**REQUEST FOR APPLICATION (RFA)**

**for**

**21st Century Community Learning Centers**

**September 1, 2022 – August 31, 2027**

****

**Applicant Due Date: April 22, 2022**

**State of Louisiana**

**Louisiana Department of Education**

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**REQUEST FOR APPLICATION**

**FOR**

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

# ADMINISTRATIVE AND GENERAL INFORMATION

## Purpose

The purpose of this Request for Application (RFA) is to obtain competitive applications from qualified Applicants who are interested in providing a 21st Century Community Learning Center (21st CCLC).

## Background

The 21st CCLC program was amended by Congress as Title IV, Part B of the Elementary and Secondary Education Act (ESEA), the Every Student Succeeds Act (ESSA) of 2015. The purpose of this program is to provide opportunities for communities to establish or expand activities in community learning centers that:

1. Provide opportunities for academic enrichment, including providing tutorial services to help academic standards;
2. Offer students a broad array of additional services, programs and activities, such as youth development activities, service learning, nutrition and health education, drug and violence prevention programs, counseling programs, arts, music, physical fitness and wellness programs, technology education programs, financial literacy programs, environmental literacy programs, mathematics, science, career and technical programs, internship or apprenticeship programs and other ties to in-demand industry sector or occupations for high school students that are designed to reinforce and complement the regular academic program of participating students; and
3. Offer families of students served by community learning centers opportunities for active and meaningful engagement in their children’s education, including opportunities for literacy and related educational development.

The term ‘community learning center’ means an entity that:

1. Assists students to meet the challenging State academic standards by providing the students with academic enrichment activities and a broad array of other activities during non-school hours or periods when school is not in session (such as before and after school or during summer recess) that reinforce and complement the regular academic programs of the schools attended by the students served and are targeted to the students’ academic needs and aligned with the instruction students receive during the school day; and
2. Offers families of students served by such center opportunities for active and meaningful engagement in their children’s education, including opportunities for literacy and related education development.

## Goals and Objectives

The goals and objectives for this RFA are that grantees must provide services that meet the federal Measures of Effectiveness; are expected to improve student achievement; are combined or coordinated with other federal, state, and local programs for the most effective use of public resources; and respond to identified community needs.

## Term of Grant Award

The term of any grant award resulting from this RFA shall begin on or about September 1, 2022 and is anticipated to end on August 31, 2027. Legislation allows States to award grant allocations for not more than 5 years.

Definitions & Acronyms

|  |  |
| --- | --- |
| Agency | Any department, commission, council, board, office, bureau, committee, institution, agency, government, corporation, or other establishment of the executive branch of the State of Louisiana authorized to participate in any contract resulting from this RFA. |
| Anonymized Copy | A copy of the application that does not provide any identifiable information of the applicant. (Ex. Redacted or black boxes or X’d out if done electronically – ex: XXXXX or \_\_\_\_\_\_\_\_\_\_) |
| Applicant | A firm, venture or individual who responds to this RFA. |
| 21st CCLC | 21st Century Community Learning Center |
| Can | The term denotes a permissible action. |
| CIR | Comprehensive Intervention Required Schools |
| Contract | A legal binding agreement between the State and the awarded Contractor(s). |
| Contractor | Any person having a contract with a governmental body. |
| Discussions | For the purposes of this RFA, a formal, structured means of conducting written or oral communications/presentations with responsible Applicants who submit Applications in response to this RFA. |
| DOA | Division of Administration |
| ELPA | Expanded Learning Program Activities |
| ESL | English as a Second Language |
| Grantee | Any person having a contract with a governmental body. For sections of this RFA outlining required actions of a Grantee, the Grantee should be understood to refer to the successful Applicant responding to this RFA. |
| LDOE | Louisiana Department of Education |
| LEA | Local Educational Agency |
| May | The term denotes an advisory or permissible action per La. R.S. 39:1556(33). |
| Must | The term denotes mandatory requirements. |
| OSP | Office of State Procurement |
| Procurement | The term means the buying, purchasing, renting, leasing, or otherwise obtaining any supplies, services, or major repairs. Services shall include professional, personal, consulting and social services. It also includes all functions that pertain to the obtaining of any public procurement, including description of requirements, selection and solicitation of sources, preparation and award of contract, and all phases of contract administration |
| Applicant | A firm, venture or individual who responds to this RFA. |
| RFA | Request for Application |
| SEL | Social Emotional Learning |
| Shall | The term denotes mandatory requirements per La. R.S. 39:1556(52). |
| Should | The term denotes a desirable action. |
| State | The State of Louisiana and its departments, agencies (including the Using Agency), boards, and commissions as well as their officers, agents, servants, employees, and volunteers. |
| STEAM | Science, Technology, Engineering, Arts and Math |
| Tier 1 | Curriculum and instructional materials that meets all non-negotiable criteria and scored the best possible on all indicators of superior quality |
| UIR | Urgent Intervention Required Schools |
| Using Agency | The governmental body of the State (including any authorized users) which is procuring any supplies, services, or major repairs, or any professional, personal, consulting, or social services under this Contract pursuant to the Louisiana Procurement Code, La. R.S. 39:1551-1755. |
| Will | The term denotes mandatory requirements. |

## Schedule of Events

|  |  |
| --- | --- |
| **Event** | **Date** |
| RFA released and post to LaPac and LDOE website | March 22, 2022 |
| **Pre-Applicant Conferences** | March 28, 2022 @ 2:00pm  [Join Zoom Meeting](https://ldoe.zoom.us/j/92794586507?pwd=bzZMakxYbjU2bmgrcDQ0a1VHS0tCdz09)  <https://ldoe.zoom.us/j/92794586507?pwd=bzZMakxYbjU2bmgrcDQ0a1VHS0tCdz09>  Meeting ID: 927 9458 6507  Passcode: 325175  Dial-In:  1 470 250 9358  1 312 626 6799  March 29, 2022 @ 9:30am  [Join Zoom Meeting](https://ldoe.zoom.us/j/91720261290?pwd=NEFQRERjbDdrZmdUUkVlYmVjV0hUQT09)  <https://ldoe.zoom.us/j/91720261290?pwd=NEFQRERjbDdrZmdUUkVlYmVjV0hUQT09>  Meeting ID: 917 2026 1290  Passcode: 558031  Dial-In:  1 470 250 9358  1 312 626 6799 |
| Deadline for receipt of written inquiries | April 4, 2022 |
| Deadline to answer written inquiries | April 14, 2022 |
| Deadline for receipt of applications  ALL APPLICATIONS SHALL REMAIN SEALED UNTIL THE DATE LISTED. | April 22, 2022 |
| Application Review Period | April 2022—July 2022 |
| Notice of Intent to award announcement, and 14-day protest period begins, on or about | July 2022 - August 2022 |
| Grant Award Execution, on or about | September 1, 2022 |

**NOTE: The State of Louisiana reserves the right to revise this schedule. Revisions, if any, before the Applications Submission Deadline will be formalized by the issuance of an addendum to the RFA.**

## Application Submittal

Firms or individuals who are interested in providing services requested under this RFA must submit an Application containing the mandatory information specified in the section. The application must be received based upon the requirements listed in Section 1.9 by the RFA Coordinator on or before the date specified in the Schedule of Events. FAX or e-mail submissions shall not be acceptable. Applicants mailing their applications should allow sufficient mail delivery time to ensure receipt of their application by the date specified. The application package must be delivered at the Applicant’s expense to: Beverly Jackson, RFA Coordinator, Louisiana Department of Education, Division of Federal Support & Grantee Relations, P. O. Box 94064, Baton Rouge, LA 70804-9064 Phone: (225) 342-3468, .

For courier delivery, the street address is 1201 North 3rd Street, 5th Floor, Suite 5-264, Baton Rouge, LA 70804-9064, and the telephone number is 225-342-3468.

For courier delivery, the street address is 1201 North 3rd Street, 5th Floor, Suite 5-264, Baton Rouge, LA 70804-9064, and the telephone number is 225-342-3468. The responsibility solely lies with each applicant to ensure their application is delivered at the specified place and prior to the deadline for submission. Applications received after the deadline will not be considered.

If you are hand-delivering your application, please allow at minimum 30 to 60 minutes for building security checks. You will need to present a photo ID to the guard station in the lobby for entrance. Hand delivering applications will ONLY take place on the following dates and times:

|  |  |
| --- | --- |
| Date | Time |
| April 6, 2022 | 9:00am – 11:00am and 2:00pm – 3:30pm |
| April 13, 2022 | 9:00am – 11:00am and 2:00pm – 3:30pm |
| April 20,2022 | 9:00am – 11:00am and 2:00pm – 3:30pm |

If you are mailing your application, please allow adequate time for the application to be received. Applications postmarked before the deadline, but not received by the deadline, will be deemed ineligible and will not be reviewed.

All copies will be retained for incorporation by reference in any award resulting from this RFA.

Plagiarism is strictly prohibited and may result in disqualification of the application. The application should be developed to meet the unique needs of the applying school and district.

## Qualifications for Applicant

### Mandatory Qualifications:

Applicants must meet the following qualifications prior to the deadline for receipt of the applications.

Eligibility Qualifications:

1. Local educational agencies (LEA), community-based organizations, faith-based organizations, other public or private entities, or a consortia of such agencies, organizations, or entities shall be eligible to receive funds to provide services to low-income students and their families. Individual public schools shall not submit an application. They must apply through an LEA or other eligible entities and will be funded in only one grant award. Public charter schools must apply for 21st CCLC funding under their 501©3 non-profit. Public charter schools that operate multiple LEAs will be funded in only one grant award. Applications must be submitted by a lead applicant which, if awarded a grant allocation, will become the prime applicant.

The federal statute requires each applicant to give notice to the community of its intent to submit an application, and to provide for public availability and review of the application and any waiver request after submission. The school library, a public notice, or the school’s website might provide for this requirement. The applicant must provide clear and convincing evidence in the application that notice was given to the community and the application was made available for viewing.

### Desirable Qualifications:

It is desirable that Applicants should meet the following qualifications prior to the deadline for receipt of the applications.

Provide a wide range of academic, artistic and cultural enrichment opportunities for children, particularly students who attend high poverty and low-performing schools.

## Application Response Format

Applications submitted for consideration should follow the format and order of presentation described below:

Applicant must submit an application in accordance with the [**checklist**](#_Checklist) outlined in the appendix, which shall include enough information to satisfy evaluators that the Applicant has the appropriate experience and qualifications to perform the scope of services as described herein. Applicants must respond to all areas requested. Applicants will not be allowed to alter or revise application documents after submission.

Applications submitted for consideration should follow the format and order listed in the checklist.

### Cover Letter

A cover letter should be submitted on the Applicant’s official business letterhead explaining the intent of the applicant, the program title, name of the applicant(s), LEA/Charter to be served and date.

### Table of Contents

The application should be organized in the order noted in the checklist located in the Appendix.

### Executive Summary

This section serves to introduce the scope of the application. It shall include administrative information including, Applicant contact name and phone number, and the stipulation that the application is valid for a time period of at least ninety (90) calendar days from the date of submission. This section should also include a summary of the Applicant’s qualifications and ability to meet the State agency's overall requirements in the timeframes set by the agency.

### Company Background and Experience

Applicants should clearly describe their ability to exceed the desired qualifications described in the Project Requirements section.

### Approach and Methodology

Applications should include enough information to satisfy evaluators that the Applicant has the appropriate experience, knowledge and qualifications to perform the scope of services as described herein. Applicants should respond to all requested areas outlined in [**Part 2: Scope of Work/Services**](#_SCOPE_OF_WORK/SERVICES)**.**

The Applicant should:

* Provide Applicant’s understanding of the nature of the project and how its application will best meet the needs of the state agency.
* Define its functional approach in providing the services.
* Define its functional approach in identifying the tasks necessary to meet requirements.
* Describe the approach to Project Management and Quality Assurance.
* Provide a proposed Project Work Plan that reflects the approach and methodology, tasks and services to be performed, deliverables, timetables, and staffing.
* Present innovative concepts for consideration.

### Proposed Staff Qualifications

The Applicant should provide detailed information about the experience and qualifications of the Applicant’s assigned personnel considered key to the success of the project. Additionally, this section should reflect the details and instructions provided in Section 2.5, #5 Organizational Leadership & Management Plan.

### Veteran and Hudson Initiative Programs Participation

The State of Louisiana Veteran and Hudson Initiatives are designed to provide additional opportunities for Louisiana-based small entrepreneurships (sometimes referred to as LaVet's and SE's respectively) to participate in contracting and procurement with the State. A certified Veteran-Owned and Service-Connected Disabled Veteran-Owned small entrepreneurship (LaVet) and a Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) small entrepreneurship are businesses that have been certified by the Louisiana Department of Economic Development. All eligible vendors are encouraged to become certified. Qualification requirements and online certification are available at:

<https://smallbiz.louisianaeconomicdevelopment.com>.

If an Applicant is not a certified small entrepreneurship as described herein, but plans to use certified small entrepreneurship(s), Applicant shall include in their application the names of their certified Veteran Initiative or Hudson Initiative small entrepreneurship subcontractor(s), a description of the work each will perform, and the dollar value of each subcontract.

During the term of the grant award and at expiration, the Grantee will also be required to report Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship subcontractor or distributor participation and the dollar amount of each.

In RFA’s requiring the compliance of a good faith subcontracting plan, the State may require Applicants to submit information on their business relationships and arrangements with certified LaVet or Hudson Initiative subcontractors at the time of Applicant review. Agreements between an Applicant and a certified LaVet or Hudson Initiative subcontractor in which the certified LaVet or Hudson Initiative subcontractor promises not to provide subcontracting quotations to other Applicants shall be prohibited.

If performing its evaluation of applications, the State reserves the right to require a non-certified Applicant to provide documentation and information supporting a good faith subcontracting plan. Such proof may include contracts between the applicant and certified Veteran Initiative and/or Hudson Initiative subcontractor(s).

If a grant allocation is awarded to an applicant who proposed a good faith subcontracting plan, the using agency, the Louisiana Department of Economic Development (LED), or the Office of State Procurement (OSP) may audit the Grantee to determine whether the Grantee has complied in good faith with its subcontracting plan. The Grantee must be able to provide supporting documentation (i.e., phone logs, fax transmittals, letter, e-mails) to demonstrate its good faith subcontracting plan was followed. If it is determined at any time by the using agency, LED, or the OSP Director that the Grantee did not in fact perform in good faith its subcontracting plan, the grant award or the existing grant award may be terminated.

The statutes (La. R.S. 39:2171 *et. seq.)* concerning the Veteran Initiative may be viewed at:

<http://www.legis.la.gov/Legis/Law.aspx?d=671504>.

The statutes (La. R.S. 39:2001 *et. seq.)* concerning the Hudson Initiative may be viewed at: <http://www.legis.la.gov/Legis/Law.aspx?d=96265>.

The rules for the Veteran Initiative (LAC 19:VII. Chapters 11 and 15) and for the Hudson Initiative (LAC 19:VIII Chapters 11 and 13) may be viewed at:

<http://www.doa.la.gov/pages/osp/se/secv.aspx>.

A current list of certified Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurships may be obtained from the Louisiana Economic Development Certification System at: <https://smallbiz.louisianaeconomicdevelopment.com>

Additionally, a list of Hudson and Veteran Initiative small entrepreneurships, which have been certified by the Louisiana Department of Economic Development and who have opted to register in the State of Louisiana LaGov Supplier Portal:

<https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg>.

This may be accessed from the State of Louisiana Procurement and Contract (LaPAC) Network:

<https://wwwcfprd.doa.louisiana.gov/OSP/LaPAC/vendor/VndPubMain.cfm>.

When using this site, determine the search criteria (i.e. alphabetized list of all certified vendors, by commodities, etc.) and select SmallE, VSE, or DVSE.

### Cost Application

The 21st CCLC grant is a reimbursable grant; applicants must have the capacity to sustain their operations for a minimum of three months.

**DO NOT alter any of the budget forms.** Click [HERE](https://www.louisianabelieves.com/docs/default-source/family-support-toolbox-resources/21st-cclc-paper-budget-forms-(19-20v).xls?sfvrsn=8e949f1f_6) for the budget forms. **These forms will not count toward the 22 page limit.**

**Wages**

The Program Director, Site Coordinator, and all other salaries/wages must be based on and reported using a percentage of time designated for the 21st CCLC program. The Program Director or any other individual serving in an administrative role shall not be an existing superintendent, principal, transportation director, CEO, or CFO whose salary will be reclassified to conduct 21st CCLC program activities. All salaries and wages must be consistent with the policies and procedures of the applicant’s agency.

**Non-LEA Applicants Only**

All Non-LEA applicants that receive and audit, must also submit copies of their organization’s most recent year’s independently audited financial statements. The financial statements submitted must be solely for the organization, unless a parent entity is also committing to financially back the applying agency in performance of the grant award, in which case the financial statements of the parent entity must also be provided.

The submission must also include the audit opinion, the balance sheet, statements of income, most recent Form 990 “Return of Organization Exempt From Income Tax” (if applicable), retained earnings, cash flows, and the notes to the financial statements. Applicants must submit a copy of applicable bank statements (e.g. primary saving and checking accounts) from the most current six months. The applicant should include all of the above information as a separate attachment in the required RFA application packet. These forms will not count toward the 22 page limit.

