- Include the standard language as appropriate:  
*“... for the exclusive use of actively participating 21<sup>st</sup> CCLC students...”*  
*“...for the exclusive use of actively participating 21<sup>st</sup> CCLC students and their adult family members...”*

## Equipment Funding Formula

- Use an estimated but reasonable cost per item.

*Number of items x cost per item*

- Costs associated with administrative or evaluation tasks must be identified in ***italics and bold format***.
- Always complete a cost analysis to ensure you are getting the best price available.

*Note: As indicated in Section 6 of the RFP, a Cost Analysis is required for equipment with a unit cost over \$1,000.*

## Transportation

- Transportation may be paid as several individual costs (e.g., salaries and fringes of the drivers, use of the buses) or at a flat fee per mile or trip.
- Entities cannot contract with themselves to provide transportation (or any other activity/service).
- Include the standard language as appropriate:  
*“... for the exclusive transportation of actively participating 21<sup>st</sup> CCLC students...”*  
*“...for the exclusive transportation of actively participating 21<sup>st</sup> CCLC students and their adult family members...”*

# Transportation Funding Formula

## Drivers

- Follow the instructions for salaries and fringe benefits.

## Fees (e.g., per trip or per mile)

- For internal rates, your organization must have a well-documented process to develop the rate and the rate must be applied consistently across programs. The agency must also have a method to review and audit the rate periodically. FDOE reserves the right to review before approval.
- For contracted transportation providers, follow the instructions for contractors.



## Fieldtrips

- Fieldtrips may be an allowable expense only if they are necessary to achieve the program objectives.
- Include standard language:  
*“Admission fees and other field trip costs are exclusively for actively participating 21<sup>st</sup> CCLC students. Field trips will clearly support the approved goals and objectives of the 21<sup>st</sup> CCLC program, and all trips will be based upon established educational curriculum. All field trip expenditures will follow applicable federal, state and local rules and regulations governing field trips. Tickets will be purchased only from educational centers of the field trip destination. Documentation will be maintained to support the expenditure including lesson or PBL plan, sample student work, and attendance logs for both students and adult chaperones.”*

## Fieldtrips

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*“Admission fees and other field trip costs are exclusively for actively participating 21<sup>st</sup> CCLC students. Field trips will clearly support the approved goals and objectives of the 21<sup>st</sup> CCLC program, and all trips will be based upon established educational curriculum. All field trip expenditures will follow applicable federal, state and local rules and regulations governing field trips. Tickets will be purchased only from educational centers of the field trip destination. **Documentation will be maintained to support the expenditure including lesson or PBL plan, sample student work, and attendance logs for both students and adult chaperones.**”*

## Fieldtrips

- Out-of state fieldtrips are NOT allowable unless prior specific approval is received from the FDOE. *Including an out-of-state fieldtrip in the narrative description or the budget is not sufficient. The program must request and receive specific authorization from the FDOE.*
- Overnight fieldtrips are not allowable.

## Fieldtrips Funding Formula

- Estimate costs based on the venues and the number of 21<sup>st</sup> CCLC students and teachers.

*Admission cost x number of students*

*Admission cost x number of teachers*

Remember:

***Is this trip necessary?***

***Can we achieve the objectives without the trip?***

***Is there a less costly alternative?***

## Contracted Services

- Each contract should be listed in a separate line item unless the contracts are very similar (e.g., contracted instructors)
- Include the qualifications, if appropriate (e.g. certified teachers). For evaluators, credentials should be included in the narrative and only referenced (e.g., “See Section X.X of the narrative”) in the budget.
- Describe the services to be performed by the contractor.
- ***Indicate the deliverables (e.g., number of classes, reports) and the cost of each deliverable.***

## Contracted Services Funding Formula

- Must be based on how the payments are defined in the agreement between your agency and the contractor. A copy of the agreement may be requested by the FDOE.

