

2019-20 21st CCLC RFP Question and Answer-Week 2

All the questions have been organized by the RFP section most pertinent to the response. We hope this will help readers navigate the documents better. The questions posted here include questions received through the RFP email (21stCCLCRFP@fldoe.org) and will contain those received during the RFP webinars. Duplicate questions have only been included once, in most instances. All questions submitted prior to this deadline but not posted in this update will be posted in the next updated Q & A. The deadline for submitting questions is Friday, June 21, 2019. Questions submitted after this deadline will be answered at the discretion of the 21st CCLC State Director.

(Key: Questions are in *italics*; answers are in **bold**.)

Section 1: General

University would like to have a center on campus along with some other sites in designated schools. University works with both County A and County B and will use our campus as one of the sites. Please advise if this is ok.

Applicants may propose up to four sites on one project/subgrant.

We need to know what forms are required to apply for the 21st Century Community Learning Centers Program.

Section 6.3 of the RFP outlines all of the required forms of the RFP. Template forms are available on the RFP page as well as on the 21st CCLC website under the Forms section.

We are planning to participate in the upcoming 21st CCLC RFP process for school year 2019-20. Is it possible you can tell us the Funding Cap for a school?

Applicants should use the form Funding Request Guide to calculate the amount of funding for each site. One funding request guide should be completed for each program site, up to four sites. The maximum funding for the total project cannot exceed \$700,000.

We intend to apply for the 21st CCLC RFP; are the workshops mandatory?

No, the workshops are not mandatory.

Can a school district apply for this grant if a community organization in the same county applied for and received it last year?

Yes, a school district can apply for the grant in the same county where a community-based organization already receives it.

Concerning the DOE 610, if our school district has the 610, do we need to obtain a copy of that document? Or is it enough to make a statement to that effect?

No, the FDOE already has a copy of the 610 if it has been submitted previously. You may state in your application that it has been submitted, but it is not necessary.

Could you please read-confirm for me how many "sites" an organization may apply to serve in a given county?

An organization can serve four sites per project and may apply for an unlimited number of projects.

On our end, it seems like we would be submitting an application to hold our after school program at 4 different public schools. How does the requirement to consult with private schools factor in here?

The applicant must consult with private schools in proximity of the area of each of the target schools.

Can we apply for the grant if the affiliated school is graded anything over D or F?

The target school must be identified as TS&I, CS&I or identified by the LEA as in need of support. Eligibility is not based on school grade.

Are you looking to address schools that fall under the at risk areas identified with certain scores?

No, the schools that are targeted is up to the applicant.

Is there an easier way to identify the TS & I and CS & I schools?

Applicants may review the links to the list at <http://www.fldoe.org/core/fileparse.php/14196/urlt/FederalIndex18.xlsx> or use the School Report Cards at <http://edudata.fldoe.org>.

What types of services can be offered to families?

Approved program activities include parenting skills programs that promote parental involvement and family literacy.

How should an agency set-up their priorities for enrollment?

Priorities should be based on the performance of the subgroups that contribute to the school improvement designation (TS&I or CS&I) listed. Applicants may determine further priorities for enrollment.

Can notice to the community be given on an agency website?

Yes, notice may be given on an agency website.

If you use the TS&I and CS&I and a high performing school is targeted; how is this taken into consideration?

Eligibility is based on the school improvement designation. The strength of the proposal thereafter is evaluated by the peer review.

Are there specific items that the advisory board should go over? Can it be SAC?

The advisory board is geared toward sustainability and should cover those efforts. The advisory board may be the School Advisory Council (SAC), but there must be documented and dedicate time to discuss the 21st CCLC program.

Previously, if a school was listed as N/A on the TS&I and CS&I list, they could be submitted by the school district; is this still the case?

The deadline for districts to submit this information was March 29, 2019. New schools cannot be added.

Is the process approximately 60 days for finding out if you're eligible?

After the deadline, we will send the applications out for peer review. After the peer review process, the applicants who have been recommended for funding will be routed for approval within the FDOE. We anticipate that this process will take six to eight weeks.

If there are 5 schools in the district, would they need to be separated into multiple applications?

Applicants may propose up to four schools per site and up to four sites per application. How the applications are configured are up to applicant.

What are some examples of raw ingredients for a culinary program?

Examples of raw ingredients include flour, milk, eggs, sugar, chicken, fish, raw vegetables.

Section 2: Fiscal and Administrative Requirements

Can funds be used to buy equipment for the centers?

Yes, funds may be used to purchase allowable equipment. See Section 2.14.

We are an existing after school drama program with pre-existing curriculum. Would our curriculum be subject to this? 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.

If the curriculum is preexisting, it would not be subject to this language.

I am not clear whether all funding is reimbursed in some way throughout the year, or if there is an award given up front. Can you please clarify this?

Funds are awarded after the budget and technical review; however, the funding is not disseminated to the agency until after the funds are spent. See Section 2.2 on Funding Methods.

If contracted services are awarded, do we have to do bids, if the school district policy is for that?

If your school district has a policy regarding bids, follow your district policy. For those without a policy, please see Section 2.17 on Procurement.

Would a payroll company be considered part of the 25% contracted services cap? Currently we contract with an agency to conduct the hiring and payment of the staff working in our existing after school programs to allow the school day teachers and paras to permit them to work past the school district hours.