Non-LEA applicants must also provide a statement in the narrative as to whether there is any pending litigation against the organization, and if such litigation exists, attach in the required RFA application packet an opinion of counsel as to whether the pending litigation may impair the organization’s performance in a grant award under this RFA. Likewise, applicants must provide a statement in the narrative as to whether the organization or any of the organization’s employees, agents, independent contractors, or subcontractors have been convicted of, pled guilty to, or pled nolo contendere to any felony, and if so provide an explanation with relevant details.

### Certification Statement

The applicant must sign and submit Attachment I, the Certification Statement.

### Outsourcing of Key Internal Controls:

Not applicable to this RFA.

## Number of Copies of Applications

The following must be submitted to the Louisiana Department of Education:

1. One (1) fully complete original signed application. **Label this original as 21st CCLC22-Original**.
2. One (1) electronic copy of the original signed application on a USB flash drive. **Label this copy as 21st CCLC22 original electronic copy.**
3. Four (4) anonymized/blind electronic copies on four (4) individual USB flash drives. Anonymized copies must be completely redacted electronically. Failure to do so will deem the application ineligible and it will not be reviewed. Please review these copies before submitting to ensure **all identifying information is redacted. Label anonymized/blind copies as 21st CCLC22 blind copy #1, #2, #3 and #4.** Examples of redacted information are outlined below.
   1. XXXXXXXX has more than 17 years of experience providing after-school academic services to more than 130 schools across the country.
   2. \_\_\_\_\_\_\_\_\_ has more than 17 years of experience providing after-school academic services to more than 130 schools across the country.

## Legibility/Clarity

Responses to the requirements of this RFA in the formats requested are desirable with all questions answered in as much detail as practicable. The applicant’s response should demonstrate an understanding of the requirements. Applications prepared simply and economically, providing a straightforward, concise description of the applicant’s ability to meet the requirements of the RFA are also desired. Each applicant shall be solely responsible for the accuracy and completeness of its application.

## Confidential Information, Trade Secrets, and Proprietary Information

The designation of certain information as trade secrets and/or privileged or confidential proprietary information shall only apply to the technical portion of the application. The financial application will not be considered confidential under any circumstance. Any application copyrighted or marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

For the purposes of this RFA, the provisions of the Louisiana Public Records Act (La. R.S. 44.1 et. seq.) shall be in effect. Pursuant to this Act, all proceedings, records, contracts, and other public documents relating to this application shall be open to public inspection. Applicants are reminded that while trade secrets and other proprietary information they submit in conjunction with this RFA may not be subject to public disclosure, protections must be claimed by the applicant at the time of submission of its Technical application. Applicants should refer to the Louisiana Public Records Act for further clarification.

The applicant shall clearly designate the part of the application that contains a trade secret and/or privileged or confidential proprietary information as “confidential” in order to claim protection, if any, from disclosure. The applicant shall mark the cover sheet of the application with the following legend, specifying the specific section(s) of the application sought to be restricted in accordance with the conditions of the legend:

“The data contained in pages \_\_\_\_\_of the application have been submitted in confidence and contain trade secrets and/or privileged or confidential information and such data shall only be disclosed for evaluation purposes, provided that if a grant allocation is awarded to this applicant as a result of or in connection with the submission of this application, the State of Louisiana shall have the right to use or disclose the data therein to the extent provided in the grant award. This restriction does not limit the State of Louisiana’s right to use or disclose data obtained from any source, including the Applicant, without restrictions.”

Further, to protect such data, each page containing such data shall be specifically identified and marked “CONFIDENTIAL”.

If the Applicant’s response contains confidential information, the applicant should also submit a redacted copy of their application along with their original application. When submitting the redacted copy, the applicant should clearly mark the cover as such - “REDACTED COPY.”. The redacted copy should also state which sections or information has been removed. The applicant should also submit one (1) electronic redacted copy of its application on a USB flash drive. The redacted copy of the application will be the copy produced by the State if a competing applicant or other person seeks review or copies of the Applicant’s confidential data.

If the Applicant does not submit the redacted copy, it will be assumed that any claim to keep information confidential is waived.

Applicants must be prepared to defend the reasons why the material should be held confidential. By submitting an application with data, information, or material designated as containing trade secrets and/or privileged or confidential proprietary information, or otherwise designated as “confidential”, the applicant agrees to indemnify and defend (including attorney’s fees) the State and hold the State harmless against all actions or court proceedings that may ensue which seek to order the State to disclose the information.

The State reserves the right to make any application, including proprietary information contained therein, available to OSP personnel, the Office of the Governor, or other State Agencies or organizations for the sole purpose of assisting the State in its evaluation of the application. The State shall require said individuals to protect the confidentiality of any specifically identified proprietary information or privileged business information obtained as a result of their participation in these evaluations.

Additionally, any application that fails to follow this section and/or La. R.S. 44:3.2.(D)(1) shall have failed to properly assert the designation of trade secrets and/or privileged or confidential proprietary information and the information may be considered public records.

## Applicant Clarifications Prior to Submittal

### Pre-application Conference

Pre-application conferences will be held at the times and locations noted on the Schedule of Events, Section 1.5. All applicants interested in submitting a RFA in response to the 21st Century Community Learning Centers RFA are strongly encouraged to participate/call in to one (1) of the two (2) scheduled Zoom meetings. The purpose of the conferences shall be for Applicants to obtain clarification of the requirements of the RFA and to receive answers to relevant questions. Although impromptu questions will be permitted and spontaneous answers will be provided during the conference, the only official answer or position of the State will be stated in writing in response to written questions. Potential Applicants should submit all questions in writing even if an answer has already been given to an oral question. After the conference, written questions will be researched and an official response will be posted at <https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubMain.cfm>.

### Applicant Inquiries

**Inquiries:** Written questions regarding RFA requirements or Scope of Services must be submitted by e-mail to the email address [RFP\_LDE@LA.gov](mailto:RFP_LDE@LA.gov). Written inquiries must be received by April 4, 2022 no later than 2:00 pm CST as specified in the Schedule of Events.

**Responses:** Official responses to all questions submitted by potential applicants will be posted by April 14, 2022**.**

The State will consider written inquiries and requests for clarification of the content of this RFA received from potential applicants. Written inquiries must be received by the date and time specified in the Schedule of Events. The State shall reserve the right to modify the RFA should a change be identified that is in the best interest of the State.

Official responses to all questions submitted by potential applicants will be posted by the date specified in the Schedule of Events at <https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubMain.cfm>.

Only the RFA Coordinator has the authority to officially respond to an Applicant’s questions on behalf of the State. Any communications from any other individuals shall not be binding to the State.

Note: LaPAC is the State’s online electronic bid posting and notification system resident on the Office of State Procurement website <http://www.doa.la.gov/Pages/osp/Index.aspx>. In that LaPAC provides an immediate e-mail notification to subscribing Bidders/Proposers/Applicants that a solicitation and any subsequent addenda have been let and posted, notice and receipt thereof is considered formally given as of their respective dates of posting. To receive the e-mail notification, Vendors/Proposers/Applicants must register in the LaGov portal. Registration is intuitive at the following link: <https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg>.

Help scripts are available on OSP website under vendor center at: <http://www.doa.la.gov/Pages/osp/vendorcenter/regnhelp/index.aspx>.

### Blackout Period

The blackout period is a specified period of time during a competitive sealed procurement/application process in which any Proposer, bidder, applicant or its agent or representative, is prohibited from communicating with any state employee or contractor of the State involved in any step in the procurement/application process about the affected procurement/application. The blackout period applies not only to state employees, but also to any contractor of the State. “Involvement” in the procurement/application process includes but may not be limited to project management, design, development, implementation, procurement management, development of specifications, and evaluation of applications for a particular procurement/grant award. All solicitations for competitive sealed procurements/applications will identify a designated contact person, as per Applicant Inquiries section of this RFA. All communications to and from potential Applicants, proposers, bidders, vendors and/or their representatives during the blackout period must be in accordance with this solicitation’s defined method of communication with the designated contact person. The blackout period will begin upon posting of the solicitation. The blackout period will end when the grant allocation is awarded.

In those instances in which a prospective applicant is also an incumbent contractor, the State and the incumbent contractor may contact each other with respect to the existing contract only. Under no circumstances may the State and the incumbent contractor and/or its representative(s) discuss the blacked-out procurement/application.

Any bidder, applicant or state contractor who violates the blackout period may be liable to the State in damages and/or subject to any other remedy allowed by law.

Any costs associated with cancellation or termination will be the responsibility of the applicant or bidder.

Notwithstanding the foregoing, the blackout period shall not apply to:

* A protest to a solicitation submitted pursuant to La. R.S. 39:1671;
* Duly noticed site visits and/or conferences for bidders or applicants;
* Oral presentations during the evaluation process
* Communications regarding a particular solicitation between any person and staff of the procuring agency provided the communication is limited strictly to matters of procedure. Procedural matters include deadlines for decisions or submission of applications and the proper means of communicating regarding the procurement/application, but shall not include any substantive matter related to the particular procurement or requirements of the RFA.

## Error and Omissions in Applicant

The State reserves the right to seek clarification of any application for the purpose of identifying and eliminating minor irregularities or informalities.

## Changes, Addenda, Withdrawals

The State reserves the right to change the schedule of events or revise any part of the RFA by issuing an addendum to the RFA at any time. Addenda, if any, will be posted at <https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubMain.cfm>.

It shall be the responsibility of the applicant to check the website for addenda to the RFA.

## Withdrawal of Applicant

An applicant may withdraw an application that has been submitted at any time up to the date and time the application is due. To withdraw an application, a written request signed by the authorized representative of the Applicant must be submitted to the RFA coordinator identified in the RFA.

## Waiver of Administrative Informalities

The State shall reserve the right, at its sole discretion, to waive minor administrative informalities contained in any application.

## Application Rejection/RFA Cancellation

Issuance of this RFA in no way shall constitute a commitment by the State to award a grant allocation. The State shall reserve the right to accept or reject, in whole or part, all applications submitted and/or cancel this RFA if it is determined to be in the State’s best interest.

## Ownership of Application

All materials submitted in response to this RFA shall become the property of the State. Selection or rejection of a Applicant shall not affect this right.

## Cost of Offer Preparation

The State shall not be liable for any costs incurred by Applicants prior to issuance of or entering into a grant award. Costs associated with developing the application, preparing for oral presentations, and any other expenses incurred by the Applicant in responding to this RFA shall be entirely the responsibility of the Applicant and shall not be reimbursed in any manner by the State.

## Taxes

Applicants shall be responsible for payment of all applicable taxes from the funds to be received under awards from this RFA.

## Determination of Responsibility

Determination of the Applicant’s responsibility relating to this RFA shall be made according to the standards set forth in LAC 34:2536. The State must find that the selected Applicant:

* Has adequate financial resources for performance, or has the ability to obtain such resources as required during performance;
* Has the necessary experience, organization, technical qualifications, skills, and facilities, or has the ability to obtain them;
* Is able to comply with the proposed or required time of delivery or performance schedule;
* Has a satisfactory record of integrity, judgment, and performance; and
* Is otherwise qualified and eligible to receive an award under applicable laws and regulations.

Applicants should ensure that their applications contain sufficient information for the State to make its determination by presenting acceptable evidence of the above to perform the services.

## Use of Subcontractors

The State shall have a single prime Applicant as the result of any grant award negotiation, and that prime applicant shall be responsible for all deliverables specified in the RFA and application. This general requirement notwithstanding, Applicants may enter into subcontractor arrangements, however, shall acknowledge in their applications total responsibility for the entire grant award.

If the Applicant intends to subcontract for portions of the work, the Applicant shall identify any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. Information required of the Applicant under the terms of this RFA shall also be required for each subcontractor, if requested by the State. The prime Applicant shall be the single point of contact for all subcontract work.

Unless provided for in the grant award with the State, the prime Applicant shall not contract with any other party for any of the services herein awarded without the express prior written approval of the State.

## Written or Oral Discussions/Presentations

The State, at its sole discretion, may require all Applicants reasonably susceptible of being selected for the award to provide an oral presentation of how they propose to meet the agency’s program objectives. Commitments made by the Applicant at the oral presentation, if any, will be considered binding.

## Acceptance of Applicant Content

All applications will be reviewed to determine compliance with administrative and mandatory requirements as specified in the RFA. Applications that are not in compliance will be rejected from further consideration.

## Evaluation and Selection

The evaluation of applications will be accomplished by an evaluation team, to be designated by the state, which will determine the application most advantageous to the state, taking into consideration price and the other evaluation factors set forth in the RFA.

The evaluation team may consult subject matter expert(s) to serve in an advisory capacity regarding any Applicant or application. Such input may include, but not be limited to, analysis of Applicant financial statements, review of technical requirements, or preparation of cost score data.

## Best and Final Offers (BAFO)

The State reserves the right to conduct a BAFO with one or more Applicants identified by the evaluation committee to be reasonably susceptible of being selected for an award. If conducted, the Applicants selected will receive written notification of their selection, a list of specific items to address in the BAFO, and instructions for submittal. The BAFO negotiation may be used to assist the State in clarifying the scope of work or to obtain the most cost effective pricing available.

**The written invitation to participate in BAFO will not obligate the State to a commitment to enter into an award.**

## Grant Award and Execution

The State reserves the right to enter into a grant award based on the initial offers received without further discussion of the applications submitted. The State reserves the right to award for all or a partial list of services offered in the applications.

The RFA, including any addenda added, and the selected application shall become part of the grant award initiated by the State.

The selected Applicant shall be expected to sign assurances. An Applicant shall not submit its own standard grant award terms and conditions as a response to this RFA. The Applicant should submit in its application any exceptions or agreement deviations that its firm wishes to negotiate. Negotiations may coincide with the announcement of the selected Applicant.

If the grant award negotiation period exceeds fourteen (14) business days, or if the selected Applicant fails to sign the final assurances within seven (7) business days of delivery, the State may elect to cancel the award and award the allocation to the next-highest-ranked Applicant.

## Notice of Intent to Award

The Evaluation Team shall compile the scores and make a recommendation to the head of the agency on the basis of the responsive and responsible Applicant(s) with the highest score(s).

The State will notify the successful Applicants(s) and proceed to negotiate terms for final awards(s). Unsuccessful Applicants will be notified in writing accordingly.

The applications received (except for that information appropriately designated as confidential in accordance with R.S. 44.1 et seq), scores of each application considered along with a summary of scores, and a narrative justifying selection shall be made available, upon request, to all interested parties after the “Notice of Intent to Award” letter has been issued.

Any person aggrieved by the proposed award has the right to submit a protest in writing to the Chief Procurement Officer within fourteen (14) calendar days after the agency issues a Notice of Intent to award a grant award.

The award of a grant allocation may be subject to the approval of the Division of Administration, Office of State Procurement.

The State reserves the right to make multiple awards.

## Right to Prohibit Award

In accordance with the provisions of R.S. 39:2192, any public entity shall be authorized to reject an application from, or not award a grant award to, a business in which any individual with an ownership interest of five percent or more, has been convicted of, or has entered a plea of guilty or nolo contendere to any state felony or equivalent federal felony crime committed in the solicitation or execution of a grant award or RFA awarded under the laws governing public contracts under the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950, and all contracts under Title 39, Chapter 17 of the Louisiana Procurement Code, including contracts for professional, personal, consulting, and social services.

## Insurance Requirements for Applicants

Insurance shall be placed with insurers with an A.M. Best’s rating of no less than A-: VI.

This rating requirement shall be waived for Worker’s Compensation coverage only.

### Applicants Insurance

The Applicant shall purchase and maintain for the duration of the grant award insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Applicant, its agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the total contract amount.

### Minimum Scope and Limits of Insurance

#### Workers Compensation

Workers Compensation insurance shall be in compliance with the Workers Compensation law of the State of the Applicant’s headquarters. Employers Liability is included with a minimum limit of $1,000,000 per accident/per disease/per employee. If work is to be performed over water and involves maritime exposure, applicable LHWCA, Jones Act, or other maritime law coverage shall be included. A.M. Best's insurance company rating requirement may be waived for workers compensation coverage only.

#### Commercial General Liability

Commercial General Liability insurance, including Personal and Advertising Injury Liability and Products and Completed Operations, shall have a minimum limit per occurrence of $1,000,000 and a minimum general annual aggregate of $2,000,000. The Insurance Services Office (ISO) Commercial General Liability occurrence coverage form CG 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. Claims-made form is unacceptable.

#### Professional Liability (Errors and Omissions)

Professional Liability (Error & Omissions) insurance, which covers the professional errors, acts, or omissions of the Applicant, shall have a minimum limit of $1,000,000. Claims-made coverage is acceptable. The date of the inception of the policy must be no later than the first date of the anticipated work under the grant award. It shall provide coverage for the duration of the grant award and shall have an expiration date no earlier than 30 days after the anticipated completion of the grant award. The policy shall provide an extended reporting period of not less than 36 months from the expiration date of the policy, if the policy is not renewed.