Contracted staff (e.g., teachers)

*Number of staff x cost per hour x hours per day x number of days (formula is similar to that of the hourly staff)*

Services (e.g., evaluator)

*Deliverable at \$\_\_\_\_\_*

*Each deliverable must be fully described and must be aligned with the proposed program.*

## Indirect Costs

- Entities that have an indirect cost rate negotiated with the FDOE can charge indirect costs (LEAs).
  - Entities that have a restricted rate negotiated with a federal agency may charge that indirect cost rate.
  - Public universities and colleges may charge indirect cost as specified in the FDOE Green Book.
  - Other agencies may charge de minimums 8%.
- *Indirect cost cannot exceed the 5% administrative cap.*



## Indirect Costs

- If a program indicates they are willing to waive or reduce the amount of indirect costs, they must provide written confirmation from the school district's comptroller.
- If the indirect cost amount is below the 5% administrative cap, the program can include other administrative costs in the budget (up to the 5% cap).

## Indirect Costs Funding Formula

- LEAs:
  - Indicate approved Plan (A or B)
  - Indicate approved rate
  - Involve your agencies comptrollerIDC Rates: <http://www.fldoe.org/comptroller/icr.asp>
  
- Include stock language requested by the Comptroller's Office:

*The state's negotiated indirect cost rate is at \_\_%. The indirect cost for the grant was calculated based on allowable direct cost, not to exceed the 5% administrative cap.*

## Total of DOE 101S

- Include total Administrative and Evaluation costs and percent of award for each:

***Administrative: \$\_\_\_\_\_ (\_\_\_%)***

***Evaluation: \$\_\_\_\_\_ (\_\_\_%)***

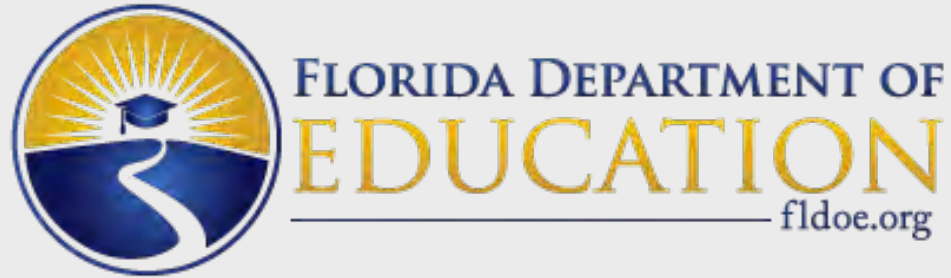
(Both are capped at 5% of the award.)

- Double-check the summation
- Cannot exceed award

***The budget is:***

- ✓ ***A fiscal document***
- ✓ ***An estimate of the cost of implementing the program plan***

***Are the proposed costs  
reasonable, necessary and allowable ?***



# RFA Submittal

## Section 8 of the RFA



## Update the webpage for each grant

- Agency
- Contacts
- Centers
- Targets

➤ *Target schools and centers cannot be changed.*

**ORIGINAL**


## Project Application (DOE 100A)

- Original signature of the Agency Head, preferably in blue ink.
  - If signed by an authorized designee, attach documentation supporting the delegation of authority.
- Submit to the Office of Grants Management.

FLORIDA DEPARTMENT OF EDUCATION PROJECT APPLICATION		
Please return to: Florida Department of Education Office of Grants Management Room 312 Tallahassee Building 315 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0466	A) Program Name:  TAPS NUMBER:	DOE USE ONLY Date Received: <input type="text"/>
B) Name and Address of Eligible Applicant:		Project Number (DOE Assigned):
C) Total Funds Requested: \$ <input type="text"/>	D) Applicant Contact & Business Information	
DOE USE ONLY Total Approval of Project: \$ <input type="text"/>	Contact Name: Telephone Number:	Mailing Address: Email Address:
	Physical Facility Address:	DCNS number: FEIN number:
<b>CERTIFICATION</b>		
I, _____ (Please Type Name) as the official who is authorized to legally bind the agency/organization, do hereby certify to the best of my knowledge and belief that all the information and attachments submitted in this application are true, complete and accurate, for the purposes, and objectives, set forth in the RFA or RFP and are consistent with the statement of general assurances and specific programmatic assurances for this project. I am aware that any false, fictitious or fraudulent information or the omission of any material fact may subject me to criminal, or administrative penalties for the false statement, false claims or otherwise. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements, and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.		
Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.		
E) Signature of Agency Head _____		Title _____ Date _____

