



**Florida Department of Education
Project Award Notification**

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|--|---|---|
| 1 PROJECT RECIPIENT Suwannee County School District | 2 PROJECT NUMBER 610-2449B-9CCC1 | |
| 3 PROJECT/PROGRAM TITLE 21st Century Community Learning Centers- Statewide TAPS 19B030 | 4 AUTHORITY 84.287C 21st CCLC NCLB, Title IV, Part B USDE or Appropriate Agency FAIN#: S287C180009 | |
| 5 AMENDMENT INFORMATION Amendment Number: Type of Amendment: Effective Date: | 6 PROJECT PERIODS Budget Period: 09/01/2018 - 08/31/2019 Program Period: 09/01/2018 - 08/31/2019 | |
| 7 AUTHORIZED FUNDING Current Approved Budget: \$699,600.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$699,600.00 | 8 REIMBURSEMENT OPTION Federal Cash Advance | |
| 9 TIMELINES <ul style="list-style-type: none"> Last date for incurring expenditures and issuing purchase orders: <u>08/31/2019</u> Date that all obligations are to be liquidated and final disbursement reports submitted: <u>10/20/2019</u> Last date for receipt of proposed budget and program amendments: <u>07/31/2019</u> Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400: Date(s) for program reports: Federal Award Date : <u>07/01/2018</u> | | |
| 10 DOE CONTACTS Program: Kimberly Berry Phone: (850) 245-0821 Email: Kimberly.Berry@fldoe.org Grants Management: Unit B (850) 245-0496 | | Comptroller Office Phone: (850) 245-0401 Duns#: 100013127 FEIN#: F596000872001 |
| 11 TERMS AND SPECIAL CONDITIONS <ul style="list-style-type: none"> This project and any amendments are subject to the procedures outlined in the <u>Project Application and Amendment Procedures for Federal and State Programs</u> (Green Book) and the General Assurances for Participation in Federal and State Programs and the terms and requirements of the Request for Proposal or Request for Application, RFP/RFA, hereby incorporated by reference. For federal cash advance projects, expenditures must be recorded in the Florida Grants System (FLAGS) as close as is administratively feasible to when actual disbursements are made for this project. Cash transaction requests must be limited to amounts needed and be timed with the actual, immediate cash requirements to carry out the purpose of the approved project. All provisions not in conflict with any amendment(s) are still in full force and effect and are to be performed at the level specified in the project award notification. | | |
| 12 APPROVED: <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  <u>Authorized Official on behalf of Richard Corcoran</u> Commissioner of Education </div> <div style="text-align: center;"> <u>2/16/19</u> Date of Signing </div> <div style="text-align: right;">  <div style="font-size: small;"> FLORIDA DEPARTMENT OF EDUCATION fldoe.org </div> </div> </div> | | |

**INSTRUCTIONS
PROJECT AWARD NOTIFICATION**

- 1 Project Recipient: Agency, Institution or Non-Governmental entity to which the project is awarded.
- 2 Project Number: This is the agency number, grant number, and project code that must be used in all communication. (Projects with multiple project numbers will have a separate DOE-200 for each project number).
- 3 Project Description: Title of program and/or project. TAPS #: Departmental tracking number.
- 4 Authority: Federal Grants - Public Law or authority and CFDA number. State Grants - Appropriation Line Item Number and/or applicable statute and state identifier number.
- 5 Amendment Information: Amendment number (consecutively numbered), type (programmatic, budgeting, time extension or others) in accordance with the Project Application and Amendment Procedures for Federal and State Programs (Green Book), and effective date.
- 6 Project Periods: The periods for which the project budget and program are in effect.
- 7 Authorized Funding: Current Approved Project (total dollars available prior to any amendments); Amendment Amount (total amount of increase or decrease in project funding); Estimated Roll Forward (roll forward funds which have been estimated into this project); and Total Project Amount (total dollars awarded for this project).
- 8 Reimbursement Options:
 - Federal Cash Advance –On-Line Reporting required monthly to record expenditures.
 - Advance Payment – Upon receipt of the Project Award Notification, up to 25% of the total award may be advanced for the first payment period. To receive subsequent payments, 90% of previous expenditures must be documented and approved by the Department.
 - Quarterly Advance to Public Entity – For quarterly advances of non-federal funding to state agencies and LEAs made in accordance within the authority of the General Appropriations Act. Expenditures must be documented and reported to DOE at the end of the project period. If audited, the recipient must have expenditure detail documentation supporting the requested advances.
 - Reimbursement with Performance - Payment made upon submission of documented allowable expenditures, plus documentation of completion of specified performance objectives.
- 9 Timelines: Date requirements for financial and program reporting/requests to the Department of Education.
- 10 DOE Contacts: Program contact for program issues, Grants Management Unit for processing issues, and Comptroller's Office number for payment information.
- 11 Terms and Special Conditions: Listed items apply to this project. (Additional space provided on Page 2 of 2 if needed.)
- 12 Approved: Approval signature from the Florida Department of Education and the date signature was affixed.

Additional Terms and Conditions:

To ensure compliance with the Florida Department of Financial Services, Comptroller/Chief Financial Officer Memoranda Number(s) CFOM # 01 & 02, 2012-2013 the department will initiate amendments for project products and services as necessary. Please contact Angelia Rivers at (850) 245-0853, Angelia.Rivers@fldoe.org

Required Deliverables

All agencies are required to submit all deliverables and evidence of activities as required to the 21st CCLC Program Office at the FDOE by the 15th of each month.

Financial Consequences

The Florida Department of Education's 21st CCLC Program Office shall periodically review the progress made on the activities and deliverables listed in the Project Deliverable and Invoice Form. If the applicant fails to meet and comply with the activities/deliverables (example: daily attendance numbers, amount of days and time of operation, required reporting, required submission of deliverables, proposed activities and/or proposed goals/objectives) established in the approved application, or to make appropriate progress on the activities and/or towards the deliverables, and they are not resolved within two weeks of notification, the 21st CCLC Program Office may approve a reduced payment, or request the applicant redo and resubmit the work, or terminate the project altogether.

Subsequent award years

The 21st CCLC program period is a maximum of five years contingent upon: (1) availability of funding from the USED; (2) satisfactory performance by the sub-grantee as evaluated by the FDOE; (3) submission of annual renewal documents as required by FDOE; (4) compliance with all grant requirements and conditions set forth within the most current RFP/RFA and supplements.

FLORIDA DEPARTMENT OF EDUCATION PROJECT APPLICATION

RECEIVED
 CONTRACTS, GRANTS, AND
 PROCUREMENT
 2018 AUG 10 PM 4:06

| | | | | | | | | |
|--|---|---|---|---|--|--|--|--|
| Please return to: Florida Department of Education Office of Grants Management Room 332 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0496 | A) Program Name: 21 st Century Community Learning Centers Program (21 st CCLC) Statewide TAPS NUMBER: 19B030 | DOE USE ONLY Date Received | | | | | | |
| B) Name and Address of Eligible Applicant: Suwannee County School District 1729 Walker Avenue, SW, Ste 200 Live Oak, FL 32064 | | Project Number (DOE Assigned) 610-24498-9CCL1 | | | | | | |
| C) Total Funds Requested: \$ 699,880.00 <hr style="width: 50%; margin-left: 0;"/> <div style="text-align: center;"> DOE USE ONLY Total Approved Project: \$ 699,600⁰⁰ </div> | D) Applicant Contact & Business Information <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"> Contact Name: Janene Fitzpatrick Fiscal Contact Name: Vickie DePratter </td> <td style="width: 40%;"> Telephone Numbers: 386-647-4647 386-647-4609 </td> </tr> <tr> <td> Mailing Address: 1729 Walker Avenue, SW, Ste 200 Live Oak, FL 32064 </td> <td> E-mail Addresses: janene.fitzpatrick@suwannee.k12.fl.us vickie.depratter@suwannee.k12.fl.us </td> </tr> <tr> <td> Physical/Facility Address: 1729 Walker Avenue, SW, Ste 200 Live Oak, FL 32064 </td> <td> DUNS number: 100013127 FEIN number: F596000872001 </td> </tr> </table> | | Contact Name: Janene Fitzpatrick Fiscal Contact Name: Vickie DePratter | Telephone Numbers: 386-647-4647 386-647-4609 | Mailing Address: 1729 Walker Avenue, SW, Ste 200 Live Oak, FL 32064 | E-mail Addresses: janene.fitzpatrick@suwannee.k12.fl.us vickie.depratter@suwannee.k12.fl.us | Physical/Facility Address: 1729 Walker Avenue, SW, Ste 200 Live Oak, FL 32064 | DUNS number: 100013127 FEIN number: F596000872001 |
| Contact Name: Janene Fitzpatrick Fiscal Contact Name: Vickie DePratter | Telephone Numbers: 386-647-4647 386-647-4609 | | | | | | | |
| Mailing Address: 1729 Walker Avenue, SW, Ste 200 Live Oak, FL 32064 | E-mail Addresses: janene.fitzpatrick@suwannee.k12.fl.us vickie.depratter@suwannee.k12.fl.us | | | | | | | |
| Physical/Facility Address: 1729 Walker Avenue, SW, Ste 200 Live Oak, FL 32064 | DUNS number: 100013127 FEIN number: F596000872001 | | | | | | | |
| CERTIFICATION <p>I, <u>Ted L. Roush, Superintendent</u>, as the official who is authorized to legally bind the agency/organization, do hereby certify to the best of my knowledge and belief that all the information and attachments submitted in this application are true, complete and accurate, for the purposes, and objectives, set forth in the RFA or RFP and are consistent with the statement of general assurances and specific programmatic assurances for this project. I am aware that any false, fictitious or fraudulent information or the omission of any material fact may subject me to criminal, or administrative penalties for the false statement, false claims or otherwise. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project and will not be used for matching funds on this or any special project, where prohibited.</p> <p>Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 20px;"> <div style="width: 45%;"> E) _____ Signature of Agency Head </div> <div style="width: 30%; text-align: center;"> Superintendent Title </div> <div style="width: 20%; text-align: right;"> August 2, 2018 Date </div> </div> | | | | | | | | |



**FLORIDA DEPARTMENT OF EDUCATION
BUDGET NARRATIVE FORM**

A) Name of Eligible Recipient/Fiscal Agent:

Suwannee County School District

B) DOE Assigned Project Number:

610-2449B-9CCC1

C) TAPS Number:

19B030

| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) |
|--------------|--------|---|-----------------|--------------|--------------------------------|------------------------------|----------------------------|------------------------------|
| FUNCT ION | OBJECT | ACCOUNT TITLE AND NARRATIVE | FTE POSITION | AMOUNT | % ALLOCATED to this PROJECT | ALLOWABLE DOE USE ONLY | REASONABLE DOE USE ONLY | NECESSARY DOE USE ONLY |
| 6300 | 110 | Project Director The Project Director will oversee the four 21st CCLC school sites. Branford Elementary, Suwannee Primary, Suwannee Elementary, and Suwannee Intermediate. The Project Director will ensure the project is implemented with fidelity; will work closely with site coordinators, schools/district administrators, will assemble and facilitate the work of the 21st CCLC advisory board, conduct regular planning meetings with key personnel and make regular visit to the four 21st CCLC sites. The Project Director will coordinate all lesson planning for the 21st CCLC program. Extra days added in for planning and implementation of program. Site Coordinators will assist the Project Director in lesson planning and supervising the execution of the lessons by other program staff. The Assistant Superintendent of Instruction will work closely with the Project Director to ensure program compliance with 21st CCLC. In conjunction, the Assistant Superintendent of Instruction and the Project Director will collaborate with community partners and disseminate program information. The Assistant Superintendent of Instruction and the Project Director will oversee all four program sites and work to ensure all reports are completed and submitted on schedule with fidelity. <i>Project Director Total = \$30,530</i> <i>After School: 1 PD x 3.5 hrs x \$43/hr x 160 days = \$24,080</i> <i>Summer: 1 PD x 5 hrs x \$43/hr x 30 days = \$6,450</i> <i>5% Administrative: \$1,527</i> | 0.52 | \$ 30,530.00 | 100% | | | |
| 6300 | 210 | Fringe Benefits: Retirement - Program Director Retirement benefit for project director and site coordinators @ 8.26% of 21st CCLC portion of their wages <i>\$30,530 x .0826 = \$2,522</i> <i>5% Administrative: \$126</i> | | \$ 2,522.00 | 100% | | | |

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|------|-----|---|------|---------------|------|--|--|
| 6300 | 220 | <u>Fringe Benefits: Social Security - Project Director</u> Social Security benefit for project director and site coordinators @ 6.2% of 21st CCLC portion of their wages $\$30,530 \times .062 = \$1,893$ 5% Administrative: \$95 | | \$ 1,893.00 | 100% | | |
| 6300 | 221 | <u>Fringe Benefits: Medicare - Project Director</u> Medicare benefit for project director and site coordinators @ 1.45% of 21st CCLC portion of their wages $\$30,530 \times .0145 = \443 5% Administrative: \$22 | | \$ 443.00 | 100% | | |
| 6300 | 116 | <u>Site Coordinators: Branford Elementary School (BES), Suwannee Primary School (SPS), Suwannee Elementary School (SES), and Suwannee Intermediate School (SIS)</u> Certified techers to oversee the respective 21st CCLC school site. Site Coordinator will ensure the project is implemented with fidelity at the respective site; will work closely with the Director of Curriculum and the Project Director, school/district administrator, and the external evaluator; will attend advisory board meetings and regularly planning meetings with key personnel. Site coordinators, under the direction of the Project Director will create all lesson plans to ensure alignment with the Florida Standards. Site Coordinators will supervise the implementation of the lesson plans provided to program staff. Site Coordinator will facilitate data collections, attendance, parent and school day teacher contract. <u>Bradford Elementary Total = \$ 27,240</u> After School: 1 Site Coord x 3.5 hrs x \$40/hr x 156 days = \$21,840 Summer: 1 Site Coord x 5 hrs x \$40/hr x 27 days = \$5,400 <u>Suwannee Elementary Total = \$ 27,240</u> After School: 1 Site Coord x 3.5 hrs x \$40/hr x 156 days = \$21,840 Summer: 1 Site Coord x 5 hrs x \$40/hr x 27 days = \$5,400 <u>Suwannee Primary Total = \$ 27,240</u> After School: 1 Site Coord x 3.5 hrs x \$40/hr x 156 days = \$21,840 Summer: 1 Site Coord x 5 hrs x \$40/hr x 27 days = \$5,400 <u>Suwannee Intermendiate Total = \$ 27,240</u> After School: 1 Site Coord x 3.5 hrs x \$40/hr x 156 days = \$21,840 Summer: 1 Site Coord x 5 hrs x \$40/hr x 27 days = \$5,400 | 0.52 | \$ 108,960.00 | 100% | | |
| 6300 | 210 | <u>Fringe Benefits: Retirement - Site Coordinators</u> Retirement benefit for project director and site coordinators @ 8.26% of 21st CCLC portion of their wages $\$108,960 \times .0826 = \$9,000$ | | \$ 9,000.00 | 100% | | |

3.5 x
 43 x
 160 =
 24,080 +

 5 x
 43 x
 30 =
 6,450 +

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| 6300 | 220 | <u>Fringe Benefits: Social Security - Site Coordinators</u> Social Security benefit for project director and site coordinators @ 6.2% of 21st CCLC portion of their wages $\$108,960 \times .062 = \$6,756$ | | \$ 6,756.00 | 100% | | |
| 6300 | 221 | <u>Fringe Benefits: Medicare - Site Coordinators</u> Medicare benefit for project director and site coordinators @ 1.45% of 21st CCLC portion of their wages $\$108,960 \times .0145 = \$1,580$ | | \$ 1,580.00 | 100% | | |
| 5100 | 150 | <u>Aide Paraprofessional</u> Staff (morning, after school and summer) at four school sites - duties include working actively with 21st CCLC students during 21st CCLC operational hours, and regular day teachers, parents, administrators, and partners. There will be two types of paraprofessionals utilized in the program. Paraprofessionals that are FLDOE Educator Certified and paraprofessionals that are not FLDOE educator certified. This structure allows us to maintain the needed ratio of teachers to students (1:10) in academic areas. Only FLDOE certified personnel will be allowed to provide input to Site Coordinators regarding lesson planning. <u>BES Para Total = \$64,665.30</u> FLDOE Certified Paraprofessionals Before School: 1 Para x 1 hrs x \$23.45/hr x 150 days = \$3,517.50 After School: 3 Paras x 2.5 hrs x \$23.45/hr x 156 days = \$27,436.50 Summer: 1 Paras x 4 hrs x \$23.45/hr x 27 days = \$2,532.60 Uncertified Paraprofessionals Before School: 1 Para x 1 hrs x \$17.15/hr x 150 days = \$2,572.50 After School: 4 Paras x 2.5 hrs x \$17.15/hr x 156 days = \$26,754 Summer: 1 Para x 4 hrs x \$17.15/hr x 27 days = \$1,852.20 <u>SIS Para Total = \$64,665.30</u> FLDOE Certified Paraprofessionals Before School: 1 Para x 1 hrs x \$23.45/hrs x 150 days = \$3,517.50 After School: 3 Paras x 2.5 hrs x \$23.45/hrs x 156 days = \$27,436.50 Summer: 1 Paras x 4 hrs x \$23.45/hr x 27 days = \$2,532.60 Uncertified Paraprofessionals Before School: 1 Para x 1 hrs x \$17.15/hrs x 150 = \$2,572.50 After School: 4 Paras x 2.5 hrs x \$17.15/hrs x 156 days = \$26,754 Summer: 1 Para x 4 hrs x \$17.15/hr x 27 days = \$1,852.20 | | | | | |