#### Automobile Liability

Automobile Liability Insurance shall have a minimum combined single limit per accident of $1,000,000. ISO form number CA 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. This insurance shall include third-party bodily injury and property damage liability for owned, hired and non‑owned automobiles.

#### Cyber Liability

Cyber liability insurance, including first-party costs, due to an electronic breach that compromises the State’s confidential data shall have a minimum limit per occurrence of $1,000,000. Claims-made coverage is acceptable. The date of the inception of the policy must be no later than the first date of the anticipated work under the grant award. It shall provide coverage for the duration of the grant award and shall have an expiration date no earlier than 30 days after the anticipated completion of the grant award. The policy shall provide an extended reporting period of not less than 36 months from the expiration date of the policy, if the policy is not renewed. The policy shall not be cancelled for any reason, except non-payment of premium.

### Deductibles and Self‑Insured Retentions

Any deductibles or self-insured retentions must be declared to and accepted by the Agency. The Applicant shall be responsible for all deductibles and self-insured retentions.

### Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

#### Commercial General Liability, Automobile Liability, and Cyber Liability Coverages

The Agency, its officers, agents, employees and volunteers shall be named as an additional insured as regards negligence by the Applicant. ISO Forms CG 20 10 (for ongoing work) AND CG 20 37 (for completed work) (current forms approved for use in Louisiana), or equivalents, are to be used when applicable. The coverage shall contain no special limitations on the scope of protection afforded to the Agency.

The Applicant’s insurance shall be primary as respects the Agency, its officers, agents, employees and volunteers for any and all losses that occur under the grant award. Any insurance or self-insurance maintained by the Agency shall be excess and non-contributory of the Applicant’s insurance.

#### Workers Compensation and Employers Liability Coverage

To the fullest extent allowed by law, the insurer shall agree to waive all rights of subrogation against the Agency, its officers, agents, employees and volunteers for losses arising from work performed by the Applicant for the Agency.

#### All Coverages

All policies must be endorsed to require 30 days written notice of cancellation to the Agency. Ten-day written notice of cancellation is acceptable for non-payment of premium. Notifications shall comply with the standard cancellation provisions in the Applicant’s policy. In addition, the Applicant is required to notify Agency of policy cancellations or reductions in limits.

The acceptance of the completed work, payment, failure of the Agency to require proof of compliance, or Agency’s acceptance of a non-compliant certificate of insurance shall not release the Applicant from the obligations of the insurance requirements or indemnification agreement.

The insurance companies issuing the policies shall have no recourse against the Agency for payment of premiums or for assessments under any form of the policies.

Any failure of the Applicant to comply with reporting provisions of the policy shall not affect coverage provided to the Agency, its officers, agents, employees and volunteers.

### Acceptability of Insurers

All required insurance shall be provided by a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located. Insurance shall be placed with insurers with an A.M. Best's rating of **A-:VI or higher**. This rating requirement may be waived for workers compensation coverage only.

If at any time an insurer issuing any such policy does not meet the minimum A.M. Best rating, the Applicant shall obtain a policy with an insurer that meets the A.M. Best rating and shall submit another Certificate of Insurance within 30 days.

### Verification of Coverage

The Applicant shall furnish the Agency with Certificates of Insurance reflecting proof of required coverage. The Certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The Certificates are to be received and approved by the Agency before work commences and upon any grant award renewal or insurance policy renewal thereafter.

The Certificate Holder shall be listed as follows:

State of Louisiana

Louisiana Department of Education, Its Officers, Agents, Employees and Volunteers

1201 North 3rd Street, Baton Rouge, LA 70804

21st Century Community Learning Centers

In addition to the Certificates, the Applicant shall submit the declarations page and the cancellation provision for each insurance policy. The Agency reserves the right to request complete certified copies of all required insurance policies at any time.

Upon failure of the Applicant to furnish, deliver and maintain required insurance, the grant award, at the election of the Agency, may be suspended, discontinued or terminated. Failure of the Applicant to purchase and/or maintain any required insurance shall not relieve the applicant from any liability or indemnification under the grant award.

### Subcontractors

The Applicant shall include all subcontractors as insureds under its policies OR shall be responsible for verifying and maintaining the Certificates provided by each subcontractor. Subcontractors shall be subject to all of the requirements stated herein. The Agency reserves the right to request copies of subcontractor’s Certificates at any time.

### Workers Compensation Indemnity

In the event the Applicant is not required to provide or elects not to provide workers compensation coverage, the parties hereby agree that the Applicant, its owners, agents and employees will have no cause of action against, and will not assert a claim against, the State of Louisiana, its departments, agencies, agents and employees as an employer, whether pursuant to the Louisiana Workers Compensation Act or otherwise, under any circumstance. The parties also hereby agree that the State of Louisiana, its departments, agencies, agents and employees shall in no circumstance be, or considered as, the employer or statutory employer of the Applicant, its owners, agents and employees. The parties further agree that the Applicant is a wholly independent contractor and is exclusively responsible for its employees, owners, and agents. The Applicant hereby agrees to protect, defend, indemnify and hold the State of Louisiana, its departments, agencies, agents and employees harmless from any such assertion or claim that may arise from the performance of the grant award.

## Duty To Defend

Upon notice of any claim, demand, suit, or cause of action against the State, alleged to arise out of or be related to this Grant Award, the Applicant shall investigate, handle, respond to, provide defense for, and defend at its sole expense, even if the claim, demand, suit, or cause of action is groundless, false, or fraudulent. The State may, but is not required to, consult with or assist the Applicant, but this assistance shall not affect the Applicant’s obligations, duties, and responsibilities under this section. The Applicant shall obtain the State’s written consent before entering into any settlement or dismissal.

## Liability and Indemnification

### Applicant Liability

The Applicant shall be liable without limitation to the State for any and all injury, death, damage, loss, destruction, damages, costs, fines, penalties, judgments, forfeitures, assessments, expenses (including attorney fees), obligations, and other liabilities of every name and description, which may occur or in any way arise out of any act or omission of The Applicant, its owners, agents, employees, partners or subcontractors.

### Force Majeure

It is understood and agreed that neither party can foresee the exigencies beyond the control of each party which arise by reason of an Act of God or force majeure; therefore, neither party shall be liable for any delay or failure in performance beyond its control resulting from an Act of God or force majeure. The State shall determine whether a delay or failure results from an Act of God or force majeure based on its review of all facts and circumstances. The parties shall use reasonable efforts, including but not limited to, use of continuation of operations plans (COOP), business continuity plans, and disaster recovery plans, to eliminate or minimize the effect of such events upon the performance of their respective duties under this grant award.

### Indemnification

The Applicant shall fully indemnify and hold harmless the State, without limitation, for any and all injury, death, damage, loss, destruction, damages, costs, fines, penalties, judgments, forfeitures, assessments, expenses (including attorney fees), obligations, and other liabilities of every name and description, which may occur or in any way arise out of any act or omission of the Applicant, its owners, agents, employees, partners or subcontractors. The Applicant shall not indemnify for the portion of any loss or damage arising from the State’s act or failure to act.

### Intellectual Property Indemnification

The Applicant shall fully indemnify and hold harmless the State, without limitation, from and against damages, costs, fines, penalties, judgments, forfeitures, assessments, expenses (including attorney fees), obligations, and other liabilities in any action for infringement of any intellectual property right, including but not limited to, trademark, trade-secret, copyright, and patent rights.

When a dispute or claim arises relative to a real or anticipated infringement, the applicant, at its sole expense, shall submit information and documentation, including formal patent attorney opinions, as required by the State.

If the use of the product, material, service, or any component thereof is enjoined for any reason or if the applicant believes that it may be enjoined, the applicant, while ensuring appropriate migration and implementation, data integrity, and minimal delays of performance, shall at its sole expense and in the following order of precedence: (i) obtain for the State the right to continue using such product, material, service, or component thereof; (ii) modify the product, material, service, or component thereof so that it becomes a non-infringing product, material, or service of at least equal quality and performance; (iii) replace the product, material, service, or component thereof so that it becomes a non-infringing product, material, or service of at least equal quality and performance; or, (iv) provide the State monetary compensation for all payments made under the grant Award related to the infringing product, material, service, or component, plus for all costs incurred to procure and implement a non-infringing product, material, or service of at least equal quality and performance. Until this obligation has been satisfied, the applicant remains in default.

The applicant shall not be obligated to indemnify that portion of a claim or dispute based upon the State’s unauthorized: i) modification or alteration of the product, material or service; ii) use of the product, material or service in combination with other products not furnished by the applicant; or, iii) use of the product, material or service in other than the specified operating conditions and environment.

### Limitations of Liability

For all claims against the applicant not governed by any other provision of this Section, regardless of the basis on which the claim is made, the Applicant’s liability for direct damages shall be limited to two times the maximum dollar amount of the grant award.

The applicant shall not be liable for incidental, indirect, special, or consequential damages, unless otherwise specifically enumerated herein, or in a resulting task order or purchase order mutually agreed upon between the parties. In no circumstance shall the State be liable for incidental, indirect, special, or consequential damages; lost profits; lost revenue; or lost institutional operating savings.

### Other Remedies

If the applicant fails to perform in accordance with the terms and conditions of this grant award, or if any lien or claim for damages, penalties, costs and the like is asserted by or against the State, then, upon notice to the applicant, the State may pursue all remedies available to it at law or equity, including retaining monies from amounts due the applicant and proceeding against any surety of the applicant.

## Payment

Payment terms shall be negotiated with the successful Applicant.

### Electronic Vendor Payment Solutions

The State desires to make payment to the awarded Applicant(s) electronically. The method of payment may be via EFT, a method in which payment is sent directly from the State’s bank to the payee’s bank. Please see Attachment III: Electronic Vendor Payment Solution for additional information regarding electronic payment methods and registration.

## Termination

### Termination of the Grant Award for Cause

State may terminate the Grant Award for cause based upon the failure of the Applicant to comply with the terms and/or conditions of the Grant Award; provided the State shall give the Applicant written notice specifying the Applicant’s failure. If within thirty (30) calendar days after receipt of such notice, the Applicant shall not have either corrected such failure or, in the case of failure which cannot be corrected in thirty (30) calendar days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the State may, at its option, place the Applicant in default and the Grant Award shall terminate on the date specified in such notice. Failure to perform within the time agreed upon in the grant award may constitute default and may cause cancellation of the grant award.

The Applicant may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the State to comply with the terms and conditions of the grant award provided that the Applicant shall give the State written notice specifying the State agency’s failure and a reasonable opportunity for the State to cure the defect.

### Termination of the Grant Award for Convenience

The State may terminate the Grant Award at any time without penalty by giving thirty (30) calendar days’ written notice to the Applicant of such termination or negotiating with the Applicant an effective date. The Applicant shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

### Termination for Non-Appropriation of Funds

The continuation of the grant award shall be contingent upon the appropriation of funds by the legislature to fulfill the requirements of the grant award by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the grant award, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act of Title 39 of the Louisiana Revised Statutes of 1950 to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the grant award, the grant award shall terminate on the date of the beginning of the first fiscal year for which funds have not been appropriated.

## Assignment

No Applicant shall assign any interest in the grant award by assignment, transfer, or novation, without prior written consent of the State. This provision shall not be construed to prohibit the applicant from assigning to a bank, trust company, or other financial institution any money due or to become due from approved grant awards without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the State.

## Right to Audit

The State legislative auditor, federal auditors and internal auditors of the Department of Education, Division of Administration, or others so designated by the DOA, shall have the option to audit all accounts directly pertaining to the resulting grant award for a period of five (5) years from the date of final payment or as required by applicable State and Federal law. Records shall be made available during normal working hours for this purpose.

## Civil Rights Compliance

The Applicant agrees to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, and the applicant agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

The Applicant agrees not to discriminate in its employment practices, and will render services under the grant award without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, disability, or age in any matter relating to employment. Any act of discrimination committed by the Applicant, or failure to comply with these statutory obligations when applicable shall be grounds for termination of the grant award.

## Record Ownership

All records, reports, documents, or other material related to any award resulting from this RFA and/or obtained or prepared by the Applicant in connection with the performance of the services awarded for herein shall become the property of the State and shall, upon request, be returned by the Applicant to the State, at the Applicant’s expense, at termination or expiration of the grant award.

## Entire Agreement/ Order of Precedence

The grant award, together with the RFA and addenda issued thereto by the State, the Applicant submitted by the Applicant in response to the State’s RFA, and any exhibits specifically incorporated herein by reference, shall constitute the entire agreement between the parties with respect to the subject matter.

In the event of any inconsistent or incompatible provisions, this signed agreement (excluding the RFA and the Applicant’s application) shall take precedence, followed by the provisions of the RFA, and then by the terms of the Applicant’s application.

## Grant Award Modifications

No amendment or variation of the terms of the grant award shall be valid unless made in writing, signed by the parties and approved as required by law. No oral understanding or agreement not incorporated in the agreement shall be binding on any of the parties.

## Substitution of Personnel

The Applicant’s personnel assigned to the Grant Award shall not be replaced without the prior written consent of the State. Such consent shall not be unreasonably withheld or delayed provided an equally qualified replacement is offered. In the event that any State or Applicant personnel become unavailable due to resignation, illness, or other factors, excluding assignment to a project outside the grant award, outside of the State's or Applicant’s reasonable control, as the case may be, the State or the Applicant shall be responsible for providing an equally qualified replacement in time to avoid delays in completing tasks. The Applicant will make every reasonable attempt to assign the personnel listed in his application.

## Governing Law

The grant award shall be governed by and interpreted in accordance with the laws of the State of Louisiana. Venue of any action brought with regard to the grant award shall be in the Nineteenth Judicial District Court, Parish of East Baton Rouge, State of Louisiana.

## Claims or Controversies

Any claim or controversy arising out of the grant award shall be resolved by the provisions of Louisiana Revised Statutes 39:1672.2-1672.4.

## Code of Ethics

Applicants shall be responsible for determining that there will be no conflict or violation of the Louisiana Ethics Code if their company is awarded the grant award. The Louisiana Board of Ethics shall be the only entity which can officially rule on ethics issues.

## Corporate Requirements

If the Applicant is a corporation not incorporated under the laws of the State of Louisiana, the Applicant shall have obtained a certificate of authority pursuant to R. S. 12:301-302 from the Louisiana’s Secretary of State. If the Applicant is a for-profit corporation whose stock is not publicly traded, the Applicant shall ensure that a disclosure of ownership form has been properly filed with the Louisiana’s Secretary of State.

## Prohibition of Discriminatory Boycotts of Israel

In preparing its response, the applicants has considered all applications submitted from qualified, potential subcontractors and suppliers, and has not, in the solicitation, selection, or commercial treatment of any subcontractor or supplier, refused to transact or terminated business activities, or taken other actions intended to limit commercial relations, with a person or entity that is engaging in commercial transactions in Israel or Israeli-controlled territories, with the specific intent to accomplish a boycott or divestment of Israel. Applicant also has not retaliated against any person or other entity for reporting such refusal, termination, or commercially limiting actions. The State reserves the right to reject the response of the Applicant if this certification is subsequently determined to be false, and to terminate any grant awarded based on such a false response.

## Security

The Applicant’s personnel shall comply with all security regulations in effect at the State’s premises and externally for materials and property belonging to the State or to the project.  Where special security precautions are warranted (e.g., correctional facilities), the State shall provide such procedures to the Applicant, accordingly.

The Applicant shall comply with the Office of Technology Services’ Information Security Policy at <http://www.doa.la.gov/Pages/ots/InformationSecurity.aspx>.

### CYBERSECURITY TRAINING

In accordance with La. R.S. 42:1267(B)(3) and the State of Louisiana’s Information Security Policy, if the Applicant, any of its employees, agents, or subcontractors will have access to State government information technology assets, the Applicant’s employees, agents, or subcontractors with such access must complete cybersecurity training annually, and the Applicant must present evidence of such compliance annually and upon request. The Applicant may use the cybersecurity training course offered by the Louisiana Department of State Civil Service without additional cost or may use any alternate course approved in writing by the Office of Technology Services.

For purposes of this Section, “access to State government information technology assets” means the possession of credentials, equipment, or authorization to access the internal workings of State information technology systems or networks. Examples would include but not be limited to State-issued laptops, VPN credentials to credentials to access the State network, badging to access the State’s telecommunications closets or systems, or permissions to maintain or modify IT systems used by the State. Final determination of scope inclusions or exclusions relative to access to State government information technology assets will be made by the Office of Technology Services.

# SCOPE OF WORK/SERVICES

## Scope of Work

**Eligible Applicants**

Any public or private organization that meets the eligibility requirements can apply for 21st CCLC funding. This includes local educational agencies (LEA), community-based organizations, Indian tribe or tribal organization, another public or private entity, or a consortium of 2 or more such agencies, organizations, or entities shall be eligible to receive funds to provide services to low-income students and their families.

All programs must be implemented through a partnership that includes at least one (1) local educational agency receiving funds under Part A of Title I and at least one (1) nonprofit agency, city or county government agency, faith-based organization, institution of higher education, Indian tribe or tribal organization, or for-profit corporation with a demonstrated record of success in designing and implementing before school, after school, summer learning, or expanded learning time activities.