Teachers are not a part of the contracted services cap. Paraprofessionals are a part of the contracted services gap. These elements are negotiated during budget and technical review and do not disqualify applications.

Supplant vs. supplement: Can we pay for a school resource officer with 21st CCLC dollars?

If the 21st CCLC program is the only program operating at the school during the time and is the sole reason that the school needs safety support, then the school resource officer may be an allowable cost with 21st CCLC funds.

Can we apply for a 21st CCLC program if a fee program already exists?

You may apply for the program if a fee program exists. Your 21st CCLC program should go above and beyond the existing program activities in order to supplement and not supplant.

How do you allocate staff who have evaluation duties? Do you need a duty schedule?

Staff should be allocated based on activities performed. See Section 2.16 for more information.

Does the administrative cost include the program duties?

Administrative costs can include duties that are indirectly related to students. See Section 2.15 for more information.

Do we need to have an MOU in place with the school before applying? —what is an MOU?

An MOU is a memorandum of understanding. An MOU with the school is not required to apply.

Can staff be hired as independent contractors? Is this allowable?

Yes, staff can be hired as independent contractors. Please see Section 2.8 on Contractors.

Explain reimbursement with performance for community based organizations. Do you have to have starting funds?

Community-based organizations are on reimbursement with performance. They must submit documentation of expenditures and get reimbursed. We suggest that programs have at least three months of working capital while they are awaiting reimbursement.

Can you purchase technology with these funds?

Yes, technology may be purchased with these funds.

Are charter buses allowable for field trips?

Yes, charter buses may be used for field trips.

From last year's competition, what was funded last year for what score and up?

Proposals had a score a minimum of 70 to be funded.

Can Independent contractors be covered under this 21st grants and not be included in the contractor cap?

Independent contractors can be covered under 21st CCLC. Individual teacher contracts and transportation is not subject to the contracted services cap.

How do we know what the award amount is?

Applicants must use the form entitled “Funding Request Guide” to calculate the amount that the program is eligible for within each site. The Funding Request Guides for each site should be added together to determine the total maximum award amount up to \$700,000.

Do groups take unemployment taxes?

Unemployment taxes are permissible expenditures with these funds.

When speaking of training. We know that funds can cover training for the parents. Can you use funds to train teachers on how to communicate with parents?

Yes, funds may be used for professional development with your teachers in the 21st CCLC program.

When tutoring, can you use these funds for using students to tutor as well? It empowers the young people and teaches work ethics.

Yes, tutoring is an allowable program activity.

Can the writer serve as the director? Afternoon, evenings and break.

Yes, the grant writer can serve as the director of the program.

Section 3: Scope of Work/Narrative and Scoring Criteria

In 3.2.b, the Needs Assessment, will the applicant agency need to conduct an actual survey? Or will conversations/meetings with the school partner that detail the school's need(s) suffice? What kind of proof will be required to be provided as we answer the question?

A completed needs assessment is required to be submitted in the attachments as evidence of a completed assessment. The applicant agency should refer to Section 3.2 and conduct research on needs assessments to best address the needs of the local community.

In 3.6, an independent evaluator is mentioned and a requirement for programs. Do you recommend that the independent evaluator also complete certain components of section 3.6?

An independent evaluator may recommend information to the applicant; however, evaluators cannot be grant writers.

Botvin's Life Skills curriculum is an evidence-based substance abuse and violence prevention curriculum/program used nationally (they have elementary, middle, and high school components). Would we be able to use that as Personal Enrichment?

Curricular choices are up to the individual applicant. The FDOE does not make recommendations regarding curriculum.

We have created our own character education curriculum. Would we be able to use that as Personal Enrichment as well? Or would that not count?

Curricular choices are up to the individual applicant. The FDOE does not make recommendations regarding curriculum.

Does the following mean each after school site needs to provide this many hours? Programs serving PreK and elementary students afterschool must operate a minimum of

- *Ten (10) hours per week (Monday through Friday)*
- *Four (4) days per week (Monday through Friday)*

The hours listed above are programming minimums for PreK and elementary programs. Any proposed applicant must propose the minimum number of hours.

If you are in a school district, can you use the title I comprehensive needs assessment for the 21st CCLC needs assessment.

You may use the Title I needs assessment for related parts of your 21st CCLC proposal. Considering that this is a different program, you may need to augment the Title I needs assessment for 21st CCLC needs.

Can the district promise to continue to provide a service as a part of sustainability?

Yes, this may be a part of the sustainability plan.

Could other parts of the school district be a partner?

Yes, other units within the school district can partner with the district 21st CCLC program.

Copy of needs assessment for survey monkey?

Yes, a copy of the needs assessment must be uploaded into Survey Monkey.

Section 6: Proposal Submittal Requirements

Where do we send the letter of intent?

The letter of intent may be emailed to 21stcclcrfp@fldoe.org.

Is there a standard template 21stCCLC uses for the Intent to Apply document that's due on June 21, 2019?

No, there is not a standard template for the intent to apply.

How many copies of the final grant application should we send?

The submission requirements have been revised. No paper copies are required. All applications should be uploaded online to the following link: <https://fldoe21cclc.smapply.io/>