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|------|-----|--|------|---------------|------|--|--|--|
| | | <p><u>SES Para Total = \$ 73,810.80</u></p> <p>FLDOE Certified Paraprofessionals Before School: 1 Para x 1 hrs x \$23.45/hrs x 150 days = \$3,517.50 After School: 4 Paras x 2.5 hrs x \$23.45/hrs x 156 days = \$36,582.00 Summer: 1 Paras x 4 hrs x \$23.45/hr x 27 days = \$2,532.60</p> <p>Uncertified Paraprofessionals Before School: 1 Para x 1 hrs x \$17.15/hrs x 150 = \$2,572.50 After School: 4 Paras x 2.5 hrs x \$17.15/hrs x 156 days = \$26,754 Summer: 1 Para x 4 hrs x \$17.15/hr x 27 days = \$1,852.20</p> <p><u>SPS Para Total = \$ 73,810.80</u></p> <p>FLDOE Certified Paraprofessionals Before School: 1 Para x 1 hrs x \$23.45/hrs x 150 days = \$3,517.50 After School: 4 Paras x 2.5 hrs x \$23.45/hrs x 156 days = \$36,582.00 Summer: 1 Paras x 4 hrs x \$23.45/hr x 27 days = \$2,532.60</p> <p>Uncertified Paraprofessionals Before School: 1 Para x 1 hrs x \$17.15/hrs x 150 days = \$2,572.50 After School: 4 Paras x 2.5 hrs x \$17.15/hrs x 156 days = \$26,754 Summer: 1 Para x 4 hrs x \$17.15/hr x 27 days = \$1,852.20</p> | 6.04 | \$ 276,952.00 | 100% | | | |
| 5100 | 210 | <p><u>Fringe Benefit: Retirement - Paraprofessionals</u> Retirement for certified teachers and paraprofessionals at four program locations @ 8.26% of 21st CCLC portion of their wages: \$276,952 x .0826 = \$22,876</p> | | \$ 22,876.00 | 100% | | | |
| 5100 | 220 | <p><u>Fringe Benefit: Social Security - Paraprofessionals</u> Social security for certified teachers and paraprofessionals at four program locations @ 6.2% of 21st CCLC portion of their wages \$276,952 x .062 = \$17,171</p> | | \$ 17,171.00 | 100% | | | |
| 5100 | 221 | <p><u>Fringe Benefit: Medicare - Paraprofessionals</u> Medicare for certified teachers and paraprofessionals at four program locations @ 1.45% of 21st CCLC portion of their wages \$276,952 x .0145 = \$4,016</p> | | \$ 4,016.00 | 100% | | | |

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| 5100 | 310 | <p>Contracted Services: External Evaluation</p> <p>An experienced external evaluation firm that has provided evaluations for 21st CCLC programs for over seven years has agreed to provide the external evaluation for this 21st CCLC project. The evaluator will provide all formative, continuous improvement, and summative evaluations indicated in the grant proposal. The evaluator will conduct multiple on-site visits of the program during the program year, including summer programming. The evaluator will provide data analysis, interim reports, professional services, and assistance in training staff on collecting data. Will also develop and oversee the collection of both quantitative and qualitative data such as questionnaires, surveys, and observations. All data collected will be made available to the FDOE. Evaluator will submit and/or ensure submission of data to FDOE and PPICS.</p> <p>Data Collection: \$2,000 On-Site Visits: \$3,000 Mid-Year Report: \$5,000 Formative Evaluation: \$5,000 End-of-Year Data Report: \$5,000 Summative Evaluation Report: \$5,196</p> <p>Evaluation 100%: \$25,196</p> | | \$ 25,196.00 | 100% | | |
| 6300 | 330 | <p>Travel: Out of County Conference</p> <p>Costs for active 21st CCLC staff to travel and participate in the state and national 21st CCLC conferences, as required and encouraged by the Florida Department of Education. Costs include:</p> <p>Registration fees: $\\$250 \times 5 \text{ Staff} = \\$1,250$ Hotel: $\\$150/\text{night} \times 2 \text{ nights} \times 5 \text{ Staff} = \\$1,500$ Travel: $\\$127.50 \times 3 \text{ cars} = \\383 Meals: $\\$36/\text{day} \times 2 \text{ days} \times 5 \text{ Staff} = \\360</p> | | \$ 3,493.00 | 100% | | |

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|------|-----|--|--|--------------|------|--|--|
| 5100 | 590 | Supplies/Curriculum: Curriculum to support the Academic lessons, Spark PE, Interpersonal Skills, portions of the program. Reusable supplies for lessons such as computer kits, lego robot kits. <i>4 schools x \$11,888 per school = \$47,552</i> | | \$ 47,552.00 | 100% | | |
| 5100 | 640 | Computers/Devices The chromebooks/tablets will be secured for use solely by 21 st CCLC. Computers will augment those chromebooks already available at each site and will be used for internet-based activities including reading/writing research, math/science curricula and research-based activities in alignment with the Florida Standards involving research and synthesis of information. Students will be rotated through activities that require computer use. <i>20 devices x \$275 per site x 4 sites = \$22,000</i> | | \$ 22,000.00 | 100% | | |

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|-----------------|-----|---|--|----|----------------|-------------------------------|------------------------------|--|
| 7200 | 790 | Miscellaneous Expense: Indirect Cost Indirect Cost Calculated at the state-approved rate of 4.15% of allowable direct cost line items. $\$699,600 - \$1770 \text{ (Admin)} - \$25,196 \text{ (Eval)} = \$672,634$ $\$672,634 \times .0415 = \$27,914$ 100% Administrative: \$27,914 | | | | | | |
| | | | | \$ | 27,914.00 | 100% | | |
| D) TOTAL | | | | \$ | 699,600 | Admin \$29,684 (4.24%) | Eval \$25,196 (3.60%) | |

DOE 101S- Print version - Page 1 of 2



July 2015

DOE USE ONLY (Program)

I certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable and necessary as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.

Printed Name: Kimberly Berry

Signature: [Handwritten Signature]

Title: Director, DISTCCLC and BFCO Grants

Date: 29 Jan 19

DOE USE ONLY (Grants Management)

I certify that the cost for each line item budget category has been evaluated and determined to be allowable as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.

Printed Name: Tywanne Lyles

Signature: [Handwritten Signature]

Title: Program Specialist

Date: February 4/2019

DOE 101S- Print version - Page 2 of 2
July 2015



21st Century Community Learning Centers

RFP

21st CCLC RFA/RFP 2018-2019 Checklist

Agency Swansee CSD Project No. 610-2449B Cohort 17
90001

| Form/Document | Submitted | Comments/Notes |
|--|--|------------------------------|
| 1. DOE 100A Application Form (Original) | <input checked="" type="checkbox"/> Y <input type="checkbox"/> N | |
| 2. GEPA Statement (Original) | <input checked="" type="checkbox"/> Y <input type="checkbox"/> N | different format |
| 3. General Assurances for Participation in Federal and State Programs (Original) | <input checked="" type="checkbox"/> Y <input type="checkbox"/> N | |
| 4. 21 st CCLC Subrecipient Assurances (Original) | <input checked="" type="checkbox"/> Y <input type="checkbox"/> N | |
| 5. Equitable Services for Private School Participation Form | <input checked="" type="checkbox"/> Y <input type="checkbox"/> N | |
| 6. DOE 101S Budget Narrative | <input checked="" type="checkbox"/> Y <input type="checkbox"/> N | Identify Amount \$699,600 |
| 7. Scope of Work/Narrative | <input checked="" type="checkbox"/> Y <input type="checkbox"/> N | |
| 8. For RFP's Only: Narrative Addendum Form | <input checked="" type="checkbox"/> Y <input type="checkbox"/> N | |
| 9. Objectives Table | <input type="checkbox"/> Y <input type="checkbox"/> N | |
| 10. Funding Request Guide | <input checked="" type="checkbox"/> Y <input type="checkbox"/> N | |
| 11. Site Profile Worksheet(s) | <input checked="" type="checkbox"/> Y <input type="checkbox"/> N | |
| 12. For RFP's Only: Activity Plans | <input checked="" type="checkbox"/> Y <input type="checkbox"/> N | |
| Attachments | | |
| 13. Child Care License | <input type="checkbox"/> Y <input checked="" type="checkbox"/> N/A | |

21st Century Community Learning Centers

| Form/Document | Submitted | Comments/Notes |
|--|--|----------------|
| 14. Sample Afterschool Schedule | <input checked="" type="checkbox"/> Y <input type="checkbox"/> N | |
| 15. Sample Summer Schedule | <input checked="" type="checkbox"/> Y <input type="checkbox"/> N/A | |
| 16. Schedule of Family Member Activities | <input checked="" type="checkbox"/> Y <input type="checkbox"/> N | |
| 17. Partner's Table | <input checked="" type="checkbox"/> Y <input type="checkbox"/> N | |
| 18. Letters of Commitment | <input checked="" type="checkbox"/> Y <input type="checkbox"/> N | |
| 19. Agency-wide Organizational Chart | <input checked="" type="checkbox"/> Y <input type="checkbox"/> N | |
| 20. 21 st CCLC Program Organizational Chart | <input checked="" type="checkbox"/> Y <input type="checkbox"/> N | |
| 21. Cost Analysis (if applicable) | <input checked="" type="checkbox"/> Y <input type="checkbox"/> N/A | |
| 22. Other (if applicable) | <input type="checkbox"/> Y <input type="checkbox"/> N/A | |

Submitted By: Jessica Maddox Date: 1/22/19

Revisions Request: _____ Date: _____

Submitted By: _____ Date: _____

Revisions Request: _____ Date: _____

Submitted By: _____ Date: _____

Revisions Request: _____ Date: _____

Submitted By: _____ Date: _____

SUWANNEE COUNTY SCHOOL DISTRICT
CALENDAR FOR SCHOOL YEAR
2018-2019

Pre-Planning: August 3 - 9, 2018

Post-Planning: May 30, 2019

NINE WEEK PERIODS AND REPORTING DATES

First nine weeks/term:

| | |
|--|----------------------------|
| Progress reports will be distributed | Friday, September 14, 2018 |
| End of first nine weeks/mid 1 st term | Thursday, October 11, 2018 |
| Grade reports go out | Friday, October 19, 2018 |

Second nine weeks/term:

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|--|-----------------------------|
| Progress reports will be distributed | Friday, November 16, 2018 |
| End of second nine weeks/end of 1 st term | Thursday, December 20, 2018 |
| Grade reports go out | Friday, January 11, 2019 |

Third nine weeks/term:

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|--|--------------------------|
| Progress reports will be distributed | Friday, February 8, 2019 |
| End of third nine weeks/mid 2 nd term | Thursday, March 14, 2019 |
| Grade reports go out | Friday, March 22, 2019 |

Fourth nine weeks/term:

| | |
|--|-------------------------|
| Progress reports will be distributed | Friday, April 26, 2019 |
| End of fourth nine weeks/end of 2 nd term | Wednesday, May 29, 2019 |

The school office is responsible for the distribution of report cards at the end of the year.

TEACHERS' WORKDAYS

| | | |
|------------------|-------------------|----------------|
| October 12, 2018 | December 21, 2018 | March 15, 2019 |
|------------------|-------------------|----------------|

PROFESSIONAL DEVELOPMENT (PD) DAYS (7.25 DAYS - EXCEPT **COUNTY PD DAY)

| | | |
|--------------------|---------------------|----------------|
| August 27, 2018 | October 29, 2018 | March 18, 2019 |
| September 24, 2018 | January 28, 2019 | April 22, 2019 |
| | February 15, 2019** | |

HOLIDAYS 12-Months

| | | |
|----------------------|----------------------|-------------------|
| July 4, 2018 | December 24-31, 2018 | February 18, 2019 |
| September 3, 2018 | January 1-2, 2019 | April 17-19, 2019 |
| November 12, 2018 | January 21, 2019 | May 27, 2019 |
| November 19-23, 2018 | | |

HOLIDAYS Students

| | | |
|--------------------|----------------------|----------------------|
| August 27, 2018 | November 12, 2018 | January 28, 2019 |
| September 3, 2018 | November 19-23, 2018 | February 15-18, 2019 |
| September 24, 2018 | December 21-31, 2018 | March 15-18, 2019 |
| October 12, 2018 | January 1-4, 2019 | April 15-22, 2019 |
| October 29, 2018 | January 21, 2019 | May 27, 2019 |

TEACHER PAID HOLIDAYS (6)

| | |
|------------------|----------------------------|
| Labor Day | Christmas Day |
| Veterans Day | Martin Luther King Jr. Day |
| Thanksgiving Day | Presidents' Day |

- Paraprofessionals will work all student days, 6 professional development days, plus 5 of the following determined by the school principal: Pre Planning, Post Planning, Teacher Work Days
- Food Service and Bus Drivers work 6 professional development days as determined by supervisor.
- 10 months personnel work 196 days.
- 11 months personnel work 216 days.

SCSB approved 11/14/2017

School Name

2018 - 2019 School Calendar

| August '18 | | | | | | |
|------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| September '18 | | | | | | |
|---------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | 9 | 18 |

| October '18 | | | | | | |
|-------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| November '18 | | | | | | |
|--------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

| December '18 | | | | | | |
|--------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | 14 | 13 |

| January '19 | | | | | | |
|-------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| February '19 | | | | | | |
|--------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | | |

| March '19 | | | | | | |
|-----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | 19 | |

| April '19 | | | | | | |
|-----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

| May '19 | | | | | | |
|---------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| June '19 | | | | | | |
|----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | 12 |

| July '19 | | | | | | |
|----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

BS
150

AS
156

S
27

**SUWANNEE COUNTY SCHOOL DISTRICT
CALENDAR FOR SCHOOL YEAR
2018-2019**

| July 2018 | | | | | |
|--|----|----|----|----|----|
| July - Summer Work Schedule (4-10hr days) July 4 - Holiday July 30 - Return to 5 day weeks | 2 | 3 | 4 | 5 | 6 |
| | 9 | 10 | 11 | 12 | 13 |
| | 16 | 17 | 18 | 19 | 20 |
| | 23 | 24 | 25 | 26 | 27 |
| | 30 | 31 | | | |

| January 2019 | | | | | |
|---|----|----|----|----|----|
| Jan 1-4 Christmas Break Jan 7 - Students Return Jan 21 - MLK Holiday Jan 28 - PD Day | | 1 | 2 | 3 | 4 |
| | 7 | 8 | 9 | 10 | 11 |
| | 14 | 15 | 16 | 17 | 18 |
| | 21 | 22 | 23 | 24 | 25 |
| | 28 | 29 | 30 | 31 | |

| August 2018 | | | | | |
|---|----|----|----|----|----|
| Aug 3-9 PrePlanning Aug 10 First Day Students Aug 27 PD Day | | | 1 | 2 | 3 |
| | 6 | 7 | 8 | 9 | 10 |
| | 13 | 14 | 15 | 16 | 17 |
| | 20 | 21 | 22 | 23 | 24 |
| | 27 | 28 | 29 | 30 | 31 |

| February 2019 | | | | | |
|--|----|----|----|----|----|
| Feb 15 PD Day Feb 18 Presidents Day | | | | | 1 |
| | 4 | 5 | 6 | 7 | 8 |
| | 11 | 12 | 13 | 14 | 15 |
| | 18 | 19 | 20 | 21 | 22 |
| | 25 | 26 | 27 | 28 | |

| September 2018 | | | | | |
|---|----|----|----|----|----|
| Sept 3 Labor Day Holiday Sept 24 PD Day | 3 | 4 | 5 | 6 | 7 |
| | 10 | 11 | 12 | 13 | 14 |
| | 17 | 18 | 19 | 20 | 21 |
| | 24 | 25 | 26 | 27 | 28 |
| | | | | | |

| March 2019 | | | | | |
|---|----|----|----|----|----|
| Mar 13 End of Quarter 3 (45 days) Mar 15 Teacher Work Day Mar 18 PD Day | | | | | 1 |
| | 4 | 5 | 6 | 7 | 8 |
| | 11 | 12 | 13 | 14 | 15 |
| | 18 | 19 | 20 | 21 | 22 |
| | 25 | 26 | 27 | 28 | 29 |

| October 2018 | | | | | |
|---|----|----|----|----|----|
| Oct 11 End of Quarter 1 (42 days) Oct 12 Teacher Work Day Oct 29 PD Day | 1 | 2 | 3 | 4 | 5 |
| | 8 | 9 | 10 | 11 | 12 |
| | 15 | 16 | 17 | 18 | 19 |
| | 22 | 23 | 24 | 25 | 26 |
| | 29 | 30 | 31 | | |

| April 2019 | | | | | |
|---|----|----|----|----|----|
| April 15-19 Spring Break April 22 - PD Day | 1 | 2 | 3 | 4 | 5 |
| | 8 | 9 | 10 | 11 | 12 |
| | 15 | 16 | 17 | 18 | 19 |
| | 22 | 23 | 24 | 25 | 26 |
| | 29 | 30 | | | |

| November 2018 | | | | | |
|---|----|----|----|----|----|
| Nov 12 Veterans Day Holiday Nov 19-23 Thanksgiving Holiday | | | | 1 | 2 |
| | 5 | 6 | 7 | 8 | 9 |
| | 12 | 13 | 14 | 15 | 16 |
| | 19 | 20 | 21 | 22 | 23 |
| | 26 | 27 | 28 | 29 | 30 |

| May 2019 | | | | | |
|---|----|----|----|----|----|
| May 27 Memorial Day Holiday May 27 Begin Summer Work Schedule (4-10hr days) May 28-29 Early Release May 29 End of Quarter 4 (45 days) May 29 Students Last Day May 30 Post Planning | | | 1 | 2 | 3 |
| | 6 | 7 | 8 | 9 | 10 |
| | 13 | 14 | 15 | 16 | 17 |
| | 20 | 21 | 22 | 23 | 24 |
| | 27 | 28 | 29 | 30 | 31 |

| December 2018 | | | | | |
|---|----|----|----|----|----|
| Dec 20 Early Release Dec 20 End of Quarter 2 (42 days) Dec 21 Teacher Work Day Dec 24-31 Christmas Break | 3 | 4 | 5 | 6 | 7 |
| | 10 | 11 | 12 | 13 | 14 |
| | 17 | 18 | 19 | 20 | 21 |
| | 24 | 25 | 26 | 27 | 28 |
| | 31 | | | | |

| June 2019 | | | | | |
|---------------------------------------|----|----|----|----|----|
| Summer Work Schedule (4 - 10 hr days) | 3 | 4 | 5 | 6 | 7 |
| | 10 | 11 | 12 | 13 | 14 |
| | 17 | 18 | 19 | 20 | 21 |
| | 24 | 25 | 26 | 27 | 28 |

☒ PD Day - Holiday for students.