All applicants must target students who primarily attend schools eligible for Title I school wide programs under section 1114 of ESSA and the families of such students. To be eligible for this grant, at least 70 percent of the students an applicant is proposing to serve must:

1. attend schools implementing comprehensive supports and improvement activities or targeted support and improvement activities under section 1111 (d) of ESSA or other schools determined by the local educational agency to be in need of intervention and support to improve student academic achievement and other outcomes; and
2. be students who may be at risk for academic failure, dropping out of school, involvement in criminal or delinquent activities, or who lack strong positive role models.

Applicants should refer to the list of Louisiana [CIR or UIR](https://www.louisianabelieves.com/docs/default-source/school-redesign/2020-schools-in-need-of-intervention-list.xlsx?sfvrsn=8829991f_6) schools that meet eligibility requirements.

**External Organizations**

As per the Every Student Succeeds Act (ESSA) of 2015, which reauthorizes the elementary and Secondary Education Act of 1965 (ESEA, “The term ‘external organization’ means:

1. a nonprofit organization with a record of success in running or working with before and after school (or summer recess) programs and activities; or
2. in the case of a community where there is no such organization, a nonprofit organization in the community that enters into a written agreement or partnership with an organization described in subparagraph (A) to receive mentoring and guidance in running or working with before and after school (or summer recess) programs and activities.”

The Louisiana Department of Education (LDOE) implemented a statewide opportunity for nonprofit organizations in Louisiana to submit an external organization profile application. The pre-screened list can be found at [here](https://www.louisianabelieves.com/docs/default-source/family-support-toolbox-resources/21st-cclc-external-organizations-2018-2020.pdf?sfvrsn=f8ab911f_8) . The next opportunity to submit a profile will occur during the summer/fall of 2022.

**Funding Methodology**

The total funding to be released for this RFA is approximately $30 million, contingent on Louisiana’s Federal Award for quality applications to operate a 21st CCLC program within the State of Louisiana.

The number of awards and the award amount will be based on the final U.S. Department of Education (USED) award notification and the number of quality Applicants approved.

**Annual Funding Limits**

Applicants may request funds ranging from a minimum of $50,000 to a maximum $1,200,000 annually.

Requests for funding should be based upon a maximum per pupil cost of $2400, which includes administrative and transportation costs.

* The minimum number of students to be served based upon a minimum of $50,000 is 20 students
* The maximum number of students to be served based upon a maximum of $1,200,000 is 500) students.
* The amount of funding requested must be reasonable and based upon the proposed number of students to be served.

The following formula will be used to calculate the funding amount:

$2400 x # of students served = Total Requested Award Amount

Example: $2400 x 400 students = $960,000

Regardless of the size of the grant, proposed costs must be **REASONABLE AND NECESSARY** to carry out the program’s purposes and objectives.

**Required Staffing**

To fully support the program and align with best practices, grantees must budget salary for three (3) required staff positions.

1. **Full Time Project Director** – one (1) dedicated full-time project director qualified to manage day-to-day and overall operations; ensure compliance with all grant requirements; and lead the program through a process of continuous improvement. The project director will develop a staff hierarchy that shows all levels of supervision, ensures staff is trained, maintains productive working relationships with the state office, contractors, partners, vendors and the independent evaluator.
2. **Education Liaison(EL)** - (hours not to exceed thirty hours (30) per week) - one dedicated person qualified to manage all of the academic components of the program. This education liaison will be instrumental in facilitating the linkage between the school day staff and principal and the after school staff. The education liaison will also oversee the academic component of the programming, ensure that the appropriate curriculum is being utilized and that it meets the needs of the students. (Note only 3-5 of the weekly hours for the EL can be during afterschool hours)
3. **Site Coordinators** – (hours not to exceed one (1) hour prior to programming and one (1) hour after programming) - one (1) dedicated person for each site qualified to manage the design and implementation of all site-level activities. Site coordinators oversee student recruitment, coordinate and collaborate with school day staff, monitor site-level activities, ensure compliance with federal and state laws and regulations, and oversee the collection, coordination, and entry of data.

The project director, education liaison and site coordinators positions can only be filled by one person per position. Lead teachers or administrators acting in other capacities during the school day cannot satisfy the requirement of these positions. Exceptions: For grants that only operate one (1) site, one person may be responsible for both the project director and site coordinator responsibilities. LEAs that have included the education liaison duties as part of the project director duties.

**Types of Applicants for Submission**

This funding opportunity provides eligible applicants the opportunity to apply for 21st CCLC funding in one of two categories:

**Traditional:** Program activities held during non-school hours and periods when school is not in session (e.g., before school, after school, and during summer breaks). Summer programming is required for all funded 21st CCLC centers. For more information regarding traditional 21st CCLC programming, please refer to section B-1 of the 21st CCLC Non-Regulatory Guidance.

**ELT**: Programs held during the regular school day when schools have extended the day, week, or year in which school is in session and program activities held outside of the academic calendar year and separately from any regularly scheduled summer school session. Summer programming is required for all funded 21st CCLC centers.

**Types of Applicants**

**New Applicants** – A new applicant is defined as any group, agency, or organization that has never had a 21st CCLC program funded in Louisiana.

**Veteran Applicants –** 21st CCLC grantees that have previously received grant funds and need support to sustain the organization’s afterschool program past the original grant award.

## Task and Services

**Curriculum**

Selecting and implementing a high-quality curriculum in the classroom has the biggest impact on the quality of student learning. To do so requires the curriculum to be connected to the standards-aligned assessments students take and the training teachers receive. When these three (3) pieces--curriculum, assessments, and professional development--work together, students are more likely to reach the expectations of the academic standards.

The Department assists local school systems in [selecting high-quality curriculum](https://www.louisianabelieves.com/academics/curriculum) and aligning that curriculum with assessments and professional development by:

* Reviewing curriculum for quality and supporting districts in accessing the best materials:

Instructional Materials Review process

* Providing ongoing training and instructional resources around high-quality curricula:
* Professional Development Vendor Guide
* Instructional Resources by Grade
* Instructional Resource by Content

In an effort to align the 21st CCLC academic component to the State’s curriculum initiative, if using 21st CCLC funding to purchase curriculum and instructional materials, grantees will be required to purchase and utilize Tier 1 curriculum and instructional materials. Instructional materials are one (1) of the most important tools educators use in the classroom to enhance student learning. It is critical that they fully align to state standards—what students are expected to learn and be able to do at the end of each grade level or course—and are high quality if they are to provide meaningful instructional support. The [instruction materials reviews](https://www.louisianabelieves.com/academics/ONLINE-INSTRUCTIONAL-MATERIALS-REVIEWS) will provide you with access to tiered reviews and contract pricing for Tier 1 curriculum and instructional materials.

**Required Minimum Hours of Programming:**

For each year of the grant period, all grantees must provide services during the regular school year and the summer. Programming should begin within two - three (2-3) weeks of the grant start date of September 1, 2022. While additional hours of program can be offered, grantees are required to adhere to the following:

**Traditional 21st CCLC:**

Projects serving elementary and middle school students must operate for a minimum of (thirty) 30 weeks, eight to ten (8-10) hours per week, with a total of 240-300 hours per site.

Projects serving high school students must operate for a minimum of (thirty) 30 weeks, six to eight (6-8) hours per week, with a total of 180 – 240 hours per site.

Required Summer Programming – Projects must operate for a minimum of three to four (3-4) weeks, four (4) hours per day, with a total of 60 – 80 hours per site.

**Expanded Learning Program Activities (ELPA):**

ELPA is the time that a LEA or school extends its normal school day, week, or year to provide additional instruction or educational programs for all students beyond the State-mandated requirements for the minimum hours in a school day, days in a school week, or days or weeks in a school year.

An applicant may choose to submit an ELPA application, thus applying to use 21st CCLC funds to conduct activities during the school day in a school that previously expanded its school day, week, or year. However, the ELPA application must submit a plan with the 21st CCLC grant application addressing the Required Components of a Comprehensive ELPA Plan provided below.

Applicants seeking 21st CCLC funds for ELPA programs must provide **ALL** students at the school with at least **300 additional program hours** before, during, or after the traditional school day programming, in accordance with the submitted Comprehensive ELPA Plan, and including a 21st CCLC Summer Program.

* ELPA School Year required hours – 180 hours (August – May)
* ELPA Summer required hours – 120 hours (May – July)

**Comprehensive ELPA Plan Requirements**

ELPA is the time that a LEA or school extends its normal school day, week, or year to provide additional instruction or educational programs for all students beyond the State-mandated requirements for the minimum hours in a school day, days in a school week, or days or weeks in a school year. **An applicant may apply to use 21st** **CCLC funds to conduct activities during the school day in a school that previously expanded its school day, week, or year.** However, the ELPA applicant must submit a plan with the 21st CCLC grant application addressing the Required Components of a Comprehensive ELPA Plan listed below.

**Required Components of a Comprehensive ELPA Plan**:

1. Explain how the 21st CLCC programs and activities are included as part of an expanded learning program that provides ALL students in the school at least 300 additional program hours before, during, or after the traditional school day. (Provide a calendar that shows a clear distinction between regular school hours and the additional 300 hours).
2. Describe in detail the specific programming and provide a copy of the recommended school schedule.
3. Explain how 21st CLCC ELPA programs and activities supplement but do not supplant regular school day requirements and how the activities are allowable under the 21st CCLC program and do not violate the prohibition against supplanting other federal, state, local, or non-federal funds.
4. Describe how professional development will be used to increase capacity for teachers.
5. Confirm how 21st CCLC ELPA programs and activities are carried out by entities that meet the eligibility requirements listed in this RFA.
6. Provide detailed budget for expenses to be used during nontraditional 21st CCLC hours of operation.

An LEA might partner with a non-school entity, such as a Community-Based Organization (CBO) or Faith-Based Organization (FBO), to apply for a 21st CCLC subgrant to support ELPA. Alternatively, a non-LEA eligible entity might apply for a 21st CCLC subgrant after partnering with an LEA to provide academic or enrichment activities in schools during an expanded school day. The following list offers examples of strategies that have demonstrated success for developing and strengthening such partnerships:

* LEAs involve community partners early in the planning to analyze data and share ideas on ways to achieve student success.
* All partners are part of a management team responsible for maintaining ongoing communication, identifying and agreeing to clear expectations and roles assigned to each partner, and supporting the policies and procedures of the schools in which ELPA is taking place.
* Subgrantee partners coordinate and, when appropriate, establish agreements with other organizations that are working with the same schools and students.
* All partners commit to identifying adequate funding and in-kind resources to sustain support for ELT.
* All partners jointly establish program direction and priorities, including planning, budgeting, training, and aligning program staff, communicating across the partnership, and continuously improving program services.
* All partners coordinate to promote school and community safety, reinforce health and wellness programming, and provide necessary student supports.
* All partners share information, data, performance measures, and evaluation strategies that guide project management, resource allocation, and service delivery while maintaining data privacy requirements.
* All partners develop a plan that addresses the interactions with families to strengthen positive family engagement that reinforces learning in multiple settings.

Sub-grantees, including LEAs, Community-Based Organizations (CBOs) and other eligible entities, must meet all 21st CCLC requirements when using program funds to support ELPA. For additional information, please see the [21st CCLC Frequently Asked Questions (FAQ)](https://www2.ed.gov/programs/21stcclc/21stcclc-elt-faq.pdf).

**21st CCLC Location**

21st Century Community Centers shall be located in elementary or secondary schools or other similarly accessible facilities. In Louisiana, it is strongly recommended that the sub-grantee establish a center at the local elementary or secondary school to be served. An LEA may provide access to school facilities. However, grantees’ programs that do not operate at a school site must still partner with the LEA and may be subject to a licensure requirement by the Louisiana Department of Education as a licensed child care facility.

All 21st Century Community Learning Centers must have a designated program office space with posted hours, locations, and a master activity schedules. The center does not have to be located in an elementary or secondary school, but if an alternative facility is selected, it must be as available and accessible to participants as the students’ local school, with resources such as computer labs, libraries, eating facilities, and recreational areas.

The program must have appropriate equipment, security, resources, and a clear strategy for the safe transport of students to and from the center and home. The center must meet all OSHA, ADA, and other relevant federal and state facility requirements. In Louisiana, background checks shall be required for all staff working with students. All potential 21st CCLC grantees must be prepared to host site visits for LDE staff to determine if facilities are conducive to providing safe/effective after-school program services.

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.

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.

**Nutritional Snacks**

Programs must make provisions for children to have nutritional snacks. Cash reimbursement from the U.S. Department of Agriculture (USDA) at the free rate is available for after-school programs located in areas where at least 50 percent of the school children qualify for free and reduced price meals. After-school programs in other areas may be reimbursed at the free, reduced price or paid rate depending on each individual child’s eligibility. Where possible, programs may partner with local sponsors of Child Care Nutrition Programs approved by the LDE. Information regarding the Child Care Nutrition Program can be found at [www.louisianabelieves.com](http://www.louisianabelieves.com). After-school programs are strongly encouraged to include nutrition education as part of their instructional program.

**Advisory Focus Group**

To ensure broad-based community, school, and student involvement and support, all 21st CCLC grantees are encouraged to establish a local 21st CCLC Advisory Focus Group composed of students, teachers, parents, community agencies and the private sector. Three (3) meetings per year are recommended, but not required, with minutes taken and attendance recorded. The optimum size is ten to fifteen (10-15) members including at least two (2) parents and two (2) students. Please refer to section 200.422 of the Uniform Guidance. Grantees convening an Advisory Focus Group should retain documentation of meeting minutes and attendance lists and submit those documents with their continuation report. These report forms will be sent to applicants selected for 21st CCLC funding in this Cohort 11 grant round. No grant funds can be used to convene these meetings.

**Federal and State Web-Based Reporting**

Grantees must report program data annually to the United States Department of Education 21APR system. Guidance regarding data submission and deadlines will be provided after award. Applicants selected for funding agree to provide program data, as requested, for state evaluation purposes, at the discretion of LDOE.

Grantees must also utilize the state’s web-based tracking system, which documents all activities funded under the program. Grantees must annually participate in all state-sponsored training to utilize the system before the implementation of any activities.

Programs must properly document attendance through daily sign-in and sign-out procedures and data entry in the state-approved web-based reporting systems. Attendance will be reviewed monthly. If programs are not meeting attendance projections, the grant award is subject to reduction. Accurate data entry in all after-school programs is especially important. Erroneous or missing information will distort program outcomes and thus undermine the quality of the after-school program.

Programs must ensure:

* Students and staff sign their names and time-in/ time-out correctly,
* Teachers DO NOT sign students in and out daily,
* Teachers DO NOT count students not in attendance at the program,
* Parents sign students out if the student is checked out before the end of the program,
* Data coordinators enter valid entries in the state-approved databases,
* Providers must record/enter attendance for a date in which the program did operate,
* Providers must enter all student demographic data,
* Project Directors check that the recorded dates of attendance were indeed dates on which the program operated.

**National and State Conferences**

**Veteran** grantees are strongly encouraged to send two (2) program representatives to each of the following during each program year of the grant:

1. The United States Department of Education-sponsored Summer Institute when offered during the award period of the grant.
2. Any LDOE sponsored meetings.
3. The Beyond School Hours Conference

**New** grantees must send two (2) program representatives to each of the following during the first program year of the grant:

1. The United States Department of Education-sponsored Summer Institute when offered during the contract period of the grant.
2. Any LDOE sponsored meetings.
3. The Beyond School Hours Conference

Grantees seeking to present at national conferences must notify in advance the 21st CCLC program contact and provide a copy of the planned presentation and any handouts or items to be used. Grantees seeking to attend national conferences beyond those listed above are required to submit a justification and seek prior LDOE written approval at least sixty (60) days in advance for additional conferences they wish to attend.

**Compliance with Section 504 and ADA**

Grantees must comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) to ensure their proposed community learning center program is accessible to persons with disabilities.

## Deliverables

Each eligible organization that receives an award shall use the funds to carry out a broad array of additional services, programs, and activities, such as:

* Academic enrichment, including providing tutorial services to help students, particularly students who attend low-performing schools;
* Youth development activities;
* Service learning;
* Nutrition and health education;
* Drug and violence prevention programs;
* Counseling programs;
* Arts and music education activities;
* Physical fitness and wellness programs;
* Technology education programs;
* Financial literacy programs;
* Environmental literacy program;
* Mathematics and science education activities;
* Career and technical programs;
* Internship or apprenticeship programs;
* Offer families of students served by the community learning center opportunities for active and meaningful engagement in their children’s education, including opportunities for literacy and related education development.

**21st CCLC GPRA Measures (Performance Measures)**

All Louisiana 21st CCLC programs are expected to report the Government Performance Results Act (GPRA) measures listed below. GPRA measures are the required outcomes reported to Congress once per year. GPRA measures help tell the 21st CCLC story at the national level.