DOE 100A  
Revised July 2015

Page 1 of 2 Pam Stewart, Commissioner



**ORIGINAL**

## Risk Analysis (if applicable)

This new requirement has been implemented to comply with the UGG.

All agencies are required to complete the Risk Analysis and gain approval from the FDOE before a project award is issued.

- **Form DOE 610 is used for school districts, state colleges and state universities.**
- **Form DOE 620 is used for other governmental and non-governmental entities, as appropriate.**



**ORIGINAL**

## General Education Provisions Act (GEPA)

Applicants must complete, sign and submit the GEPA statement with their application as indicated in Section 4.21 and 8.3 of the RFA.

- 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.



## Assurances

Applicants must complete, sign and submit these assurances with their application as indicated in Section 1.12 of the RFA.

- **General Terms, Assurances and Conditions for Participation in Federal and State Programs**
  - 2 C.F.R. 200, Uniform Grant Guidance
  - Other applicable federal requirements
  - State regulations and laws pertaining to expenditure of funds
- **21<sup>st</sup> CCLC Subrecipient Assurances**
  - Requirements governing the operation of a 21<sup>st</sup> CCLC program in Florida



## Private School Consultation (Appendix B)

Applicants must complete and submit the Private School Consultation and Equitable Services form.

**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, 21<sup>st</sup> 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 21<sup>st</sup> CCLC program is located.

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## Program Budget (DOE 101S)

- Use the correct FDOE form
- No page limits
- Cannot exceed the amount indicated in the “Continuation Attendance-Based Funding Worksheet”
- Upload to the 21<sup>st</sup> CCLC webpage
- Remember:  
*Reasonable, necessary, allocable, and allowable ...*



## Scope of Work/Narrative

- 2015-16 Narrative was uploaded to the 21<sup>st</sup> CCLC website
- Programs can access but cannot modify
- Changes will be completed through the Continuing Improvement Form (Appendix A)

## Program Objectives

- Objectives will remain as approved in 2015-16
- Programs can access but cannot modify



## Operations

- Complete online
- Update Center operations
  - Components (before school, after school, weekend/holidays, summer)
  - Number of days
  - Hours of operations

➤ *At a minimum, operations must be the same as during program 2015-16.*



## Continuing Improvement Form (Appendix A)

- Applicants must complete one form that clearly identifies program improvements using:
  - ~~Strikethrough~~ for deletions
  - Underline for additions
- Include the rationale for the change/improvement
- Upload to the 21<sup>st</sup> CCLC website

Appendix A  
Continuing Improvement

Agency Name: \_\_\_\_\_ Project Number: \_\_\_\_\_  
Program Name: \_\_\_\_\_

Reason(s) for the change: \_\_\_\_\_

This change includes:  Additions  Deletions  Both

Narrative Language: \_\_\_\_\_

Underline reflects additions to the 2015-16 narrative.  
Strikethrough reflects deletion of language in the 2015-16 narrative.

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## Attachments

- Agency-wide Organizational Chart
- Proposed 21<sup>st</sup> 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)



## Important

**Application due:**

**5:00 p.m. EDT, June 17, 2016**

**Applications must be submitted to:**

**Office of Grants Management  
Florida Department of Education  
325 W. Gaines Street, Room 332  
Tallahassee, Florida 32399-6533**



[www.FLDOE.org](http://www.FLDOE.org)



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