☒ Teacher Work Day - Holiday for students, bus drivers, food service workers, and paraprofessionals (as assigned).

☒ Holidays for 10/11 month teachers, students, bus drivers, food service workers, and paraprofessionals.

☐ Holidays for ALL employees and students.

*Early Release days may be subject to change with prior notice

SCSB Approved 11/14/2017

Vendor/Subrecipient Determination for Federally Funded Programs

Non-State Organization: Suwannee County School District

Non-State Organization Type:

☐ State/Local Government

☒ Public Edu. Agency (LEA/College/University)

☐ Nonprofit

☐ For-Profit

Federal Program Adminstrating Agency: US Department of Education

CFDA No. (Catalog of Federal Financial Assistance No.): 84-287C

Contract No. 610-2449B-9CCC1

Contract Agreement Period: From 09/01/2018 To 08/31/2019

Part A: Check either Vendor or Subrecipient based upon an analysis of the defining characteristics for each.

1. Vendor (check all that apply):

- ☐ Provides the goods and services within normal business operations
- ☐ Provides similar goods or services to many purchasers
- ☐ Operates in a competitive environment
- ☐ Provides goods or services that are ancillary to (in support of) the operation of the Federal program
- ☐ Is not subject to compliance requirements of the Federal program as a result of the agreement, though similar requirements may apply for other reasons

2. Subrecipient (check all that apply):

- ☒ Determines who is eligible to receive what Federal assistance
- ☒ Has its performance measured in relation to whether objectives of a Federal program were met
- ☒ Has responsibility for programmatic decision making
- ☒ Is responsible for adherence to applicable Federal program requirements specified in the Federal award
- ☒ Uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity

Part B: Conclusion.

Use of judgment in making determination. In determining whether an agreement between your agency and another organization casts the latter as a subrecipient or a contractor, the substance of the relationship is more important than the form of the agreement. All of the characteristics listed above may not be present in all cases, and your agency must use judgment in classifying each agreement as a subaward or a procurement contract. (2 C.F.R. Part 200.330(c))

Based on your analysis of the responses to Part A indicate your evaluation of the organization for this contract:

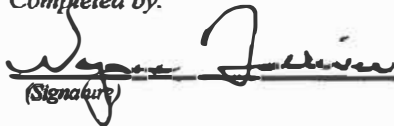
(check one)

☒ Subrecipient

☐ Vendor

Comments:

Completed by:


(Signature)

Wayarne Tolliver
(Name)

Contract and Grant Manager,
21st CCLC and BFCO Grants
(Title)

1/25/19
(Date)

NOTES:


- (1) This checklist is a tool for individuals managing contracts to determine a provider's status as either a Vendor or a Subrecipient as defined in 2 C.F.R. Part 200.330.
- (2) 21st CCLC subrecipients are not permitted to issue sub-awards. If you determine that the relationship between your agency and another non-federal entity casts the latter as a subrecipient you must take steps to correct this area of non-compliance.

GEPA SECTION 427 REQUIRED STATEMENT

The Suwannee County School System and its federally funded programs have determined that the gender, race, national origin, disability or age of an individual does not prevent students, teachers, parents or any other interested party from access to programs or schools.

The District has taken the following steps to ensure access to or participation in federally funded programs:

1. Adoption of School Board Policy.
2. District Staff is involved in planning, implementation and monitoring of all federally funded programs.
3. Each of Suwannee County's Schools has a Parent Advisory Council that is involved in the planning of all federally funded programs.
4. Each program's plan (Drop Out Prevention, ESOL, Exceptional Student Education, Title I and Title V) is approved by the Suwannee County School Board and/or the State of Florida. Each plan ensures equal access of all stakeholders regardless of gender, race, national origin, color, disability or age.
5. The LEP Plan ensures equal access to all students of eligible areas. This includes Limited English Proficiency students, migrant students, economically disadvantaged students and students with disabilities.
6. Monitoring of all programs for equal access is accomplished by annual district monitoring, State of Florida Program Compliance Monitoring and FTE Audit (Auditor General's Office).



Ted L. Roush, Superintendent - Suwannee

August 6, 2018

Section D

Florida Department of Education General Assurances, Terms, and Conditions for Participation in Federal and State Programs

Authority for Data Collection: 20 USC 1232e (a)

Planned Use of Data: The requirements established in United States Code Annotated, Title 20, Education, Chapter 31, Subchapter III, Section 1232(e), stipulate that “[e]ach local education agency which participates in an applicable program under which federal funds are made available to such agency through a state agency shall submit, to such an agency, a general application containing the assurances set forth in subsection [1232e] (b).” The application shall cover the participation by the local education agency and all other organizations participating in state and federal programs administered by the Florida Department of Education. These assurances are set forth below in the “General Assurances” section.


Instructions: These general assurances will be in effect for the duration of the project it covers. The state agencies or boards administering the projects covered by the application shall not require the submission or amendment of such an application unless required by changes in federal or state law, or by other significant change in the circumstances affecting an assurance in such application. The superintendent, agency head, or other authorized officer must sign the certification and return it to the following address. No payment for project/grant awards will be made by this agency without a current signed General Assurances form on file. For further information, contact the Florida Department of Education, Bureau of the Comptroller, at (850) 245-0401.

Certification:

I, the undersigned official am legally authorized to bind the named agency/organization of the State of Florida, hereby apply for participation in federally funded and/or state-funded education programs on behalf of the named agency/organization below. I certify that the agency will adhere to and comply with the General Assurances, Terms, and Conditions and all requirements outlined in the “Project Application and Amendment Procedures for Federal and State Programs” (Green Book).

| | | |
|---------------------------------|---------------|--|
| Suwannee County School District | 610 | Ted L. Roush, Superintendent |
| Typed Agency Name | Agency Number | Typed Name and Title of Authorized Official (Agency Head) |

I certify that the agency will adhere to each of the assurances contained in this set of *General Assurances, Terms, and Conditions for Participation in Federal and State Programs* as applicable to the project(s) for which this agency is responsible.

| | | |
|---|------------|----------------------------|
|  | 08/06/2018 | 386-647-4600 |
| Signature (must be original) | Date | Area Code/Telephone Number |



21st CCLC Subrecipient Assurances

The Subrecipient Assurances Signature Page certifies the applicant's agreement to the assurances outlined below. These Assurances must be signed by the Agency Head or the Agency's Authorized Representative. **Each page must be initialed in the bottom right corner.**

PLEASE READ COMPLETELY BEFORE SIGNING.

21st CCLC Program Assurances

Description: Program specific assurances.

The agency understands that the Request for Proposals (RFP)/Request for Applications (RFA) describes the program requirements and expectations for the implementation of the 21st CCLC Program.

Program Operations

21st CCLC program will be fully operational and providing services to students within **30 calendar days** of receiving the DOE 200 award notification or within **14 calendar days** from the first day of incurring 21st CCLC expenditures, whichever is earlier.

Academic Focus

All 21st CCLC programs are required to operate in a manner that will maximize the program's impact on the academic performance of the participating students. Programs will **provide a breadth of activities and services that offer opportunities** for students to learn new skills, develop creative ways to approach challenges and achieve academic success.

All academic services will be aligned with the curriculum in the core subject areas of each of the schools attended by the participating students. Lesson and/or unit plans for academic enrichment activities will be required as part of the deliverables. ***Each student in the program must be afforded of the full breadth of programming each week as described in the RFP/RFA.***

Services and benefits provided must be secular, neutral and non-ideological. No funds provided pursuant to this program shall be expended to support religious practices, such as religious instruction, worship or prayer. Faith-based organizations (FBOs) may offer such practices, but not as part of the program receiving assistance and FBOs should comply with generally applicable cost accounting requirements to ensure that funds are not used to support these activities.

Evidence-based Research

The agency will implement activities based on evidence-based research – The authorizing statute provides principles of effectiveness to guide applicants in successfully identifying and implementing programs and activities that can directly enhance student learning, one of which includes activities based on evidence-based research. The programs or activities must be based in research that shows that the students will meet challenging State academic standards.



Supplement, Not Supplant

Funds under this part will be used to increase the level of state, local and/or other nonfederal funds that would, in the absence of funds under this part, be made available for programs and activities authorized under this part, and in no case supplant federal, state, local or non-federal funds. Programs must also coordinate Federal, State, and local programs to make the most effective use of resources (ESSA Section 4204(b)(2)(C)). Programs are prohibited from using 21st CCLC funds to pay for existing levels of service; rather, grant funds must supplement, not supplant, existing services (21st CCLC NonRegulatory Guidance, Section G-7). Funds may be used to expand or enhance current activities, or to establish programs in non-participating schools within a local education agency (LEA) that has a 21st CCLC grant.

Facilities

Program facility(ies) will be as available and accessible to participants as the students' local school. The facility(ies) have sufficient resources to provide all proposed and required activities, such as a computer lab, library, eating facility, safe recreational area and study area. The program will maintain equipment, security, resources and a clear strategy for the safe transportation of students to and from the center and home. The program will take place in a safe and easily accessible facility as outlined in the RFP/RFA and in Florida's child care law ([§402.301-319 or regulations for School-Age Child Care [6A-6.0910, Florida Administrative Code]]).

Supplemental Meals

The program will provide nutritious snacks and/or meals that meet the requirements of the United States Department of Agriculture (USDA) guidelines for afterschool snacks and summer meal supplements. Depending on when the 21st CCLC program operates, a supplemental snack and/or meal must be offered to each student, each day. Snacks/meals **cannot** be purchased with 21st CCLC funds and must come from other resources. Students shall **not** be charged for costs associated with supplemental snacks/meals. Documentation of meeting supplemental snack/meal requirements will be required as part of the deliverables.

Students with Special Needs

In accordance with state and federal laws, children with special needs must be afforded the same opportunities as children in the general population. Students with special needs include those who may be identified as English language learners (ELLs); homeless; migrant; or with physical, developmental, psychological, sensory or learning disabilities that result in significant difficulties in communication, self-care, attention or behavior, and are in need of more structured, intense supervision. Children with special needs shall not be excluded from the 21st CCLC program, regardless of the level or severity of need, provided that they can be safely accommodated. Description of services to students with special needs will be required as part of the deliverables.

- Title X, Part C: Homeless Education Program:
<http://www.fldoe.org/schools/familycommunity/activities-programs/homeless-edu-program.stml>



- Council for Exceptional Children: <http://www.cec.sped.org/>
Bureau of Exceptional Education and Student Services:
<http://www.fldoe.org/academics/exceptional-student-edu/>

For Federal Programs - General Education Provisions Act (GEPA)

A concise description of the process to ensure equitable access to, and participation of students, teachers, and other program beneficiaries with special needs was submitted with the proposal/application. For details refer to Section 427 of GEPA, Public Law 103-382, at www2.ed.gov/fund/grant/apply/appforms/gepa427.doc.

Professional Development

The program has a professional development plan that is responsive to the needs of its staff, and identifies the professional development activities for staff delivering program activities. Conferences and trainings will be linked to the 21st CCLC funding purpose as outlined in the application. 21st CCLC orientation/professional development and evidence of staff training will be required as part of the deliverables.

Collaboration with Schools

The agency will operate the 21st CCLC program in active collaboration with the school attended by the participating students. Adequate communication between the 21st CCLC program staff and the students' regular school day teachers, school administrators and family members is critical to ensure student needs are addressed in the 21st CCLC program. The agency has a written communication plan to identify how these groups will share information about the needs and performance of 21st CCLC students. Communication plans include how the regular school lessons will be identified and reinforced during the 21st CCLC program.

The program was developed and will be implemented in active collaboration with the schools attended by participating students (ESSA, Section 4204(b)(2)(D)) as outlined in the RFP/RFA.

21st CCLC Advisory Board

The agency will establish a local 21st CCLC Advisory Board comprised of students, teachers, parents and members of community agencies and businesses. The agency will collect and maintain documentation of board meetings, such as minutes and attendance lists. The Advisory Board will consider such topics as program needs and concerns, operations and sustainability. The Advisory Board will include **at least two parents and two students (if the program is serving middle or high school students)**.

Documentation supporting 21st CCLC advisory board meetings will be required as part of the deliverables.

Community Awareness

The agency gave notice to the community of its intent to submit an application to operate a 21st CCLC program. The agency will provide for public availability and review of the application and any waiver request after submission. (ESSA, section 4204(b)(2)(L)).

A handwritten signature in blue ink, appearing to be a stylized 'R' or 'P' followed by a flourish.



Property Under the 21st CCLC

Property acquired (e.g., computers, classroom desks, tables) under the 21st CCLC program will remain within the appropriate facility for continued use in the 21st CCLC program after the funding period has expired. If the 21st CCLC program at the facility(ies) is not maintained after federal funding expires, all equipment will be used and/or distributed in accordance with EDGAR, 34 CFR, Subpart C, Sections 74.30-74.37 and 80.31-80.33.

Record Retention

Programs must retain all records relating to the 21st CCLC program for which federal funds are received for a period of five (5) years after the completion of the last activity of the program, typically the submission of the final Project Disbursement Report or until such time as all pending reviews or audits have been completed and resolved.

Monitoring and Evaluation Activities

The subrecipient agrees to fully cooperate with all monitoring, auditing, evaluation and reporting requirements established by the FDOE and/or authorized representatives. The subrecipient agrees to participate in all statewide evaluation activities (e.g., cooperate with site visits, responding to data requests, submitting accurate data).

The program will submit all required data and reports, as required and/or requested, to the State of Florida (Florida Department of Financial Services and the Florida Department of Education) and the USED.

The program understands that the formative and summative evaluation report are **required** of all 21st CCLC programs, that the reports will be compared to all data submitted to the FDOE and USED, that this report may be used to determine continuation of funding and that adequate progress has been defined as achieving 85% of approved objectives.

Student Safety

Ensure that all procedures and regulations for health, fire, safety, pick-ups, parental/guardian consents, transportation, field trips, food, medical and other emergency procedures, etc. will be clearly listed and widely disseminated, and that they will conform to applicable local and state standards.

Suspension of the Grant

The FDOE may suspend or terminate the grant with 30 days notice, in whole or in part, if federal funds supporting the grant are reduced or withdrawn, or for nonperformance by the subrecipient at any time during the term of the grant. The FDOE and the subrecipient may suspend or terminate the agreement, in whole or in part, upon mutual agreement.

Prohibition of Text Messaging and Emailing While Driving During Official Federal Grant Business

Federal grant subrecipients, and their grant personnel are prohibited from text messaging while driving a government-owned vehicle, or while driving their own privately-owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email while driving.

Subrecipients must comply with these conditions under Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," October 1, 2009.



Statement of Assurance for Evaluation Data

Description: While the 21st CCLC grant may include up to five (5) years of funding, the years following the initial year are dependent upon the evaluation of data supporting successful program implementation aligned with the components of the Request for Proposal (RFP) and Request for Application (RFA) submitted.

- By accepting grant funds, subrecipients agree to participate in both the federal and state evaluation of the Florida 21st CCLC program.
- Subrecipient must submit the Objective and Performance Indicator data to the Florida Department of Education (FDOE); and submit all federally required 21st CCLC program data to the United States Department of Education, as required and outlined in the RFP/RFA.
- Agency understands that if evaluation data does not support program progress as required, the FDOE may reduce and/or terminate future funding.

Project Deliverable Assurance

Description: All subrecipients must collect, submit online and keep copies on file, all required deliverables for each performance period. All required deliverables will be submitted on the 21st CCLC web-based system by their respective due date as outlined in the RFP/RFA.

Required Deliverables

All agencies are **required** to submit all deliverables and evidence of activities as required by the **Reporting Outcomes** section of this RFP to the assigned FDOE Program Development Specialist for submission to the FDOE by the 15th of each month.

Financial Consequences

The Florida Department of Education, 21st CCLC Program Office, shall periodically review the progress made on the activities and deliverables listed. If the applicant fails to meet and comply with the activities/deliverables (example: daily attendance numbers, amount of days and time of operation, required reporting, required submission of deliverable, proposed activities and/or proposed goals/objectives) established in the approved application or to make appropriate progress on the activities and/or towards the deliverables, and they are not resolved within two weeks of notification, the 21st CCLC Program Office will (1) approve a reduced payment, (2) request the applicant redo the work and/or (3) terminate the project.

By accepting grant funds, the agency agrees to submit the required project deliverables for Florida 21st CCLC program as outlined in the 2018-2019 RFP/RFA. The agency understands that if the deliverables do not support program progress as required, the FDOE will reduce and/or terminate future funding.

A handwritten signature in blue ink, appearing to be "JP" or similar, written over a horizontal line.



**Subrecipient Assurances
Signature Page**

All information requested below must be provided.

By accepting grants funds, the undersigned hereby assures and agrees that, in accordance with statutes and regulations, the agency shall comply with the program assurances listed above; the approved application; the applicable rules, regulations and laws; and the rules, requirements, and expectations contained in the Request for Proposal (RFP)/Request for Application (RFA).

Agency Name

Suwannee County School District

**Agency Head or
Authorized Agency
Representative**



Original Signature*

Ted L. Roush

Printed Name

Title

Superintendent

Date

8/10/18

Phone No.

