**STATE OF MAINE**

**Department of Education**

*Elementary and Secondary Education Act (ESEA), Title IV, Part B CFDA #84.287*



**RFP# 202312249**

**21st Century Community Learning Centers Program**

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| **RFP Coordinator** | *All communication regarding the RFP must be made through the RFP Coordinator identified below*.  **Name:** Travis Doughty **Title:** Federal Grant Coordinator  **Contact Information:** [travis.w.doughty@maine.gov](mailto:travis.w.doughty@maine.gov) |
| **Informational Webinar** | *Bidders may access an informational webinar for this RFP to be posted on:*  **Date:** January 24, 2024, at **Location:** <https://maine.egrantsmanagement.com/> |
| **Submitted Questions Due** | *All questions must be received by the RFP Coordinator identified above by:*  **Date:** February 7, 2024, no later than 11:59 p.m., local time |
| **Initial Intent to Apply Form Submission** | *All forms must be completed using the template provided in* ***Appendix F*** *and be received by the RFP Coordinator identified above by:*  **Date:** February 21, 2024, no later than 11:59 p.m., local time |
| **Revised Intent to Apply Form Submission** | *Bidders that receive a letter detailing necessary eligibility revisions must revise and resubmit their Intent to Apply Form, using the template provided in* ***Appendix F****. Revisions must be received by the RFP Coordinator by:*  **Date:** February 28, 2024, no later than 11:59 p.m., local time.  *Bidders with an approved Intent to Apply must not submit a second form.* |
| **Proposal Submission Deadline** | *Proposals must be received by the Division of Procurement Services by:*  **Submission Deadline:** April 10, 2024, no later than 11:59 p.m., local time.  *Proposals must be submitted electronically to:* [Proposals@maine.gov](mailto:Proposals@maine.gov) |

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PUBLIC NOTICE

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**State of Maine**

**Department of Education**

**RFP# 202312249**

**21st Century Community Learning Centers**

The State of Maine is seeking proposals for 21st Century Community Learning Center (21st CCLC) grant awards from providers capable of delivering high-quality after school and summer educational programs for students attending Maine schools. The State of Maine will be accepting applications for new, expansion, and renewal awards under this RFP.

A copy of the RFP, as well as the Question & Answer Summary and all amendments related to the RFP, can be obtained at: <https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps>  
  
An informational webinar for this RFP will also be available on January 24, 2024, at the following website: <https://maine.egrantsmanagement.com/>.

Proposals must be submitted to the State of Maine Division of Procurement Services, via e-mail, at: [Proposals@maine.gov](mailto:Proposals@maine.gov). Proposal submissions must be received no later than 11:59 p.m., local time, on April 10, 2024. Proposals will be opened the following business day. Proposals not submitted to the Division of Procurement Services’ aforementioned e-mail address by the aforementioned deadline will not be considered for contract award.

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**RFP TERMS/ACRONYMS with DEFINITIONS**

The following terms and acronyms, as referenced in the RFP, shall have the meanings indicated below:

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| --- | --- |
| **Term/Acronym** | **Definition** |
| **21st CCLC** | The 21st Century Community Learning Centers program. |
| **Activity** | An event or undertaking authorized under the federal 21st CCLC program, at a program site, which involves program participants and meets one or more defined 21st CCLC goals. |
| **Academic Enrichment** | A type of activity that expands a student’s learning in ways that differ from the methods used in traditional school day classrooms. These activities are often interactive, and project focused and enhance a student's education by bringing new concepts to light or by using old concepts in new ways. These activities are fun for the student and allow participants to apply knowledge and skills taught in school to real-life experiences. |
| **Academic Improvement** | A type of activity that specifically targets students whose academic performance is in need of improvement and/or who are performing below grade-level expectations. These activities are designed to address deficiencies in student academic performance and may involve tutoring, focused mentoring, or other forms of targeted academic intervention. |
| **Adult Family Member** | Adults age 19 or older who:  (1) are NOT in elementary, middle, or high school;  (2) are family members of participating children; and  (3) participate in educational services or other activities appropriate for adults provided by the center. |
| **Center** | See “Program Site”. |
| **College and Career Readiness** | A type of activity that prepares students to graduate with the knowledge and skills needed to enroll and succeed in a  post-secondary institution or high-quality certification program (i.e. community college, university, technical/vocational programs, apprenticeships, etc.) with a pathway to future advancement in their chosen career path. |
| **Community Learning Center** | See “Program Site”. |
| **Community Service and Service Learning** | A type of activity where service tasks are performed by students to address a community need. These activities provide structured opportunities for students to build core values, skills, and/or knowledge. |
| **Direct Cost** | A cost or costs that are identified specifically with a particular cost objective. Such costs may be charged directly to grants, contracts, or to other programs against which costs are finally assigned. |
| **Department** | The Maine Department of Education. |
| **Elementary and Secondary Education Act of 1965 (ESEA)** | A federal law enacted in 1965, which provides funding for primary and secondary school education, holds schools accountable to student performance, and seeks to increase equitable opportunities to quality public education. |
| **English Learner (EL)** | See “Multilingual Learner (ML)”. |
| **Equipment** | Tangible personal property, with a useful life of one year or more and an acquisition cost of $500.00 or more per unit *or* is considered “highly walkable” (i.e. computers, laptops, iPads, PDAs, audio-visual equipment, televisions, DVD players, printers, copiers, cameras, hand tools, cell phones, etc.) |
| **Evaluator** | An individual or professional organization who has received formal training in research and/or evaluation and has experience in conducting evaluations of educational programs. |
| **Every Student Succeeds Act of 2015 (ESSA)** | The most recent federal legislation reauthorizing the Elementary and Secondary Education Act of 1965 (ESEA). |
| **Feeder School** | Any public or private school that enrolls students in a 21st CCLC program that is located in a different building, such as an elementary school, secondary school, or similarly accessible community facility. |
| **Free and Reduced Lunch** | The percentage of students in a school whose families have applied for and/or are eligible to receive free or reduced priced meals. |
| **Goal** | A broad, measurable statement that represents a long-term impact of a program or activity. |
| **Government Performance and Results Act of 1993 (GPRA)** | A federal statute that requires all 21st CCLC programs to the U.S. Department of Education and Congress data on performance indicators which fall into the following categories: (1) Program Activities, (2) Student Attendance, (3) Staffing, and (4) Student Outcomes. |
| **Grant** | An agreement between a group, organization, or other recipient and the Department, which describes terms, conditions, and scope of services to be provided by the recipient. Also known as a “Contract”. |
| **Grant Period** | The time between the effective start and end date of a grant, during which grant funds can be used for approved grant activities and expenditures. |
| **Grantee** | An organization or other entity, which serves as the fiscal agent for a grant and is responsible for the achievement of all deliverables set forth in the resulting contract with the Department. |
| **Indicator** | A specific, measurable tool or measure used to determine the degree to which a performance target has or has not been met. |
| **Indirect Cost** | A cost or costs that are incurred for a common or joint purpose benefiting more than one cost objective, and not directly assignable to cost objectives benefited without effort disproportionate to results achieved. |
| **Indirect Cost Rate Agreement** | An agreement that must (1) exist between a grantee and its cognizant agency and (2) be verified by the Department before any grantee may recoup indirect costs related to a 21st CCLC grant. |
| **Learning Standards** | Also referred to as “learning targets” or “standards”, these are a set of educational objectives (i.e. what students should have learned) following the end of a course, grade level, or grade span. |
| **Local Assessment** | An assessment tool chosen and used by a SAU or individual school to measure changes in student learning. |
| **Local Education Agency (LEA)** | An SAU or public school. |
| **Low-Performing (LP) Student** | Any student who, based on state and/or local standardized assessments results, is considered to perform below grade level expectations. |
| **Measure of Effect** | A measurement of the level of change in knowledge, skill, attitude, or behavior in a specified target population of students (i.e. the impact). |
| **Measure of Effort** | A measurement of the products and services generated by the program (i.e. the activities). |
| **Mentoring** | An activity that matches a student, one-on-one, with a peer or adult role model for guidance and support. |
| **Multilingual Learner (ML)** | A student who has a primary or home language other than English and has not yet achieved English language proficiency. |
| **Out-of-School Time (OST)** | Non-school hours or periods, such as before or after school, evenings, weekends, and both school-year and summer vacations. |
| **Partner** | An organization, other than the grantee, that actively contributes to the planning and implementation of the 21st CCLC-funded program. |
| **Performance Measure** | An assessment or other evaluation tool used to determine the extent to which a standard, goal, or expectation has been met. |
| **Program Site** | Also known as a “community learning center” or “center”, an elementary or secondary school or similarly accessible community facility where 21st CCLC-funded activities take place.  This physical location is characterized by defined hours of operation and a dedicated staff that plans and facilitates program activities. |
| **Program Quality Assessment (PQA)** | An observation and assessment tool used by the 21st CCLC program in Maine to assess program quality and inform grantee improvement initiatives. |
| **Regular Attending (RA) Student** | Any student who attends a 21st CCLC program for 30 or more days during the summer, fall, and/or spring terms in a particular grant year. |
| **Reporting Period** | The 12-month period for which the grantee must provide the Department with required 21st CCLC program data. This period that coincides with the grant period for a 21st CCLC program, which is typically July 1 through June 30 of the following year. |
| **RFP** | Request for Proposal. |
| **RLP** | Any student who is low-performing and served by a 21st CCLC program site, who also reaches regular attending (30+ day) status. |
| **Restricted Indirect Cost Rate** | A type of indirect cost rate, that applies to grants made under federal programs, such as the 21st CCLC program, that have “*supplement, not supplant”* requirements. These restricted rates are typically much smaller than a standard indirect cost rate. |
| **School Administrative Unit (SAU)** | A state-approved unit of school administration as outlined in Maine [statute](https://legislature.maine.gov/legis/statutes/20-A/title20-Asec1.html). |
| **School Day** | Any day a public, private, or charter school is in operation as an instructional day. |
| **School District** | See “School Administrative Unit (SAU)”. |
| **School Organization** | An SAU, LEA, or private school in the State of Maine. |
| **School Year** | The total number of school days in a year, as established by the SAU. |
| **Standardized Assessment** | A test administered and scored in a consistent or standard manner, which provides an assessment of an individual's mastery of a domain, knowledge, or skill. |
| **State** | State of Maine |
| **State Assessment** | A set of assessment tools used by the Department to measure individual student performance in grades 3-8 and the third year of high school. |
| **STEM** | Science, Technology, Engineering, and/or Math. |
| **Subcontractor** | See “Vendor”. |
| **Supplies** | Consumable items with a useful life of less than one year. |
| **Survey of Academic & Youth Outcomes (SAYO)** | A survey tool developed by the National Institute on Out-of-School Time (NIOST), which is used by 21st CCLC programs to gauge student perceptions and inform program improvement initiatives. |
| **Tutoring** | An activity that involves the direct provision of assistance to students in order to facilitate the acquisition of skills and knowledge related to concepts addressed during the school day. Tutors or teachers directly work with students individually and/or in small groups to develop an understanding and mastery of concepts covered during the school day. |
| **Vendor** | An individual, agency, organization, or other entity that is under contract with the applicant to provide 21st CCLC grant-funded goods, activities, or services. |
| **Volunteer** | An individual, approved to work with students and in schools, who commits their time to regularly working with the program without receiving payment. |
| **Youth Leadership** | An activity that intentionally promotes leadership skill development and the provision of formal leadership opportunities for students, which are designed to foster and inspire leadership aptitude in participating youth. |

**State of Maine - Department of Education**

*Elementary and Secondary Education Act (ESEA), Title IV, Part B CFDA #84.287***RFP# 202312249**

**21st Century Community Learning Centers Program**

**PART I INTRODUCTION**

1. **Purpose and Background**

The Department of Education (Department) is seeking proposals to provide 21st Century Community Learning Center (21st CCLC) programs, as defined in this Request for Proposal (RFP) document. This document provides instructions for submitting proposals, the procedure and criteria by which the awarded Bidder will be selected, and the contractual terms which will govern the relationship between the State of Maine (State) and the awarded Bidder.

The 21st CCLC program is authorized under the Title IV, Part B of the [Elementary and Secondary Education Act](https://www.congress.gov/114/plaws/publ95/PLAW-114publ95.pdf) (ESEA) of 1965, as amended by the Every Student Succeeds Act (ESSA) of 2015. Its purpose 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 students, particularly students who attend low-performing schools, to meet challenging State 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 an in-demand industry sector or occupation 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.

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| For federal legislation, regulations, and guidance on the 21st Century Community Learning Centers program, please visit: <http://www.ed.gov/programs/21stcclc/legislation.html> |

Recipients of 21st CCLC funding from the Maine Department of Education (DOE) must address all three program components noted above at each program site and such services must be available to all students participating in the program. The structure of local 21st CCLC programs may vary across the state to include before school, after school, weekends, holidays, summer vacation, and other times when schools are not in session. At a minimum, however, Maine’s 21st CCLC programs must offer both school year and summer program services to participating students as outlined in **Appendix G**.   
  
Approved 21st CCLC programs must link directly to the local School Administrative Unit’s (SAU’s) Consolidated SAU Plan and align with the *Maine Learning Results.* The Department will be accepting applications from new, expansion, and renewal proposals. The combined total funding available for all proposals is projected to be $3,500,000.00 (subject to the final federal allocation for the program).