Listed below are the 21st CCLC GPRA measures:

* GPRA 1 (Academic Achievement)—Percentage of students in grade 4-8 participating in 21CCLC programming during the school year and summer who demonstrate growth in reading and language arts on state assessments. Percentage of students in grade 4-8 participating in 21CCLC programming during the school year and summer who demonstrate growth in mathematics on state assessments.
* GPRA 2 (Academic Achievement)—Percentage of students in grades 7-8 and 10-12 attending 21CCLC programming during the school year and summer with a prior-year unweighted GPA of less than 3.0 who demonstrated an improved GPA.
* GPRA 3 (School Day Attendance)—Percentage of students in grades 1-12 participating in 21CCLC during the school year who had a school day attendance rate at or below 90% in their prior school year and demonstrated an improved attendance rate in the current school year.
* GPRA 4 (Behavior)—Percentage of students in grades 1-12 attending 21CCLC programming during the school year and summer who experienced a decrease in in-school suspensions compared to the previous school year
* GPRA 5 (Student Engagement in Learning)—Percentage of students in grades 1-5 participating in 21CCLC programming in the school year and summer who demonstrated an improvement in teacher reported engagement in learning.

Performance goals and indicators are linked to specific GPRA measures. The process used to measure performance on the above areas must be rigorous, targeting specific indicators, benchmarks and utilizing valid and reliable instruments to evaluate outcomes.

Grantees are permitted to examine or compare student outcomes in a variety of ways. Methods and tools for measuring indicators (outcomes) may include:

1. comparisons of an individual students’ academic records;
2. attendance and behavior before and after program participation; and
3. comparisons of program participants’ achievement and behavior with that of comparison groups.

Applicants should note that while it may be helpful and reasonable to compare participating students to non-participating students, control groups and comparison groups are not required. Generally, grantees and their local evaluators should not be conducting research (experimental design) using 21st CCLC resources. Grantees may supplement required data elements with student and teacher surveys and other relevant instruments.

The critical end result is that applicants are expected to demonstrate how students’ academic performance will be improved as a result of the high-quality academic enrichment opportunities that will be provided.

To meet performance reporting requirements and also comply with federal confidentiality regulations, all non-school 21st CCLC grantees (or LEAs serving students through 21st CCLC who are enrolled in other LEAs) must develop and utilize a written release form to secure parental permission to gain performance reporting data from their children’s school records. That release should include specific language indicating exactly to which records parents are granting access. Refer to the Parent Consent [Sample Form](#_SAMPLE_-_21st) located in the Appendix.

The grantee is responsible for ensuring that student data are collected and used in accordance with the Family Educational Rights and Privacy Act.

## Technical Requirements

Grantees must provide services that meet the federal Measures of Effectiveness; are expected to improve student achievement; are combined or coordinated with other federal, state, and local programs for the most effective use of public resources; and respond to identified community needs.

Funding shall not supplant activities funded through the Minimum Foundation Program (MFP). Religious activities of any kind shall not be allowed. Applicants shall provide comprehensive youth activities based upon community needs and resources. Volunteer services must be identified in the budget as in-kind and must not be charged to the state by the grantee. Programs will provide inclusive and supervised services based upon:

1. an assessment of objective data regarding the need for after-school programs and activities in the schools and communities.
2. an established set of performance measures aimed at ensuring the availability of high quality academic enrichment opportunities.

**FISCAL MANAGER/BOOKKKEEPER** **(Complete Form F)**

**LEAs Do Not Need to Include this Form**

Grantees must hire an individual to serve as a fiscal manager/bookkeeper to ensure accurate record keeping and appropriate supporting documentation. The LDOE has developed and requires minimum qualifications for LEA fiscal personnel. NON-LEA contractors other than a school system, must also meet the same criteria. The fiscal manager/bookkeeper must meet one (1) of the minimum qualifications below:

MINIMUM QUALIFICATIONS (Must meet one (1) of the following)

1. A baccalaureate degree with a minimum of 24 hours of business-related courses, such as accounting, finance, or management.
2. A Certified Public Accountant licensed in Louisiana.
3. A Master’s degree in Public or Business Administration.

See page 94 of the [LAUGH Guide](https://www.louisianabelieves.com/docs/default-source/school-choice/guide---laugh-guide.pdf?sfvrsn=ae3e96bd_4) for those qualifications that the Department of Education requires.

Grantees may use a third party vendor of their choice, such as Paychex, to issue payroll and ensure appropriate documentation of payroll expenditures.

All Louisiana 21st Century Community Learning Centers Program grantees will be required to adhere to all state and federal requirements. Grantees will be evaluated annually.

**Federal Requirements**

The following regulations shall be applicable to Louisiana’s 21st Century Community Learning Centers Program: The Federal Education Department’s General Administrative Regulations (EDGAR) in The Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards. The EDGAR regulations can be found on the U.S. Department of Education’s web site:

<http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.

**Allowable Expenses**

Project funds must be used for activities that directly support the accomplishment of the project purpose, priorities, and expected outcomes. All expenditures must be consistent with applicable state and federal laws, regulations, and guidance.

* Salaries: for 21st CCLC Project Director, Education Liaison, and Site Coordinators (reasonable and in line with industry standard) tutors and paraprofessionals;
* Contractors (ex. enrichment contractors, fiscal manager, audit, etc.);
* Independent evaluator (exempt from admin cap);
* Criminal Background Checks (for all staff working directly with students);
* Supplies and materials required for the 21st CCLC program;(academic curriculum must be approved by LDOE prior to purchase)
* Computer hardware and software required for the 21st CCLC program (upon LDOE approval);
* Travel to LDOE approved/required 21st CCLC trainings, conferences, and workshops;
* Transporting students home following 21st CCLC activities;
* Rent – Prorated (upon LDOE approval);
* Utilities – Prorated and (upon LDOE approval);
* Parent Engagement Activities (including meeting supplies cost of guest speakers, etc.);
* Educational field trips: must have the ability to improve students’ grades, state testing and or bring awareness to college and careers. Lesson plans, sample student surveys, and sample student essays are required (upon LDOE approval via a field trip request form);
* Advertisement: Only for the recruitment of personnel required for the performance of a Federal award and the procurement of goods and services for the performance of a Federal award;
* Game systems and game cartridges – May be allowable upon prior written approval of LDOE.

**Examples of Allowable Activities**

Each grantee that receives an award shall use the funds to carry out a broad array additional services, programs, and activities, such as:

* Academic enrichment, including providing tutorial services to help students, particularly students who attend low-performing schools;
* Activities for English Learners;
* Assistance to Students who have been truant, suspended, or expelled;
* Cultural Programs;
* Expanded Library and service hours;
* Healthy and Active Lifestyle;
* Literacy Education;
* Parenting Skills and Family Literacy;
* Services for Individuals with Disabilities;
* Drug and violence prevention programs;
* Telecommunications and Technology education programs;
* Science, Technology, Engineering and Mathematics;
* Career Competencies and Career Readiness;
* Well-rounded Education Activities

**Other Use of Funds**

A grantee receiving a 21st Century Community Learning Centers award will be held accountable for expenditures described within the [Budget Summary and Budget Detail forms](#_Budget_Forms_and) submitted to the LA Department of Education. Project funds may not be used to supplant existing programs and/or funding. The supplanting provision does not prohibit federal funds from being used to continue programs where a previous federal grant has ended and other federal, state or local funds would not have been available. Applicants cannot duplicate services and/or target populations.

As a general rule, program funds may be used only to cover costs that: (1) comply with the approved grant application and budget; and (2) are reasonable and necessary for the proper and efficient performance and administration of the grant. A cost is reasonable if, in its nature, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision to incur the cost is made. (See Uniform Guidance Subpart E-Cost Principles. Allowable Costs.)

The budget must clearly reflect the program design (e.g., it is not sufficient to list transportation in the budget if it is not described in the program design section of the narrative).

Grantees must budget for equipment and technology expenses in the first (2) two years of the grant. For subsequent years grant equipment and supply expenses must be prorated based on the percentage of use.

A minimum of one percent (1%) of each 21st CCLC budget must be spent on parenting skills programs that promote parental involvement and family literacy and family engagement activities, including family engagement, parent leadership, family literacy, and parent education programs such as GED courses, English as a Second Language (ESL) courses, computer technology courses and other courses depending upon the participating parents and their needs in the community.

All individuals paid by 21st CCLC funds must provide direct service to the 21st CCLC program when paid by 21st CCLC funds, regardless of administrative designation. Please note that applicants are not permitted to divest more than thirty five percent (35%) of the total grant award to any single entity, including but not limited to partners, collaborators or sub-grantees. At a minimum, applicants must maintain direct control of fifty percent (51%) of the total grant award or more during the entire grant cycle. Additionally, applicants are not allowed to divest oversight of the program administration or implementation to another agency, this includes, but is not limited to, existing 21st CCLC programs and other agencies in a sub-grant process. These funds may not be used as a pass-through to another agency to operate a 21st CCLC program.

Fiscal Audit and Evaluation Costs - Grantees shall not exceed the sum total $15,000 annually for program evaluation, and audits ($5,000 program evaluation and $10,000 audit). If the grantee receives $750,000 or more per fiscal year in federal awards, a fiscal audit shall be required. These expenses must be approved by LDOE Staff and will not be noted as administrative cost in this grant.

Indirect Costs/Administrative Costs - Indirect costs shall be the expenses incurred by a school system, community-based organization or other entity in administering or providing program services. Indirect or administrative costs for school systems shall be at the fixed federal rate; indirect costs for private, non-profit organizations shall be no more than ten percent (10%). When calculating indirect costs, private, non-profit organizations shall not include administrative costs as both line items and an indirect cost line item. The combination of IDC and administrative cost cannot exceed twenty percent (20%). Costs of administration can include both direct charges of the program (salary costs for preparing program plans, budgets, and monitoring, travel costs for program activities; rental or purchase of program-specific office equipment or supplies; rental and maintenance of program office space) and indirect charges for general administration of the program (personnel, payroll, accounting, procurement, data processing). Any cost, direct or indirect, that supports the management of the program shall be considered administrative in nature.

**Examples of Unallowable Expenditures**

The grantee must not use funds for the following:

* Applicants should exercise caution in selecting subcontractors to implement program components referenced in 2 CFR Part 180, and must require non-federal entities to comply with these provisions. These provisions restrict federal awards, sub-awards and contracts with certain parties that are debarred, suspended or otherwise excluded from or ineligible for participation in Section 80.35 of EDGAR. It is recommended that grantees not make awards or contract with any party which is debarred, suspended, or excluded from or ineligible for participation in federal programs under Executive Order 12549, “Debarment and Suspension.”
* Services provided by external organizations must be reasonable and necessary for the operation of the grant. Organizations without an approved restricted indirect cost rate cannot exceed eight percent (8%) of the award amount on items typically covered by the restricted indirect cost rate. Applicants selected for funding must inform their subcontractors that they cannot take a flat percentage of the grant award amount.
* No part time teachers or staff may exceed 29 hours per week. Prior written approval is needed from LDOE for any staff exceeds 29 hours per week.
* Uniforms are unallowable expenses unless the program provides a fifty percent (50%) match with other funds. 21st CCLC funds will only be utilized once the fifty percent (50%) match is met and documentation of the match has been provided to LDOE.
* Preparation of the Applicant: costs to develop prepare and/or write the 21st CCLC Applicant cannot be charged to the grant directly or indirectly by either the agency or subcontractor.
* Pre-award costs may not be charged against the grant. Funds can be used only for activities conducted and costs incurred after the start date of the grant.
* Please note that 21st CCLC funds cannot be used to pay for school-related and school wide athletics, or organized competitive sports activities, league fees and all associated costs, salaries or district dues and are strictly prohibited and considered supplanting. Competitive [interscholastic] sports costs are costs that would have been covered previously through other means, and therefore prohibited under the 21st CCLC program’s supplement-not-supplant statutory requirement.
* Entertainment, refreshments, snacks: A field trip without the required academic support will be considered entertainment and not allowable. No overnight or out-of-state field trips are permitted.
* Uniform Guidance § 200.421 “Advertising and public relations-(a) the term advertising costs means the costs of advertising media and corollary administrative costs. Advertising media include magazines, newspapers, radio and television, direct mail, exhibits, electronic or computer transmittals, and the like.” Applicants should review the Uniform Guidance for all points regarding advertising and public relations expenses.
* No construction can be completed with funds received from the 21st CCLC program, including capital improvements or permanent renovations. Grant funds cannot be used to purchase facilities, support new construction, renovate existing space or acquire land.
* Programs currently receiving subsidy from the Child Care Assistance Program (CCAP), which helps low-income families to pay their child care fees cannot receive both CCAP subsidy and 21st CCLC funds as this would be supplanting.
* 21st CCLC funds cannot be used to supplant other funds and 21st CCLC staff (when paid with 21st CCLC funds) cannot serve in multiple afterschool programming capacities or receive multiple salaries.
* Alcoholic beverages.
* Bad debts.
* Contingency provisions/reserves (except for those related to fringe benefits and determined using acceptable actuarial methods).
* Defense of civil or criminal fraud charges.
* Fund-raising to obtain capital or obtain contributions.
* One 21st CCLC grantee or a consortium partner serving as another 21st CCLC grantee’s local evaluator could be a potential conflict of interest and is strictly prohibited.
* Supplanting federal, state, or local funds (e.g., using grant dollars to fund summer school classes previously offered and paid for by district or other funds).
* Direct charges for items/services that the indirect cost rate covers.
* Mechanized or motorized vehicles of any kind
* Purchase of furniture for the program or administrative staff (desk sets, computer lab furniture, tables, chairs etc.)
* Dues to organizations, federations or societies and personal benefits.
* Incentives for students or parents (e.g., plaques, trophies, stickers, t-shirts, give-a-ways).
* Advertisements, Promotional or Marketing Items (flags, banners, radio advertisements, event planning).
* Dining out for business meetings or lunches.
* Supplanting Federal, state, or local funds (e.g., using grant dollars to fund summer school classes previously offered and paid for by district or other funds).
* Applicants selected for funding are required to review the changes to the Uniform Guidance to familiarize them with what is not allowable under the new streamlined and consolidated eight existing OMB Circulars and be aware that all regulations contained within the document apply.

This is NOT an all-inclusive list of non-allowable expenses. Reference EDGAR or the Uniform Guidance for additional information on allowable costs for federal programs at <http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html>

or the Office of Management and Budget (OMB).

**Food and Nutrition**

Please be advised that, as per United States Department of Education 21st CCLC program grantees are to use alternative funding sources to cover all food, beverage, and snack costs.

Grant funds are to be used to provide academic enrichment and parental involvement activities. No grant funds can be used to purchase or serve food and/or beverages to students.

**Meal/snack requirements are as follows:**

* Before-school (daily, nutritious breakfast)
* After-school (daily, nutritious snack)
* Non-school days (daily nutritious breakfast, lunch and/or snack, dependent on hours of operation)

Funding for snacks/meals cannot be drawn from 21st CCLC funds and must come from other resources. Students shall not be charged for costs associated with supplemental snacks/meals. Other Federal programs can also complement local 21st CCLC programs. 21st CCLC programs are eligible to receive funds through the U.S. Department of Agriculture (USDA) Food and Nutrition Service for “After-school Snacks”, as well as from other community and local organizations. Local communities can also participate in USDA’s Summer Food Service program. In addition to the USDA food and nutrition program, Applicants are eligible to utilize the Louisiana Food Bank Association’s (http://www.lafba.org) website, which may assist Applicants to provide nutritious meals to its program participants. Any costs not allowable for Federal programs per EDGAR, which may be accessed at <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.

Food purchases for cooking-related classes must be well documented, approved in advance and in writing by LDOE, but reasonable food purchases for cooking related classes is permitted and will be approved with additional justification(lesson plans) and a request submitted to the program office on agency letterhead.

Upon approval by the LDOE, Grantees will be required to submit electronic budgets through the [Electronic Grants Management System (eGMS)](https://egmsp.doe.louisiana.gov/LDEGMSWeb/Logon.aspx). All budgets must be made in accordance with the use of funds for the 21st CCLC program and must meet the requirements in EDGAR.

**Fees for Service**

The intent of the 21st CCLC program is to support 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 Title I schools. The program helps students meet state and local student standards in core academic subjects, such as reading, math and science; 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.

Although federal law does not prohibit the charging of fees for participation in 21st CCLC programs, in order to ensure that the priorities of the 21st CCLC programs in Louisiana are not compromised, the LDOE prohibits charging any fees. Federal guidance clearly states that programs must be equally accessible to all students targeted for services, regardless of their ability to pay. Federal guidance further recognizes that the priority of the program to serve poor students and families could be compromised through the charging of program fees.

**Attendance Threshold**

Grantees must maintain eighty percent (80%) of their proposed student attendance numbers annually during each year of the grant. Failure to maintain 80 percent of student attendance may result in award reductions to the allocation for the remainder of the grant period.

1. Please note that the eighty percent (80%) student attendance will be calculated by using the number of students participating in program with 15 or more attendance hours.
2. LDOE will issue warning letters to 21st CCLC programs that serve less than eighty percent (80%) of the students indicated in the grantee’s approved application. The warning letters from LDOE will require 21st CCLC programs to increase their student attendance numbers and to participate in additional technical assistance and training. Grantees in warning status will be given one quarter (three months) to increase their student attendance numbers to the required eighty percent (80%) threshold before adjustments will be made to the annual award amount.