386-647-4600

Email

ted.roush@suwannee.k12.fl.us

**Please note that only original signatures will be accepted. Stamped or electronic signatures are not allowable. Blue ink is preferred.*

Initial here stating that you have read and understand the Assurances on this page



**Assurance of Providing Equitable Services for Private Schools
(Private School Participation)**

Description:

Both ESSA and the Education Department General Administrative Regulations (EDGAR) require that 21st CCLC funded programs provide equitable services to eligible private school students, teachers and other education personnel. The applicant must assure that the agency has and will continue to ensure timely and meaningful consultation for equitable services to private school children and teachers within the local education agency(ies) (LEA) service areas. Documentation supporting private school consultation will be requested as part of the deliverables.

For more information, see SEC. 9501. PARTICIPATION BY PRIVATE SCHOOL CHILDREN AND TEACHERS at www.ed.gov/policy/elsec/leg/esea02/pg111.html.

The FDOE Project Application and Amendment Procedures for Federal and State Programs (Green Book) General Assurances states: "After timely and meaningful consultation, the recipient will provide the opportunity for children enrolled in private, non-profit schools, and the educational personnel of such schools, equitable participation in the activities and services provided by these federal funds, and will notify the officials of the private schools of said opportunity." 21st CCLC programs must, at a minimum, consult with officials from those private schools located in the specific geographic area(s) served by program site(s).

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

- (a) A description of how the applicant will meet the federal requirements for participation of students enrolled in private schools.

December – Private schools in Suwannee County are contacted to determine which programs, if any, the private schools wish to participate in. In the letter, the private schools are invited to an informational meeting in which the LEA presents information concerning all of the various federal programs the LEA participates in. Special arrangements are made for the private schools indicating interest in receiving information but unable to attend the meeting.

January - February: The first consultation meeting occurs in which the LEA provides copies of family income surveys that will be distributed and conducted during the FTE Reporting Period 3. Timelines for additional meetings are established at this meeting.

April - May: The LEA reviews the results of the family income surveys with each participating private school to identify students who are eligible for services. A tentative equitable amount is set based on the number and percentage of eligible students at each private school. A tentative start date at each participating private school is set.

June – Sept: Collaborate and communicate with third party contractor on teacher hiring, placement, and training. The final roster of participating students is completed. The start date for services is confirmed. Implement program and provide ongoing consultation.



October - June: The LEA conducts monitoring in the private school Title I program and monitors the activities of the third party provider and its employees. During these visits, the LEA informally assess the progress of students and the effectiveness of the program.

- (b) The number of students enrolled in private schools who will receive benefits under the program. Currently, private schools in SCSD elected not to participate in federal programs for the 2018-2019 school year.
- (c) The basis the applicant used to select the students. N/A
- (d) The manner and extent to which the applicant complied with § 76.652 (consultation). SCSD consultation process and procedure is described above in part (a) of this form.
- (e) The places and times that the students will receive benefits under the program. N/A
- (f) The differences, if any, between the program benefits the applicant will provide to public and private school students, and the reasons for the differences. N/A

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

Agency Name

Suwannee County School District

**Agency Head or
Authorized Agency
Representative**

Original Signature*

Mr. Ted L. Roush

Printed Name

Title

Superintendent of Schools

Date

August 10, 2018

Phone No.

386-647-4600

Email

ted.roush@suwannee.k12.fl.us

Suwannee County School District
K-5: Zapping the GAP
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3.1 PROJECT ABSTRACT/SUMMARY

(FIXED REQUIREMENT)

Suwannee County School District's ***K-5: Zapping the GAP*** 21st CCLC proposal offers a wide array of activities for students and adult family members at each of Suwannee County's four elementary schools. It is goal one on the District's Strategic plan to raise student achievement. It's the vision of Suwannee County School District to ensure that ALL students are prepared for personal success. The District uses the term "personal success" to indicate that ALL students should be on their own individual path, and success is available to every student if we are able to keep their personal goals in mind. There are many challenges in Suwannee County. As a District we can either blame the community challenges for the educational challenges, or we can embrace our ability to be the catalyst for change in our community. We vow to take the second route. Education can be the change needed in our community, and the 21st CCLC program plays a part in assisting with that change. The program has seven academic and personal enrichment goals/objectives. The full information is provided in the *Objectives Table* included in this grant packet.

Program Activities - The 21st CCLC proposal provides comprehensive services to 380 'at-risk' students from VPK to 5th grade, providing before school, afterschool, and summer components. The before school component will focus on reading and the *100 Book Challenge* from the American Reading Company. School media centers will open one hour before school starts. Parents, teachers, and other volunteers will be available to read to small children and help them select books to work toward their 100 book goal. It is a well documented fact that time spent in The afterschool component will be driven by planned activities focused on the 7 objective domains: ELA, Math, Science, 3rd Grade Reading Skills (Academic Benchmark), Interpersonal Skills (Personal Enrichment), Physical Fitness (Personal Enrichment), and Adult Family Education. Students will engage in themed units from Dinosaurs to Space, just to name a few. All activities will be built to support the students in their regular school day lessons. Appropriate grade level

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standards will be attached to each activity plan. Although the themes may seem random, they were actually chosen to be supported by the research-based American Reading Company's themed non-fiction book sets and research cards. The units are rich with academic enrichment such as reading, writing, math, science, history, and technology; as well as personal enrichment such as career exploration, technology skills, physical education, and cooperative skills necessary for 21st century success. The afterschool program will provide students with a snack afterschool. Operating from school dismissal for 2 ½ hours each evening, Monday – Friday, the program should provide an educational and exciting option to afterschool childcare. The daily activities will include research-based personal enrichment such as Kagan Cooperative Learning activities, Spark PE activities, and career exploration. Finally, the summer program will begin one week after school is out. Students participating in the summer program will attend from 8:00am to 12:00pm for four fun-filled hours of academic exploration into whichever of the projects their school did not investigate during the school year. Community partners, district administration, school administration, and teachers/paraprofessionals will all be working together to create a community of learning for children and adults. Parents will be encouraged to participate in monthly activities that support the project based lessons, as well as learn from experts in the field of child involvement such as the Early Learning Coalition. All activities and programs will be vetted to be sure that only strategies/programs are being implemented with a proven track record of having a positive impact on student success in their regular school day!

Dates, Days, and Hours of Program Service The before and after school programs will begin on Tuesday, September 4, 2018 and run through May 24, 2019, five days per week, Monday through Friday. The program will not run on professional development days, teacher work days, and student holidays. On early release days, the before school program will operate, but the after school program will be off. The hours of the program are as follows:

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| School Site | Before School Hours | After School Hours | Summer Hours |
|-----------------------|---------------------|--------------------|------------------|
| Branford Elementary | 7:00am – 8:00am | 2:50pm – 5:20pm | 8:00am – 12:00pm |
| Suwannee Primary | 7:00am – 8:00am | 2:25pm – 4:55pm | 8:00am – 12:00pm |
| Suwannee Elementary | 6:55am – 7:55am | 2:35pm – 5:05pm | 8:00am – 12:00pm |
| Suwannee Intermediate | 7:00am – 8:00am | 2:55pm – 5:25pm | 8:00am – 12:00pm |

Grades and Number of Students Served The table below illustrates the grade levels and number of students/adults that will be served at each site.

| School/Site | Grade Levels Served | Before School | After School | Summer Program |
|-----------------------|---------------------|---------------|--------------|----------------|
| Branford Elementary | PK – 5 | 30 | 90 | 90 |
| Suwannee Primary | PK – 1 | 40 | 100 | 25 |
| Suwannee Elementary | 2 – 3 | 40 | 110 | 25 |
| Suwannee Intermediate | 4 – 5 | 30 | 80 | 20 |

Adult Family Member Services The program will provide five adult family member services to family members of enrolled students. Because of the interesting configuration of the Suwannee elementary schools, SPS, SES, and SIS will hold adult family member events together. Many of the students enrolled in those programs have siblings at one of the other sites. It's more convenient for adult family members to do those events together rather than independently. The five events will take place quarterly during the school year, and once during the summer program. The first quarter event will be the required program information activity. The events scheduled for the second, third, and fourth quarters, as well as summer event, will be determined in collaboration with the schools' administrative teams.

3.2 COMMUNITY NOTICE AND NEEDS ASSESSMENT (7 POINTS)

3.2 a Community Notice The Suwannee County School District notified the schools, community, and local private schools of our intention to submit a proposal in response to the 2018-2019 21st CCLC RFP. The potential application was discussed as several Suwannee County School Board

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workshops which are noticed and open to the public. The grant was discussed at the annual Federal Programs planning meeting in the Spring. In addition, the intent to apply was advertised on the Suwannee County School District [Website – www.suwannee.k12.fl.us](http://www.suwannee.k12.fl.us). Upon submission of the RFP, the entire proposal will be placed in PDF format on the district's website, as well. A hard copy of the RFP will be available in the office of the Assistant Superintendent of Instruction. Once the grant is awarded, the district will begin notification with an ad in the newspaper within the first week giving information on program dates/times and application procedures. Flyers will be sent home with all eligible students.

3.2 b Needs Assessment The Suwannee County School District worked with district administrators, school principals, and teachers to conduct a thorough needs assessment for the proposed 21st CCLC program. Following the needs assessment and review of the most current data available, four schools were selected for participation in the 21st Century Community Learning Centers proposal: ***K-5: Zapping the GAP***. These four schools represent nearly all of the elementary school students in Suwannee County, and the 21st CCLC program will be integrated into each School Improvement Plan to further ensure specific needs of each school and every student are addressed. Following selection of the schools, additional needs were explored to ensure the project was designed to appropriately address those needs and risk-factors for the greatest potential impact on student success.

District Demographics and Risk Indicators (2016-2017 SPAR Report – FDOE)

| School Name | %White | %Black | %Hisp | %FRL | % ELL | % ESE |
|-------------|--------|--------|-------|------|-------|-------|
| BES | 79.6 | 4.8 | 10.8 | 100 | 5.1 | 13.5 |
| SPS | 53.7 | 18.1 | 22.5 | 100 | 10.1 | 12.6 |
| SES | 52.7 | 20.1 | 21.6 | 100 | 10.5 | 8.7 |
| SIS | 55.9 | 20.0 | 19.5 | 100 | 7.6 | 12.3 |
| STATE | 39.5 | 22.5 | 31.5 | 58.8 | 13 | 13.1 |

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Poverty Rates: The percentage of children under 18 below the poverty level in Suwannee County from 2016 was 26.1%, which is significantly higher than the state average (Census, 2016). This is particularly evident in the four schools being served by proposed 21st CCLC project, with all four schools having 100% of students qualifying for Free or Reduced Price Lunch under the Community Eligibility Option. While the program cannot provide direct assistance to address poverty, providing academic and personal support to students and families can help end the generational poverty within the community. Working families' will be served by assisting with drop off and pick up times that will fit in with the schedules of working parents.

Unemployment Rate: While the unemployment rate in Florida has been declining, the unemployment rate in Suwannee County has not seen such improvement. A rural county with failing businesses and increasing population, the unemployment rate is 4.2% (US Dept. of Labor, 2018).

Percentage of Limited-English Proficient Students and Adults: Suwannee County is located in a rural agrarian area that attracts a large number Hispanic migrant workers and their families. Large number of migrant workers and their children has created a great need for comprehensive programming outside of the school day – helping provide academic and social services that these students often do not receive at home. Certainly, these non-Englishspeaking families are dedicated to ensuring their children receiving a strong education, but many are unable to provide necessary support at home because of long working hours and lack of English skills.

Program Availability The Suwannee County School District has operated the only 21st CCLC program in Suwannee County for the past five years. There are currently no other options for parents in our community. The previous grant funding expired in July, and parent/students are beginning the 2018-2019 school year with great concerns regarding the future availability of a program in our area.

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Program Need - Educational Levels for Identified Students and Their Families: One of the best predictors of student success in education is the educational level of their parents and caregivers. Unfortunately, when parents are not well educated, there often exists a culture where schooling and education are not valued – thus resulting in reduced dedication and motivation by current students. Towards this end, within Suwannee County, only 79.1% of adults age 25+ have a high school diploma (Census, 2017). Moreover, only 12% of adults have a college degree (Census, 2017).

District Florida Standards Assessment Performance Comparison (Edstats.fldoe.org, 2018)

| School Name | Grade Levels | % L3 + in Math | % L3 + in Reading | % L3 + in Science |
|------------------|--------------|-------------------|----------------------|----------------------|
| Branford Elem | VPK – 5 | 62 | 58 | 58 |
| Suwannee Prim | VPK – 1 | N/A | N/A | N/A |
| Suwannee Elem | 2 – 3 | 63 | 57 | N/A |
| Suwannee Int | 4 – 5 | 45 | 41 | 37 |

Needs of Working Families: Most parents have no formal education, and some parents are not fluent in their native language. Many parents within Suwannee County lack the means to assist their children with homework assignments and developmentally appropriate learning. Although parents may desire quality education for their children, they face difficult barriers to being involved in the educational process (e.g., long work hours, language barriers, educational barriers, disenfranchisement, and learned helplessness). To support working families, the 21st CCLC program will provide services during the hours that these young children would normally be home unsupervised or involved in non-enriching activities. The program will work with other organizations to maximize comprehensive services. Overall, a great need exists for afterschool activities that provide youth involvement and supervision.

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3.3 DISSEMINATION OF INFORMATION (5 POINTS)

Suwannee County School District's **K-5: Zapping the GAP** 21st CCLC will disseminate information about the program through school based open house events, a district web site, and links on school based websites, public service announcements, and through social media. Public service announcements will include ads placed in the Suwannee Democrat Newspaper and air time on WQHL 98 the community's local radio station. This dissemination plan is appropriate for the community being served by Suwannee County School District's **K-5 Zapping the GAP**. Suwannee County School District will continue to maintain a viable 21st Century web page. Information that is provided on the web page includes the purpose and services provided by the 21st Century Grant. A link to Florida Department of Education's 21st Century Learning Center is embedded on the web site. The 2017-2018 grant narrative is provided with links to; the parent handbook in English and in Spanish, the 21st Century Flyer, the 2014-2015 and 2015-2016 Summative Grant Evaluations, enrollment forms both in English and in Spanish and school site contact information. The program coordinator will solicit opportunities to share the project with local civic and faith-based groups. In addition to initial dissemination plans, the Suwannee County school district will provide ongoing communication about the 21st CCLC program to all student, parent, and partner stakeholders. This will include a quarterly newsletter in English and Spanish (with works provided by students for inclusion). Stakeholders will receive a summary of evaluation findings and planned revisions to the program based on evaluations.

3.4 TARGET POPULATION, RECRUITMENT AND RETENTION (10 POINTS)

Suwannee County School District's **K-5 Zapping the Gap** 21st CCLC proposal will provide comprehensive services to 380 'at-risk' students from VPK to 5th grade, attending four elementary schools in rural Suwannee County. The program will be carried out in full support and cooperation with the principals from each of the four schools: Branford Elementary, Suwannee Elementary, Suwannee Primary, and Suwannee Intermediate Schools. All four elementary schools are Title I

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School-Wide Programs. Enrollment is open to all from VPK to 5th Grade students since 100% of Suwannee County schools are Title I School-Wide Programs. Strategies used to reach students and enroll them in the program include the following: teacher recommendation, information dissemination at various school events (i.e. open house, parent nights), peer influence, district/school websites and social media outlets, ad in the newspaper during the first week, flyers sent home with all eligible students. Suwannee County School District's 21st CCLC is very welcoming and accommodating of Students with special needs (SWD). Students are encouraged to participate regularly and remain in the program for the entire program day through implementation of exciting, educational-based activities. Students are actively engaged in activities that hands-on that include active learning and robotics. Program participation is also encouraged by employing teachers who work at the school and have established rapport with students and parents. Suwannee County School District's 21st CCLC will engage adult family members of the students attending the program by providing five adult family member services events. Quarterly events will take place during the school year. One family member services event will be held during the summer. The first quarter event will be the required program information activity. The events scheduled for the second, third, and fourth quarters, as well as summer event, will be determined in collaboration with the schools' administrative teams. Potential themes are literacy and mathematics. **By offering our programs five days per week during the school year**, SCSD hopes to reach out to the parents most in need of assistance. Parents can not find childcare for one or two days per week. Offering a program that can take the place of childcare should keep our program from competing with the childcare programs in the area. **The district feels that offering what kids need when parents need help will be our strongest recruiting tool.** The morning program was developed to serve a population of kids that is evident at each site – early drop off children. Children that are dropped off early can get into mischief before school faculty is on duty to supervise, but parents' work schedules sometimes require that parents

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take that risk or have their child be truant. We will gather these children and advertise for more that would like to begin their day reading with the 21st CCLC staff. Each school also will hand pick students that they feel will benefit the greatest from the experiences being provided. As long as space is available in the program, no child will be turned away. High quality staff will be recruited based on the bargained hiring processes. All afterschool program positions will be posted and hired by committee which will include at least one member of school administration. The superintendent has the final say in all hiring matters.

3.5 TIMES/FREQUENCY OF SERVICE PROVISION FOR STUDENTS AND ADULT FAMILY MEMBERS (5 POINTS)

Site Profile Worksheets The District has completed Site Profile Worksheets for each site, they are included in the grant packet. Each school will offer Before School, Afterschool, and Summer Programming. The proposed 21st CCLC program will offer services only during non-school hours or periods when school is not in session. The program will exceed the minimum 300 hours per program year by offering 3.5 hour per day for 151 days, 2.5 hours per day for 5 days, and 4 hours per day for 27 summer days. The District recognizes the need for consistency for parents and families, changes are not anticipated. Afterschool will operate for 12.5 hours per week. The program is designed to serve the same students on a daily basis.