1. **General Provisions**
   1. From the time the RFP is issued until award notification is made, all contact with the State regarding the RFP must be made through the RFP Coordinator. No other person/ State employee is empowered to make binding statements regarding the RFP. Violation of this provision may lead to disqualification from the bidding process, at the State’s discretion.
   2. Issuance of the RFP does not commit the Department to issue an award or to pay expenses incurred by a Bidder in the preparation of a response to the RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
   3. All proposals must adhere to the instructions and format requirements outlined in the RFP and all written supplements and amendments (such as the Summary of Questions and Answers), issued by the Department. Proposals are to follow the format and respond to all questions and instructions specified below in the “Proposal Submission Requirements” section of the RFP.
   4. Bidders will take careful note that in evaluating a proposal submitted in response to the RFP, the Department will consider materials provided in the proposal, information obtained through interviews/presentations (if any), and internal Departmental information of previous contract history with the Bidder (if any). The Department also reserves the right to consider other reliable references and publicly available information in evaluating a Bidder’s experience and capabilities.
   5. The proposal must be signed by a person authorized to legally bind the Bidder and must contain a statement that the proposal and the pricing contained therein will remain valid and binding for a period of 180 days from the date and time of the bid opening.
   6. The RFP and the awarded Bidder’s proposal, including all appendices or attachments, will be the basis for the final contract, as determined by the Department.
   7. Following announcement of an award decision, all submissions in response to this RFP will be public records, available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) ([1 M.R.S. § 401](http://www.mainelegislature.org/legis/statutes/1/title1sec401.html) et seq.).
   8. The Department, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to the RFP.
   9. All applicable laws, whether or not herein contained, are included by this reference. It is the Bidder’s responsibility to determine the applicability and requirements of any such laws and to abide by them.
2. **Eligibility to Submit Bids**

Public or private organizations in the State of Maine are considered eligible entities under the 21st CCLC program. Such entities include:

* Public SAUs and private schools,
* Non-profit agencies,
* Local government agencies,
* Faith-based organizations,
* Institutions of higher education,
* Indian tribes or tribal organizations, and
* For-profit companies.

For an application to be considered eligible, all potential bidders must:

1. Propose to serve one or more Maine schools, where at least 2/3 of the students the bidder proposes to serve attend:
   1. A school eligible for a schoolwide program under Title I, Section 1114 of the Every Student Succeeds Act, and the families of those students; or
   2. A school with at least 40 percent of students eligible for free and reduced-price lunch, and the families of those students.
2. Develop the proposal in partnership with another agency, where the proposal consists of:
   1. One lead applicant organization, who shall take on the responsibilities of fiscal agent for the proposed program and demonstrate achievement of all deliverables set forth in the proposal; and
   2. One lead partner organization, who shall have an active and meaningful role in the planning, development, and delivery of the proposed program.
3. Ensure that the proposal aligns with one of the following proposal types:
4. **New proposal**: A proposal submitted by an eligible entity that currently does not receive, directly or indirectly, any 21st CCLC funding which seeks to establish new program site(s).
5. **Expansion proposal**: A proposal submitted by an eligible entity that currently operates one or more 21st CCLC program sites, but not does not currently provide programming for the student population and program site(s) targeted in the proposal.
6. **Renewal proposal**:  A proposal submitted by an eligible entity who's current 21st CCLC award expires on 6/30/24 and who wishes to continue providing the same level of 21st CCLC programming and services for the targeted student population and program site(s).
   1. *Special Rule: Under this RFP, bidders submitting one or more renewal proposals may request a new funding amount that differs from their current funding level. In situations where additional funding is requested, programs must also increase the number of regular low performing (RLP) students served, ensuring that the cost per RLP student does not exceed $3,000 for a single-site program or $2,700 for a multi-site program.*
7. Obtain written assurance from the school organization included within the proposal that it will contribute to no less than 35 percent of the annual transportation cost for the program budget. Both parties to the proposal must also ensure students travel safely to and from the proposed program and no barriers to program participation exist for students whose families are not able to transport their child to and from the program; and
8. Meet all application requirements and deadlines, including accurate completion of all application sections and required signature pages.

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| A list of Maine schools currently implementing a schoolwide program is available in **Appendix H** of this RFP document.   For a listing of Free and Reduced Lunch counts for Maine schools in Fiscal Year 2024, please visit: <https://www.maine.gov/doe/schools/nutrition/CNDatareports> |

All bidders must also ensure that the students they propose to serve are not already served by another 21st CCLC program or individual program site. There may be only one 21st CCLC program per school building or other community facility, and the same children may not be served by more than one program. It is allowable for an agency to offer 21st CCLC programming in a different facility for a different cohort of children than are already served by a 21st CCLC program operating in a school or other community facility.

1. **Partnerships**

Bidders are encouraged to collaborate with partners in carrying out 21st CCLC programs, which include the eligible school(s) that students attend. A partnership is characterized by meaningful involvement in the planning, development, and delivery of the proposed program for students and families. All partners should be defined as a school organization, nonprofit agency, local government agency, faith-based organization, institution of higher education, Indian tribe or tribal organization, and/or for-profit company with a demonstrated record of success in designing and implementing before school, after school, summer learning, or expanded learning activities. Please note that an individual, agency, organization or other entity that only provides products and/or services described in the application and are not involved in the overall planning and implementation of the program is considered a vendor, not a partner. Bidders must have at least one lead partner organization in order to apply for funding. Additional partnerships are encouraged to demonstrate the viability of the program.

1. **Allowable Activities**

Each bidder that receives 21st CCLC funding under this RFP may use awarded funds to carry out a broad array of activities that advance student academic achievement and support student success. Such activities include the following:

1. Academic enrichment learning programs, mentoring programs, remedial education activities, and tutoring services that are aligned with (1) the challenging State academic standards and any local academic standards and (2) local curricula that are designed to improve student academic achievement;
2. Well-rounded education activities, including such activities that enable students to be eligible for credit recovery or attainment;
3. Literacy education programs, including financial literacy programs and environmental literacy programs;
4. Programs that support a healthy and active lifestyle, including nutritional education and regular, structured physical activity programs;
5. Services for individuals with disabilities;
6. Programs that provide afterschool activities for students who are English learners that emphasize language skills and academic achievement;
7. Cultural programs;
8. Telecommunications and technology education programs;
9. Expanded library service hours;
10. Parenting skills programs that promote parental involvement and family literacy;
11. Programs that provide assistance to students that have been truant, suspended, or expelled to allow students to improve their academic achievement;
12. Drug and violence prevention programs and counseling programs;
13. Programs that build skills in science, technology, engineering, and mathematics (referred to in this paragraph as ‘STEM’), including computer science, and that foster innovation in learning by supporting nontraditional STEM education teaching methods; and
14. Programs that partner with in-demand fields of the local workforce or build career competencies and career readiness and ensure that local workforce and career readiness skills are aligned with the [Carl D. Perkins Career and Technical Education Act of 2006](https://www2.ed.gov/programs/ctesbg/index.html) (20 U.S.C. 2301 et seq.) and the [Workforce Innovation and Opportunity Act](https://www.dol.gov/agencies/eta/wioa) (29 U.S.C. 3101 et seq.).
15. **Contract Term**

The Department is seeking a cost-efficient proposal to provide services, as defined in the RFP, for the anticipated contract period defined in the table below. Please note, the dates below are estimated and may be adjusted, as necessary, in order to comply with all procedural requirements associated with the RFP and the contracting process. The actual contract start date will be established by a completed and approved contract.

Contract Renewal: Following the initial term of the contract, the Department may opt to renew the contract for up to three (3) renewal periods, as shown in the table below, and subject to continued availability of funding and satisfactory performance.

The term of the anticipated contract, resulting from the RFP, is defined as follows:

|  |  |  |
| --- | --- | --- |
| **Period** | **Start Date** | **End Date** |
| Initial Period of Performance | July 1, 2024 | June 30, 2025 |
| Renewal Period #1 | July 1, 2025 | June 30, 2026 |
| Renewal Period #2 | July 1, 2026 | June 30, 2027 |
| Renewal Period #3 | July 1, 2027 | June 30, 2028 |

1. **Size of Awards**

All awards resulting from the RFP will be based on a funding reduction model, meaning that award amounts will be reduced over time, as outlined in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| Initial Period of Performance | Renewal  Period #1 | Renewal  Period #2 | Renewal  Period #3 |
| 100% | 97% | 94% | 91% |

## Potential awards resulting from this RFP will range from a minimum of $75,000 to a maximum of $325,000. At no time will the Department issue an award in an amount of less than $75,000 or greater than $325,000.

Single-site Programs: Bidders proposing to operate a single-site program may request an award ranging from $75,000 to $175,000. Single-site programs are limited to operating a single grant-funded program site. At no time can cost per RLP student exceed $3,000 for a single-site program.   
  
Multi-site Programs: Bidders proposing to operate a multi-site program may request an award ranging from $75,000 to $175,000 for the first site and up to $75,000 for each additional site. Multi-site programs must operate at least two but no more than three grant-funded program sites. At no time can cost per RLP student exceed $2,700 for a multi-site program.

Please note that agencies applying for multiple awards and those that already receive 21st CCLC funding from the Department will be limited to a maximum of $1,250,000.00 in annual funding across all awards.

The Department reserves the right to issue awards in amounts less than a bidder’s request. Such adjustment shall be based on whether the requested amount is appropriate and reasonable for the size and scope of the program, as determined by the Department.

1. **Number of Awards**

The Department anticipates making multiple award(s) as a result of this RFP process. The number and size of awards will depend on the number of proposals received and available funds. Based upon the consensus scoring of applications, the Department will rank order applications. Requested amounts will be subtracted from the funding available until insufficient funds remain to make an additional award. Proposals receiving a score of less than 70 points will not be selected for an award under this RFP.

**PART II SCOPE OF SERVICES TO BE PROVIDED**

* + - 1. **Program Goals**

The Provider will deliver, during non-school hours or periods, a learning opportunity program that addresses the stated student service targets, program goals, indicators, and performance measures that are set forth in the application, reflected in the budget forms, and required in progress reporting to include measurement of:

**Goal 1 – Academic Improvement**: To improve academic performance in reading/language arts & mathematics of students who are low-performing, failing, or at high risk of failure, based on standardized assessments.

**Goal 2 – Health and Wellness**: To increase the opportunities to improve health and wellness of students, which include programming in the areas of: nutrition, physical fitness, emotional and physical safety, social-emotional development, and substance abuse prevention.

**Goal 3 – Educational Enrichment**: To enhance students’ educational enrichment opportunities by providing a broad array of age-appropriate, student-driven, and project-based learning opportunities that include STEM, visual and performing arts, multicultural education, community/service learning, and college and career readiness.

**Goal 4 – Family Engagement and Education**: To develop and implement a plan to provide educational opportunities and activities for parents, caregivers, and families of students that will enhance academic and social-emotional development of those students as well as provide information and resources that promote overall family education, including opportunities and activities for adult parents and caregivers to enhance their own educational development.

**Goal 5 – Sustainability and Collaboration**: To establish and maintain effective partnerships across schools and communities toward reaching shared student outcomes and overall program sustainability, which includes the formation and on-going development of an Advisory Board that meets regularly for the purpose of planning and implementing strategies for generating program income such as grant writing, fundraising, partners contributing toward program costs, and use of school district, state, and other federal funds; and

**Goal 6 – Professional and Staff Development**: To provide afterschool staff with shared professional development related to program content alignment, academic curriculum development, enhanced positive youth development practices and data-driven continuous program improvement.

The Provider will report on the goals above during the contract year, as scheduled and directed by the Department. Providers will be required to report program progress and outcomes through a variety of data sources, including academic assessment scores, attendance, and activity data by means of an online reporting and web-based tool provided by the Department. Providers will also be required to utilize state-determined evaluation tools throughout the year.

* + - 1. **Additional Requirements**

**Applicants who accept funding through Maine’s 21st CCLC program must also:**

1. Focus on serving and improving the academic performance of students who are low-performing, as identified through standardized assessments, on a regular (30 days or more) year-round basis for the duration of the grant;
2. Provide comprehensive programming for youth who are low-performing, at every site, for the duration of the grant, which includes age-appropriate support services in the areas of:
   1. academic improvement,
   2. health and wellness,
   3. educational enrichment, and
   4. parent education and family engagement.
3. Ensure adequate space for grant programming at every center/site to include:
   1. classrooms,
   2. gyms,
   3. multi-purpose rooms,
   4. cafeterias,
   5. libraries,
   6. technology labs,
   7. outdoor space, and
   8. meeting and office space for program staff
4. Conduct school year and summer programs with operational weeks, days, and hours of programming consistent with those outlined in **Appendix C**, Section 3.c of the approved application or that state’s minimum operational requirements outlined in **Appendix G** of the application, whichever is greater.
5. Employ a Program Director who must work a minimum of 30 hours per week, year-round, for the duration of the grant in a single-site program *or* 40 hours per week, year-round, for the duration of the grant for a multi-site program.
6. Employ a Site Coordinator for each program site to be operated, employed at a minimum of 20 hours per week to oversee the daily operations of each proposed program site within a multi-site program or employ a Program Director who also operates as a Site Coordinator for a single-site program.
7. Demonstrate the capacity to effectively manage the administrative and fiscal responsibilities of the grant program, including the adherence to federal and state reimbursement requirements and entering and ensuring the accuracy of all required program data by established deadlines.
8. Use 21st CCLC program data and reports to address individual student needs by developing and updating program goals and plans for continuous program improvement.
9. Implement a staff development plan for regular, ongoing afterschool staff meetings and professional development opportunities for all program staff on topics related to ensuring excellence in programming for out-of-school time program.
10. Utilize a Program Advisory Board to develop and implement a sustainability plan, which includes advocacy and sustainability strategies, in order to continue the program beyond the life of the grant.
11. Maintain a strong linkage between the 21st CCLC program and the school day program, with frequent and regular communication between afterschool staff and administrators, teachers, school-day “specialists” such as nurses, guidance counselors/social workers, Title 1 Coordinators, Literacy Specialists, Curriculum Coordinators, etc.
12. Maintain, for the life of the grant, continued commitment of each school organization included within the application that it will continue to contribute, at a minimum, its year one percentage of the overall cost of transporting students to and from the 21st CCLC program and
13. Ensure that the resulting program adheres to all federal and state health and safety protocols and guidelines regarding COVID-19 so that program staff, students, and families remain safe and healthy.