## Project Requirements

**Applicant Narrative**

Instructions:

* Applicants must limit the program narrative to no more than 22 double-spaced pages.
* Each page should only be printed on the front side of the paper (no double-sided printing).
* Minimum Font size should be no smaller than 12-point, standard type.
* If included, charts do not need to be double-spaced but should remain in 12-point.
* Margins should be one inch on all sides of each page.
* Include page numbers and applicant(s) name in upper right corner of every page.

**Eligible for funding if the Applicant scores a minimum 75 or higher of the available 100 points**

Applicants should provide the following information in the Applicant:

|  |  |
| --- | --- |
| **Criteria** | **Maximum Score** |
| **1. Abstract**  Instructions   * Provide a brief two page summary of the program’s proposed mission, community to be served, the projected number of participants, including grade levels and school sites, the partner LEAs and other unique characteristics of the program. Provide information regarding use of subcontractors and indicate that their contributions consist of no more than 35% of proposed budget. | No points awarded |
| **2. Demonstration of Need**  Instructions   * Provide a compelling need for programs and services based on multiple sources of data (examples of data sources –poverty rates, percentage of Title I students, literacy rates, juvenile crime rates, high school dropout rates, suspension rates, etc.) * Describe the participants to be served by the project * Describe how the proposed 21st CCLC program will address and remedy the risk factors for each targeted population. * Describe how services will increase student academic achievement and will benefit students and their families. | 5 |
| **3. Community Notice and Collaborations (Private School Consultation)**  In accordance with ESEA sec. 4204(b)(2)(L), the community to be served must be advised of the applicant’s intent to submit an application for a 21st CCLC program and must have access to the application after it is submitted.  Community notice involves effort to notify the community of the intent to submit an application. This notice should include target schools, the private schools in the surrounding areas and the local community.  Also, both ESEA and EDGAR require that 21st CCLC funded programs provide equitable services to eligible private school students, teachers and other education personnel. Consultation to private schools must be “timely” meaning adequate notice of consultation is provided allowing all parties to be well-prepared for the consultation. The consultation should occur with sufficient time for the applicant to consider the items identified in the consultation and include them in their application as appropriate.  All 21st CCLC programs must be developed in active collaboration with the schools the participating students attend. Collaboration means that both the applicant and the target school work with the target schools to inform them of the intent to submit an application to work with students attending the target schools.  Instructions  **3.a. Community Notice and Private School Consultation (5 points)**   * Describe how the applicant informed the school, district, and community, including eligible private schools, of their intention to submit an application in response to this RFA. * Include the locations or sources used to notify the community. Also, describe how the application will be available to the community following the submittal. Include a detailed description of the platforms used to provide notice and share information and documentation.   **3.b. Community Collaborations (5 points)**   * Identify and describe the current public/private partnerships that were or will be used in developing, implementing, evaluating, and sustaining the 21st CCLC program. * Identify specific outreach activities that will be conducted to encourage the participation of the students and their families. * Describe the extent to which the proposed program will establish partnerships with other appropriate agencies and organizations providing services to the target population. Complete [Form A](#_FORM_A_1) and [Form B](#_FORM_B_1) and include letters of commitment and a memoranda of understanding (MOU) that clearly indicate the role and capacity of each partnering organization discussed in the application. Applicants are advised that the quality of letters of commitment, with a clear demonstration of buy-in from senior administrators of the partnering organization, is more important than the number of letters. | 10 |
| **4. Project Design and Implementation**  The applicant should provide a description of the proposed program that implements the purposes described in Title IV, Part B of the Elementary and Secondary Education Act for the 21st Century Community Learning Centers (21st CCLC) program.  The Project Design & Implementation section is an essential component of the application. There should be a vivid picture of what will happen every day in the program. There must be sufficient detail and the plan should be attainable, and it must provide an overall vision of the proposed program.  Instructions  **4.a. Describe the overall vision for the program and Experience (10 points):**   * Describe who and how many students will be served; * Describe how those students will be recruited for the program; * What activities the program will sponsor during which times of the day, week, year – before school, after school, weekends, summer, school holiday and in-service; * What a typical week looks like (provide chart or table with details); and * Staff/student ratio. * Describe how the proposed program will coordinate with the students’ school day. Description should include how the sharing of expertise, continuity of expectations, coordinated emphasis on academic outcomes, and the facilitation of joint use of the school facility will occur. * Describe how the facility in which the program will be housed (in all years of the grant) is safe and accessible (ADA), and how students will travel safely to and from the center and home. * Describe how the program will disseminate information about the community learning center (including its location) to the community in a manner that is understandable and accessible. * Describe how the program connects with family and community resources to leverage continued support of programming.   The program plan must also address how the program will increase family’s support for student learning and ensure family members of participating students will be actively engaged in their children’s education.  **Experience**   * Describe the applicant’s prior success or promise of success in providing educational and related activities that complement and enhance the academic performance, achievement, and positive youth development of the targeted students (Public Law 107-110, Title IV Part B Sec.4204(b)(2)(J)). * If the applicant has no previous experience as outlined above, then the applicant should describe how the applicant has a strong likelihood for successful implementation of the proposed program, including the capability to provide educational and related activities, and to assess program performance. * Evidence of success should include:   + Successful student recruitment and retention efforts;   + Successful attainment of academic outcomes for student participants * If the applicant has not operated an out of school program in the past, the applicant must describe specific strategies that will be used to   + Recruit students and encourage high rates of regular program attendance,   + Ensure students receive academic support needed to demonstrate improved academic achievement.   Instructions  **4.b. Family Engagement (10 points):**   * Describe how family engagement will be systemically embedded throughout the program. Family engagement should be collaborative, interactive and specifically linked to learning. This component should support the Louisiana’s 21st CCLC Performance Goals and Indicators. * Describe the services that will be designed to provide adult family members with the tools necessary to support their student’s academic achievement goals, including opportunities for literacy and related educational development for the families of the children served by the program. * Describe how Social Emotional Learning (SEL) impacts your overall program.   Instructions  **4.c. Performance Measures and Indicators (10 points):**  The intent of a performance indicator is to contextualize program findings/results, challenge programs to improve, and establish accountability measures.  Performance indicators address program change and improvement, not necessarily elements that are inherent in the implementation of the program. For programs that directly serve students, performance indicators most often address student performance outcomes.  See [Table 1 – Louisiana Performance Goals and Indicators for 21st CCLC Programs](#_Table_1_1) in the appendix. | 30 |
| **5. Organizational Leadership & Management Plan**  Instructions  **5.a. Capacity of Program Leadership (10 points)**   * Describe the capacity of program leadership (Program Director, Education Liaison, Site Coordinator(s), Fiscal Manager, and Data Analyst) to provide effective program implementation, including oversight of major planning elements, such as curriculum and instructional approaches, professional development, and ongoing monitoring of program effectiveness. * Any applicant applying for an award of $150,000 or more must have a full time Program Director. * Describe how the program will recruit and retain high quality staff, including but not limited to experience and professional preparation in providing educational and related activities that will enhance the academic performance, achievement, and positive youth development of students. * Describe the professional activities planned for staff that will promote academic growth and consistency in proposed programming, including but not limited to:   + Regular staff meetings;   + Professional development; and   + Staff evaluation.   Instructions  **5.b. Internal Controls (10 points):**   * Describe the internal controls that are in place to mitigate the loss of federal funds, federal property and fraud. * Discuss or provide policies and procedures that address Cash Management and Equipment and Supplies Tracking. Additionally, discuss the process and reasonable measures in place to safeguard protected personally identifiable information. | 20 |
| **6. Project Evaluation**  A strong evaluation plan helps ensure 21st CCLC programs make continuous progress. Successful applicants are required to implement evaluation plans and overall programs that meet the federal 21st CCLC [Measures of Effectiveness](http://www2.ed.gov/policy/elsec/leg/esea02/pg55.html).  A program evaluation is a mandatory component that must be submitted to LDOE annually on a specified date after the award notification.  Note – the evaluation cost cannot exceed $5000.  Instructions   * The 21st CCLC program must identify an independent evaluator for the program. The individual, agency or organization must be identified. * What evaluation experience has this person had? How many years? * Describe the evaluation design and how the performance goals and indicators will be established and measured. | 8 |
| **7. Sustainability**  In accordance with ESEA, Section 4204(b)(2)(K), as amended, the applicant must have at least a preliminary plan for how the 21st CCLC program will continue after funding ends. Program should plan to sustain their 21st CCLC program by building partnerships and collaborating with other school and community agencies to build support for resources needed to sustain the program.  Instructions   * Describe the agency’s plan for continued sustainability of the 21st CCLC program * Describe the proposed members of the advisory board and the methods they will use to implement the sustainability plan * Describe the strategies in place to develop continued support after the funding ends | 5 |
| **8. Project Cost (Budget and Budget Forms)**  *(See Sample Budget with School Year (Afterschool) and Summer Identified)*  The 21st CCLC grant is a reimbursable grant; applicants must have the capacity to sustain their operations for a minimum of three months.  **DO NOT alter any of the forms. These forms will not count toward the 22 page limit.**  **Wages**  The Program Director, Site Coordinator, and all other salaries/wages must be based on and reported using a percentage of time designated for the 21st CCLC program. The Program Director or any other individual serving in an administrative role shall not be an existing superintendent, principal, transportation director, CEO, or CFO whose salary will be reclassified to conduct 21st CCLC program activities. All salaries and wages must be consistent with the policies and procedures of the applicant’s agency.  **Non-LEA Applicants Only**  All Non-LEA applicants that receive and audit, must also submit copies of their organization’s most recent year’s independently audited financial statements. The financial statements submitted must be solely for the organization, unless a parent entity is also committing to financially back the applying agency in performance of the grant award, in which case the financial statements of the parent entity must also be provided.  The submission must also include the audit opinion, the balance sheet, statements of income, most recent Form 990 “Return of Organization Exempt From Income Tax” (if applicable), retained earnings, cash flows, and the notes to the financial statements. Applicants must submit a copy of applicable bank statements (e.g. primary saving and checking accounts) from the most current six months. The Applicant should include all of the above information as a separate attachment in the required RFA application packet. These forms will not count toward the 22 page limit.  Non-LEA applicants must also provide a statement in the narrative as to whether there is any pending litigation against the organization, and if such litigation exists, attach in the required RFA application packet an opinion of counsel as to whether the pending litigation may impair the organization’s performance in a grant award under this RFA. Likewise, applicants must provide a statement in the narrative as to whether the organization or any of the organization’s employees, agents, independent contractors, or subcontractors have been convicted of, pled guilty to, or pled nolo contendere to any felony, and if so provide an explanation with relevant details.  Budget Instructions   * The applicant must submit three (3) 12 month budgets. * The applicant must use the Budget Summary and Budget Detail forms provided. (excel document) * The budget is to be separated by School Year and summer (and ELPA if applicable) and a detail description of each expenditure must be included. See the example provided below. * Reviewers will be scoring budgets based upon the alignment of items in the budget and how they connect to the need established in the application, reasonableness based upon narrative and budgeted expenditures and **allowability** of the items listed in the budget. | 10 |

# EVALUATION

**All applications received by the date in the schedule of events will be reviewed to determine compliance with administrative and mandatory requirements as specified in the RFA. Applicants found not to be in compliance will be found non-responsive and rejected from further consideration.** Applicants shall be screened for adherence to the basic requirements, such as application formatting, completeness of content and required forms, etc., to determine if the applicant addressed the minimum requirements.

The evaluation of applications will be accomplished by an external peer review evaluation team, to be designated by the State, which will determine the applications most advantageous to the state**.** To maintain confidentiality of the reviewers, the Department will not release their names or contact information. The Department of Education will ensure that reviewers are highly qualified individuals with a strong knowledge of research-based, quality after-school programming, and represent equitable gender, ethnic, and geographic diversity.

All eligible applications will be read, reviewed, and scored by the external evaluation team independently. Each application will be reviewed fully by members of the external evaluation team selected by the Department of Education, using pre-established criteria. Following the review, each application shall be graded on its own merits by having each member independently record their scores.

The external evaluation team, at its sole discretion, may select the finalists who are most susceptible of receiving an award for an oral presentation for final determination of grant award. In some circumstances, this may include a personal interview with the applicant, either face-to-face meeting, or by a telephone conference. Reasons to schedule a personal interview for verification purposes may include, but are not limited to verifying application and project viability and verifying other factors when an application or a product is not clear to the review committee. Findings will be recorded in writing. Based upon oral presentations, initial scores may be revised.

## Cost Evaluation

# Applicants will be submitting the excel budgets and reviewers will score those. Cost is not a determining factor in this RFA. Reviewers will be scoring budgets based upon the alignment of items in the budget and how they connect to the need established in the applications, reasonableness based upon narrative and budgeted expenditures and allowability of the items listed in the budget.

As stated in Section 2.1 Scope of Work, applicants may request funds ranging from a minimum of $50,000 to a maximum $1,200,000 annually. Requests for funding should be based upon a maximum per pupil cost of $2400, which includes administrative and transportation costs.

* The minimum number of students to be served based upon a minimum of $50,000 is 20 students
* The maximum number of students to be served based upon a maximum of $1,200,000 is 500 students.
* The amount of funding requested must be reasonable and based upon the proposed number of students to be served.

Regardless of the size of the grant, proposed costs must be **REASONABLE AND NECESSARY** to carry out the program’s purposes and objectives.

Applications meeting the requirements of the application Checklist will be:

* Read, evaluated and scored through a peer review process by three (3) evaluators with diverse expertise and will represent educational and non-educational entities.
* **Eligible for funding if the applications score a minimum 75 or higher of the available 100 points**.
* Recommended to the Board of Elementary and Secondary Education (BESE)
* Awarded a 21st CCLC grant award upon BESE approval.

The evaluation will be conducted according to the following:

|  |  |
| --- | --- |
| **Criteria** | **Maximum Score** |
| 1. Abstract | 0 |
| 2. Demonstration of Need | 5 |
| 3. Community Notice & Collaborations  *Private School (5 points) + Community Collaborations (5 points)* | 10 |
| 4. Project Design and Implementation  *Overall vision (10 points) + Family Engagement (10 points) + Performance Measures and Indicators (10 points)* | 30 |
| 5. Organizational Leadership & Management Plan | 20 |
| 6. Project Evaluation | 8 |
| 7. Sustainability | 5 |
| 8. Project Cost (Budget and Budget Forms) | 10 |
| **Total Sub-Score (sum of the above scores 1-8)** | **88** |
| **Louisiana Veteran and/or Hudson Initiative**   * ***Up to 10 points available for Hudson-certified Applicants;*** * ***Up to 12 points available for Veteran-certified Applicants;*** * ***If no Veteran-certified Applicants, those two points are not awarded.*** | 12 |
| **Total Eligible Score** | **100** |

**FUNDING PRIORITIES**

To ensure equitable and reasonable distribution of 21st CCLC funds throughout the state as it pertains to geographic diversity and/or to reduce the funding of multiple projects in a district or the submission of nearly identical applications, a funding priority will be given to applicants that meet the criteria below:

|  |  |
| --- | --- |
| **Funding Priority** | **Additional Funds** |
| Proposing a program for middle school students | $2450 per student cost |
| Proposing a program in a parish not served in Cohort 10. | $2450 per student cost |
| Proposing a program for high school students | $2450 per student cost |
| Proposing a program whose focus is STEAM | $2450 per student cost |
| Proposing a program that targets Louisiana “D” or “F” or “UIR” schools. | $2450 per student cost |

**\* Additional funds distributed for funding priorities are solely based upon funding availability.**

## Veteran-Owned and Service-Connected Disabled Veteran-Owned Small Entrepreneurships (Veteran Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs Participation

1. Twelve percent (12%) of the total evaluation points in this RFA are reserved for Applicants who are certified small entrepreneurships, or who will engage the participation of one or more certified small entrepreneurships as subcontractors. Reserved points shall be added to the applicable Applications evaluation score as follows:
2. Applicants Status and Allotment of Reserved Points
3. If the Applicant is a certified Veterans Initiative small entrepreneurship, the Applicant shall receive points equal to twelve percent (12%) of the total evaluation points in this RFA.
4. If the Applicant is a certified Hudson Initiative small entrepreneurship, the Applicant shall receive points equal to ten percent (10%) of the total evaluation points in this RFA.
5. If the Applicant demonstrates its intent to use certified small entrepreneurship(s) in the performance of contract work resulting from this solicitation, the Applicant shall receive points equal to the net percentage of contract work which is projected to be performed by or through certified small entrepreneurship subcontractors, multiplied by the appropriate number of evaluation points.
6. The total number of points awarded pursuant to this Section shall not exceed twelve percent (12%) of the total number of evaluation points in this RFA.

If the Applicant is a certified Veterans Initiative or Hudson Initiative small entrepreneurship, the Applicant must note this in its application in order to receive the full amount of applicable reserved points.