Sample Schedules The Program Director will be in charge of keeping the weekly schedules for each program. A sample schedule of each component is included in the grant packet. Schedules are made to carefully reflect the staffing ratios and certification requirements for each component. In order to run the program economically and efficiently, all of those aspects must be taken into consideration. To meet these needs, the students will be on rotation allowing for components with smaller class size to counter-balance with components that can have a larger class size. The sample schedule allows for a rotation of homework time, academic time (ELA, Math, Science), and Personal Enrichment time. Actual weekly schedules will contain more detail once projects

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and themes are in motion. The District realizes the importance the need for sample schedules and site profile worksheets to match regarding times and frequency of services. In the event that a change would need to be made, we understand that a program amendment would be required.

Adult Family Member Education Activities The planned adult family member activities will be scheduled in coordination with the District parent liaison to ensure collaboration with school parent engagement initiatives. The first activity is the sample plan that is included in the packet. This is the required activity to inform parents about the 21st CCLC program. The other four activities will take place one each 9 weeks, and will support parents in providing academic assistance for their children.

3.6 PROGRAM EVALUATION

(10 POINTS)

3.6 a. Statewide Standard Objectives Objectives Table Included in Packet

3.6 b. Objectives for Academic Benchmarks Objectives Table Included in Packet

Independent Evaluation

This evaluation plan was designed in partnership with the Center for Assessment, Strategic Planning, Evaluation and Research (CASPER) to meet the 21st CCLC Principles of Effectiveness. Each objective is fully explored within a continuous improvement model, though limited space necessitates a more general discussion of the evaluation process. For each program objective, a series of specific evaluation questions will be answered to enable project leaders to assess progress toward goals, objectives, and milestones. The evaluation questions have been tailored to each objective, but limited space necessitates more general questions herein. Questions will include: (1) Was the objective met? (2) Were the baseline and quarterly data sufficient to show change? (3) Did the program follow the planned interventions and activities? (4) Which activities provided the highest impact? (5) Which strategies did not have impact (should they be removed,

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revised, or strengthened)? (6) How can the program improve general operations to meet this objective?

Evaluation Strategy: This 21st CCLC proposal is rooted in a commitment to continuous improvement of operations, services, and outcomes. The cornerstone is a logical process of planning, data collection, analysis, reporting, and refining. As such, evaluation will include three connected elements to help ensure the 21st CCLC model is effective, efficient, and sustainable: continuous improvement, formative evaluation, and summative evaluation. Ongoing evaluation will be conducted using the **Continuous Improvement Model (CIM)**, a quality-based approach used within educational settings and effective for reducing achievement gaps between student subgroups. The model focuses upon individualized assessment using both formal (e.g., surveys) and informal (e.g., meetings) techniques to guide incremental changes within ongoing services, adopt new ways to improve and measure outcomes, discontinue or adapt activities, and increase emphasis on program objectives and outcomes. The immediate and individualized feedback provided through CIM is particularly important for implementation of this 21st CCLC model to help guide and ensure the highest impact for each student. Evaluation will also be conducted through formative and summative evaluations, both of which incorporate elements from the CIM process and provide formal reports about processes and outcomes. The evaluation process will provide a structure for (1) generating information needed for ongoing program/activity refinement, (2) assessing progress in meeting outcomes, (3) documenting and analyzing how the model works in practice, and (4) documenting and analyzing changes in targeted student's actions, attitudes, knowledge, and performance. The schools have committed to providing necessary data on active 21st CCLC students, including attendance, behavior, grades, and other data to support this program.

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Formative Evaluations will be completed no less than once per year (February), with additional interim evaluations completed after on-site visits to ensure immediate feedback and refinement of programming. Each formative report will include a review of operational **Suwannee County School District** accomplishments and challenges (e.g., staff, student recruitment/retention, partner board, etc.), actual versus proposed operation, objective progress, and recommendations for addressing any challenges. **Summative Evaluations**, completed in August of each year, will have additional information on program outcomes and those activities with the greatest impact. The purpose of the evaluation is aimed at recording and developing a model that can be applied in other settings. Summative evaluations will include all elements of program operation; activities; enrollment and attendance; measures of academic performance; federal teacher impact surveys; student and parent satisfaction surveys; feeder school information; staff information; and partnerships. Recommendations for program refinement will be based on both quantitative and qualitative data collected to assess progress on objectives. Focus groups with providers, school staff, students and parents may be conducted to collect additional qualitative and satisfaction data to help inform evaluations. **Performance Measures, Data Sources, and Timeline:** Measures and data sources are include a combination of quantitative data (e.g., test scores), stakeholder perceptual data (e.g., parent surveys), and qualitative data (e.g., student interviews). Objective performance data will be collected an estimated five times per year: baseline from the prior year and/or immediately upon enrollment in the program, and then once each quarter of the academic year. In addition to quarterly assessments, the program will implement a series of pre-post knowledge assessments for project-based units and lessons. All data will be analyzed with research-based statistical procedures, such as t-tests, MANCOVAs, and multiple regression.

Evaluation Timeline: The following provides an anticipated timeline of key events and provides a general guide for when evaluation processes will take place: Baseline Data Collection

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(September); Florida Quality Afterschool Assessment (October); Evaluation Site Visit (November); Quarter 1 Data Collection (November); Florida Quality Afterschool Assessment (December); Quarter 2 Data (January); Mid-Year Data Submission (January); Formative Evaluation Report (February); Formative Evaluation Debriefing and Training (March); Evaluation Site Visit (March); Quarter 3 Data (April); Florida Quality Afterschool Assessment (April); Quarter 4 Data (June); End-of-Year Data Submission (July); and Summative Evaluation Report (August). The timeline will be adjusted for the first year of operation, which starts in October.

Disseminations and Debriefings: The process for sharing evaluation findings is an integral part of the evaluation plan, as it represents the primary method for using results to refine, improve, and strengthen program outcomes. Distribution will occur at four levels: (1) administrators, (2) staff members, (3) stakeholders, and (4) national implementers. Monthly meetings will be held with the evaluator, program director, principals, and any staff wishing to participate. During these meetings, current data trends and operations will be reviewed with a focus on program improvement and immediate refinement. Data will also be utilized during weekly program meetings to help tailor activities to the needs of individual students. The evaluator will conduct at least two site visits, providing interim written reports when necessary to help strengthen specific activities. Formative and summative evaluations are comprehensive written reports focused on providing specific recommendations to refine the program. In addition to written reports, on-site debriefings and training may be provided to: (1) engage staff in addressing challenges; (2) promote “buy-in” into evaluation as a “living” process; and (3) promote discussion, cross-training, and support. In all instances, the evaluator will be fully engaged in assisting with implementation of changes to strengthen the program. Finally, evaluations will be provided to all stakeholders (e.g., school administrators, parents, and partners) to share information about the program and

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encourage feedback about ways to improve. The evaluations will also be placed online and shared nationally.

Reporting Outcomes: As detailed above, the evaluation process includes all elements of the required Reporting Outcomes section, including baseline data collection, formative and summative reporting, and data required for submission to PPICS. The External Evaluator will submit and validate all data to the US Dept. of Education 21st CCLC PPICS data system. The External Evaluator has over 10 years of experience working directly with the creators of PPICS and previously led the FDOE validation of all data submitted by Florida 21st CCLC sub-grants.

External Program Evaluator: The 21st CCLC program will use of an external evaluator with demonstrated expertise in the proposed evaluation methodology. The Center for Assessment, Strategic Planning, Evaluation and Research (CASPER) will serve as the external evaluator and will oversee all aspects of program evaluation, including formative, summative, and data reporting. The Suwannee County School District has a long-standing relationship with the lead evaluators of CASPER. The lead evaluator was a middle school teacher, has been conducting evaluations of educational programs for over 14 years (with the past ten focused on 21st CCLC), and sits on the Executive Board of the Florida Afterschool Network (FAN - the developer of the *Florida Standards for Quality Afterschool Programs*). Led by professional evaluators and a licensed psychologist, CASPER has overseen the evaluation of over 400 educational programs. As an active member of the American Evaluation Association and American Psychological Association, all evaluations will be conducted under the ethics and procedures of these professional organizations.

3.7 APPROVED PROGRAM ACTIVITIES (20 POINTS)

All activities planned will be utilizing research-based and evidence-based curriculum and strategies that will be likely to improve student academic achievement. By utilizing American

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Reading Thematic Units, Coding, and Kagan Cooperative Strategies, the program will demonstrate the ability to affect student performance. The activity plans provided show the range of activities that will be applied. Qualified individuals for homework assistance will be key, as well as small group environment as much as possible. Small groups will allow for supporting a wide variety of learning styles. The goals and objectives are clearly in line with the regular school day. Because teachers will be sharing classrooms and because they already work at the targeted schools, there will be a wide range of opportunity for teachers and 21st CCLC staff to incorporate the regular school day standards as much as possible. The engaging activities such as Lego Robotics will make attending the program exciting and can therefore impact regular school day attendance. Students that feel more confident about their academic ability are much more comfortable in their regular school day classroom.

3.8 APPLICANT'S EXPERIENCE AND CAPACITY

(5 POINTS)

Prior Experience: For more than 15 years, the Suwannee County School District (SCSD) has successfully operated high-quality, comprehensive, project-based afterschool programs within the County's diverse elementary, middle, and high schools. In fact, SCSD has received three past 21st Century Community Learning Center (CCLC) grants from the Florida Department of Education (FDOE). All three grants were funded for the full five years, with the most recent having ended in July 2018; and the District never received negative monitoring or evaluation findings from the FDOE. Both prior 21st CCLC programs resulted in significant improvement for the schools and students served. The first and third grant focused on elementary schools, the second focused on high schools. Based on the lasting success of past 21st CCLC programs and the desire to continue this success, the Suwannee County Schools Superintendent supports the development of this 21st CCLC proposal: **SCSD K-5: Zapping the GAP**. In addition to the 21st CCLC grants, the District has a long history of success administering large grant programs, including: Title I-A Basic, Title I-C – Migrant; Title III, English Language Learners (ELL); IDEA Part

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B and Part B Preschool, Title X – Homeless, Title IV Part A – Well-Rounded Education, the Adult Ed English Literacy / Civics for ELL grant, and numerous EETT grants. These grants and others demonstrate a comprehensive background of experience.

Leadership Capacity: The administrative leadership of the Suwannee County School District demonstrates the capacity and experience to effectively implement the program. Although the small size of the District is sometimes viewed as a disadvantage, it is actually one of the greatest advantages. For instance, this proposal was developed with direct support of the elected Superintendent and Suwannee County School Board. They have pledged their continued oversight of the 21st CCLC program, if awarded. The Assistant Superintendent of Instruction (ASI), a direct-report to the Superintendent, will provide direct supervision of the leadership and support staff for the proposed 21st CCLC project. The District will facilitate the project by hiring a Program Coordinator to work closely with the ASI to ensure strong implementation of the 21st CCLC program design. A trained Program Coordinator with proven effectiveness will be hired. The successful applicant will be an expert in the education and enrichment of elementary students, as well as working with adult family members. The Program Coordinator will manage the day by day operations of the 21st CCLC project with the assistance of a Site Coordinator at each respective 21st CCLC school site. The Program Coordinator will work closely with district/school administration in the following tasks: (1) Recruitment and Enrollment of Students; (2) Planning for Parent Involvement Activities; (3) Facilitation of professional development for teachers and administrators; (4) Facilitation the dissemination of information and resources; (5) Keeping private schools informed of the 21st CCLC program offerings; and (6) Working collaboratively with the District to document project services for grant reporting and submission of applications for subsequent funding.

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Monitoring and Correction Action: In February, 2016, the Suwannee County School District participated in on-site monitoring of program years 2014-2015 and 2015-2016. The program had findings of non-compliance on two issues. First, there was a finding regarding the program website missing certain elements. The district acknowledged the finding and updated the website to include the most recent grant narrative and dates/times/locations for the program. The second finding was regarding summer field trips to the local swimming pool located beside the Suwannee Intermediate School site. Again, the District acknowledged the finding. The Program Director provided the educational component planning documentation for the swimming pool trips that were part of every summer in Suwannee County. Both corrective actions were accepted by FDOE.

3.9 STAFFING & PROFESSIONAL DEVELOPMENT (5 POINTS)

3.9.a. Staffing Plan

The 21st CCLC Program will employ one program director to administer the program. This individual will serve as the primary contact for FDOE in all matters related to the 21st CCLC program. At the minimum, the program director will be responsible for managing and implementing the educational program and budget described in the approved application to ensure that the agency meets its responsibilities to the FDOE under the grant agreement in a timely manner. Site coordinators will be identified for each proposed center/site. This person will be responsible for the daily operation, coordination and delivery of services at their respective program centers. For one-center programs, the program director and the center coordinator are typically the same individual. Site coordinators will be full time teachers at the target schools. The site coordinator will also serve as the collaboration liaison with the school and be responsible for ensuring that active collaboration occurs in program planning and implementation. In Suwannee County, the Assistant Superintendent of Instruction will be responsible for the collection and

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maintenance of all data including attendance and assessment data. All sites will maintain at least two staff members on site at all times with CPR and First Aid certification that includes the face-to-face component. Background Screening for all 21st CCLC staff and contractors will be cleared through a Level II background screening as described in s. 39, 402, and 409, F.S. Volunteers that assist more than 10 hours per month must also be cleared through a Level II background screening as described in s. 39, 402, and 409, F.S. These screenings will be coordinated by the District's HR department. All sites will be staffed with a certified teacher as the Site Coordinator. Additional teachers will be employed as they are willing to work at a reduced paraprofessional salary – according to the District's collective bargaining agreement. The CBA requires that teachers be paid their contracted hourly rate of pay. There will be no less than one certified teacher on campus for the program at any given time. The District has staffed the 21st CCLC program successfully for 15 years (3 separate grants). We have not had difficulty staffing the program, however we do have access to local retired teachers and a contract with Kelly Services for substitutes if needed. An organizational chart has been supplied. Details regarding the number of teachers and paraprofessionals per site are provided in the Budget Narrative section of the grant.

3.9.b. Professional Development

Professional Development will be provided by American reading Company in using themed – leveled libraries, IRLA Assessment for reading level, and the 100 book challenge. All training from their company comes free of charge with the purchase of their products. Teachers and site coordinators will be trained prior to the start of our 21st CCLC program. Kagan Cooperative Learning is a joint initiative with the district. A proportional amount of the cost will be shared providing for the employees in the afterschool program. Once the grant is awarded, a date and contract will be set with Kagan Learning for a full day of training at two school sites. The District

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has monthly Professional Days for PLC Collaboration. A PLC of 21st CCLC will be allowed to meet as needed.

3.10 FACILITIES

(5 POINTS)

The proposed sites are all public schools operated by Suwannee County School District. The 21st CCLC programming will operate, staffed directly by the School District using Certified Teachers and Paraprofessionals from the regular school day. As required by law (402.305(5), F.S.), the school district follows the standards set forth by the Florida Building Code State Requirements for Public Educational Facilities. Our school facilities far exceed minimum standards established by any state agency and therefore ensure safety. The school principals have committed to allowing full use of the school facilities for 21st CCLC. All locations are fully equipped one-story block elementary schools buildings with approximately 45 classrooms, libraries, cafeterias, indoor/fenced outdoor PE areas, and computer labs. The afterschool program has full use of the facilities at each location, as needed. School sites are exempt from DCF Licensure. Transportation is not provided by the program, and parents will be responsible for transportation home at the end of the day and during summer. Although the District would be willing to provide transportation, the funding provided and staffing requirements makes providing transportation cost-prohibitive in our rural district.

3.11 SAFETY AND STUDENT TRANSPORTATION

(5 POINTS)

The safety of students participating in the 21st CCLC program is of the highest priority. 21st Century sites are located on school campus where transportation needs are already met by the district or the parent. By attending the 21st CCLC program students participate in structured activities in a safe environment supervised by well-trained (teachers are certified in content area of the targeted instruction for each academic area, and paraprofessionals are highly qualified, as defined by No Child Left Behind), caring staff (willing to work for 1/3 of their regular hourly rate of

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pay) on- and off-site (e.g., bus drivers have CDL's, CPR, First Aid, CHAMPS training). All project staff members are screened according to district and state requirements. District policy and procedures are followed for hiring all project staff and or securing contracted services (fingerprinting, background screening, etc.). Through a long-term partnership with the Suwannee County Sheriff's Department, there is at least one School Resource Officer assigned to each school. A school resource officer is always available by radio. Students have photo identification badges from the regular day program, and they will use their badges to sign in to project activities. Off-site activities are supervised by our trained staff, including highly trained transportation personnel (bus drivers). During off-site activities, role is called prior to departure and all parent permission forms are verified by the site coordinator. During field trips and activities, chaperones have a district mandated ratio of 1 to 10. All volunteer chaperones, if any, including parents, have been approved by the Suwannee County School Board and have undergone extensive background checks (as mandated by the Jessica Lundsford Act). Busses are requested per school board policy on the board approved request form, parents are notified in writing regarding pick-up details. A safety plan is on file at each school site and monthly drills are conducted by each school site coordinator.

3.12 PARTNERSHIPS, COLLABORATION AND SUSTAINABILITY (8 POINTS)

3.12 a. Partnerships

Partnership Plan for Meals and Snacks The Suwannee County School District will ensure that snacks and meals are provided to all students participating in the 21st CCLC program. The current food service director is familiar with working with the after school program, and she works well with the cafeteria managers and site coordinators at the schools to facilitate the meal/snack times. The funding for the snacks and meals is provided through the Federal School Lunch Program therefore there will be not cost to the 21st CCLC program for the service. The District ensures

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that the 21st CCLC program will offer nutritious snacks/meals that meet the requirements of the USDA guidelines.