Successful applicants will also be held accountable for the achievement of program outcomes and adherence to program assurances outlined in the following appendices:

1. **Appendix D** – Specifications of Work to be Performed
2. **Appendix E** – Required Assurances

**Please Note:**

1. Applicants are reminded of their obligation under **Section 504 of the** [**Rehabilitation Act**](https://rsa.ed.gov/sites/default/files/downloads/rehabilitation-act-of-1973-amended-by-wioa.pdf)**,** which states that no otherwise qualified individual with handicaps in the United States shall, solely by reason of her or his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
2. School districts are mandated under **Title IX (Uniform Provisions) of the Elementary and Secondary Education Act** to consult with private school administrators about their students’ needs and how they can be addressed via federal programs. This must occur in a timely and meaningful way during the design and development of the program. School districts must provide equitable services to private school students and their families if those students are part of the target population. The Department strongly recommends that documentation of this process be maintained for auditing purposes.

**PART III KEY RFP EVENTS**

1. **Informational Webinar**

The Department will publish a pre-recorded informational webinar concerning this RFP on the date and at the location shown on the RFP cover page. The purpose of this informational webinar will be to clarify for potential Bidders any aspect of the RFP requirements that may be necessary and provide supplemental information to assist potential Bidders in submitting responses to the RFP. The content of the webinar will also be made available in a readable PDF format.

1. **Questions**
   1. **General Instructions:** It is the responsibility of all Bidders and other interested parties to examine the entire RFP and to seek clarification, in writing, if they do not understand any information or instructions.
      1. Bidders and other interested parties should use **Appendix I** (Submitted Questions Form) for submission of questions. The form is to be submitted as a WORD document.
      2. The Submitted Questions Form must be submitted, by e-mail, and received by the RFP Coordinator identified on the cover page of the RFP as soon as possible but no later than the date and time specified on the RFP cover page.
      3. Submitted Questions must include the RFP Number and Title in the subject line of the e-mail. The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.
   2. **Question & Answer Summary:** Responses to all questions will be compiled in writing and posted on the following website no later than seven (7) calendar days prior to the proposal due date: [Division of Procurement Services RFP Page](https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps). It is the responsibility of all interested parties to go to this website to obtain a copy of the Question & Answer Summary. Only those answers issued in writing on this website will be considered binding.
2. **Amendments**

All amendments released in regard to the RFP will also be posted on the following website: [Division of Procurement Services RFP Page](https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps). It is the responsibility of all interested parties to go to this website to obtain amendments. Only those amendments posted on this website are considered binding.

1. **Intent to Apply Form**

Bidders are required to complete and submit the Intent to Apply Form located in **Appendix F** of the RFP. Submission of this form is required to determine Bidder eligibility for this grant opportunity prior to the development of a competitive grant proposal. This process also ensures that mistakes, which may otherwise deem a Bidder ineligible, have an opportunity to be corrected prior to submission of a full proposal. The Department shall implement a two-phase process for Intent to Apply Form submissions under this RFP, which shall include:

* 1. **Initial Intent to Apply Form (Phase One)**: The Department will accept Intent to Apply Forms from interested Bidders through the deadline noted on the RFP cover page. All interested Bidders must submit a completed Intent to Apply Form using the template provided in **Appendix F** of the RFP document. These completed forms must be submitted, via email, to the RFP Coordinator noted on the cover page of the RFP. Bidders must insert the following into the subject line of their e-mail Intent to Apply Form submission:   
       
     **“RFP# 202312249 Intent to Apply Submission – [Bidder’s Name]”**

All Bidders who submit an Intent to Apply Form under the RFP by the deadline noted on the cover page of the RFP will receive a response letter from the RFP Coordinator by **February 23, 2024**. Response letters will either (a) confirm Bidder eligibility and grant access to the 21st CCLC grant application or (b) deny Bidder eligibility and provide rationale for said denial. Bidders who receive a letter denying eligibility will have an opportunity to revise and resubmit their Intent to Apply Form in phase two below.

* 1. **Revised Intent to Apply Form (Phase Two)**: Any Bidder whose Intent to Apply Form submission was denied will not be granted access to the 21st CCLC grant application. Bidders who submitted an initial Intent to Apply Form that was rejected will, however, be given the opportunity to revise and resubmit their Intent to Apply Form for a second review. All Bidders submitting revised Intent to Apply Forms must do so using the template provided in **Appendix F** of the RFP. All revised submissions must be sent via email to the RFP Coordinator by the deadline noted on the cover page of the RFP. Bidders must insert the following into the subject line of their e-mail Intent to Apply Form submission:   
       
     **“RFP# 202312249 REVISED Intent to Apply Submission – [Bidder’s Name]”**

All Bidders who submitted and initial Intent to Apply Form under phase one and submit a revised Intent to Apply Form under phase two by the deadline noted on the cover page of the RFP will receive a response letter from the RFP Coordinator by **March 1, 2024**. Response letters will either (a) confirm Bidder eligibility and grant access to the 21st CCLC grant application or (b) deny Bidder eligibility and provide rationale for said denial. Bidders who receive a letter denying eligibility will not have an opportunity to revise or resubmit their Intent to Apply Form and will not be granted access to the 21st CCLC grant application.  
  
*Bidders who did not submit an initial Intent to Apply Form by the February 21, 2024, deadline may not submit a new Intent to Apply Form during phase two.*

1. **Submitting the Proposal**
   1. **Proposals Due:** Proposals must be received no later than 11:59 p.m. local time, on the date listed on the cover page of the RFP.
      1. Any e-mails containing original proposal submissions or any additional or revised proposal files, received after the 11:59 p.m. deadline, will be rejected without exception.
   2. **Delivery Instructions:** E-mail proposal submissions are to be submitted to the State of Maine Division of Procurement Services at [Proposals@maine.gov](mailto:Proposals@maine.gov).
      1. Only proposal submissions received by e-mail will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.
         1. Proposal submission e-mails that are successfully received by the [proposals@maine.gov](mailto:proposals@maine.gov) inbox will receive an automatic reply stating as such.
      2. E-mails containing links to file sharing sites or online file repositories will not be accepted as submissions. Only e-mail proposal submissions that have the actual requested files attached will be accepted.
      3. Encrypted e-mails received which require opening attachments and logging into a proprietary system will not be accepted as submissions. Please check with your organization’s Information Technology team to ensure that your security settings will not encrypt your proposal submission.
      4. File size limits are 25MB per e-mail. Bidders may submit files separately across multiple e-mails, as necessary, due to file size concerns. All e-mails and files must be received by the due date and time listed above.
      5. Bidders are to insert the following into the subject line of their e-mail proposal submission: **“RFP# 202312249 Proposal Submission – [Bidder’s Name]”**
      6. Bidder’s proposal submissions are to be submitted as a single PDF file and include:
         1. **Appendix A**: Proposal Cover Page
         2. **Appendix B**: Debarment, Performance, and Non-Collusion Certification
         3. **Appendix C**: Proposal Content & Budget
         4. **Appendix D**: Specifications of Work to be Performed
         5. **Appendix E**: Required Assurances

**PART IV PROPOSAL SUBMISSION REQUIREMENTS**

This section contains instructions for Bidders to use in preparing their proposals. The Department seeks detailed yet succinct responses that demonstrate the Bidder’s qualifications, experience, and ability to perform the requirements specified throughout the RFP.

The Bidder’s proposal must follow the outline used below, including the numbering, section, and sub-section headings. Failure to use the outline specified in PART IV, or failure to respond to all questions and instructions throughout the RFP, may result in the proposal being disqualified as non-responsive or receiving a reduced score. The Department, and its evaluation team, has sole discretion to determine whether a variance from the RFP specifications will result either in disqualification or reduction in scoring of a proposal. Rephrasing of the content provided in the RFP will, at best, be considered minimally responsive.

Bidders are not to provide additional attachments beyond those specified in the RFP for the purpose of extending their response. Additional materials not requested will not be considered part of the proposal and will not be evaluated. Include any forms provided in the submission package or reproduce those forms as closely as possible. All information must be presented in the same order and format as described in the RFP. No proposal may exceed **fifty (50) total pages** in length. Pages provided beyond this maximum amount will not be considered during the evaluation process.

**Proposal Format and Contents**

Bidder’s must complete their proposal(s) online using the Department’s proposal website at: <https://maine.egrantsmanagement.com/>. Completed proposal(s) must be exported from the Department’s proposal website, using a 75% print scale, and include all of the following sections:

* 1. **Appendix A - Proposal Cover Page**

Bidders must complete **Appendix A** (Proposal Cover Page). It is critical that the cover page show the specific information requested, including Bidder address(es) and other details listed. The Proposal Cover Page must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

* 1. **Appendix B - Debarment, Performance and Non-Collusion Certification**

Bidders must complete **Appendix B** (Debarment, Performance and Non-Collusion Certification Form). The Debarment, Performance and Non-Collusion Certification Form must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

* 1. **Appendix C – Proposal Content & Budget**Bidders must complete **Appendix C** (Proposal Content & Budget), which includes the following sections:
     1. **Abstract, Program Demographics, Partners**

Bidders must respond to each item within in Section I of **Appendix C**, following the instructions provided for each item.

* + 1. **Planning, Need for Program, Program Design, Program Management, Program Evaluation**

Bidders must respond to all items within Section II of **Appendix C**, following the instructions provided for each item.

* + 1. **Budget Narrative, Budget Forms, Capacity for Success and Sustainability**

Bidders must response to all items within Section III of **Appendix C**, following the instructions provided for each item.

* 1. **Appendix D – Specifications of Work to be Performed**

Bidders must respond to each item for each of the six (6) goal areas noted in **Appendix D** (Specifications of Work to be Performed) of the RFP. Bidders must also closely follow the instructions provided within **Appendix D**, providing only the specific information requested information for each item.

* 1. **Appendix E - Required Assurances**

Bidders must carefully review **Appendix E** (Requires Assurances). The Required Assurances must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder, the Chief Executive of the Lead Partner Organization, and the Principal(s) for each hosting school.

**PART V PROPOSAL EVALUATION AND SELECTION**

Evaluation of the submitted proposals will be accomplished as follows:

1. **Evaluation Process – General Information**
   1. An evaluation team, composed of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in the RFP.
   2. Officials responsible for making decisions on the award selection will ensure that the selection process accords equal opportunity and appropriate consideration to all who are capable of meeting the specifications. The goals of the evaluation process are to ensure fairness and objectivity in review of the proposals and to ensure that the contract is awarded to the Bidder whose proposal provides the best value to the State of Maine.
   3. The Department reserves the right to communicate and/or schedule interviews/presentations with Bidders, if needed, to obtain clarification of information contained in the proposals received. The Department may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations. Changes to proposals, including updating or adding information, will not be permitted during any interview/presentation process and, therefore, Bidders must submit proposals that present their rates and other requested information as clearly and completely as possible.
2. **Scoring Weights and Process**
   1. **Scoring Weights:** The score will be based on a 100-point scale and will measure the degree to which each proposal meets the following criteria. Proposals without all of the below sections completed, in their entirety, will not be scored or considered for an award.

**Section I. General Information (Pass/Fail)**

* Cover Sheet……………………………………………………………. (Pass/Fail)
* Debarment, Performance and Non-Collusion Certification Form… (Pass/Fail)
* Abstract…………………………………………………………………. (Pass/Fail)
* Program Demographics……………………………………………..... (Pass/Fail)
* Partners…………………………………………………………………. (Pass/Fail)

**Section II. Specifications of Work to be Performed (55 points)**

* Planning…………………………………………………………………. (4 points)
* Need for Program………………………………………………………. (6 points)
* Program Design……………………………………………………....... (25 points)
* Program Management…………………………………………………. (10 points)
* Program Evaluation………………………………...………….............. (10 points)

**Section III. Budget Proposal (38 points)**

* Budget Narrative & Budget Forms…………………………………..... (25 points)
* Capacity for Success and Sustainability……………………………... (13 points)

**Section IV. Priority Points (7 points)**

* Poverty Level………………………………………………………........ (3 Points)
* ESEA Accountability Status………………………....……………....... (2 Points)
* Other Need …………………………………………………...……….... (2 Points)
  1. **Scoring Process:** For proposals that demonstrate meeting the eligibility requirements in Section I, the evaluation team will use a consensus approach to evaluate and score Sections II, III, and IV above. Members of the evaluation team will not score those sections individually but, instead, will arrive at a consensus as to assignment of points for each of those sections.
  2. **Scoring the Budget Proposal:** Budget narratives and forms are considered the “cost” portion of the proposal and are scored by consensus, with consideration of how the proposed budget will cover program expenses, including transportation and staffing. The requested amount should be appropriate and reasonable for the size and scope of the project as well as the number of students that will be served on a regular basis.
  3. **Priority Points:** The Department shall award competitive priority points for those proposals demonstrating meeting the following criteria:
     1. **Poverty Level:** Competitive priority points will be awarded to proposals seeking to serve Maine school(s) with high rates of poverty, as indicated by the Department’s Free and Reduced School Lunch Report - ED 534 for Fiscal Year 2024.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Percentage of school population eligible for Free and Reduced Lunch | Less than 45% | Between 45% and 59% | Between 60% and 75% | Greater than 75% |
| Priority points | 0 Points | 1 Point | 2 Points | 3 Points |

|  |
| --- |
| For a listing of Free and Reduced Lunch counts for Maine schools in Fiscal Year 2024, please visit: <https://www.maine.gov/doe/schools/nutrition/CNDatareports> |

* + 1. **ESEA Accountability Status:** Competitive priority points will be awarded to proposals seeking to serve Maine school(s) designated as “Tier 1”, “Tier 2”, or “Tier 3” in Maine’s Model of School Support.

|  |  |  |  |
| --- | --- | --- | --- |
| ESEA accountability status of the school(s) included within the application | No school(s) eligible for “Tier 1”, “Tier 2”, or “Tier 3” support | One or more schools eligible for “Tier 1” or  “Tier 2” support | One or more schools eligible for “Tier 3” support |
| Priority points | 0 Points | 1 Point | 2 Points |

**Note:** ESEA Accountability Status is worth a maximum of 3 points. Proposals including one or more “Tier 1”, one or more “Tier 2”, and one or more “Tier 3” schools will not receive additional priority points beyond the 2-point maximum.