If the Application is not a certified small entrepreneurship, but has engaged one (1) or more Veterans Initiative or Hudson Initiative certified small entrepreneurship(s) to participate as subcontractors, the Applicant shall provide the following information for each certified small entrepreneurship subcontractor in order to obtain any applicable Veterans Initiative or Hudson Initiative points:

1. Subcontractor’s name;
2. A detailed description of the work to be performed; and
3. The anticipated dollar value of the subcontract for the five-year grant award term.

***Note*** *– it is not mandatory to have a Veterans Initiative or Hudson Initiative certified small entrepreneurship subcontractor. However, it is mandatory to include this information in order to receive any allotted points when applicable.*

If multiple Veterans Initiative or Hudson Initiative subcontractors will be used, the above required information should be listed for each subcontractor. The Applicant should provide a sufficiently detailed description of each subcontractor’s work so the Department is able to determine if there is duplication or overlap, or if the subcontractor’s services constitute a distinct scope of work from each other subcontractor(s).

# PERFORMANCE STANDARDS

## Performance Requirements

## Performance Measurement/Evaluation/Monitoring Plan

### Performance Measures/Evaluation:

After applicants are awarded they will be expected to adhere to the Framework below. This framework is a part of the performance standards for the 21st CCLC programs.

**LOUISIANA’S FRAMEWORK FOR EVALUATING**

**AFTER-SCHOOL PROGRAMS/OUT-OF-SCHOOL TIME PROVIDERS (REV 5/2021)**

The following framework depicts the formula for Louisiana’s evaluation of after-school providers. In an effort to obtain a more rigorous academic approach to program evaluation, the Department will assess provider performance through the following outcome-based components:

1. Academic Performance: 100 points
2. Attendance: 35 points
3. Student Engagement: 15 points

Program ratings will be determined using the following process:

**STEP ONE: Academic Performance**

The academic performance is obtained from LDOE and involves multiple iterative phases integrating a comprehensive database housing descriptive program and participant data. LDOE will measure the academic performance of Louisiana’s 21st Century Community Learning Centers (CCLC) programs by the percent of students within each program who exceed their growth target on the state assessment.

\*For example, a 21st CCLC program would receive a score of **60 points** in this area if **60%** of participants exceeded their growth target or **55** **points** if **55%** of participants exceed targets.

**STEP TWO: Attendance**

|  |  |  |  |
| --- | --- | --- | --- |
| Points Given | | Definition for Points | |
| 0 | <15% of projected attendance | |
| 5 | 15% to 29.9% of projected attendance | |
| 10 | 30% to 44.9% of projected attendance | |
| 15 | 45% to 59.9% of projected attendance | |
| 20 | 60% to 69.9% of projected attendance | |
| 25 | 70% to 79.9% of projected attendance | |
| 30 | 80% to 89.9% of projected attendance | |
| 35 | ≥90% of projected attendance | |

**STEP THREE: Student Engagement**

|  |  |
| --- | --- |
| Points Given | Definition for Points |
| 0 | Survey completion rate of <25% |
| 5 | Survey completion rate of 25% to 49.9% |
| 10 | Survey completion rate of 50% to 74.9% |
| 15 | Survey completion rate of ≥75% |

**Example of How to Calculate the Performance Rating:**

**Academic Performance + Attendance + Student Engagement = Total Points (150 max)**

**Example: Academic Performance = 60; Attendance =15; Student Engagement = 25**

**60+12.5+25= 97.5 –Performance Rating B**

**Performance Rating**

|  |  |
| --- | --- |
| Total Points Given | Grade |
| 100-150 | A |
| 85-99 | B |
| 70-84 | C |
| 50-69 | \*D |
| <50 | \*F |

|  |  |
| --- | --- |
| **\*Program Impact** | |
| **\*D or F**  **\*69-0** | The provider must submit a Performance Improvement Plan (PIP) within 30 days of the designation. Programs will also be labeled as “High Risk”. Failure to address deficiencies will result in removal, and the inability to apply for future funding. |

### Monitoring Plan:

All 21st CCLC grantees must host a site visit for LDOE staff or LDOE representative to determine if facilities are conducive to providing safe/effective afterschool program services. Department of Education staff will conduct desk reviews, announced and unannounced site visits, provide technical assistance, and conduct compliance monitoring of the programs progress to ensure the grantee meets all requirements. Additionally, conferences and seminars will be held for 21st Century Community Learning Center grantees. On-going data collection will be monitored utilizing the Department’s web-based reporting system.

## Veteran and Hudson Initiative Programs Reporting Requirements

During the term of the grant award and at expiration, the applicant will be required to report Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship subcontractor participation and the dollar amount of each.

If a grant award is awarded to an Applicant who proposed a good faith subcontracting plan, the using agency, the Louisiana Department of Economic Development (LED), or the Office of State Procurement (OSP) may audit the applicant to determine whether the applicant has complied in good faith with its subcontracting plan. The applicant must be able to provide supporting documentation (i.e., phone logs, fax transmittals, letter, e-mails) to demonstrate its good faith subcontracting plan was followed. If it is determined at any time by the using agency, LED, or the OSP Director that the Contractor did not in fact perform in good faith its subcontracting plan, the grant award or the existing grant award may be terminated.

ATTACHMENT I: CERTIFICATION STATEMENT

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Application (RFA), including attachments.

**OFFICIAL CONTACT**. The State requests that the Applicant designate one person to receive all documents and the method in which the documents are best delivered. The Applicant should identify the Contact name and fill in the information below: (Print Clearly)

|  |  |  |
| --- | --- | --- |
| A. | Official Contact Name: |  |
| B. | E-mail Address: |  |
| C. | Phone Number with area code: | ( ) |
| D. | US Mail Address: |  |

The Applicant shall certify that the above information is true and shall grant permission to the State or Agencies to contact the above named person or otherwise verify the information provided.

By its submission of this application and authorized signature below, Applicant shall certify that:

1. The information contained in its response to this RFA is accurate;
2. Applicant shall comply with each of the mandatory requirements listed in the RFA and will meet or exceed the functional and technical requirements specified therein;
3. Applicant shall accept the procedures, evaluation criteria, mandatory grant award terms and conditions, and all other administrative requirements set forth in this RFA.
4. Applicant’s quote shall be valid for at least 90 calendar days from the date of application signature below;
5. Applicant understands that if selected as the successful Applicant, he/she will have fourteen (14) business days in which to complete grant award negotiations, if any.
6. Applicant shall certify, by signing and submitting an application for $25,000 or more, that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in 2 CFR §200 Subpart F. (A list of parties who have been suspended or debarred can be viewed via the internet at <https://www.sam.gov>.)
7. Applicant understands that, if selected as a grantee, the Louisiana Department of Revenue must determine that it is current in the filing of all applicable tax returns and reports and in payment of all taxes, interest, penalties, and fees owed to the state and collected by the LDR. Applicant shall comply with R.S. 39:1624(A)(10) by providing its seven-digit LDR account number in order for tax payment compliance status to be verified.
8. Applicant further acknowledges its understanding that issuance of a tax clearance certificate by LDR is a necessary precondition to the approval of any contract by the Office of State Procurement. The contracting agency reserves the right to withdraw its consent to any contract without penalty and proceed with alternate arrangements, should a prospective contractor fail to resolve any identified outstanding tax compliance discrepancies with the LDR within seven (7) days of such notification.
9. Applicant certifies and agrees that the following information is correct: In preparing its response, the Applicant has considered all applications submitted from qualified, potential subcontractors and suppliers, and has not, in the solicitation, selection, or commercial treatment of any subcontractor or supplier, refused to transact or terminated business activities, or taken other actions intended to limit commercial relations, with a person or entity that is engaging in commercial transactions in Israel or Israeli-controlled territories, with the specific intent to accomplish a boycott or divestment of Israel. Applicant also has not retaliated against any person or other entity for reporting such refusal, termination, or commercially limiting actions. The State reserves the right to reject the response of the Applicant if this certification is subsequently determined to be false, and to terminate any grant awarded based on such a false response.
10. Applicant certifies that the cost submitted was independently arrived at without collusion.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Signature of Applicant or Authorized Representative | |  | | | | |
| Typed or Printed Name: | |  | | | | |
| Date: | |  | | | | |
| Title: | |  | | | | |
| Company Name: | |  | | | | |
| Address: |  | | | | | |
| City: |  | | State: |  | Zip: |  |

ATTACHMENT III: ELECTRONIC VENDOR PAYMENT SOLUTION

In an effort to increase efficiencies and effectiveness as well as be strategic in utilizing technology and resources for the State and Contractors, the State intends to make all payments to Contractors electronically. The LaCarte procurement card will be used for purchases of $5,000 and under, and where feasible, over $5,000. Contractors will have a choice of receiving electronic payment for all other payments by selecting the Electronic Funds Transfer (EFT). If you receive an award and do not currently accept the LaCarte card or have not already enrolled in EFT, you will be asked to comply with this request by choosing either the LaCarte Procurement Cart and/or EFT. You may indicate your acceptance below.

The **LaCarte** Procurement Card uses a Visa card platform. Contractors receive payment from state agencies using the card in the same manner as other Visa card purchases. Contractors cannot process payment transactions through the credit card clearinghouse until the purchased products have been shipped or received or the services performed.

For all statewide and agency term contracts:

* Under the LaCarte program, purchase orders are not necessary. Orders must be placed against the net discounted products of the contract. All contract terms and conditions apply to purchases made with LaCarte.
* If a purchase order is not used, the Contractor must keep on file a record of all LaCarte purchases issued against this contract during the contract period. The file must contain the particular item number, quantity, line total and order total. Records of these purchases must be provided to the Office of State Procurement on request.

**EFT** payments are sent from the State’s bank directly to the payee’s bank each weekday. The only requirement is that you have an active checking or savings account at a financial institution that can accept Automated Clearing House (ACH) credit files and remittance information electronically. Additional information and an enrollment form is available by contacting the Office of Statewide Reporting & Accounting Policy at [DOA-OSRAP-EFT@la.gov](mailto:_DOA-OSRAP-EFT@la.gov).

To facilitate this payment process, you will need to complete and return the EFT enrollment form.

If an award is made to your company, please check which option you will accept or indicate if you are already enrolled.

**Payment Type Will Accept Already Enrolled**

LaCarte \_\_\_\_\_\_ \_\_\_\_\_\_

EFT \_\_\_\_\_\_ \_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Individual Authorized

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature for payment type chosen Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address and phone number of authorized individual

APPENDIX: ADDITIONAL REQUIRED FORMS

Applicant’s MUST submit (in the order shown below) paginated in a useful table contents all of the components listed in the Checklist below. The narrative pages of the Applicant should total no more than twenty-two (22) double-spaced pages using a minimum font size no smaller than 12-point standard font with one-inch margins. This does not include any required forms. Handwritten applications will not be reviewed.

Applicant’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Application Submission -  Traditional  ELT Type of Applicant -  New  Veteran

## Checklist

A complete application consists of all of the following items submitted in the following order. Proposers will not be allowed to alter or revise application documents after submission.

|  |  |
| --- | --- |
| **Required Documents** | **Checked – proposer** |
| Checklist |  |
| [Cover Letter (Section 1.8.1)](#_Cover_Letter) |  |
| Table of Contents |  |
| [Cover Page](#_Cover_Page) |  |
| [Funding Priority Points](#_FORM_AA_1) (Form AA) |  |
| Certification Statement (page 59) |  |
| [Partnering Agencies Form](#_FORM_A_1) - Form A |  |
| [Memorandum of Understanding (MOU) Form](#_FORM_B_1) – Form B |  |
| [Private School Consultation Form](#_FORM_C_1) - Form C |  |
| [Private School Participating Schools Form](#_FORM_D) - Form D |  |
| [Program Summary Forms](#_FORM_E) – Form E |  |
| [Fiscal Manager/Bookkeeper Qualifications](#_FORM_F) – Form F |  |
| [Budget Forms](#_Budget_Forms_and) |  |
| [Veteran/Hudson Initiative Form and Documentation](#_Veteran/_Hudson) |  |
| [Program Narrative](#_Project_Requirements) inclusive of [Louisiana 21st CCLC Performance Indicators Template](#_Performance_Goals_and) |  |
| 1. One (1) fully complete original - **Label this original as 21st CCLC22-Original**. 2. One (1) electronic copy of the original signed Applicant on a USB flash drive. **Label this copy as 21st CCLC22 original electronic copy.** 3. Four (4) anonymized/blind electronic copies on four (4) individual USB flash drives. Blind copies must be completely blinded electronically. Failure to do so will deem the application ineligible and it will not be reviewed. Please review blind copies before submitting to ensure **all identifying information is blinded. Label blind copies as 21st CCLC22 blind copy #1, #2, #3 and #4.** Examples of redacted information are outlined below.    1. XXXXXXXX has more than 17 years of experience providing after-school academic services to more than 130 schools across the country.    2. XXXXXXXX has more than 17 years of experience providing after-school academic services to more than 130 schools across the country. |  |
| **FOR LDOE USE ONLY** | **Qualified** |
|  | **Disqualified** |

## Cover Page

**21st Century Community Learning Centers Program**

**Applicant Cover Page**

**Type of Organization: (Check one only)**

Local Education Agency (LEA)

Charter School(s)

Non-Profit Community Based Organization (CBO)

Non-Profit Faith-Based Organization (FBO)

Private School/Faith-Based Organization

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Name of Applicant** | | |
| **Address** | | |
| **City/State Parish Zip Code** | | |
| **Contact Person** | | **Telephone ( )** |
| **E-Mail Address** | | **FAX ( )** |
| I hereby certify that I am the applicant’s Superintendent/Chief School/Administrative Officer/Agency Head and that the information contained in this application is, to the best of my knowledge, complete and accurate. I further certify, to the best of my knowledge, that any ensuing program and activity will be conducted in accordance with all applicable Federal and State laws and regulations, application guidelines and instructions, certifications, assurances, and that the requested budget amounts are necessary for the implementation of this project. | | |
| Authorized Signature: | Title: | |
| Typed Name: | Date: | |

## FORM AA

**21st Century Community Learning Centers Program**

**Funding Priority Page**

**FUNDING PRIORITIES**

Place a check in the box of the funding priorities you are seeking. **Additionally, provide a short summary as to how you qualify for each priority selected and attach it to this form. If you do not provide the summary you will not be eligible to receive the funding priority.**

|  |  |  |
| --- | --- | --- |
| **Funding Priority** | **Priority** | **Check the box that applies** |
| Proposing a program for middle school students | $2450 per student cost |  |
| Proposing a program in a parish not served in Cohort 10. | $2450 per student cost |  |
| Proposing a program for high school students | $2450 per student cost |  |
| Proposing a program whose focus is STEAM | $2450 per student cost |  |
| Proposing a program that targets Louisiana “D” or “F” or “UIR” schools. Click [HERE for UIR schools.](https://www.louisianabelieves.com/docs/default-source/school-redesign/2020-schools-in-need-of-intervention-list.xlsx?sfvrsn=8829991f_6) | $2450 per student cost |  |

**\* Additional funds distributed for funding priorities are solely based upon funding availability.**

**Cohort 10 Parish List**

|  |  |  |
| --- | --- | --- |
| Caddo  East Baton Rouge  East Feliciana  Jefferson  Lincoln  Livingston  Madison | Monroe  Morehouse  Orleans  Plaquemines  Pointe Coupee  Sabine  St. Landry | St. Tammany  Union |

## FORM A

**PARTNERING AGENCIES FORM (REQUIRED BY FEDERAL LAW)**

**COMPLETE THIS FORM FOR ANY SCHOOL AND COMMUNITY BASED PARTNERSHIPS**

**List the name, address and contact person for each partnering agency.** Each of these agencies must sign a Memorandum of Understanding (MOU) found on Form B which must be submitted with this application. **NOTE:** An individual, agency, organization or other entity that only provides services (usually for a fee) is considered to be a **vendor**, not a **partner**, and would not require a Partnership Agreement.

|  |  |  |
| --- | --- | --- |
| **Name of Agency/School** | **Address** | **Name of Contact Person and Email Address** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## FORM B

**Memorandum of Understanding**

**Louisiana 21st Century Community Learning Centers Program**

Name of Applicant

And

Name of Partnering Organization Completing MOU

are committed to implementing a comprehensive 21st Century Community Learning Center program that provides meaningful, academically based after-school activities and extended learning opportunities for children in the district and their families. The entities named herein recognize the necessity for continual collaboration among local partners for the development, implementation and continuous program improvement of dynamic after-school educational opportunities for youth and their families in

Name of School/ District/Parish

The collaborators will strive to accomplish 21st Century Community Learning Center objectives that are specific to their own area(s) of involvement. The above-named partnering agency pledges to collaborate with the above-named applicant to provide the following specific items/services;

Signature Typed Name Title

Applicant Date

Signature Typed Name Title

Partnering Agency Date

**The parties mentioned above have agreed to provide the following:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructions for Form A& B and Partnership Letter(s)**

**Mandatory Requirement**

**Step 1**

The partnership letter(s) is a mandatory requirement (no more than one page). It must be on the partner’s letterhead providing the following:

* Describe the partnerships supporting the proposed program.
* Identify each partner and describe their contribution to the program.
* Describe how the partnership will work.
* Attach each letter(s) from the proposed partners. Letters must clearly support their commitment to the program and identify their tangible contributions.