Community Collaborations and Partnerships: Suwannee County School District is proud of the long-standing relationships we have with our community partners. The *Partners Table* and coordinating *Letters of Support* (both included in the grant packet) demonstrate a wide variety of exciting interaction with community agencies. First, **all four school principals** (*Branford Elementary, Suwannee Primary, Suwannee Elementary, and Suwannee Intermediate*) pledged support and the full use of schools facilities for the 21st CCLC project. The ***Early Learning Coalition of Florida's Gateway*** will assist in developing parent engagement practices, assist families in obtaining community resources including financial assistance for child care, and provide families with information regarding Suwannee County School District as provided/requested. **Sheriff Sam St. John** will provide school resource officers for safety of program and provide speakers for EMS lessons dealing with weather – career exploration. ***University of Florida – IFAS Extension*** will donate time to address groups of children as outlined in the project plans. ***Live Oak Pest Control*** will assist in the implementation of the 21st CCLC grant by participating in career days and provide a resource person to assist in the study of insects and other activities. ***Suwannee Valley Electric Cooperative*** will provide educational services and participate in career days to support the program. ***Live Oak Artists Guild*** will provide enrichment in the arts and other cultural activities. These are merely a few of the many community agencies that are excited to support such a worthwhile program.

3.12 b. Collaboration

Meaningful Collaboration with Regular School Day One of the benefits of a District run 21st CCLC program is the ability to actually employ teachers from the target school. The Site Coordinators at each site will be full time teachers at the target school. This assists in

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communication with administration and other teachers from the regular school day. The program coordinator will work closely with school administration and site coordinators to make sure the program is being run in the most beneficial and economical manner at the school site. Decisions on individual student goals will be discussed with the school's instructional coaches. School administration are very supportive of the program and will be included in decisions regarding location of the program and the scheduling of parent involvement activities. Classroom teachers will be notified of students that are participating in the program and input will be sought. Each elementary school will employ a special resource teacher to work with approximately 30 targeted at-risk students during the school day. These at-risk students are also a part of the lowest quartile in both English language arts and mathematics. These same students will be targeted for participation in the 21st CCLC program so that the afterschool teachers can pick up where the daytime teachers have left off in an attempt to bring children up to grade level at an accelerated rate and *ZAP THE GAP!* The District's parent liaison will work with parents of the targeted students and foster greater parent participation in their child's education. The parent liaison will work with the 21st CCLC site coordinators to plan the adult family member activities, making sure that the activities are relevant to District/School Initiatives and not be stand alone isolated activities.

3.12 c. Sustainability

Sustainability Plan Suwannee County School District is a small district in a very low-socioeconomic area of rural Florida which makes sustainability of afterschool programming a challenge. The District has utilized grant funding available to provide this service for many years, however upon consideration of the end of the previous grant, we did have to take a serious look at how we could potentially provide the program if funding was not an option. There was a workshop with the Suwannee County School Board in which the creation of a "for-fee" service

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could be developed. In the event that grant funding is not available, the District and School Board are committed to explore a “for-fee” or contracted service, but that is concerning due to the income constraints of the majority of the families in our county

Advisory Board The parent advisory groups plays a big part in the program. In a small town community, the site coordinators and teachers are often engaged in informal parent advisory meetings at sporting events, church and the grocery store! Our program gets a lot of input! The formal advisory board is made up of parents, teachers, administrators – striving to meet/exceed the guidelines set forth in the RFP. The board meets at least twice a year (once per semester), in addition to any impromptu needed meetings. Sustainability planning is an agenda item on every meeting. Additional sources of funding are considered as available.

4.0 BUDGET

Coordinated Funding SCSD has previously and currently administers Title I, Part C – Migrant; Title III, English Language Learners (ELL); Title I, Part A – Parent Involvement and Supplemental Educational Services (SES); Title X – Homeless; 21st Century Community Learning Centers; and the Adult Ed English Literacy / Civics for ELL grant. Because our 21st CCLC programs will serve ALL children, funding from various other Federal Programs will be used in conjunction with 21st CCLC funding to serve these children in the best possible way. For example: ESE teachers will be utilized, as well as foreign language translators if needed – both paid from other Federal funds. The new Community Eligibility Option that will be in place at all for elementary schools for 2013-2014 will allow all children to be fed through the Free and Reduced Lunch Program. Due to the high free and reduced lunch rates at the four schools, they will no longer have to sort between which kids pay for lunch, and which kids do not. ALL students will get all meals subsidized by the Federal School Lunch Program. Income documentation forms that divide and create a feeling of

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embarrassment will no longer be necessary to turn in to school officials. Students receiving free lunch will not be a socially noticeable group at these schools.

Supplement, Not Supplant. The SCSD understands that 21st CCLC funds are intended to promote academic achievement of Title I students participating in our afterschool program. As with the other funding sources administered by the SCSD, the SCSD understands that the funds must be used to supplement (not supplant) existing funding sources. Services will be carefully documented to demonstrate that expenditures are supplemental, reasonable, allowable, and necessary.

Cohort 17 (2018-19) RFP Scope of Work/Narrative Addendum

Agency Name: Suwannee CSD

Project Number: 610-2449B-9CCC1

Program Name: Zapping the GAP

Use this form to add any parameters and information needed to satisfy the requirements included in the RFP. Add all items as bullet points including the section name and number.

This change includes: ☒ Additions ☒ Deletions ☒ Both

The following items are incorporated as part of the Scope of Work:

3.1 Summary

3.2(b) Needs Assessment

- Describe the data sources used for the needs assessment.

The 21st CCLC grant application was written utilizing all data points available to the Instructional Services department in our district. We pulled local census data to describe the current working and living conditions in Suwannee County. School District data regarding free and reduced lunch status was utilized. State assessment data, district progress monitoring data, school grades and attendance data, etc.

- Identify ways the 21st CCLC program supports the School Improvement Plans of the target schools.

Because the programs are actually run by the school district, they have a much closer tie to the School Improvement Plan. Principals work closely with the program director and site coordinators on SIP goals.

- Identify and describe community resources and supports that are available to meet student needs or that could be aligned with the proposed program services.

The Program Director is constantly in search of more community support. She has doubled the community partners table in the past five years. Because the program is run through the school system, the program participants are supported by the Suwannee County School District student/family support services. This interaction brings the support of Title IA, Title IC Migrant, Title IX Homeless, Title III ELL, Student Services, ESE Services, and other supports to the table for all students participating in the 21st CCLC program.

- Describe how the program plans to close the gaps in services where the resources currently available are insufficient to meet the needs of the community

Again, because the program is run by the district, all gaps in services are met with the full support of the school district.

- Include a description of the consultation with eligible private schools to determine the need for a 21st CCLC program.

Suwannee County School District consults with private schools on all federal programs. The Coordinator of School Improvement/Title I leads those conversations with the assistance of the other coordinators. Every private school is visited at least once per year and public meetings are scheduled and noticed to invite interested parties to the table for discussion.

3.4 Time and Frequency of Service Provision for Students and Adult Family Members

- Describe how students with special needs will be served.

All students are eligible to participate in our 21st CCLC program. The SCSD ESE Services department assists and supplements our program as needed.

3.7 Approved Program Activities

- Include activities that follow best practices including research and evaluation-based practices.

Small group activities will be utilized, as well as cooperative groups. Project based learning has been used during the past five years in this program. All of these, as well as other research and evidence-based practices will be utilized after school.

3.8 Applicant's Experience and Capacity

- Describe what experience the applicant has in collecting, maintaining, and analyzing and reporting accurate evaluation data.

This is the fourth 21st CCLC grant that the SCSD has received. Our district has successfully managed more than 12 years of program data collection. Also, the same department that oversees all district federal programs will be working with this grant. There have been no significant findings in our previous grants.

- Describe what processes are in place to support the evaluation activities required

The Assistant Superintendent of Instruction oversees the evaluation of the 21st CCLC program and other federal grant projects, and has done so for the past five years. There is a smooth process in place for the collection of data and the transfer of information to the 3rd party evaluator.

- Describe what pertinent experience the agency has in using evaluation data to improve program plans in an effort to improve program quality.

The 3rd party evaluator provides the program with periodic program reviews for ongoing program improvement, as well as a comprehensive summative review to be utilized in planning the next year's application/programming.

3.9(a) Staffing Plan

- Include the appropriate staff, both in numbers and qualifications, for the proposed activities and ratios

Suwannee County School District teachers and paraprofessionals will be the primary employees at all sites. In the event that enough district employees cannot be found to run the program, then retired teachers from the community are contacted to see if they are interested. Finally, if there is not enough interest, the district would open employment to other community members. In the past 10 years of 21st CCLC grants, the program has not had to go outside of the district for employees.

- Include a description ensuring Florida Professional/Temporary Educators are used to deliver activities aimed at improving academic performance

SCSD will ensure that academic activities aimed at improving academic performance will be supervised by Florida certified teachers. Due to language in our current collective bargaining agreement, teachers must be paid their currently hourly rate. The funding and ratio requirements for the new grant will not allow the district to employ teachers at their hourly rate, so the program was written utilizing paraprofessionals. In the past five years, the paraprofessional positions in our 21st CCLC grant have been filled by certified teachers interested in earning additional money. We anticipate that this will be the case for the new cohort cycle, as well. The program director for the grant is a certified teacher, and the site coordinators at each location are certified teachers.



**2018-19 Request for Proposal (RFP), 21st Century Community Learning Centers
Measurable Objectives and Assessments**

Suwannee County School District (Cohort 17 – K-5: Zapping the GAP) – 610-2449B-9CCC1

STATEWIDE STANDARD OBJECTIVES

Academic Objectives in Core Subjects (All Programs)

| Objective Domain Area | Objective 1: English Language Arts/Writing | Objective 2: Mathematics | Objective 3: Science |
|---|---|--|--|
| Objective Narrative | Improve English Language Arts performance to a satisfactory level or above or maintain an above satisfactory level of performance | Improve mathematics to a satisfactory level or above or maintain an above satisfactory level of performance | Improve science to a satisfactory level or above or maintain an above satisfactory level of performance. |
| Objective Assessment | 65% of regularly participating students will improve to a satisfactory English Language Arts grade or above, or maintain a high grade across the program year | 65% of regularly participating students will improve to a satisfactory mathematics grade or above, or maintain a high grade across the program year | 60% of regularly participating students will improve to a satisfactory science grade or above, or maintain a high grade across the program year |
| Measure | Academic Report Card Grades | Academic Report Card Grades | Academic Report Card Grades |
| Standard for Success for graded courses using A-F grading scale | Maintain an A/B grade or improve from a grade of C to B or a grade of D/F to C (or grading scale equivalents) | Maintain an A/B grade or improve from a grade of C to B or a grade of D/F to C (or grading scale equivalents) | Maintain an A/B grade or improve from a grade of C to B or a grade of D/F to C (or grading scale equivalents) |
| Student Grade Groups Measured | All grade levels | All grade levels | All grade levels |
| Benchmark | 65 | 65 | 60 |
| Justify the Benchmark | Based on the School Grades data for targeted schools, the average ELA achievement was 53%. It is ideal to have the benchmark above (approximately 10%) the current performance of the targeted school which would make it challenging yet achievable over the course of the funding period. | Based on School Grades data for targeted schools, the average math achievement was 55%. It is ideal to have the benchmark above (approximately 10%) the current performance of the targeted school which would make it challenging yet achievable over the course of the funding period. | Based on School Grades data for targeted schools, the average math achievement was 48%. It is ideal to have the benchmark above (approximately 10%) the current performance of the targeted school which would make it challenging yet achievable over the course of the funding period |
| Person(s) Responsible for Data Collection | Data on grades and standardized test scores are collected by the State, District, and Schools. These data are placed into District-wide databases. The District provides in-kind support from the Assistant Superintendent of Instruction (Suwannee County School Board), who is responsible for and oversees all data collection for the 21st CCLC project | Data on grades and standardized test scores are collected by the State, District, and Schools. These data are placed into District-wide databases. The District provides in-kind support from the Assistant Superintendent of Instruction (Suwannee County School Board), who is responsible for and oversees all data collection for the 21st CCLC project. | Data on grades and standardized test scores are collected by the State, District, and Schools. These data are placed into District-wide databases. The District provides in-kind support from the Assistant Superintendent of Instruction (Suwannee County School Board), who is responsible for and oversees all data collection for the 21st CCLC project. |



**2018-19 Request for Proposal (RFP), 21st Century Community Learning Centers
Measurable Objectives and Assessments**

| | | | |
|------------------------------------|---|---|---|
| Plan for Obtaining Data | The District collects all data on grades and standardized tests, maintaining the data at the district level for all enrolled students. The evaluator works directly with the Assistant Superintendent of Instruction (Suwannee County School Board) on-site to pull down the necessary data, de-identify the data, and connect the data to the student attendance in the 21st CCLC program. The evaluator has a data sharing agreement with the district. There is no burden on the 21st CCLC program, as all data are provided in-kind. Data are provided on only students participating in 21st CCLC. | The District collects all data on grades and standardized tests, maintaining the data at the district level for all enrolled students. The evaluator works directly with the Assistant Superintendent of Instruction (Suwannee County School Board) on-site to pull down the necessary data, de-identify the data, and connect the data to the student attendance in the 21st CCLC program. The evaluator has a data sharing agreement with the district. There is no burden on the 21st CCLC program, as all data are provided in-kind. Data are provided on only students participating in 21st CCLC. | The District collects all data on grades and standardized tests, maintaining the data at the district level for all enrolled students. The evaluator works directly with the Assistant Superintendent of Instruction (Suwannee County School Board) on-site to pull down the necessary data, de-identify the data, and connect the data to the student attendance in the 21st CCLC program. The evaluator has a data sharing agreement with the district. There is no burden on the 21st CCLC program, as all data are provided in-kind. Data are provided on only students participating in 21st CCLC. |
| Data Collection Points | Academic grades for quarters 1, 2, and 4 | Academic grades for quarters 1, 2, and 4 | Academic grades for quarters 1, 2, and 4 |
| Mid-Year Change Measured | Change in academic grades from quarter 1 to quarter 2. | Change in academic grades from quarter 1 to quarter 2 | Change in academic grades from quarter 1 to quarter 2. |
| End-of-Year Change Measured | Change in academic grades from quarter 1 to quarter 4. | Change in academic grades from quarter 1 to quarter 4. | Change in academic grades from quarter 1 to quarter 4. |

Objectives for Academic Benchmarks (All Programs)

| | | | |
|--------------------------------------|--|--|--|
| Objective Domain Area | Objective 4a: Third Grade Promotion | | |
| Objective Narrative | Improve the third grade promotion rate based on Florida Standard Assessment (FSA) requirements. | | |
| Objective Assessment | 85% of regularly participating students in third grade will achieve promotion based on their performance on the FSA. | | |
| Measure | FSA Score | | |
| Standard for Success | Students achieve an FSA score sufficient to achieve promotion to fourth grade. | | |
| Student Grade Groups Measured | 3rd Grade | | |
| Benchmark | 85 | | |
| Justify the Benchmark | Based on the FSA data for ELA and the criteria for third grade promotion using FSA (score of Level 2 or above), the average percentage of students from the targeted schools that met the standard of success was 83%. | | |



**2018-19 Request for Proposal (RFP), 21st Century Community Learning Centers
Measurable Objectives and Assessments**

| | | | |
|--|---|--|--|
| | (Suwannee Elementary 81%; Branford Elementary 85%). | | |
| Person(s) Responsible for Data Collection | Data on grades and standardized test scores are collected by the State, District, and Schools. These data are placed into District-wide databases. The District provides in-kind support from the Assistant Superintendent of Instruction (Suwannee County School Board), who is responsible for and oversees all data collection for the 21st CCLC project. | | |
| Plan for Obtaining Data | The District collects all data on grades and standardized tests, maintaining the data at the district level for all enrolled students. The evaluator works directly with the Assistant Superintendent of Instruction (Suwannee County School Board) on-site to pull down the necessary data, de-identify the data, and connect the data to the student attendance in the 21st CCLC program. The evaluator has a data sharing agreement with the district. There is no burden on the 21st CCLC program, as all data are provided in-kind. Data are provided on only students participating in 21st CCLC. | | |
| Data Collection Points | December, End of School Year | | |
| Mid-Year Change Measured | Progress monitoring assessment, if applicable | | |
| End-of-Year Change Measured | FSA Score | | |

APPLICANT-SPECIFIED OBJECTIVES

Objective 5: Personal Enrichment (All Programs)

| | |
|--|---|
| Objective Narrative | maintain high performance or improve interpersonal skills |
| Domain Area | Personal Enrichment - Behavior & Problem-Solving |
| Grade Levels Served | Elementary School Only |
| Student Grade Levels for Each Measure | K, 1 st , 2 nd , 3 rd , 4 th , 5 th |
| Objective Assessment | 75% of regularly participating students will maintain high performance or improve their interpersonal skills as measured by pre-, mid-, post-assessment. |
| Benchmark(s) | 75 |
| Justify the Benchmark(s) | The 2017-2018 disciplinary data for the four elementary schools demonstrates that students at all four schools could benefit from improved interpersonal and social skills. SES had 603 referrals, BES had 340 referrals, SPS had 312 referrals, SIS had 410 referrals. |
| Content Area | interpersonal skills |
| Participant Group | regularly participating students |



**2018-19 Request for Proposal (RFP), 21st Century Community Learning Centers
Measurable Objectives and Assessments**

| | |
|---|--|
| Intended Program Impact for Each Measure | maintain high performance or improve |
| Measure Category | pre-, mid-, post-assessment |
| Name of the Measure | Unknown -District is currently in the process of selecting materials that will be used in the regular day school and 21st CCLC. |
| If unknown, provide details on the type. | |
| Plan for Mid-Year Progress for Each Measure | A fall pre-post is provided for this metric. Students achieving this metric will either (1) maintain their level of interpersonal skills from pre-test to post-test or (2) improve their level of interpersonal skills (at least 5 percentage point increase in comparison score). |
| Plan for End-of-Year Performance for Each Measure | A spring assessment is provided for this metric, and is compared alongside the fall pre-post assessments. Students achieving this metric will either (1) maintain their level of interpersonal skills from pre-test to post-test or (2) improve their level of interpersonal skills (at least 5 percentage points increase in comparison score). |
| Plan for Obtaining Data for Each Measure | Pre-post assessments are developed and/or approved by the program evaluator the project director/site coordinators of the 21st CCLC program. The assessments are administered during the normal course of the program activities, allowing for an integrated activity that helps guide the programming to meet the needs of the students. All students are assessed in authentic activities. |