* + 1. **Other Need:** Competitive priority points will be awarded to those proposals seeking to serve Maine school(s) where students are at a high risk of dropping out of school, being involved in criminal or delinquent activities, and/or who lack strong, positive role models.

|  |  |  |  |
| --- | --- | --- | --- |
| Level of evidence within the application | No Evidence | Moderate Evidence | High Evidence |
| Priority points | 0 Points | 1 Point | 2 Points |

* 1. **Negotiations:** The Department reserves the right to negotiate with the awarded Bidder to finalize a contract. Such negotiations may not significantly vary the content, nature or requirements of the proposal or the Department’s Request for Proposal to an extent that may affect the price of goods or services requested. The Department reserves the right to terminate contract negotiations with an awarded Bidder who submits a proposed contract significantly different from the proposal they submitted in response to the advertised RFP. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, the Department may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, the Department may cancel the RFP, at its sole discretion.

1. **Selection and Award**
   1. The final decision regarding the award of the contract will be made by representatives of the Department subject to approval by the State Procurement Review Committee.
   2. Notification of conditional award selection or non-selection will be made in writing by the Department.
   3. Issuance of the RFP in no way constitutes a commitment by the State of Maine to award a contract, to pay costs incurred in the preparation of a response to the RFP, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel or any other costs incurred by the Bidder.
   4. The Department reserves the right to reject any and all proposals or to make multiple awards.
2. **Appeal of Contract Awards**

Any person aggrieved by the award decision that results from the RFP may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in [5 M.R.S.A. § 1825-E](http://www.mainelegislature.org/legis/statutes/5/title5sec1825-E.html) and [18-554 Code of Maine Rules Chapter 120](https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/chapter-120).  The appeal must be in writing and filed with the Director of the Bureau of General Services, 9 State House Station, Augusta, Maine, 04333-0009 within 15 calendar days of receipt of notification of conditional contract award.

**PART VI CONTRACT ADMINISTRATION AND CONDITIONS**

1. **Contract Document**
   1. The awarded Bidder will be required to execute a State of Maine Service Contract with appropriate riders as determined by the issuing department.

The complete set of standard State of Maine Service Contract documents, along with other forms and contract documents commonly used by the State, may be found on the Division of Procurement Services’ website at the following link: [Division of Procurement Services Forms Page](https://www.maine.gov/dafs/bbm/procurementservices/forms)

* 1. Allocation of funds is final upon successful negotiation and execution of the contract, subject to the review and approval of the State Procurement Review Committee. Contracts are not considered fully executed and valid until approved by the State Procurement Review Committee and funds are encumbered. No contract will be approved based on an RFP which has an effective date less than fourteen (14) calendar days after award notification to Bidders. (Referenced in the regulations of the Department of Administrative and Financial Services, [Chapter 110, § 3(B)(i)](https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/chapter-110).)

This provision means that a contract cannot be effective until at least 14 calendar days after award notification.

* 1. The State recognizes that the actual contract effective date depends upon completion of the RFP process, date of formal award notification, length of contract negotiation, and preparation and approval by the State Procurement Review Committee. Any appeals to the Department’s award decision(s) may further postpone the actual contract effective date, depending upon the outcome. The contract effective date listed in the RFP may need to be adjusted, if necessary, to comply with mandated requirements.
  2. In providing services and performing under the contract, the awarded Bidder must act as an independent contractor and not as an agent of the State of Maine.

1. **Standard State Contract Provisions**
   1. Contract Administration

Following the award, a Contract Administrator from the Department will be appointed to assist with the development and administration of the contract and to act as administrator during the entire contract period. Department staff will be available after the award to consult with the awarded Bidder in the finalization of the contract.

* 1. Payments and Other Provisions

The State anticipates paying the Contractor on the basis of net 30 payment terms, upon the receipt of an accurate and acceptable invoice. An invoice will be considered accurate and acceptable if it contains a reference to the State of Maine contract number, contains correct pricing information relative to the contract, and provides any required supporting documents, as applicable, and any other specific and agreed-upon requirements listed within the contract that results from the RFP.

In order to receive payment, a successful bidder must request reimbursement for approved expenses through the Department’s online grant reimbursement system. Requests must be completed for each quarter of the fiscal year, at a minimum. The Department prefers requests be submitted on a monthly basis for more timely processing. The bidder shall not submit more than one reimbursement request per month and only a new program in which a non-school organization is the fiscal agent may be considered for an advance. If approved, an advance shall amount to no more than 1/12th of the contract amount. All program activities must be completed by June 30, 2025, and any outstanding reimbursement requests are due to the Department no later than July 31, 2025. Reimbursement requests made after July 31, 2025, will not be processed.

**PART VII LIST OF RFP APPENDICES AND RELATED DOCUMENTS**

**Appendix A** – Proposal Cover Page

**Appendix B** – Debarment, Performance, and Non-Collusion Certification

**Appendix C** – Proposal Content & Budget

**Appendix D** – Specifications of Work to be Performed

**Appendix E** – Required Assurances

**Appendix F** – Intent to Apply Form

**Appendix G** – Full Comprehensive Center Expectations

**Appendix H** – Maine Schools with Schoolwide Programs

**Appendix I** – Submitted Question Form

**APPENDIX A**

**State of Maine**

**Department of Education**

**PROPOSAL COVER PAGE**

**RFP# 202312249**

**21st Century Community Learning Centers**

**Proposal Type *(select one)*:  
\_\_\_\_New Proposal \_\_\_\_Expansion Proposal \_\_\_\_Renewal Proposal**

Please provide the following information for the Bidding Organization:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Bidder Organization Name:** | |  | | |
| **Chief Executive Name:** |  | | **Chief Executive Title:** |  |
| **Chief Executive Phone:** |  | | **Chief Executive E-mail:** |  |
| **Bidder Organization Headquarters Street Address:** |  | | **Bidder Organization Headquarters City/State/Zip:** |  |

Please provide the following information for the Lead Partner Organization:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Lead Partner Organization Name:** | |  | | |
| **Chief Executive Name:** |  | | **Chief Executive Title:** |  |
| **Chief Executive Phone:** |  | | **Chief Executive E-mail:** |  |
| **Lead Partner Organization Headquarters Street Address:** |  | | **Lead Partner Organization Headquarters City/State/Zip:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***(Provide Lead Contact information if different from above)*** | | | | |
| **Lead Contact Name:** |  | **Lead Contact Title:** |  | |
| **Lead Contact Phone:** |  | **Lead Contact E-mail:** |  | |
| **Lead Contact Headquarters Street Address:** |  | **Lead Contact Headquarters City/State/Zip:** |  | |

List the program site(s) to be served in this proposal:

|  |  |  |  |
| --- | --- | --- | --- |
| **Site Name** | **Feeder School(s)** | **Grade(s) to be Served** | **Free & Reduced Lunch %** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Amount requested for each year of the proposal:

|  |  |
| --- | --- |
| Year 1 (100%) | $ |
| Year 2 (97%) | $ |
| Year 3 (94%) | $ |
| Year 4 (91%) | $ |

* This proposal and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
* No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Bidder’s proposal.
* No attempt has been made, or will be made, by the Bidder to induce any other person or firm to submit or not to submit a proposal.
* The above-named organization is the legal entity entering into the resulting contract with the Department if they are awarded the contract.
* The undersigned is authorized to enter contractual obligations on behalf of the above-named organization.

*To the best of my knowledge, all information provided in the enclosed proposal, both programmatic and financial, is complete and accurate at the time of submission.*

|  |  |
| --- | --- |
| **Name (Print):** | **Title:** |
| **Authorized Signature:** | **Date:** |

**APPENDIX B**

**State of Maine**

**Department of Education**

**DEBARMENT, PERFORMANCE, and NON-COLLUSION CERTIFICATION**

**RFP# 202312249**

**21st Century Community Learning Centers**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |

*By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this proposal:*

1. *Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*
2. *Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:*
   1. *Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or contract.*
   2. *Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.*
3. *Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification.*
4. *Have not within a three (3) year period preceding this proposal had one or more federal, state, or local government transactions terminated for cause or default*.
5. *Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*

|  |  |
| --- | --- |
| **Name (Print):** | **Title:** |
| **Authorized Signature:** | **Date:** |

**APPENDIX C**

**State of Maine**

**Department of Education**

## QUALIFICATIONS and EXPERIENCE FORM

**RFP# 202312249**

**21st Century Community Learning Centers**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |

All bidders must complete their proposal(s) online using the Department’s proposal website at: <https://maine.egrantsmanagement.com/>. A final, signed version of each proposal must be submitted to the State of Maine Division of Procurement Services at [Proposals@maine.gov](mailto:Proposals@maine.gov).

**SECTION I – General Information**

1. **ABSTRACT**

Provide a brief summary of the program being proposed. The summary should include an overview of the program design and the role(s) of the key community partnerships involved.*(No more than 200 words)*

1. **PROGRAM DEMOGRAPHICS**

Complete the program demographic form below. Only provide data about the students that will be served across all proposed program sites.

|  |  |
| --- | --- |
| **First Year Request Amount:** | **$** |
| **Total # of All Students to be Served Annually:** |  |
| **Total # of RLP Students to be Served Annually:** |  |
| **Average # of Students to be Served Per Day:** |  |
| **Average # of LP Students to be Served Per Day:** |  |
| **Students Receiving Special Education Services:** |  |
| **Students who are Multilingual Learners (MLs):** |  |
| **Total # of Parents of students to be Served:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Site Name** | **Feeder School(s)** | **Grade(s) to be Served** | **# Students in Grade(s) Served** | **# LP Students in Grade(s) Served** |
| **1.** |  |  |  |  |  |
| **2.** |  |  |  |  |  |
| **3.** |  |  |  |  |  |

1. **PARTNERS**

List the names of all partner organizations.

|  |  |
| --- | --- |
| **Lead Partner:** |  |
| **Additional Partners:** | |
| **1.** | |
| **2.** | |
| **3.** | |
| **4.** | |
| **5.** | |

**SECTION II – Specifications of Work to be Performed**

1. **Planning** 
   1. Provide a brief summary of the planning process used to submit this application.   
      *(No more than 200 words)*
   2. List the face-to-face planning meetings and collaborative writing sessions that occurred to create this application.

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting Date** | **Purpose** | **Participants** | **Hours Worked** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Need for Program**   
   *(No more than 500 words)*
2. Provide an evaluation of community needs and available resources for the community learning center(s).
3. Describe how the proposed program to be carried out in the proposed center(s) will address the identified community needs, and in particular the needs of students (primarily those who are low performing) and working families.

1. **Program Design**
2. **Program Description** 
   1. Describe the range and type of program activities that will be offered and how such activities will improve student academic achievement and overall student success. (Note: this narrative should align with the academic improvement goals in   
      **Appendix D**).   
      *(No more than 200 words)*
   2. List the number of students that will be served at each center and specifically the number of students who are low-performing that will be served at each center and from which grade-levels. Identify the average daily number of students who are low performing that will be served at each center.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Site Name** | **Grade(s) to be Served** | **Total # of Students to be Served** | **Total # of RLP Students to be Served** | **Average # of LP students to be Served Daily** |
| **1.** |  |  |  |  |  |
| **2.** |  |  |  |  |  |
| **3.** |  |  |  |  |  |

Provide narrative as follows:   
  
**New Proposals and Expansion Proposals:** Describe how your program proposes to attract and engage students and their families. Also, explain how you will maintain student enrollment over time and ensure that the required minimum number of students who are low-performing reach regular attendee status.  
*(No more than 200 words)*   
  
**Renewal Proposals:** Include the numbers of students and families who were served for each year of the previous grant and particularly the number of students who were low-performing and who were served regularly (30 days or more each year). Explain any fluctuations and describe any changes you will make to increase and/or retain student enrollment.  
*(No more than 200 words)*

* 1. Outline what the general schedule of operations will be for each proposed site, highlighting the number of hours per day, days per week, weeks per year, as well as the total days per year and total hours per year for both school year and summer programs. **Please note:** totals must, at least, adhere to the minimum requirements outlined in **Appendix G**. **School Year Operation Schedule:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Site Name** | **Hours per day** | **Days per week** | **Weeks per year** | **Days per year** | **Hours per year** |
| **1.** |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |

**Summer Operation Schedule:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Site Name** | **Hours per day** | **Days per week** | **Weeks per year** | **Days per year** | **Hours per year** |
| **1.** |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |

* 1. List the staff-to-student ratios that will be utilized for each specific type of programming at each center. **Please note:** totals must, at least, adhere to the minimum requirements outlined in **Appendix G**.   
       
     **School Year Staffing Ratios:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Site Name** | **Homework Help/Tutoring** | **Enrichment Programming** | **Recreational Activities** |
| **1.** |  |  |  |  |
| **2.** |  |  |  |  |
| **3.** |  |  |  |  |

**Summer Staffing Ratios:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Site Name** | **Homework Help/Tutoring** | **Enrichment Programming** | **Recreational Activities** |
| **1.** |  |  |  |  |
| **2.** |  |  |  |  |
| **3.** |  |  |  |  |

1. **Elements of High-Quality Programming**
2. **Linkages to the School Day**: Describe how the 21st CCLC funded program will collaborate with school day educational and intervention programs, resources, and teaching staff.   
   *(No more than 200 words)*

1. **Strong Instructional Leadership:** Describe who will be hired to teach in the afterschool program and the expectations that will be set for afterschool instructors with respect to lesson planning, linking to school day learning standards, course development, and student outcomes.  
   *(No more than 200 words)*
2. **Safe and Appropriate Environment**: Describe what actions will be taken to ensure that every child is physically and emotionally safe in the program.   
   *(No more than 200 words)*
3. **Student-Driven Programming**: Describe how each participating student will be offered a variety of age-, developmentally-, and instructionally- appropriate learning and enrichment opportunities that are student-driven and how the program will use flexible structures and varied instructional activities to accommodate different learning needs.  
   *(No more than 200 words)*
4. **Regular Attendees**: Describe how program schedules and offerings will be designed to encourage and support regular, on-going participation among students who need it most.   
   *(No more than 200 words)*
5. **Program Goals and Outcomes**

Complete the “Program Goals and Outcomes” form located in **Appendix D**. Follow the directions here and in the form to clearly detail the performance measures, strategies and activities, indicators, and proposed outcomes, for each of the six (6) state/federal program goal areas for the 21st CCLC program. Bidders should be aware that most performance measures are defined, but some also provide flexibility and choice. Bidders **must** propose outcomes that match the information requested (i.e., provide a percentage when a percentage is requested). Bidders **must** also set realistic and attainable outcomes when completing this section of the proposal, as the outcomes proposed here will become contractual deliverables for successful bidders.