**Step 2**

Complete the Partnering Agencies Form ([Form A](#_FORM_A_1))

Complete a Memorandum of Understanding (MOU) with each partner ([Form B](#_FORM_B_1))

## FORM C

**Private School Consultation Form (REQUIRED BY FEDERAL LAW)**

**(To be completed by all applicants. Duplicate as needed.)**

Students who attend private schools in the area to be served by the proposed program are eligible to participate

(area= attendance zone or within a 3-5 mile radius). If any private schools are located in the area to be served, the applicant is expected to consult with the private school officials during the design and development of the program on issues such as needs identification, services to be offered, service delivery, program assessment, and scope and size of services to be provided to private school students.

If private schools are located in the area that could be served by the proposed program, did any decline participation in the program? (Check one)

|  |  |
| --- | --- |
|  | Yes. There are private schools located in the proposed program area that declined participation. |
|  | No. All private schools located in the proposed program area have agreed to participate. |
|  | No. There are no private schools located in the proposed program area. |

If yes, list all private schools that were consulted but **declined** the opportunity to have their students participate. In the second column, print the name, title and phone number of the school that was consulted. In the third column, provide the date(s) and type(s) of consultation (e.g., face-to-face meeting, e-mail, fax, telephone call, letter and videoconference) and the reason(s) for declining. Private schools whose students will participate in the program must be listed on the Participating Schools Form.

| **Private School Name** | **Print Name, Title & Phone Number of School Official** | **Date(s) and Type(s) of Consultation and reason (s) for declining to participate.** |
| --- | --- | --- |
|  |  |  |
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## FORM D

**Private School**

**Participating Schools Form**

**Applicant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please list all schools attended by the students you propose to serve. All information must be provided in full.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **School Building Name** | **(N) Non-public** | **Total**  **Enrollment Number** | **Number of Children to be Served by this Applicant** | **Grade Levels to be Served by this Applicant** | **Building Principal’s Signature** |
|
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

## FORM E

**Program Summary Form (4 sites Max)**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name & Address of each site | Days and times of program operation throughout week | | | | | | Total number of students to be served at each site | Is this a Title I School?  (Y/N) | Student Population to be served | Grade Levels to be served |
|  | Mon | Tues | Wed | Thur | Fri | Sat |  |  | Elem  Middle  High |  |
|  |  |  |  |  |  |
|  | Mon | Tues | Wed | Thur | Fri | Sat |  |  | Elem  Middle  High |  |
|  |  |  |  |  |  |
|  | Mon | Tues | Wed | Thur | Fri | Sat |  |  | Elem  Middle  High |  |
|  |  |  |  |  |  |
|  | Mon | Tues | Wed | Thur | Fri | Sat |  |  | Elem  Middle  High |  |
|  |  |  |  |  |  |
| **Total Number of students to be served: \_\_\_\_\_\_\_\_\_** |  | | | | | | | | | |

**Services to be provided in this Grant Award** (check all that apply)**:**

|  |  |  |
| --- | --- | --- |
| * Academics Support * Academic Enrichment * Mathematics * Science * English Language Arts * Art, Music, Dance, Theater * Entrepreneurial Education * Expanded Learning Time * Credit Recovery | * Physical Fitness, Wellness * Technology, Video or Media * Library Services * Family Literacy * Other Family Education * Tutoring/Mentoring * STEM/STEAM * ACT Prep * Advance Placement Test Prep | * Health * Nutrition * Youth Development * Drug/Violence Prevention * Counseling * Character Education * Service Learning * End of Course Test (EOCT) |

## FORM F

**Fiscal Manager/Bookkeeper Qualifications Form**

Candidate Full Legal Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Middle Last

Please indicate which **ONE** of the three minimum qualifications the candidate meets and **attach** the appropriate verified supporting documentation.



* Attach **official transcript(s)** from accredited college(s) with qualifying courses and degree details



* Attach an up to date copy of CPA license



* Attach **official graduate transcript** and concentration certificate if it’s not specified on the transcript.

Verified by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Representative

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LDOE Representative

## Budget Forms and Instructions

Click [HERE](https://www.louisianabelieves.com/docs/default-source/family-support-toolbox-resources/21st-cclc-paper-budget-forms-(19-20v).xls?sfvrsn=8e949f1f_6) for the budget forms

**Instructions for Completing Budget Summary**

The Budget Summary Form (SDEB 1) consists of one function, which is composed of nine major expenditure categories. These categories reflect the summary of totals from a more detailed budget analysis, which is the second part of the budget you must submit. The total dollar amount budgeted on the Budget Detail for each major expenditure category must equal the dollar amount budgeted for that expenditure category on the Budget Summary page. A legal representative of the entity, namely the Executive Director, LEA superintendent, mayor, etc. must sign these forms.

1. The Budget Detail Form is composed of nine major expenditure categories. These categories reflect the summary of totals from a more detailed budget analysis. The total dollar amount budgeted for each major expenditure category must equal the dollar amount budgeted for that expenditure category on the Budget Summary page.
2. Use an Object Code number – either 100, 200, 300, etc. – in the Object Code column and then provide the description of the expenditure that corresponds to the class of expenditure: for example, salaries, benefits, supplies.
3. When applicable, the approved Indirect Cost Rate (for LEAs only) must be listed on the form; this rate must be applied to the Operating Budget Subtotal when computing the indirect cost. For non-LEAs, IDC shall not exceed 10%. Please note that upon award the Department will provide instructions to have an IDC rate calculated.
4. Amounts budgeted for federal funds must be in accordance with EDGAR.
5. Expenditures must be justified in relation to the scope of the project goals, objectives, and activities. Fund requested under this Applicant must not replace monies used to support existing programs. All funds must be spent (goods received and services rendered) during the fiscal year designated.
6. The following instructions for each budget category are based on the Louisiana Accounting and Uniform Governmental Handbook. Please carefully review these instructions before preparing the supplementary budget schedules.

**Code 100 Salaries:** On the Budget Detail Form, provide a detailed breakout of how the amount of salaries, wages, or stipends to be paid to program personnel who are employees of the contractor are computed. Give the number of months (weeks or hours) to be paid, and amount per month (week, hour). For each position, list the names and/or titles of employees and give a brief job description of each. Salaries must be in line with those in similar positions within the community.

**Code 200 Employee Benefits:** Show the total amount of appropriate employee benefits for program personnel. The employee benefits budgeted must be consistent with those budgeted for other applicant personnel. Benefits must be subdivided by type (e.g., social security, unemployment compensation, etc.) and a breakdown of rates charged identified by type.

**Note:** For contractual employees, you must obtain a ruling from the Internal Revenue Service regarding fringe benefits.

**300 Purchased Professional and Technical Services:** Give a breakdown of services to be rendered, all related expenses covered by the contract, the number of days or hours, and the rate per hour or day. Examples of items included (but not limited to) in this category are banking services, data processing, software licenses when purchased as part of the contract from the vendor or contractor, etc.

**An amount for a contractor audit, if one is required, must be budgeted under this category**. If a contractor receives a total of $750,000 or more in federal funds from all sources, an audit of the contractor must be made in accordance with federal guidelines. The audit must be completed and paid for prior to the end of the contract period.

**400 Purchased Property Services:** These services are performed by persons other than contractor employees. Examples of items in this category include custodial services, lawn care repairs, cleaning services, rentals**,** repairs, lease and maintenance, vehicle maintenance, etc. and must be pro-rated based on the amount of time the facility or institution is used by the applicant.

**500 OTHER PURCHASED SERVICES:** A detailed description of all costs must be shown. Examples of expenditures in this category include postage, telephone, printing, internet, operational allowance for bus drivers, subscriptions, transportation, field trips including food purchases, lodging, subsistence, registration fees, amount paid for workshops, in-services (e.g., food, rental of room, other charges associated with workshops purchased from the same vendor) and related items incurred by employees who are traveling on official business for the program. A cell phone is not an acceptable expenditure under 21st Century Community Learning Center funds. Out-of-state and overnight field trips are not allowed for participants enrolled in the 21st CCLC program.

Indicate in‑state travel or out-of-state travel on the Budget Detail. Reimbursement rates must be justified based on LEA board action. If the applicant is a public entity, use your agency’s approved reimbursement rate for travel expenses. If applicant is not a public entity or if your agency does not have an approved reimbursement rate, you may elect to use the state-approved rates in effect. Current state rates are as follows: mileage - $.51/mile; meals ‑ $46-$65 per day (depending on area of state); lodging ‑ $77-$135 per night (depending on area of state) plus tax. For travel in high cost areas, refer to PPM49 for high cost rates. Any travel expenses above the state rates must be justified and approved by the Commissioner of Administration. <http://www.doa.louisiana.gov/osp/travel/travelpolicy/pocketguide.pdf>

Note: If a registration fee includes a fee for an individual membership to a professional organization, this fee is not reimbursable. OMB Circular A-87 clarifies that only an entity may be reimbursed for any professional dues and memberships; individual membership dues are not reimbursable through program funds.

**600 Supplies:** Items include after-school curricula and instructional materials, reference books, nutritional snacks, (when purchased from outside vendor), energy, office supplies of an expendable nature, etc.

**700 Property:**  The purchase of property/equipment is an allowable expenditure through some federal Applicant funds. An applicantmust give a narrative justification if it proposes to purchase property. Applicants must show a direct relation between such purchase and the accomplishment of goals and objectives and that a hardship would prevail must the purchase be denied; applicants must also provide assurance that equipment purchased will be used solely for programs covered under this Applicant and will not be used for any unlawful, unauthorized, or illegal purposes. Equipment and property purchases must be maintained on an inventory list**.**

**Inventory must be maintained for all equipment items with a unit cost of $1000 or more.** When a contractor no longer receives funding under the 21st Century Community Learning Center program or the program’s contract has been revoked, all said equipment must be returned to the Department of Education, unless other arrangements are approved by the Louisiana Department of Education.

**800 Other Objects:** This category includes the amounts paid for goods and services not otherwise classified in categories 100 through 700.

**900 Other Uses of Funds:** This category is used to summarize amounts budgeted for transactions not properly recorded as expenditures but required for budgetary and accounting control.

## SAMPLE BUDGET

**Budget with School Year (Afterschool) and Summer Identified**



## Veteran/ Hudson

**21st Century Community Learning Centers Program**

**Veteran/Hudson Initiative Page**

**Instructions**

Place a check in the box(s) of the initiative and subcontractor status that your organization qualifies. Additionally, provide the documentation to support the boxes chosen. NOTE: If a box has been checked and the applicant does not provide documentation the applicant will receive zero (0) points in this area. The applicant will only receive a maximum 12 ( twelve points in this area).

|  |  |  |
| --- | --- | --- |
|  | **Points** | **Check the box that applies** |
| Is the  **applicant** a certified small entrepreneurship through the Veterans Initiative? | 12 |  |
| Is the  **applicant** a certified small entrepreneurship through the Hudson Initiative? | 10 |  |
| Does the applicant intend to subcontract with certified small entrepreneurships (Hudson or Veterans)? **If Yes, respond to the prompts below.** |  | Yes  No |
|  |  |  |

Total value of the applicant’s application - $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (projected annual award amount)

**Subcontractor Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Subcontractor Name** | **Hudson or Veteran** | **Description of Work** | **Subcontract Value** |
| 1. |  |  |  |  |
| 2 |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |

* Add additional lines if needed.

## Performance Goals and Indicators Template and Instructions

**FEDERAL REQUIREMENTS**

The following regulations shall be applicable to Louisiana’s 21st Century Community Learning Centers Program: The Federal Education Department’s General Administrative Regulations. The EDGAR regulations can be found on the U.S. Department of Education’s web site: <http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html>.

Performance indicators should represent annual change – change from the prior year to the current or beginning of the year to the end of the year– not cumulative change over multiple years. For each Objective and Performance indicator, choose a performance target based on your needs assessment. Performance targets should be reasonable, yet challenging. You should be able to link each indicator to specific activities and strategies that your program will use to address the change.

**Each applicant is REQUIRED to address all four objectives and the corresponding performance indicators noted in Table 1. An applicant may add three to five additional indicators in addition to those noted in Table 1. In the template the additional indicators should be placed after the four required indicators.**

1. Review the **template** below in planning activities that are aligned with the performance indicators for the federal 21st Century Community Learning Centers objectives.
2. Copy AND paste the template below into the body of Project Design and Implementation Section OF THE APPLICATION PACKET.  **This will NOT** count toward the allowed twenty two (22) pages.
3. Include your program objective under each performance indicator.
4. Include an activity or activities with a brief description that identifies the number of days, sessions or hours that it will be offered.
5. Include the Performance indicator(s) of success. This will show the desired outcome, such as “85% of the students will improve at least one half grade level in math.”
6. Describe how it will be measured. This will be used to determine if the performance indicator has been met such as “State Assessments.”

## Table 1

**Performance Goals and Indicators Template**

|  |  |  |
| --- | --- | --- |
| **Performance Goal 1: Participants in the program will demonstrate increased academic achievement in reading and mathematics. (GPRA 1,2)** | | |
| **Performance Indicator 1**: Participants will show statistically significant progress in reading and mathematics scores as measured by the State Identified Assessment. | | |
| **Program Objective 1:** | | |
| Activities to Support This Program Objective | Performance Indicator(s)  of Success | How It Will Be Measured |
|  |  |  |
| **Performance Goal 2: Participants will demonstrate improved grades and GPA. (GPRA 2,3)** | | |
| **Performance Indicator 2:** Students participating in the program will have a higher school day attendance rate and a change in their attitudes toward school as measured by school day attendance data, improved GPA, and student program surveys. | | |
| **Program Objective 2**: | | |
| Activities to Support This Program Objective | Performance Indicator(s)  of Success | How It Will Be Measured |
|  |  |  |
| **Performance Goal 3: Participants in the program will demonstrate positive behavioral changes. (GPRA 3, 4, 5)** | | |
| **Performance Indicator 3:** Students participating in the program will show improvements in measures such as increase in attendance, decrease in disciplinary actions, less violence, and a decrease in other adverse behaviors as measured by SIS data, teacher surveys and focus groups. | | |
| **Program Objective 3:** | | |
| Activities to Support This Program Objective | Performance Indicator(s)  of Success | How It Will Be Measured |
|  |  |  |
| **Performance Goal 4: The 21st CCLC program will provide services that benefit the entire community by including families of participants and collaborating with other agencies and non-profit organizations.** | | |
| **Performance Indicator 4:** The centers will offer enrichment and other support services for families of participants as measured by program sign-in sheets, partnership surveys, and the state annual performance report. | | |
| **Program Objective 4:** | | |
| Activities to Support This Program Objective | Performance Indicator(s)  of Success | How It Will Be Measured |
|  |  |  |

## SAMPLE - 21st CCLC Parental Consent Form

**[INSERT SCHOOL DISTRICT NAME] CONSENT FORM**

Dear Parents and Guardians,

You are receiving this consent form because you have indicated interest in enrolling your student in a 21st Century Community Learning Center after school program.

To enroll your child in this program, [**INSERT SCHOOL DISTRICT NAME**] must provide information about your student to the Youth Services online registration system maintained by City Span, which will in turn be shared with the Louisiana Department of Education. The Louisiana Department of Education will also provide performance-related information to the Youth Services system and be accessible to the School District named above.

I understand that:

• To offer after school to my child, [**INSERT SCHOOL DISTRICT NAME**] will pursue registering my student in a 21st Century Community Learning Center.

• Youth Services and the Louisiana Department of Education will maintain the confidentiality of my student’s personally identifiable information in accordance with law.

• To register your student in this program, the following student data must be shared:

* First and last name
* Birth date
* Social security number or other student identifier
* Student demographics like ethnicity, special education, and English learner status
* Grades and school attendance
* Performance-related information like state assessment scores

I CONSENT to the [**INSERT SCHOOL DISTRICT NAME**] disclosing my child’s personal information listed above to Youth Services and the Louisiana Department of Education for the purposes stated above. All documents which include information contained in or derived from a student’s education records and personally identifiable information are deemed confidential pursuant to FERPA and La. R.S. 17:3914 and therefore will not be disclosed to any third party.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent/Legal Guardian My Full Name (please print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date My Child’s Full Name (please print)

**Laws & Guidance** **ELEMENTARY & SECONDARY EDUCATION**  
Part B — 21st Century Community Learning Centers

SEC. 4205. LOCAL ACTIVITIES.

(a) AUTHORIZED ACTIVITIES- 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.

(b) MEASURES OF EFFECTIVENESS-

(1) IN GENERAL- For a program or activity developed pursuant to this part to meet the measures 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) if appropriate, be based upon scientifically based research that provides evidence that the program or activity will help students meet the State and local student academic achievement standards.

(2) PERIODIC EVALUATION-

(A) IN GENERAL- The program or activity shall undergo a periodic evaluation to assess its progress toward achieving its goal of providing high quality opportunities for academic enrichment.

(B) USE OF RESULTS- The results of evaluations under subparagraph (A) shall be —

(i) used to refine, improve, and strengthen the program or activity, and to refine the performance measures; and

(ii) made available to the public upon request, with public notice of such availability provided.