Objective 6: Personal Enrichment (If Serving Elementary Programs)

| | |
|---|--|
| Objective Narrative | maintain high performance or improve physical and personal wellness |
| Domain Area | Personal Enrichment - Health & Nutrition |
| Grade Levels Served | Elementary School Only |
| Student Grade Levels for Each Measure | K, 1 st , 2 nd , 3 rd , 4 th , 5 th |
| Objective Assessment | 75% of regularly participating students will maintain high performance or improve their physical and personal wellness as measured by pre-, mid-, post-assessment |
| Benchmark(s) | 75 |
| Justify the Benchmark(s) | In the previous grant cycle, our students had a goal to maintain high performance or improve their physical fitness as measured by pre-post assessment. Under the previous grant cycle (program ending in 2017-2018), nearly all students improved their physical fitness level by the end of the year. To align with the benchmark set during the previous grant cycle, the benchmark of 75% was selected. |
| Content Area | physical and personal wellness |
| Participant Group | regularly participating students |
| Intended Program Impact for Each Measure | maintain high performance or improve |
| Measure Category | pre-, mid-, post-assessment |
| Name of the Measure | SPARK PE Assessments |
| If unknown, provide details on the type. | |
| Plan for Mid-Year Progress for Each Measure | A fall pre-post is provided for this metric. Students achieving this metric will either (1) maintain their level of physical fitness from pre-test to post-test or (2) improve their level of physical fitness (at least 5 percentage points increase in comparison score). |
| Plan for End-of-Year Performance for Each Measure | A spring assessment is provided for this metric, and is compared alongside the fall pre-post assessments. Students achieving this metric will either (1) maintain their level of physical fitness from pre-test to post-test or (2) improve their level of physical fitness (at least 5 percentage points increase in comparison score). |
| Plan for Obtaining Data for Each Measure | Pre-post assessments are developed and/or approved by the program evaluator and a physical education teacher volunteering to support the 21st CCLC program. The assessments are administered during the normal course of the program activities, allowing for an integrated activity that helps guide the programming to meet the needs of the students. All students are assessed in authentic physical activities. |



**2018-19 Request for Proposal (RFP), 21st Century Community Learning Centers
Measurable Objectives and Assessments**

Objective 7: Adult Family Services (All Programs)

| | |
|---|--|
| Objective Narrative | report literacy skills |
| Domain Area | Family Literacy |
| Grade Levels Served | Elementary School Only |
| Student Grade Levels for Each Measure | K, 1 st , 2 nd , 3 rd , 4 th , 5 th |
| Objective Assessment | 50% of adult family members of regularly participating students will report their literacy skills as measured by perceptual survey (parent). |
| Benchmark(s) | 50 |
| Justify the Benchmark(s) | Previously, our program had a goal that 50% of the adult family members of regularly participating students will report their knowledge as measured by parent perceptual survey. Our program set a benchmark of 50% and consistently met or exceeded the measure. Under the previous grant cycle (program ending in 2017-2018), 100% of parents indicated knowledge gain in their literacy skills. To align with the benchmark set during the previous grant cycle, the benchmark of 50% was selected. |
| Content Area | literacy skills |
| Participant Group | adult family members of regularly participating students |
| Intended Program Impact for Each Measure | improve |
| Measure Category | perceptual survey (parent) |
| Name of the Measure If unknown, provide details on the type. | Adult Literacy Performance Survey (ALPS): Knowledge and Impact -- The ALPS will be provided to all parents attending the adult family literacy trainings under the 21st CCLC program. |
| Plan for Mid-Year Progress for Each Measure | Success is measured by the number of parents responding positively to the seven questions on the ALPS. The ALPS assesses self-reported impact on knowledge and conative impacts on parenting and educational involvement. Mid-year progress will explore the proportion of parents reporting increased knowledge and/or cognitive impacts secondary to participating in adult family literacy trainings. Mid-year progress will be based on those trainings occurring from the Summer to December. |
| Plan for End-of-Year Performance for Each Measure | End-of-Year progress will be based on all adult family literacy trainings provided from the Summer to the end of the Academic Year (in keeping with federal data reporting periods). Success is measured by the number of parents responding positively to the seven questions on the ALPS. The ALPS assesses self-reported impact on knowledge and conative impacts on parenting and educational involvement. End-of-year progress will explore the proportion of parents reporting increased knowledge and/or conative impacts secondary to participating in adult family literacy trainings. |
| Plan for Obtaining Data for Each Measure | Only parents actively participating in the adult family literacy events will be assessed with the ALPS. The survey is administered at the end of each adult family literacy training providing during the course of the program year. Data are collected via paper-and-pencil methods and entered into a database. The data are anonymous, and they are not connected to student or adult family member names or demographics. Anonymous data are most likely to provide realistic and more accurate responses and feedback. Data are then provided to the evaluator for analysis and feedback to the program. |

| Original RFP Proposal | | | | | | |
|--|------------|---------|--------|--------|---------------|--------------------|
| Suwannee Primary School | | | | | | |
| | # Students | Hrs/Day | # Days | Rate | Service Total | Proportion Applied |
| Before School | 40 | 1 | 151 | \$2.00 | \$ 12,080.00 | 100.00% |
| After School | 100 | 2.5 | 156 | \$4.00 | \$ 156,000.00 | \$ 156,000.00 |
| After School w/ Transportation | | | | \$5.00 | \$ - | \$ - |
| Early Release | | | | \$4.00 | \$ - | \$ - |
| Weekend Days | | | | \$4.00 | \$ - | \$ - |
| Weekend Days w/ Transportation | | | | \$5.00 | \$ - | \$ - |
| Holiday & School Breaks (Winter/Spring) | | | | \$6.00 | \$ - | \$ - |
| Holidays & School Breaks (Winter/Spring) w/ Transportation | | | | \$7.00 | \$ - | \$ - |
| Summer | 25 | 4 | 27 | \$6.00 | \$ 16,200.00 | \$ 16,200.00 |
| Summer w/ Transportation | | | | \$7.00 | \$ - | \$ - |
| | | | | | \$ 184,280.00 | \$ 184,280.00 |

| Bradford Elementary School | | | | | | |
|--|------------|---------|--------|--------|---------------|--------------------|
| | # Students | Hrs/Day | # Days | Rate | Service Total | Proportion Applied |
| Before School | 30 | 1 | 151 | \$2.00 | \$ 9,060.00 | 100.00% |
| After School | 90 | 2.5 | 156 | \$4.00 | \$ 140,400.00 | \$ 140,400.00 |
| After School w/ Transportation | | | | \$5.00 | \$ - | \$ - |
| Early Release | | | | \$4.00 | \$ - | \$ - |
| Weekend Days | | | | \$4.00 | \$ - | \$ - |
| Weekend Days w/ Transportation | | | | \$5.00 | \$ - | \$ - |
| Holiday & School Breaks (Winter/Spring) | | | | \$6.00 | \$ - | \$ - |
| Holidays & School Breaks (Winter/Spring) w/ Transportation | | | | \$7.00 | \$ - | \$ - |
| Summer | 30 | 4 | 27 | \$6.00 | \$ 19,440.00 | \$ 19,440.00 |
| Summer w/ Transportation | | | | \$7.00 | \$ - | \$ - |
| | | | | | \$ 168,900.00 | \$ 168,900.00 |

| Suwannee Elementary School | | | | | | |
|--|------------|---------|--------|--------|---------------|--------------------|
| | # Students | Hrs/Day | # Days | Rate | Service Total | Proportion Applied |
| Before School | 40 | 1 | 151 | \$2.00 | \$ 12,080.00 | 100.00% |
| After School | 110 | 2.5 | 156 | \$4.00 | \$ 171,600.00 | \$ 171,600.00 |
| After School w/ Transportation | | | | \$5.00 | \$ - | \$ - |
| Early Release | | | | \$4.00 | \$ - | \$ - |
| Weekend Days | | | | \$4.00 | \$ - | \$ - |
| Weekend Days w/ Transportation | | | | \$5.00 | \$ - | \$ - |
| Holiday & School Breaks (Winter/Spring) | | | | \$6.00 | \$ - | \$ - |
| Holidays & School Breaks (Winter/Spring) w/ Transportation | | | | \$7.00 | \$ - | \$ - |
| Summer | 25 | 4 | 27 | \$6.00 | \$ 16,200.00 | \$ 16,200.00 |
| Summer w/ Transportation | | | | \$7.00 | \$ - | \$ - |
| | | | | | \$ 199,880.00 | \$ 199,880.00 |

| Suwannee Intermediate School | | | | | | |
|--|------------|---------|--------|--------|---------------|--------------------|
| | # Students | Hrs/Day | # Days | Rate | Service Total | Proportion Applied |
| Before School | 30 | 1 | 151 | \$3.00 | \$ 9,060.00 | 100.00% |
| After School | 80 | 2.5 | 156 | \$4.00 | \$ 124,800.00 | \$ 124,800.00 |
| After School w/ Transportation | | | | \$5.00 | \$ - | \$ - |
| Early Release | | | | \$4.00 | \$ - | \$ - |
| Weekend Days | | | | \$4.00 | \$ - | \$ - |
| Weekend Days w/ Transportation | | | | \$5.00 | \$ - | \$ - |
| Holiday & School Breaks (Winter/Spring) | | | | \$6.00 | \$ - | \$ - |
| Holidays & School Breaks (Winter/Spring) w/ Transportation | | | | \$7.00 | \$ - | \$ - |
| Summer | 20 | 4 | 27 | \$6.00 | \$ 12,960.00 | \$ 12,960.00 |
| Summer w/ Transportation | | | | \$7.00 | \$ - | \$ - |
| | | | | | \$ 146,820.00 | \$ 146,820.00 |

Total as per operations = \$ 699,880.00 \$ 699,880.00

Budget Request = \$ 699,880.00
Proportion = 100.00%

| Revised | | | | | | |
|--|------------|---------|--------|--------|---------------|--------------------|
| Suwannee Primary School | | | | | | |
| | # Students | Hrs/Day | # Days | Rate | Service Total | Proportion Applied |
| Before School | 40 | 1 | 150 | \$2.00 | \$ 12,000.00 | 100.00% |
| After School | 100 | 2.5 | 156 | \$4.00 | \$ 156,000.00 | \$ 156,000.00 |
| After School w/ Transportation | | | | \$5.00 | \$ - | \$ - |
| Early Release | | | | \$4.00 | \$ - | \$ - |
| Weekend Days | | | | \$4.00 | \$ - | \$ - |
| Weekend Days w/ Transportation | | | | \$5.00 | \$ - | \$ - |
| Holiday & School Breaks (Winter/Spring) | | | | \$6.00 | \$ - | \$ - |
| Holidays & School Breaks (Winter/Spring) w/ Transportation | | | | \$7.00 | \$ - | \$ - |
| Summer | 25 | 4 | 27 | \$6.00 | \$ 16,200.00 | \$ 16,200.00 |
| Summer w/ Transportation | | | | \$7.00 | \$ - | \$ - |
| | | | | | \$ 184,200.00 | \$ 184,200.00 |

| Bradford Elementary School | | | | | | |
|--|------------|---------|--------|--------|---------------|--------------------|
| | # Students | Hrs/Day | # Days | Rate | Service Total | Proportion Applied |
| Before School | 30 | 1 | 150 | \$2.00 | \$ 9,000.00 | 100.00% |
| After School | 90 | 2.5 | 156 | \$4.00 | \$ 140,400.00 | \$ 140,400.00 |
| After School w/ Transportation | | | | \$5.00 | \$ - | \$ - |
| Early Release | | | | \$4.00 | \$ - | \$ - |
| Weekend Days | | | | \$4.00 | \$ - | \$ - |
| Weekend Days w/ Transportation | | | | \$5.00 | \$ - | \$ - |
| Holiday & School Breaks (Winter/Spring) | | | | \$6.00 | \$ - | \$ - |
| Holidays & School Breaks (Winter/Spring) w/ Transportation | | | | \$7.00 | \$ - | \$ - |
| Summer | 30 | 4 | 27 | \$6.00 | \$ 19,440.00 | \$ 19,440.00 |
| Summer w/ Transportation | | | | \$7.00 | \$ - | \$ - |
| | | | | | \$ 168,840.00 | \$ 168,840.00 |

| Suwannee Elementary School | | | | | | |
|--|------------|---------|--------|--------|---------------|--------------------|
| | # Students | Hrs/Day | # Days | Rate | Service Total | Proportion Applied |
| Before School | 40 | 1 | 150 | \$2.00 | \$ 12,000.00 | 100.00% |
| After School | 110 | 2.5 | 156 | \$4.00 | \$ 171,600.00 | \$ 171,600.00 |
| After School w/ Transportation | | | | \$5.00 | \$ - | \$ - |
| Early Release | | | | \$4.00 | \$ - | \$ - |
| Weekend Days | | | | \$4.00 | \$ - | \$ - |
| Weekend Days w/ Transportation | | | | \$5.00 | \$ - | \$ - |
| Holiday & School Breaks (Winter/Spring) | | | | \$6.00 | \$ - | \$ - |
| Holidays & School Breaks (Winter/Spring) w/ Transportation | | | | \$7.00 | \$ - | \$ - |
| Summer | 25 | 4 | 27 | \$6.00 | \$ 16,200.00 | \$ 16,200.00 |
| Summer w/ Transportation | | | | \$7.00 | \$ - | \$ - |
| | | | | | \$ 199,800.00 | \$ 199,800.00 |

| Suwannee Intermediate School | | | | | | |
|--|------------|---------|--------|--------|---------------|--------------------|
| | # Students | Hrs/Day | # Days | Rate | Service Total | Proportion Applied |
| Before School | 30 | 1 | 150 | \$2.00 | \$ 9,000.00 | 100.00% |
| After School | 80 | 2.5 | 156 | \$4.00 | \$ 124,800.00 | \$ 124,800.00 |
| After School w/ Transportation | | | | \$5.00 | \$ - | \$ - |
| Early Release | | | | \$4.00 | \$ - | \$ - |
| Weekend Days | | | | \$4.00 | \$ - | \$ - |
| Weekend Days w/ Transportation | | | | \$5.00 | \$ - | \$ - |
| Holiday & School Breaks (Winter/Spring) | | | | \$6.00 | \$ - | \$ - |
| Holidays & School Breaks (Winter/Spring) w/ Transportation | | | | \$7.00 | \$ - | \$ - |
| Summer | 20 | 4 | 27 | \$6.00 | \$ 12,960.00 | \$ 12,960.00 |
| Summer w/ Transportation | | | | \$7.00 | \$ - | \$ - |
| | | | | | \$ 146,760.00 | \$ 146,760.00 |