1. **Program Management**
   1. **Program Leadership**: Each proposal must include a director at a minimum of 30 hours per week. Multi-site programs must have a director who works 40 hours per week. Describe what qualifications, experience, and characteristics will be required of the Program Director and how this person will fit into the existing structure of the applicant’s organization.  
      *(No more than 125 words)*
   2. **School Leader Support**: Describe the types of support that school leaders (teachers, principals, district administration, etc.) will provide to the local 21st CCLC program in reaching shared goals of a highly qualified teaching staff, tracking student data and evaluating programs, and improving educational outcomes for students.   
      *(No more than 125 words)*
   3. **Staff and Professional Development**: Describe the management process that will be used to identify and fulfill the professional development needs of program staff members, particularly those who work directly with students enrolled in the program. Detail how the opportunities offered will align with the continuous improvement of the program and be gauged for effectiveness.   
      *(No more than 125 words)*
   4. **Communication/Information Dissemination**: Describe how the bidder’s organization will effectively gather, interpret, and disseminate information about the program (including its location) to parents, school personnel, and the community in a manner that is understandable and accessible.   
      *(No more than 125 words)*
   5. **Transportation**: Describe how students participating in the program carried out by the community learning center(s) will travel safely to and from each site and home.

*(No more than 125 words)*

* 1. **Volunteers**: Describe how volunteers will support the activities carried out through the community learning center(s) as well as how the applicant will encourage and use appropriately qualified persons to serve as volunteers.   
     *(No more than 125 words)*

1. **Program Evaluation**
2. Describe how the program will be based on the 21st CCLC program’s “measures of effectiveness”, which state that programs receiving 21st CCLC funding shall:

*(No more than 300 words)*

1. be based upon an assessment of objective data regarding the need for before and after school (or summer recess) programs and activities in the schools and communities.
2. be based upon an established set of performance measures aimed at ensuring the availability of high-quality academic enrichment programs.
3. if appropriate, be based upon evidence-based research that the program or activity will help students meet the challenging State academic standards and any local academic standards.
4. ensure that measures of student success align with the regular academic program of the school and academic needs of participating students and include performance indicators and measures as determined by the state; and
5. collect the data necessary for the measures of student success described in subparagraph (iv) above.
6. Describe how the Provider will undergo a periodic evaluation to assess its progress toward its goal of providing high-quality opportunities for academic enrichment.   
   *(No more than 200 words)*
7. Describe how the results of a periodic evaluation of the proposed program will be used to refine, improve, and strengthen program services. Explain how and when the results of periodic evaluations will be made available to the public and used to build community support.   
   *(No more than 200 words)*

**SECTION III – Budget Proposal  
  
General Budget Information**:

1. The budget and budget narrative must demonstrate a detailed and logical connection to the goals of the program and should be specific enough to give reviewers a clear idea of priorities and the focus for funding.
2. The requested amount should be appropriate and reasonable for the size and scope of the project with most grant funds going toward items and personnel that directly impact programming for students. Applicants are encouraged to not simply request the maximum funding amount.
3. Program fees are permitted, but no child can be turned away for inability to pay. Applicants may establish a sliding fee scale that takes into account the relative poverty of the students and families targeted for services. Applicants that choose to establish a fee structure must ensure that the program is easily accessible to all students regardless of their ability to pay and must provide a narrative that explains the fee structure, its administration, and management.
4. Grant funds may not be used to purchase facilities, support new construction, or fund endowments.
5. Funds allocated under this program may be used only to supplement, not supplant, funds that school organizations and non-school organizations would otherwise expend for afterschool, credit-recovery, or summer learning programs.
6. Income generated from fees, services, or other public or private funds must be used to fund additional costs consistent with the grant application and cannot be carried over beyond the grant cycle.

**1. Budget Narrative**

*(No more than 400 words; this excludes budget forms.)*

**Instructions:**

Please describe the amount of funding required to effectively achieve your proposed performance targets. This amount shall not exceed the amount for which the proposed program is eligible. The costs and the sources of revenue must be reflected in the budget. The proposed budget must be for a one-year period and illustrate costs for an anticipated period of 7/1/24 to 6/30/25, for **New Proposals**, **Expansion Proposals**, and **Renewal Proposals**.

In order to process a subsequent year’s funding, Providers must submit a new budget at the end of each grant year for the subsequent grant year. Any changes in an approved budget must be submitted for Department review and approval before subsequent funds can be accessed.

Provide a detailed narrative describing how the items within the budget support the accomplishment of the Bidder’s specific Program Goals and Outcomes noted in   
**Appendix D**. The Budget Narrative must align with and provide an explanation of the content in the Budget Forms.  
  
**Please address the following items:**

1. Indicate the estimated cost per regular low-performing (RLP) participant. Cost per RLP student must not exceed $3,000.00 in a single-site program or $2,700.00 per RLP student in a multi-site program.
2. Provide evidence that there is a commitment of adequate resources for all participants.
3. Describe the fee structure if fees will be charged in any program area(s).
4. Identify federal, State and local program resources that will be combined or coordinated with the proposed program for the most effective use of public resources.
5. Describe the purpose of all expenditures.
6. Describe any financial and in-kind contributions that demonstrate the capacity to sustain programming. Detail what dollar amounts, and resources will be secured and how.

**2. Budget Forms**

**Instructions:**

Complete all budget forms: **001**, **002**, **003**, **004**, **and 005** within the online grant application at <https://maine.egrantsmanagement.com/>. Provide a detailed budget, including separate line items for each of the following direct costs:

1. Salaries & Wages (direct program staff and administration)
2. Fringe Benefits (social security, health benefits, etc.)
3. Contracted Services
4. Equipment (rentals and/or purchases)
5. Telephone
6. Food
7. Materials & Supplies
8. Staff Travel
9. Student Transportation (to and from the program)
10. Professional Development

Budget line-item descriptions must include sufficient detail (e.g., hours worked per week, rate of pay, weeks per year).

**Note:** (1) Bidders may budget for amounts that would not exceed their **restricted** indirect cost rate, as approved by their cognizant agency.  For successful applicants, the allowability of such indirect costs will be subject to satisfactory review of appropriate supporting documentation and final approval by the Maine DOE. This means that bidders *may* include indirect costs as part of their proposal but will not be reimbursed for such costs without having executed a restricted indirect cost rate agreement with their cognizant agency. Restricted indirect cost rates differ from traditional indirect cost rates and typically range from 2% to 5% of the total award amount. The Department offers no guarantee of a specific restricted indirect cost rate for potential bidders. Additional information on restricted indirect costs can be found by visiting the Department’s website: <http://www.maine.gov/doe/funding/fiscalreview/compliance/indirectcostrate>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FORM 001: IN-KIND CONTRIBUTIONS** | | | | |
|  | **In-Kind Amount** | **Purpose** | **Shall be furnished by:** | **Explanation** |
|  | $ |  |  |  |
|  | $ |  |  |  |
|  | $ |  |  |  |
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|  | $ |  |  |  |
| **TOTAL In-Kind** | **$** |  | | |

|  |  |  |
| --- | --- | --- |
| **FORM 002: PROGRAM INCOME** | | |
| **1. Federal Funding** | | |
|  | a. 21st CCLC Grant – Amount Requested | $ |
|  | b. | $ |
|  | c. |  |
| **TOTAL Federal Funding** | | **$** |
| **2. State & Municipal Funding** | | |
|  | a. | $ |
|  | b. | $ |
|  | c. |  |
| **TOTAL State & Municipal Funding** | | **$** |
| **3. Private Funding** | | |
|  | a. | $ |
|  | b. | $ |
|  | c. |  |
| **TOTAL Private Funding** | | **$** |
| **4. Program Fee Funding** | | |
|  | a. | $ |
|  | b. | $ |
|  | c. |  |
| **TOTAL Program Fee Funding** | | **$** |
| **5. Total In-Kind Contributions** | | |
|  | a. Total In-Kind (from Form 001 above) | $ |
| **TOTAL INCOME (1 – 5)** | | **$** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **FORM 003: PERSONNEL EXPENSES** | | | | | | | | | | | | |
| **a)** # of  Personnel | **b)** Position Title | | **c)** Hourly Rate | **d)** Total Weekly Payroll Hours | | **e)** Weekly Salary (c\*d) | **f)** # of Weeks Worked | | **g)** Total Wages for Contract Period (a\*e\*f) | **h)** Amount Funded by 21st CCLC | | **i)** Amount Funded by Other Sources |
|  |  | | $ |  | | $ |  | | $ | $ | | $ |
|  |  | | $ |  | | $ |  | | $ | $ | | $ |
|  |  | | $ |  | | $ |  | | $ | $ | | $ |
|  |  | | $ |  | | $ |  | | $ | $ | | $ |
|  |  | | $ |  | | $ |  | | $ | $ | | $ |
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|  |  | | $ |  | | $ |  | | $ | $ | | $ |
|  |  | | $ |  | | $ |  | | $ | $ | | $ |
|  |  | | $ |  | | $ |  | | $ | $ | | $ |
|  |  | | $ |  | | $ |  | | $ | $ | | $ |
| **TOTAL WAGES** | | | | | | | | | **$** | **$** | | **$** |
| **j)** Fringe Benefits | | | | | | | | | | | | |
| *% Payroll* | | *Type of Benefit (Specify):* | | | *Total Benefit Amount* | | | *21st CCLC Expense* | | | *Other Expense* | |
|  | |  | | | $ | | | $ | | | $ | |
|  | |  | | | $ | | | $ | | | $ | |
|  | |  | | | $ | | | $ | | | $ | |
|  | |  | | | $ | | | $ | | | $ | |
| **TOTAL Fringe Benefits** | | | | | **$** | | | **$** | | | **$** | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **FORM 004: EQUIPMENT PURCHASES** | | | | | | | |
| **a)** List of Equipment Items to be Purchased (Identify Make/Model) | **b)**  Unit Cost  of Item | **c)** Number of Items | **d)** Date to be  Purchased | **e)** Where Will the Item be Located? | **f)** Total Equipment Purchase (b\*c) | **g)**  Amount Funded by 21st CCLC | **h)** Amount Funded by Other Funds |
|  | $ |  |  |  | $ | $ | $ |
|  | $ |  |  |  | $ | $ | $ |
|  | $ |  |  |  | $ | $ | $ |
|  | $ |  |  |  | $ | $ | $ |
|  | $ |  |  |  | $ | $ | $ |
|  | $ |  |  |  | $ | $ | $ |
|  | $ |  |  |  | $ | $ | $ |
|  | $ |  |  |  | $ | $ | $ |
|  | $ |  |  |  | $ | $ | $ |
| **TOTAL Expense** | | | | | **$** | **$** | **$** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **FORM 005: PROGRAM BUDGET SUMMARY** | | | | | |
|  | **DESCRIPTION** (Provide a narrative description of each line item that has expenses) | **A. 21st CCLC Budget** | **B. All Other Cash Funded Program Expenses** | **C. In-Kind (Non-Cash) Expenses** | **D. Total Program Budget (Column A+B+C)** |
| **PERSONNEL EXPENSES:** | | | | | |
| 1. Salaries & Wages |  | $ | $ | $ | $ |
| 2. Fringe Benefits |  | $ | $ | $ | $ |
| 3. Contracted Services |  | $ | $ | $ | $ |
| **SUB-TOTAL Personnel** |  | **$** | **$** | **$** | **$** |
| **EQUIPMENT:** | | | | | |
| 4. Purchases |  | $ | $ | $ | $ |
| 5. Rental |  | $ | $ | $ | $ |
| **SUB-TOTAL Equipment** |  | $ | $ | $ | $ |
| **ALL OTHER** | | | | | |
| 6. Occupancy Expense |  | $ | $ | $ | $ |
| 7. Utilities |  | $ | $ | $ | $ |
| 8. Maintenance |  | $ | $ | $ | $ |
| 9. Telephone |  | $ | $ | $ | $ |
| 10. Food |  | $ | $ | $ | $ |
| 11. Supplies |  | $ | $ | $ | $ |
| 12. Staff Travel |  | $ | $ | $ | $ |
| 13. Student Transportation |  | $ | $ | $ | $ |
| 14. Insurance |  | $ | $ | $ | $ |
| 15. Administration |  | $ | $ | $ | $ |
| 16. Other |  | $ | $ | $ | $ |
| **SUB-TOTAL All Other** |  | **$** | **$** | **$** | **$** |
| **TOTAL BUDGET** |  | **$** | **$** | **$** | **$** |

**3. Capacity for Success & Sustainability**

1. **Advisory Board Members**: Provide a list of Advisory Board members with their positions and affiliations.

|  |  |  |
| --- | --- | --- |
| **Board Member** | **Position** | **Affiliation** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Sustainability Plan**: Describe plans for the continuous strengthening of the partnership between the school organization, the community-based organization, and other public or private organizations (if appropriate), including plans for continuing the proposed programs beyond the 4-year period of grant funding. Specifically, provide a preliminary plan for how the community learning center(s) included within the application will continue to operate at the currently proposed level(s) as funding is reduced and eventually after the anticipated funding period ends. Do not include additional 21st CCLC program funding as part this plan.   
    *(No more than 500 words)*
2. **Roles and Commitments of Key Partners**: Describe the nature and details of the partnership(s) among the school organization and non-school organization partners. Provide evidence that all partners within the application have been involved in designing the proposed programs and will assist in their implementation. Clearly indicate the role and capacity of each partnering organization.   
   *(No more than 250 words)*

**APPENDIX D**

**State of Maine**

**Department of Education**

**SPECIFICATIONS OF WORK TO BE PERFORMED**

**RFP# 202312249**

**21st Century Community Learning Centers**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |

The Provider will deliver, during non-school hours or periods, a learning opportunity program that addresses the stated student service targets, program goals, indicators, and performance measures that are set forth in the application, reflected in the budget forms, and required in progress reporting to include measurement of:

**Goal 1 – Academic Improvement**: To improve academic performance in reading/language arts & mathematics of students who are low-performing, failing, or at high risk of failure, based on standardized assessments.

**Goal 2 – Health and Wellness**: To increase the opportunities to improve health and wellness of students, which include programming in the areas of: nutrition, physical fitness, emotional and physical safety, social-emotional development, and substance abuse prevention.

**Goal 3 – Educational Enrichment**: To enhance students’ educational enrichment opportunities by providing a broad array of age-appropriate, student-driven, and project-based learning opportunities that include STEM, visual and performing arts, multicultural education, community/service learning, and college and career readiness.

**Goal 4 – Family Engagement and Education**: To develop and implement a plan to provide educational opportunities and activities for parents, caregivers, and families of students that will enhance academic and social-emotional development of those students as well as provide information and resources that promote overall family education, including opportunities and activities for adult parents and caregivers to enhance their own educational development.

**Goal 5 – Sustainability and Collaboration**: To establish and maintain effective partnerships across schools and communities toward reaching shared student outcomes and overall program sustainability, which includes the formation and on-going development of an Advisory Board that meets regularly for the purpose of planning and implementing strategies for generating program income such as grant writing, fundraising, partners contributing toward program costs, and use of school district, state, and other federal funds; and

**Goal 6 – Professional and Staff Development**: To provide afterschool staff with shared professional development related to program content alignment, academic curriculum development, enhanced positive youth development practices and data-driven continuous program improvement.

The Provider will report on the goals above during the contract year, as scheduled and directed by the Department. Providers will be required to report program progress and outcomes through a variety of data sources, including academic assessment scores, attendance, and activity data by means of an online reporting and web-based tool provided by the Department. Providers will also be required to utilize state-determined evaluation tools throughout the year.

**Applicants who accept funding through Maine’s 21st CCLC program must also:**

1. Focus on serving and improving the academic performance of students who are low-performing, as identified through standardized assessments, on a regular (30 days or more) year-round basis for the duration of the grant;
2. Provide comprehensive programming for the youth who are low-performing being served, at every site, for the duration of the grant, which includes age-appropriate support services in the areas of:
   1. academic improvement,
   2. health and wellness,
   3. educational enrichment, and
   4. parent education and family engagement;
3. Ensure adequate space for grant programming at every center/site to include:
   1. classrooms,
   2. gyms,
   3. multi-purpose rooms,
   4. cafeterias,
   5. libraries,
   6. technology labs,
   7. outdoor space; and
   8. meeting and office space for program staff
4. Conduct school year and summer programs with operational weeks, days, and hours of programming consistent with those outlined in **Appendix C**, Section 3.c of the approved application or that state’s minimum operational requirements outlined in **Appendix G** of the application, whichever is greater.
5. Employ a Program Director who must work a minimum of 30 hours per week, year-round, for the duration of the grant in a single-site program *or* 40 hours per week, year-round, for the duration of the grant for a multi-site program.
6. Employ a Site Coordinator for each program site to be operated, employed at a minimum of 20 hours per week to oversee the daily operations of each proposed program site within a multi-site program or employ a Program Director who also operates as a Site Coordinator for a single-site program.
7. Demonstrate the capacity to effectively manage the administrative and fiscal responsibilities of the grant program, including the adherence to federal and state reimbursement requirements and entering and ensuring the accuracy of all required program data by established deadlines.
8. Use 21st CCLC program data and reports to address individual student needs by developing and updating program goals and plans for continuous program improvement.
9. Implement a staff development plan for regular, ongoing afterschool staff meetings and professional development opportunities for all program staff on topics related to ensuring excellence in programming for out-of-school time programs.
10. Utilize a Program Advisory Board to develop and implement a sustainability plan, which includes advocacy and sustainability strategies, in order to continue the program beyond the life of the grant.
11. Maintain a strong linkage between the 21st CCLC program and the school day program, with frequent and regular communication between afterschool staff and administrators, teachers, school-day “specialists” such as nurses, guidance counselors/social workers, Title 1 Coordinators, Literacy Specialists, Curriculum Coordinators, etc.
12. Maintain, for the life of the grant, continued commitment of each school organization included within the application that it will continue to contribute, at a minimum, its year one percentage of the overall cost of transporting students to and from the 21st CCLC program.
13. Ensure that the resulting program adheres to all federal and state health and safety protocols and guidelines regarding COVID-19 so that program staff, students, and families remain safe and healthy.

Successful applicants will also be held accountable for the achievement of program outcomes and adherence to program assurances outlined in the following appendices:

1. **Appendix D** – Specifications of Work to be Performed
2. **Appendix E** – Required Assurances

**Please Note:**   
  
(1)Applicants are reminded of their obligation under **Section 504 of the Rehabilitation Act,** which states that no otherwise qualified individual with handicaps in the United States shall, solely by reason of her or his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.  
  
(2) School districts are mandated under **Title IX (Uniform Provisions) of the Elementary and Secondary Education Act** to consult with private school administrators about their students’ needs and how they can be addressed via federal programs. This must occur in a timely and meaningful way during the design and development of the program. School districts must provide equitable services to private school students and their families if those students are part of the target population. The Department strongly recommends that documentation of this process be maintained for auditing purposes.

**Program Goals and Outcomes**

Provide the requested information below, as directed, for each of the six (6) program goals listed. Be sure to outline the proposed strategies and activities as well as quantifiable outcomes for each year of the proposed program for each different performance measure. Bidders should be aware that most performance measures below are defined, but some also provide flexibility and choice. Bidders are **strongly** encouraged to set *realistic* and *attainable* outcomes when completing this section of the proposal.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***1. Academic Improvement*** Address ALL of the items below by completing the strategies and activities and proposed outcomes that correspond with each *performance measure* and *indicator*. | | | | | | |
| **Performance Measure** | **Strategies and Activities** | **Indicator Used** | **Proposed Outcomes** | | | |
| Year 1 | Year 2 | Year 3 | Year 4 |
| Percentage of regular low-performing attendees whose math scores will improve from fall to spring |  | Local Standardized Assessment Results |  |  |  |  |
| Percentage of regular low-performing attendees whose reading/language arts scores will improve from fall to spring |  | Local Standardized Assessment Results |  |  |  |  |
| Percentage of regular low-performing attendees who improve from not proficient to proficient or above in math |  | State Standardized Assessment Results |  |  |  |  |
| Percentage of regular low-performing attendees who improve from not proficient to proficient or above in reading/language arts |  | State Standardized Assessment Results |  |  |  |  |
| Percentage of regular attendees who will show an improvement in student behavior |  | Teacher Survey Data |  |  |  |  |
| Percentage of regular attendees whose will show an increase in homework completion and class participation |  | Teacher Survey Data |  |  |  |  |

|  |
| --- |
| ***2. Health and Wellness***Select three (3) of the following program elements and address the strategies and activities and proposed outcomes that correspond with each selected *performance measure* and *indicator*. |

|  |  |  |
| --- | --- | --- |
| * Nutrition Education * Safety Education | * Physical Activity * Youth Leadership | * Prevention Programming (Substance Abuse, Violence, Truancy) |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Performance Measure** | **Strategies and Activities** | **Indicator Used** | **Proposed Outcomes** | | | |
| Year 1 | Year 2 | Year 3 | Year 4 |
| Number and frequency of opportunities for students enrolled in the program to participate in **Selection #1** activities |  | Program Activity Data |  |  |  |  |
| Average number of hours each of the program’s regular attendees will participate in the **Selection # 1** activities offered annually |  | Student Attendance/ Participation Data |  |  |  |  |
| Number and frequency of opportunities for students enrolled in the program to participate in **Selection #2** activities |  | Program Activity Data |  |  |  |  |
| Average number of hours each of the program’s regular attendees will participate in the **Selection # 2** activities offered annually |  | Student Attendance/ Participation Data |  |  |  |  |
| Number and frequency of opportunities for students enrolled in the program to participate in **Selection #3** activities |  | Program Activity Data |  |  |  |  |
| Average number of hours each of the program’s regular attendees will participate in the **Selection # 3** activities offered annually |  | Student Attendance/ Participation Data |  |  |  |  |

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| --- |
| **3. Educational Enrichment**Select three (3) of the following program elements and address the strategies and activities and proposed outcomes that correspond with each selected *performance measure* and *indicator*. |

|  |  |  |  |
| --- | --- | --- | --- |
| * College and Career Readiness * Community Service and Service Learning | * Multilingual Learner Support * Literacy | * Mentoring * Multicultural Education | * STEM (Science, Technology, Engineering, Math) * Visual and Performing Arts |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Performance Measure** | **Strategies and Activities** | **Indicator Used** | **Proposed Outcomes** | | | |
| Year 1 | Year 2 | Year 3 | Year 4 |
| Number and frequency of opportunities for students enrolled in the program to participate in **Selection #1** activities |  | Program Activity Data |  |  |  |  |
| Average number of hours each of the program’s regular attendees will participate in the **Selection # 1** activities offered annually |  | Student Attendance/ Participation Data |  |  |  |  |
| Number and frequency of opportunities for students enrolled in the program to participate in **Selection #2** activities |  | Program Activity Data |  |  |  |  |
| Average number of hours each of the program’s regular attendees will participate in the **Selection # 2** activities offered annually |  | Student Attendance/ Participation Data |  |  |  |  |
| Number and frequency of opportunities for students enrolled in the program to participate in **Selection #3** activities |  | Program Activity Data |  |  |  |  |
| Average number of hours each of the program’s regular attendees will participate in the **Selection # 3** activities offered annually |  | Student Attendance/ Participation Data |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **4. *Family Engagement & Education***Address ALL of the items below by completing the strategies and activities and proposed outcomes that correspond with each *performance measure* and *indicator*. | | | | | | |
| **Performance Measure** | **Strategies and Activities** | **Indicator Used** | **Proposed Outcomes** | | | |
| Year 1 | Year 2 | Year 3 | Year 4 |
| Number of opportunities provided for parents and caregivers to be involved in the program |  | Program Activity Data |  |  |  |  |
| Number of parents and caregivers of participating students who participate in activities offered by the program |  | Parent Attendance Data and Event Sign In Sheets |  |  |  |  |
| Number of educational opportunities and activities provided for parents and caregivers |  | Program Activity Data |  |  |  |  |
| Number of parents and caregivers of participating students who will participate in the educational opportunities and activities offered by the program |  | Parent Attendance Data and Event Sign In Sheets |  |  |  |  |
| Number of informational resources provided to parents and caregivers by the program that promote family education |  | List of topics and documentation to support what information is shared with parents and caregivers |  |  |  |  |
| Percentage of parents and caregivers or participating students who report that information and resources shared by the program helped to educate their family |  | Local Parent Feedback/Survey Data |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **5. *Sustainability and Collaboration***Address ALL of the items below by completing the strategies and activities and proposed outcomes that correspond with each *performance measure* and *indicator*. | | | | | | |
| **Performance Measure** | **Strategies and Activities** | **Indicator Used** | **Proposed Outcomes** | | | |
| Year 1 | Year 2 | Year 3 | Year 4 |
| Number of school leaders, school staff, community members, business leaders, partners, parents, and students that will serve as advisory board members |  | List of Advisory Board Members, Roles, Affiliations, and Meeting Attendance Data |  |  |  |  |
| Number of advisory board members who will attend 3 or more meetings each year |  | Advisory Board Meeting Attendance Data |  |  |  |  |
| Number of formal presentations carried out to promote and share information about the program with key stakeholders |  | Evidence of presentations to key stakeholders and promotional materials about the program |  |  |  |  |
| Number of active partners who contribute resources to the success of the program |  | Program Partner Data Report |  |  |  |  |
| Amount of additional funds secured from active partnerships and fundraising |  | Annual Budget Showing Additional Funds Raised |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **6. *Professional and Staff Development***Address ALL of the items below by completing the strategies and activities and proposed outcomes that correspond with each *performance measure* and *indicator*. | | | | | | |
| **Performance Measure** | **Strategies and Activities** | **Indicator Used** | **Proposed Outcomes** | | | |
| Year 1 | Year 2 | Year 3 | Year 4 |
| Number of ongoing professional development opportunities provided for all program staff that is linked to annual improvement goals, academic improvement, and positive youth development |  | Annual Calendar of Professional Development Opportunities |  |  |  |  |
| Minimum number of hours each afterschool staff member will engage in professional development opportunities annually |  | Professional Development Attendance Data |  |  |  |  |
| Number of collaborative meetings that will be held with afterschool staff and school day personnel annually |  | Annual Calendar of Collaborative Staff Meetings |  |  |  |  |
| Minimum number of hours each afterschool staff member will engage in collaborative meeting time with school day personnel annually |  | Collaborative Staff Meeting Attendance Data |  |  |  |  |

**APPENDIX E**

**State of Maine**

**Department of Education**

**REQUIRED ASSURANCES**

**RFP# 202312249**

**21st Century Community Learning Centers**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |

**The Provider must submit a signed Required Assurances form, as a condition of award to receive a grant for the 21st Century Community Learning Centers Program**.

1. The applicant has the necessary legal authority to apply for and receive the proposed grant.
2. The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application.
3. The community was given notice of the applicant’s intent to submit this application, and after submission, the applicant will make this application and any waiver requests available for public review.
4. Finalists and successful applicants will, as requested by the Department, provide clarification of application or budget information through an oral interview, written communication, or receive an onsite visit to clarify application or budget information.
5. The proposed program was developed and will be carried out through *active* collaboration with the schools that participating students attend and all other partnering entities, in compliance with applicable laws relating to privacy and confidentiality.
6. The program will be carried out in alignment with challenging State academic standards and any local academic standards.
7. The program will target students who primarily attend schools eligible for schoolwide programs under section 1114 of the Elementary and Secondary Education Act and the families of such students; or schools with at least 40 percent of students eligible for free and reduced price lunch and the families of such students.
8. The school organization named within this application has conducted timely and meaningful consultation with local private school administrators, where applicable, regarding how the needs of such private school students could be met through the proposed federally funded program. Please provide:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Non-public/private school name: | Date of consultation: | Method of consultation: | Did the institution chose to collaborate: | |
|  |  |  | Yes | No |
|  |  |  | Yes | No |
|  |  |  | Yes | No |

1. The activities and services for which assistance is sought through this program will be administered by or under the direct supervision and control of the applicant.
2. The program will be operated in compliance with all applicable State and Federal laws and in compliance with regulations, policies, and administrative directives of the Maine State Board of Education and the Maine Department of Education (DOE).
3. Funds awarded under this program will be used to increase the level of Federal, State, local, and other non-Federal funds that would, in the absence of 21st CCLC funds, be made available for programs and activities authorized under Title IV, Part B of the Elementary and Secondary Education Act, and shall not be used to supplant other Federal, State, local, or non-Federal funds.
4. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded under this program. At no time will funds awarded under this program be used for prohibited or non-allowable expenditures.
5. Funds awarded under this program are not eligible to carryover from one award period to the next. Therefore, any grant funding that is not utilized by the program during the annual award period, as outlined in the program’s approved budget, will be returned to the Maine DOE for allotment in subsequent grant competitions.
6. The grantee will adopt and use proper methods of administering each program, including:  
   1. enforcement of any obligations imposed on agencies, institutions, organizations, and other sub-recipients responsible for carrying out each program.
   2. correction of deficiencies in program operations that are identified through audits, monitoring, assessments and/or evaluations; and
   3. adoption of written procedures for the receipt and resolution of complaints in the administration of the program.
7. The program will take place in one or more safe and accessible facilities that comply with State and Federal laws and requirements, including basic health and safety standards.
8. Safe, adequate, and accessible transportation services to and from the program will be ensured for all students enrolled in the program. In cases where multiple school organization are included within a single grant program, each will be responsible for meeting the transportation needs of its own students.
9. The lead applicant organization, in partnership with its lead partner organization, will secure parent permission to access student data for all students enrolled in the program, including academic assessment data, free and reduced price lunch eligibility, English language proficiency status, and other required information with signed Parent Permission Forms.
10. In those instances, where a non-school organization is the lead applicant and fiscal agent for a proposed program, the school organization will provide the needed and pertinent student data to the partnering non-local education agency in compliance with regulations set forth in the Family Education Rights and Privacy Act (FERPA).
11. School organization and non-school organization partners will cooperate in carrying out all program assessment and evaluation components required by State or Federal officials, and will provide the State Education Agency with data required by law and for statewide or federal evaluation efforts.
12. The funded program site(s) shall have full access to sufficient space and resources necessary to conduct a comprehensive program that meets the needs of students. This shall include meeting and office space for program staff, storage space for program materials, and areas to carry out programming activities (i.e., classrooms, gyms and athletic facilities, libraries and computer labs, art rooms, etc.).
13. Fiscal agents awarded funds under this program, in collaboration with their lead partner organization, will submit the required Federal and State program data as instructed by the Maine DOE. This will include, but not be limited to, program activity, staffing, participation, and outcome data as required by federal law. Deadlines and required data elements will be subject to change, based on evolving State and Federal requirements for the program.
14. The program will undergo an annual onsite and year-end review to determine compliance with program requirements and the unique activities and outcomes proposed within this application. These reviews will be conducted by State Education Agency and/or contracted staff in order to determine progress on key program goals and inform future funding decisions. Onsite reviews and orientations will include the following individuals: (1) the Program Director, (2) his or her immediate supervisor, (3) the school organization’s superintendent, (4) the non-school organization’s chief executive, (5) the school principal from each school included in this application, and (6) any other partners, at the grantee’s discretion.
15. All local education agencies will include their 21st CCLC program work in their Consolidated SAU Plan, integrating 21st CCLC program data into their overall data-analysis and disseminating such data to their school board annually.
16. For program enrollment, priority will be given to students as follows: (1) students who are low-performing based on State and/or local standardized assessment results, and who are *not* receiving support services through other federal programs, (2) students who are low-performing based on State and/or local standardized assessment results, and who are receiving support services through other federal programs, and (3) all other students.
17. The awarded applicant will offer school year and summer learning programs with operational weeks, days, and hours consistent with the greater of those outlined in **Appendix C**, Section 3.c of the approved application or the state’s minimum operational requirements outlined in **Appendix G** of the approved application. Such programs will supplement and not supplant existing “summer school” or “credit recovery” programs offered. Funds can and will be blended and braided in order to maximize resources that address summer learning loss and college and career readiness for the highest-need students.
18. The resulting program will adhere to the recommended staff-to-youth ratios, based on activity type:
    1. Targeted Academic Support: One (1) certified teacher to every four (4) to eight (8) students
    2. Enrichment Programming: One (1) staff member to every six (6) to twelve (12) students; and
    3. Physical/Recreation: One (1) staff member to every ten (10) to eighteen (18) students.
19. At a minimum, the individual hired to oversee the program (i.e., Program Director) will attend all 21st CCLC program training provided or mandated by the State Education Agency, annually.
20. The funded program will undergo a periodic evaluation in conjunction with the State education agency’s statewide evaluation efforts to assess the program’s progress toward achieving the goal of providing high-quality opportunities for academic enrichment and overall student success. Such periodic evaluations shall be based on the “Measures of Effectiveness”, which state that programs and activities receiving 21st CCLC funding shall:  
    1. be based upon an assessment of objective data regarding the need for before and after school (or summer recess) programs and activities in the schools and communities.
    2. be based upon an established set of performance measures aimed at ensuring the availability of high-quality academic enrichment programs.
    3. if appropriate, be based upon evidence-based research that the program or activity will help students meet the challenging State academic standards and any local academic standards.
    4. ensure that measures of student success align with the regular academic program of the school and academic needs of participating students and include performance indicators and measures as determined by the state; and
    5. collect the data necessary for the measures of student success described in subparagraph (d) above.
21. The funded program shall adhere to all federal and state health and safety protocols and guidelines regarding COVID-19 and take all necessary precautions to ensure the continued health and safety of program staff, students, and their families.

**By signing below, you agree to adhere to the above required assurances.**

**REQUIRED SIGNATURES:**

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

**[Full Name] Date**Bidder CEO

[Bidder Name]

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

**[Full Name] Date**Lead Partner CEO

[Lead Partner Organization Name]

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

**[Full Name] Date**Building Principal

[School #1 Name]

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

**[Full Name] Date**Building Principal

[School #2 Name]

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

**[Full Name] Date**Building Principal

[School #3 Name]

**APPENDIX F**

**State of Maine**

**Department of Education**

**INTENT TO APPLY FORM**

**RFP# 202312249**

**21st Century Community Learning Centers**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Indicate whether this is the Bidder’s initial or revised Intent to Apply Form submission:* | | | | | | | | | | | | |
|  | Initial Form Submission | | | | | | | |  | Revised Form Submission | | |
| *Select the type of proposal the Bidder intends to submit under this RFP:* | | | | | | | | | | | | |
|  | | New Proposal | |  | | Expansion Proposal | | | | |  | Renewal Proposal |
| Bidder Organization Name: | | | | |  | | | | | | | |
| Bidder Chief Executive Name: | | | | |  | | | | | | | |
| Bidder Chief Executive Title: | | | | |  | | | | | | | |
| Lead Partner Organization Name: | | | | |  | | | | | | | |
| *Provide contact information for the individual who will serve as lead contact for the proposal:* | | | | | | | | | | | | |
| Lead Contact Name: | | |  | | | | | | | | | |
| Lead Contact Title: | | |  | | | | | | | | | |
| Lead Contact Phone: | | |  | | | | | | | | | |
| Lead Contact Email: | | |  | | | | | | | | | |
| **21st CCLC Request Amount (Year 1):** | | | | | | | **$** |  | | | | |
| *List up to three (3) program sites the Bidder intends to serve under this RFP:* | | | | | | | | | | | | |
| **1.** | **Site Name:** | |  | | | | | | | | | |
| Feeder School(s): | |  | | | | | | | | | |
| Grade(s) to be Served: | |  | | | | | | | | | |
| **2.** | **Site Name:** | |  | | | | | | | | | |
| Feeder School(s): | |  | | | | | | | | | |
| Grade(s) to be Served: | |  | | | | | | | | | |
| **3.** | **Site Name:** | |  | | | | | | | | | |
| Feeder School(s): | |  | | | | | | | | | |
| Grade(s) to be Served: | |  | | | | | | | | | |

|  |  |
| --- | --- |
| **FOR STATE USE ONLY** | |
| Date Received by RFP Coordinator: |  |
| Eligibility Review Status: | Approved Denied |

**APPENDIX G**

**State of Maine**

**Department of Education**

**COMPREHENSIVE CENTER EXPECTATIONS**

**RFP# 202312249**

**21st Century Community Learning Centers**

There are certain expectations of sub-recipients under the 21st CCLC program that align with the overall goals of the program. In order to maintain good standing during annual compliance and performance reviews, it is essential that 21st CCLC-funded programs meet or exceed the expectations listed below:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1.** Serve the Intended Student Population | 1. Serve primarily students who are low performing (as identified by state and local assessment results) on a regular (30 day or more), year-round basis, for the duration of the grant. 2. Meet or exceed the youth service (i.e. enrollment) targets of regular low-performing (RLP) students noted in the approved application or the minimum state requirement, whichever is greater.  |  |  |  | | --- | --- | --- | | **Example** | | | | Request Amount | Cost Per RLP | Youth Service Target | | $300,000.00 | $2,500.00 | 120 RLP Students |  1. Maintain youth service target through each year of the grant, including years when 21st CCLC funding is reduced. 2. Cost per RLP student must never exceed $3,000.00 for a single-site program or $2,700.00 for a multi-site program. 3. No site/center is to serve fewer than 25 RLP students at any time, regardless of funding amount. |
| **2.** Utilize and Track Academic Assessment Data | 1. Determine, prior to annual program enrollment, students who are identified as low-performing by reviewing the results of the state and local assessments and focus primarily on serving those identified as low-performing. 2. Provide and input academic assessment and related data into an online reporting system, as required by the Maine DOE, for all students enrolled in the program.    * 1. State assessments must be provided for those students and grades where state assessments are given.      2. Local, summative assessments can and should also be used, especially for those students and grades levels where state assessments are not given.      3. Only provide grade data when no academic assessment scores are available for a student. 3. Adhere to all State determined reporting deadlines regarding assessment results. |
| **3.** Meet Annual Operation Requirements | 1. Meet or exceed the required number of days, weeks, and hours of operation as specified in the grantee’s approved application or the minimum state requirement, whichever is greater.  |  |  |  | | --- | --- | --- | | **State Minimum Requirements** | | | | Area | School Year Program | Summer Program | | Program Days per Year | 120 | 24 | | Program Hours per Year | 240 | 90 | | Program Days per Week | 4 | 4 | | Weeks per Year | 30 | 6 | | Hours per Day | 2 | 4 |      1. Ensure a summer program is provided for RLP students from every program site/center (programs with multiple sites/centers may combine to provide a consolidated summer program). 2. Operate at times when school is not in session (i.e., before school, after school, vacations, etc.). |
| **4.** Receive Support from School Organization Administration | 1. Receive guidance and support from school and district leaders for the successful implementation of the 21st CCLC program at all program sites (especially those that are school-based). 2. See to it that regular meetings happen between (1) the 21st CCLC program director and staff and (2) school administrator(s) and school day staff. 3. Work with school day personnel to integrate state and school day academic standards into the 21st CCLC program. 4. Ensure assistance from school day staff in identifying students who are low performing, recruiting those students, and in encouraging their regular participation in the program throughout the year. 5. Facilitate the sharing of relevant information between school day teachers and afterschool staff regarding each student’s academic needs. 6. Perform periodic visits to the program and to various special program events. |
| **5.** Provide Adequate Program Oversight and Administration | 1. Employ a 21st CCLC program director, who works directly on 21st CCLC program tasks a for a minimum of:    * 1. 30 hours per week, year-round, for the duration of the grant for a single-site program; or      2. 40 hours per week, year-round, for the duration of the grant for a multi-site program. 2. Ensure that each program site/center has a Site Coordinator who works a minimum of 20 hours per week and has the capacity to meet with classroom teachers on a regular basis. (Directors of multi-site programs must not act as a permanent Site Coordinator for any site). 3. It is strongly encouraged that fiscal agents having multiple grant awards with multiple sites hire an Assistant Director. 4. Provide directors the flexibility to observe and coach staff at each center during program hours. Directors are required to perform observations and provide feedback regarding that observation to staff at each site on a regular basis. 5. Work on long-term sustainability efforts, with support from school administrators, staff, and partners. 6. Conduct the Youth Program Quality Assessment (PQA) assessment annually at each site/center and work with staff at each site/center to develop, implement, and revise, ongoing goals and improvement plans. 7. Input data into the 21st CCLC reporting site ([https://maine.cayen-server.net](https://maine.cayen-server.net/)), at a minimum of once each month (preferably weekly). 8. Reimbursement requests must be submitted, at a minimum, quarterly, but preferably monthly. 9. Quarterly financial reports must be completed and submitted by required deadlines. 10. Implement a staff development calendar for regular, on-going staff meetings and professional development opportunities for frontline staff. 11. Adhere to the recommended health and safety standards with suggested staff-to-youth ratios:  |  |  |  | | --- | --- | --- | | **Suggested Staff-to-Youth Ratios** | | | | Activity Type | Number of Staff | Number of Students | | Targeted Academic Support | 1 Certified Teacher | 4-8 | | Enrichment Programming | 1 | 6-12 | | Physical/Recreation | 1 | 10-18 |  1. Develop, maintain, and revise, when necessary, written job descriptions, policies and procedures, registration forms, program schedules and calendars, and behavioral expectations. 2. Meet deadlines for all communications and data submissions such as reporting documents, improvement plans, database information, etc. |

**APPENDIX H**

**State of Maine**

**Department of Education**

**MAINE SCHOOLS WITH SCHOOLWIDE PROGRAMS**

**RFP# 202312249**

**21st Century Community Learning Centers**

|  |  |
| --- | --- |
| **SAU Name** | **School Name** |
| Acton Public Schools | Acton Elementary School |
| Alexander Public Schools | Alexander Elementary School |
| Andover Public Schools | Andover Elementary School |
| Athens Public Schools | Athens Community School |
| Auburn Public Schools | East Auburn Community |
| Auburn Public Schools | Park Avenue Elementary School |
| Auburn Public Schools | Sherwood Heights Elementary School |
| Auburn Public Schools | Walton School |
| Auburn Public Schools | Washburn School |
| Augusta Public Schools | Farrington School |
| Augusta Public Schools | Lillian Parks Hussey School |
| Augusta Public Schools | Lincoln School |
| Augusta Public Schools | Sylvio J Gilbert School |
| Baileyville Public Schools | Woodland Elementary School |
| Bangor Public Schools | Abraham Lincoln School |
| Bangor Public Schools | Downeast School |
| Bangor Public Schools | Fairmont School |
| Bangor Public Schools | Fourteenth Street School |
| Bangor Public Schools | Mary Snow School |
| Bangor Public Schools | Vine Street School |
| Biddeford Public Schools | Biddeford Intermediate School |
| Biddeford Public Schools | Biddeford Primary School |
| Biddeford Public Schools | John F Kennedy Memorial School |
| Brewer Public Schools | Brewer Community School |
| Bristol Public Schools | Bristol Consolidated School |
| Brooklin Public Schools | Brooklin School |
| Brooksville Public Schools | Brooksville Elementary School |
| Calais Public Schools | Calais Elementary School |
| Caswell Public Schools | Dawn F. Barnes Elementary School |
| Charlotte Public Schools | Charlotte Elementary School |
| Cherryfield Public Schools | Cherryfield Elementary School |
| Community Regional Charter School | Creative Childrens Academy |
| Community Regional Charter School | Dimensions Academy |
| Community Regional Charter School | Overman Academy |
| Cutler Public Schools | Bay Ridge Elementary School |
| Deer Isle-Stonington CSD | Deer Isle-Stonington Elementary School |
| East Range CSD | East Range II CSD School |
| Easton Public Schools | Easton Elementary School |
| Eastport Public Schools | Eastport Elementary School |
| Ecology Learning Center | Ecology Learning Center School |
| Ellsworth Public Schools | Ellsworth Elementary-Middle School |
| Eustis Public Schools | Stratton Elementary School |
| Glenburn Public Schools | Glenburn Elementary School |
| Great Salt Bay CSD | Great Salt Bay Community School |
| Greenville Public Schools | Greenville Consolidated School |
| Hancock Public Schools | Hancock Grammar School |
| Harmony Public Schools | Harmony Elementary School |
| Jefferson Public Schools | Jefferson Village School |
| Jonesport Public Schools | Jonesport Elementary School |
| Lewiston Public Schools | Farwell Elementary School |
| Lewiston Public Schools | Lewiston Middle School |
| Lewiston Public Schools | Montello School |
| Lewiston Public Schools | Raymond A Geiger Elementary School |
| Lewiston Public Schools | Robert V Connors Elementary School |
| Lewiston Public Schools | Thomas J McMahon Elementary School |
| Limestone Public Schools | Limestone Community School |
| Lisbon Public Schools | Lisbon Community School |
| Machias Public Schools | Rose M Gaffney School |
| Madawaska School Department | Madawaska Elementary School |
| Maine Academy of Natural Sciences | Maine Academy of Natural Sciences |
| Maine Arts Academy | Maine Arts Academy School |
| Maine Connections Academy | Maine Connections Academy |
| Maine Virtual Academy | Maine Virtual Academy |
| Millinocket Public Schools | Granite Street School |
| MSAD 27 | Fort Kent Elementary School |
| MSAD 27 | Valley Rivers Middle School |
| MSAD 46 | Ridge View Community School |
| Nobleboro Public Schools | Nobleboro Central School |
| Northport Public Schools | Edna Drinkwater School |
| Otis Public Schools | Beech Hill School |
| Pembroke Public Schools | Pembroke Elementary |
| Perry Public Schools | Perry Elementary School |
| Portland Public Schools | Amanda C Rowe School |
| Portland Public Schools | East End Community School |
| Portland Public Schools | Gerald E Talbot Community School |
| Portland Public Schools | Howard C Reiche Community School |
| Portland Public Schools | Ocean Avenue School |
| Portland Public Schools | Presumpscot School |
| Princeton Public Schools | Princeton Elementary School |
| RSU 02 | Dresden Elementary School |
| RSU 03 MSAD 03 | Monroe Elementary School |
| RSU 03 MSAD 03 | Morse Memorial School |
| RSU 03 MSAD 03 | Mt View Elementary School |
| RSU 03 MSAD 03 | Troy Central School |
| RSU 03 MSAD 03 | Walker Memorial School |
| RSU 04 | Carrie Ricker School |
| RSU 04 | Sabattus Primary School |
| RSU 06 MSAD 06 | Buxton Center Elementary School |
| RSU 06 MSAD 06 | Edna Libby Elementary School |
| RSU 06 MSAD 06 | George E Jack School |
| RSU 06 MSAD 06 | H B Emery Jr Memorial School |
| RSU 06 MSAD 06 | Hollis School |
| RSU 08 | Vinalhaven School |
| RSU 09 | Academy Hill School |
| RSU 09 | Cape Cod Hill Elementary School |
| RSU 09 | Cascade Brook School |
| RSU 09 | Gerald D Cushing School |
| RSU 09 | W G Mallett School |
| RSU 10 | Hartford-Sumner Elementary School |
| RSU 10 | Meroby Elementary School |
| RSU 10 | Mountain Valley Middle School |
| RSU 10 | Rumford Elementary School |
| RSU 14 | Manchester School |
| RSU 15 MSAD 15 | Burchard A Dunn School |
| RSU 15 MSAD 15 | Memorial School |
| RSU 16 | Elm Street School |
| RSU 17 MSAD 17 | Agnes Gray School |
| RSU 17 MSAD 17 | Guy E Rowe School |
| RSU 17 MSAD 17 | Harrison Elementary School |
| RSU 17 MSAD 17 | Otisfield Community School |
| RSU 17 MSAD 17 | Oxford Elementary School |
| RSU 17 MSAD 17 | Paris Elementary School |
| RSU 17 MSAD 17 | Waterford Memorial School |
| RSU 18 | Belgrade Central School |
| RSU 18 | China Primary School |
| RSU 18 | Ralph M Atwood Primary School |
| RSU 18 | Williams Elementary School |
| RSU 20 | Searsport Elementary School |
| RSU 22 | Leroy H Smith School |
| RSU 22 | Samuel L Wagner Middle School |
| RSU 23 | Jameson Elementary School |
| RSU 23 | Loranger Memorial School |
| RSU 24 | Cave Hill School |
| RSU 24 | Ella Lewis School |
| RSU 24 | Mountain View School |
| RSU 24 | Peninsula School |
| RSU 24 | Sumner Middle School |
| RSU 25 | Bucksport Middle School |
| RSU 25 | G Herbert Jewett School |
| RSU 25 | Miles Lane School |
| RSU 29 MSAD 29 | Houlton Junior High School |
| RSU 29 MSAD 29 | Houlton Southside School |
| RSU 30 MSAD 30 | Lee/Winn School |
| RSU 30 MSAD 30 | Mt. Jefferson Jr. High School |
| RSU 31 MSAD 31 | Enfield Station Elementary School |
| RSU 32 MSAD 32 | Ashland District School |
| RSU 34 | Alton Elementary School |
| RSU 34 | Old Town Elementary School |
| RSU 34 | Viola Rand School |
| RSU 38 | Mt Vernon Elementary School |
| RSU 38 | Wayne Elementary School |
| RSU 39 | Caribou Community School |
| RSU 40 MSAD 40 | Miller School |
| RSU 40 MSAD 40 | Warren Community School |
| RSU 41 MSAD 41 | Brownville Elementary School |
| RSU 41 MSAD 41 | Milo Elementary School |
| RSU 41 MSAD 41 | Penquis Valley Middle/High School |
| RSU 42 MSAD 42 | Fort Street School |
| RSU 44 MSAD 44 | Crescent Park School |
| RSU 44 MSAD 44 | Telstar Middle School |
| RSU 44 MSAD 44 | Woodstock School |
| RSU 45 MSAD 45 | Washburn District Elementary School |
| RSU 49 MSAD 49 | Albion Elementary School |
| RSU 49 MSAD 49 | Benton Elementary School |
| RSU 49 MSAD 49 | Clinton Elementary School |
| RSU 49 MSAD 49 | Fairfield Primary School |
| RSU 50 | Southern Aroostook Community School |
| RSU 52 MSAD 52 | Greene Central School |
| RSU 52 MSAD 52 | Leeds Central School |
| RSU 53 MSAD 53 | Manson Park School |
| RSU 53 MSAD 53 | Vickery School |
| RSU 53 MSAD 53 | Warsaw Middle School |
| RSU 54 MSAD 54 | Bloomfield Elementary School |
| RSU 54 MSAD 54 | Canaan Elementary School |
| RSU 54 MSAD 54 | Margaret Chase Smith School |
| RSU 54 MSAD 54 | Mill Stream Elementary School |
| RSU 54 MSAD 54 | North Elementary School |
| RSU 55 MSAD 55 | Sacopee Valley Elementary School |
| RSU 55 MSAD 55 | Sacopee Valley Middle School |
| RSU 56 | Dirigo Elementary School |
| RSU 57 MSAD 57 | Line Elementary School |
| RSU 57 MSAD 57 | Lyman Elementary School |
| RSU 57 MSAD 57 | Shapleigh Memorial School |
| RSU 57 MSAD 57 | Waterboro Elementary School |
| RSU 58 MSAD 58 | Kingfield Elementary School |
| RSU 58 MSAD 58 | Phillips Elementary School |
| RSU 59 MSAD 59 | Madison Junior High School |
| RSU 60 MSAD 60 | Hanson School |
| RSU 60 MSAD 60 | Lebanon Elementary School |
| RSU 61 MSAD 61 | Crooked River Elementary School |
| RSU 61 MSAD 61 | Songo Locks School |
| RSU 61 MSAD 61 | Stevens Brook School |
| RSU 64 MSAD 64 | Central Community Elementary School |
| RSU 67 | Ella P Burr Elementary School |
| RSU 67 | Mattanawcook Jr High School |
| RSU 68 MSAD 68 | SeDoMoCha Elementary School |
| RSU 68 MSAD 68 | SeDoMoCha Middle School |
| RSU 71 | Ames Elementary School |
| RSU 71 | Captain Albert W. Stevens School |
| RSU 71 | East Belfast School |
| RSU 71 | Gladys Weymouth Elementary School |
| RSU 71 | Kermit S Nickerson School |
| RSU 72 MSAD 72 | Molly Ockett School |
| RSU 72 MSAD 72 | New Suncook School |
| RSU 73 | Spruce Mountain Elementary School |
| RSU 73 | Spruce Mountain Primary School |
| RSU 74 MSAD 74 | Carrabec Community School |
| RSU 74 MSAD 74 | Garrett Schenck Elementary School |
| RSU 75 MSAD 75 | Bowdoin Central School |
| RSU 78 | Rangeley Lakes Regional School |
| RSU 80 MSAD 04 | Piscataquis Community Elementary School |
| RSU 80 MSAD 04 | Piscataquis Community Secondary School |
| RSU 82 MSAD 12 | Forest Hills Consolidated School |
| RSU 83 MSAD 13 | Moscow Elementary School |
| RSU 83 MSAD 13 | Upper Kennebec Valley Middle/Senior High School |
| RSU 84 MSAD 14 | East Grand School |
| RSU 85 MSAD 19 | Lubec Consolidated School |
| RSU 86 MSAD 20 | Fort Fairfield Elementary School |
| RSU 87 MSAD 23 | Caravel Middle School |
| RSU 87MSAD 23 | Carmel Elementary School |
| RSU 87 MSAD 23 | Suzanne M Smith Elementary School |
| RSU 88 MSAD 24 | Van Buren Elementary School |
| RSU 89 | Katahdin Elementary School |
| RSU 89 | Katahdin Middle/High School |
| Saco Public Schools | C K Burns School |
| Saco Public Schools | Governor John Fairfield School |
| Sebago Public Schools | Sebago Elementary School |
| Sedgewick Public Schools | Sedgwick Elementary School |
| South Bristol Public Schools | South Bristol Elementary School |
| South Portland Public Schools | James Otis Kaler Elementary School |
| South Portland Public Schools | Waldo T Skillin Elementary School |
| St. George Public Schools | St. George School |
| Surry Public Schools | Surry Elementary School |
| Trenton Public Schools | Trenton Elementary School |
| Vassalboro Public Schools | Vassalboro Community School |
| Waterville Public Schools | Albert S Hall School |
| Waterville Public Schools | George J Mitchell School |
| West Bath Public Schools | West Bath School |
| Westbrook Public Schools | Congin School |
| Westbrook Public Schools | Oxford-Cumberland Canal School |
| Westbrook Public Schools | Saccarappa School |
| Winslow Public Schools | Winslow Elementary School |
| Wiscasset Public Schools | Wiscasset Elementary School |
| York Public Schools | Coastal Ridge Elementary School |

**APPENDIX I**

**State of Maine**

**Department of Education**

**SUBMITTED QUESTIONS FORM**

**RFP# 202312249**

**21st Century Community Learning Centers**

This form should be used by Bidders when submitting written questions to the RFP Coordinator as defined in Part III of the RFP.

If a question is not related to any section of the RFP, enter “N/A” under the RFP Section & Page Number. Add additional rows as necessary.

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| **Bidder Organization Name:** |  |

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| **RFP Section & Page Number** | **Question** |
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