Total as per operations = \$ 699,600.00 \$ 699,600.00 Maximum Funding



| | | | |
|---------------------------|----------------------------|-----------------------|-------------------------------|
| Agency Name | Suwannee CSD | Project Number | 610-2449B-9CCC1 |
| Site Name | Suwannee Elementary School | | |
| Site Address: | 1748 S Ohio Ave | City | Live Oak |
| | | County | Suwannee |
| Site Contact Name: | Amy Boggus | Phone | 386-647-4400 |
| | | Email | Amy.boggus@suwannee.k12.fl.us |

| ADULT FAMILY MEMBER SERVICES | | | |
|--|---|--|----|
| Describe Frequency, Duration, and Dosage: | AFMS will be offered quarterly for a periods of 1 hour each. Because Suwannee Primary, Suwannee Elementary, and Suwannee Intermediate serve students from the same households, their Adult Family events will be held together and rotate locations to make attendance more convenient for parents with students at more than one school. | | |
| Total Number of Sessions | 5 | Total Number of Adult Family Members Served | 25 |



| | | | |
|---------------------------|------------------------------|-----------------------|-----------------------------------|
| Agency Name | Suwannee CSD | Project Number | 610-2449B-9CCC1 |
| Site Name | Suwannee Intermediate School | | |
| Site Address: | 1419 Walker Ave | City | Live Oak |
| | | County | Suwannee |
| Site Contact Name: | Jennifer Beach | Phone | 386-647-4702 |
| | | Email | Jennifer.beach@suwannee.k12.fl.us |

| TARGET SCHOOLS | | | | | | | | | |
|--|-------------------------|------------|-----------------------------|--------------------------|----|----|-----|---|---|
| School Name | School-wide Information | | | # Targeted Students | | | | | |
| | Grades Served by School | Enrollment | Free and Reduced Lunch Rate | Grades Served by Program | BS | AS | SUM | W | H |
| Suwannee Intermediate School 610042 | 4,5 | 800 | 100% | 4,5 | 30 | 80 | 20 | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | TOTAL | 30 | 80 | 20 | | |

| BEFORE SCHOOL SITE OPERATIONS | | | | | | |
|-------------------------------|--|----------|-----------|------------------------------|---------|---|
| Start Date | 9/17/2018 | End Date | 5/29/2019 | Total Number of Service Days | | 150 |
| Non-service days | 9/24/18, 10/12/18, 10/29/18, 11/12/18, 11/19/18, 11/20/18, 11/21/18, 11/22/18, 11/23/18, 12/21/18, 12/24/18, 12/25/18, 12/26/18, 12/27/18, 12/28/18, 12/13/18, 1/1/19, 1/2/19, 1/3/19, 1/4/19, 1/21/19, 1/28/19, 2/15/19, 2/18/19, 3/15/19, 3/18/19, 4/15/19, 4/16/19, 4/17/19, 4/18/19, 4/19/19, 4/22/19, 5/27/19 | | | | | |
| | Monday | Tuesday | Wednesday | Thursday | Friday | Total hours of Before School services per typical week. |
| Start Time | 7:00 AM | 7:00 AM | 7:00 AM | 7:00 AM | 7:00 AM | |
| End Time | 8:00 AM | 8:00 AM | 8:00 AM | 8:00 AM | 8:00 AM | |
| Hours | 1 | 1 | 1 | 1 | 1 | |
| | | | | | | 5 |

| AFTER SCHOOL SITE OPERATIONS | | | | | | | |
|------------------------------|--|---------|-----------|--------------------|---------|--|-----|
| Start Date | 9/4/2018 | | End Date | 5/24/19 | | Total Number of Service Days | 156 |
| Non-service days | 9/24/18, 10/12/18, 10/29/18, 11/12/18, 11/19/18, 11/20/18, 11/21/18, 11/22/18, 11/23/18, 12/20/18, 12/21/18, 12/24/18, 12/25/18, 12/26/18, 12/27/18, 12/28/18, 12/13/18, 1/1/19, 1/2/19, 1/3/19, 1/4/19, 1/21/19, 1/28/19, 2/15/19, 2/18/19, 3/15/19, 3/18/19, 4/15/19, 4/16/19, 4/17/19, 4/18/19, 4/19/19, 4/22/19, | | | | | | |
| | Monday | Tuesday | Wednesday | Thursday | Friday | Total hours of After School services per typical week. | |
| Start Time | 2:55 PM | 2:55 PM | 2:55 PM | 2:55 PM | 2:55 PM | | |
| End Time | 5:25 PM | 5:25 PM | 5:25 PM | 5:25 PM | 5:25 PM | | |
| Hours | 2.5 | 2.5 | 2.5 | 2.5 | 2.5 | 12.5 | |
| Early Release Dates | | | | Total Service Days | | Hours/Day | |

| WEEKEND, HOLIDAY, SCHOOL BREAK SITE OPERATIONS | | | | | |
|--|----------------|---|------------|----------|--|
| Service days | | | | | |
| | Holidays/Break | Total number of Holiday, School Break service days. | | Saturday | Total number of Weekend service days. |
| Start Time | | | Start Time | | |
| End Time | | | End Time | | |
| Hours | | | Hours | | |

| SUMMER SITE OPERATIONS | | | | | | | |
|------------------------|----------|----------|-----------|----------|--------|------------------------------|--|
| Start Date | 6/10/19 | | End Date | 7/25/19 | | Total Number of Service Days | 27 |
| Non-service days | 7/4/19 | | | | | | |
| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Total hours of Summer services per typical week. |
| Start Time | 8:00 AM | 8:00 AM | 8:00 AM | 8:00 AM | | | |
| End Time | 12:00 PM | 12:00 PM | 12:00 PM | 12:00 PM | | | |
| Hours | 4 | 4 | 4 | 4 | | | |
| | | | | | | | 16 |

| ADULT FAMILY MEMBER SERVICES | | | |
|---|---|---|----|
| Describe Frequency, Duration, and Dosage: | AFMS will be offered quarterly for a periods of 1 hour each. Because Suwannee Primary, Suwannee Elementary, and Suwannee Intermediate serve students from the same households, their Adult Family events will be held together and rotate locations to make attendance more convenient for parents with students at more than one school. | | |
| Total Number of Sessions | 5 | Total Number of Adult Family Members Served | 25 |



| | | | | | |
|---------------------------|-------------------------|-----------------------|------------------|---------------|----------------------------------|
| Agency Name | Suwannee CSD | Project Number | 610-2449B-9CCCC1 | | |
| Site Name | Suwannee Primary School | | | | |
| Site Address: | 1625 Walker Ave SW | City | Live Oak | County | Suwannee |
| Site Contact Name: | Marsha Tedder | Phone | 386-647-4300 | Email | Marsha.tedder@suwannee.k12.fl.us |

| TARGET SCHOOLS | | | | | | | | | |
|-----------------------------------|-------------------------|------------|-----------------------------|--------------------------|----|-----|-----|---|---|
| School Name | School-wide Information | | | # Targeted Students | | | | | |
| | Grades Served by School | Enrollment | Free and Reduced Lunch Rate | Grades Served by Program | BS | AS | SUM | W | H |
| Suwannee Primary School 610011 | PK, K, 1 | 800 | 100% | K,1 | 40 | 100 | 25 | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | TOTAL | 40 | 100 | 25 | | |

| BEFORE SCHOOL SITE OPERATIONS | | | | | | |
|-------------------------------|--|----------|-----------|------------------------------|---------|---|
| Start Date | 9/17/2018 | End Date | 5/29/2019 | Total Number of Service Days | 150 | |
| Non-service days | 9/24/18, 10/12/18, 10/29/18, 11/12/18, 11/19/18, 11/20/18, 11/21/18, 11/22/18, 11/23/18, 12/21/18, 12/24/18, 12/25/18, 12/26/18, 12/27/18, 12/28/18, 12/13/18, 1/1/19, 1/2/19, 1/3/19, 1/4/19, 1/21/19, 1/28/19, 2/15/19, 2/18/19, 3/15/19, 3/18/19, 4/15/19, 4/16/19, 4/17/19, 4/18/19, 4/19/19, 4/22/19, 5/27/19 | | | | | |
| | Monday | Tuesday | Wednesday | Thursday | Friday | Total hours of Before School services per typical week. |
| Start Time | 7:00 AM | 7:00 AM | 7:00 AM | 7:00 AM | 7:00 AM | |
| End Time | 8:00 AM | 8:00 AM | 8:00 AM | 8:00 AM | 8:00 AM | |
| Hours | 1 | 1 | 1 | 1 | 1 | 5 |

| AFTER SCHOOL SITE OPERATIONS | | | | | | | |
|------------------------------|--|----------|-----------|------------------------------|---------|--|--|
| Start Date | 9/4/2018 | End Date | 5/24/19 | Total Number of Service Days | | 156 | |
| Non-service days | 9/24/18, 10/12/18, 10/29/18, 11/12/18, 11/19/18, 11/20/18, 11/21/18, 11/22/18, 11/23/18, 12/20/18, 12/21/18, 12/24/18, 12/25/18, 12/26/18, 12/27/18, 12/28/18, 12/13/18, 1/1/19, 1/2/19, 1/3/19, 1/4/19, 1/21/19, 1/28/19, 2/15/19, 2/18/19, 3/15/19, 3/18/19, 4/15/19, 4/16/19, 4/17/19, 4/18/19, 4/19/19, 4/22/19, | | | | | | |
| | Monday | Tuesday | Wednesday | Thursday | Friday | Total hours of After School services per typical week. | |
| Start Time | 2:25 PM | 2:25 PM | 2:25 PM | 2:25 PM | 2:25 PM | | |
| End Time | 4:55 PM | 4:55 PM | 4:55 PM | 4:55 PM | 4:55 PM | | |
| Hours | 2.5 | 2.5 | 2.5 | 2.5 | 2.5 | 12.5 | |
| Early Release Dates | | | | Total Service Days | | Hours/Day | |

| WEEKEND, HOLIDAY, SCHOOL BREAK SITE OPERATION: | | | | | |
|--|----------------|---|------------|----------|--|
| Service days | | | | | |
| | Holidays/Break | Total number of Holiday, School Break service days. | | Saturday | Total number of Weekend service days. |
| Start Time | | | Start Time | | |
| End Time | | | End Time | | |
| Hours | | | Hours | | |

| SUMMER SITE OPERATIONS | | | | | | | |
|------------------------|----------|----------|-----------|----------|--------|------------------------------|--|
| Start Date | 6/10/19 | | End Date | 7/25/19 | | Total Number of Service Days | 27 |
| Non-service days | 7/4/19 | | | | | | |
| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Total hours of Summer services per typical week. |
| Start Time | 8:00 AM | 8:00 AM | 8:00 AM | 8:00 AM | | | |
| End Time | 12:00 PM | 12:00 PM | 12:00 PM | 12:00 PM | | | |
| Hours | 4 | 4 | 4 | 4 | | | |
| | 16 | | | | | | |

| ADULT FAMILY MEMBER SERVICES | | | |
|---|---|---|----|
| Describe Frequency, Duration, and Dosage: | AFMS will be offered quarterly for a periods of 1 hour each. Because Suwannee Primary, Suwannee Elementary, and Suwannee Intermediate serve students from the same households, their Adult Family events will be held together and rotate locations to make attendance more convenient for parents with students at more than one school. | | |
| Total Number of Sessions | 5 | Total Number of Adult Family Members Served | 25 |



| | | | | | |
|---------------------------|----------------------------|-----------------------|-----------------|---------------|-------------------------------------|
| Agency Name | Suwannee CSD | Project Number | 610-2449B-9CCC1 | | |
| Site Name | Branford Elementary School | | | | |
| Site Address: | 26801 SR 247 | City | Branford | County | Suwannee |
| Site Contact Name: | Deidre McManaway | Phone | 386-935-5700 | Email | Deidre.mcmanaway@suwannee.k12.fl.us |

| TARGET SCHOOLS | | | | | | | | | |
|--------------------------------------|-------------------------|------------|-----------------------------|--------------------------|----|----|-----|---|---|
| School Name | School-wide Information | | | # Targeted Students | | | | | |
| | Grades Served by School | Enrollment | Free and Reduced Lunch Rate | Grades Served by Program | BS | AS | SUM | W | H |
| Branford Elementary School 610089 | PK, K, 1,2,3,4,5 | 700 | 100% | K,1,2,3,4,5 | 30 | 90 | 30 | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | TOTAL | 30 | 90 | 50 | | |

| BEFORE SCHOOL SITE OPERATIONS | | | | | | |
|-------------------------------|--|----------|-----------|------------------------------|---------|---|
| Start Date | 9/17/2018 | End Date | 5/29/2019 | Total Number of Service Days | | 150 |
| Non-service days | 9/24/18, 10/12/18, 10/29/18, 11/12/18, 11/19/18, 11/20/18, 11/21/18, 11/22/18, 11/23/18, 12/21/18, 12/24/18, 12/25/18, 12/26/18, 12/27/18, 12/28/18, 12/13/18, 1/1/19, 1/2/19, 1/3/19, 1/4/19, 1/21/19, 1/28/19, 2/15/19, 2/18/19, 3/15/19, 3/18/19, 4/15/19, 4/16/19, 4/17/19, 4/18/19, 4/19/19, 4/22/19, 5/27/19 | | | | | |
| | Monday | Tuesday | Wednesday | Thursday | Friday | Total hours of Before School services per typical week. |
| Start Time | 7:00 AM | 7:00 AM | 7:00 AM | 7:00 AM | 7:00 AM | |
| End Time | 8:00 AM | 8:00 AM | 8:00 AM | 8:00 AM | 8:00 AM | |
| Hours | 1 | 1 | 1 | 1 | 1 | |
| | | | | | | 5 |

| AFTER SCHOOL SITE OPERATIONS | | | | | | | |
|------------------------------|---|---------|-----------|--------------------|---------|--|-----|
| Start Date | 9/4/2018 | | End Date | 5/24/19 | | Total Number of Service Days | 156 |
| Non-service days | 9/24/18, 10/12/18, 10/29/18, 11/12/18, 11/19/18, 11/20/18, 11/21/18, 11/22/18, 11/23/18, 12/20/18, 12/21/18, 12/24/18, 12/25/18, 12/26/18, 12/27/18, 12/28/18, 12/13/18, 1/1/19, 1/2/19, 1/3/19, 1/4/19, 1/21/19, 1/28/19, 2/15/19, 2/18/19, 3/15/19, 3/18/19, 4/15/19, 4/16/19, 4/17/19, 4/18/19, 4/19/19, 4/22/19 | | | | | | |
| | Monday | Tuesday | Wednesday | Thursday | Friday | Total hours of After School services per typical week. | |
| Start Time | 2:50 PM | 2:50 PM | 2:50 PM | 2:50 PM | 2:50 PM | | |
| End Time | 5:20 PM | 5:20 PM | 5:20 PM | 5:20 PM | 5:20 PM | | |
| Hours | 2.5 | 2.5 | 2.5 | 2.5 | 2.5 | 12.5 | |
| Early Release Dates | | | | Total Service Days | | Hours/Day | |

| WEEKEND, HOLIDAY, SCHOOL BREAK SITE OPERATIONS | | | | | |
|--|----------------|---|------------|----------|--|
| Service days | | | | | |
| | Holidays/Break | Total number of Holiday, School Break service days. | | Saturday | Total number of Weekend service days. |
| Start Time | | | Start Time | | |
| End Time | | | End Time | | |
| Hours | | | Hours | | |

| SUMMER SITE OPERATIONS | | | | | | | |
|------------------------|----------|----------|-----------|----------|--------|------------------------------|--|
| Start Date | 6/10/19 | | End Date | 7/25/19 | | Total Number of Service Days | 27 |
| Non-service days | 7/4/19 | | | | | | |
| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Total hours of Summer services per typical week. |
| Start Time | 8:00 AM | 8:00 AM | 8:00 AM | 8:00 AM | | | |
| End Time | 12:00 PM | 12:00 PM | 12:00 PM | 12:00 PM | | | |
| Hours | 4 | 4 | 4 | 4 | | | |
| | | | | | | | 16 |

| ADULT FAMILY MEMBER SERVICES | | | |
|---|--|---|----|
| Describe Frequency, Duration, and Dosage: | AFMS will be offered quarterly for a periods of 1 hour each. | | |
| Total Number of Sessions | 3 | Total Number of Adult Family Members Served | 25 |

21st Century Community Learning Centers

Activity Plan: Rainforest

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|--|-----------------------------|
| Agency Name: Suwannee County School District | Project No: 610-2449B-9CCC1 |
|--|-----------------------------|

| | |
|---------------------------------------|---|
| ESSA Approved Program Activity | (1) academic enrichment learning programs, mentoring programs, remedial education activities, and tutoring services |
| Needs Assessment Result | <ul style="list-style-type: none"> 22.4% of SCSD students demonstrated proficiency on the Florida Standards Assessment for English Language Arts in the 2019-2018 school year. 38% of SCSD students in the lowest quartile demonstrated learning gains on the Florida Standards Assessment for English Language Arts in the 2017-18 school year. |
| Generated Objective | <ul style="list-style-type: none"> 55% of regularly attending students will improve to a satisfactory English Language Arts grade or above or maintain a high grade across the program year. |
| Time and Frequency of Activity | 2 days a week 30 minutes per day |
| Grade Level(s) | 4th |
| Number of Students | 25 |
| Number of Staff | Suwannee Intermediate School: <ul style="list-style-type: none"> Teacher: 1 Paraprofessional: 1 |
| Sample of Related Florida Standard(s) | Florida Standards English Language Arts: <ul style="list-style-type: none"> Reading Informational Text Key Ideas and Details. (LAFS.4.RI.1.1) Refer to details and examples in a text when explaining what the text says explicitly and when drawing inferences from the text. Craft and Structure. (LAFS.4.RI.1.2) Determine the main idea of a text and explain how it is supported by key details; summarize the text. |

| | |
|---|--|
| | <ul style="list-style-type: none"> • Range of Reading and Level of Complexity. (LAFS.4. RI.2.4) Determine the meaning of general academic and domain-specific words or phrases in a text relevant to a grade 4 topic or subject area. <p>Writing:</p> <ul style="list-style-type: none"> • Production and Distribution of Writing. (LAFS.4.W.2.6) With some guidance and support from adults, use technology, including the Internet, to produce and publish writing as well as to interact and collaborate with others; demonstrate sufficient command of keyboarding skills to type a minimum of one page in a single sitting. <p>Speaking and Listening:</p> <ul style="list-style-type: none"> • Comprehension and Collaboration. (LAFS.4.SL.1.2) Paraphrase portions of a text read aloud or information presented in diverse media and formats, including visually, quantitatively, and orally. • Presentation of Knowledge and Ideas. (LAFS.4.SL.2.4) Report on a topic or text, tell a story, or recount an experience in an organized manner, using appropriate facts and relevant, descriptive details to support main ideas or themes; speak clearly at an understandable pace. |
| Sample Description of Activities | <p>Using Kagan cooperative strategies, students will review scientific journals in a collaborative setting to reinforce peer knowledge and understanding the layers of the rainforest.</p> <p>Students will create a 3-D rainforest terrarium using a Mason jar, differentiating the layers.</p> |
| Materials and Resources | <ul style="list-style-type: none"> • American Reading curriculum • Electronic devices (Chrome book/tablet) • Paper • Pencils • Markers • Crayons • Mason jars • Plastic animal • Peat moss • Sticks • Glue • Water |

| | |
|-------------------------|--|
| | |
| Expected Outcome | <ul style="list-style-type: none"> • Students will be able to work collaboratively to produce a 3-D rainforest, differentiating the layers. |

21st Century Community Learning Centers

Activity Plan: Matter

| | |
|---|------------------------------------|
| Agency Name: Suwannee County School District | Project No: 610-2449B-9CCC1 |
|---|------------------------------------|

| | |
|--|---|
| ESSA Approved Program Activity | (1) academic enrichment learning programs, mentoring programs, remedial education activities, and tutoring services |
| Needs Assessment Result | <ul style="list-style-type: none"> 15.4 % of SCSD fifth grade students demonstrated proficiency on the Statewide Science Assessment in the 2017-18 school year. |
| Generated Objective | <ul style="list-style-type: none"> 50% of regularly participating students will improve to satisfactory science grade or above, or maintain a high grade across the program year |
| Time and Frequency of Activity | 1 day a week 30 minutes per day |
| Grade Level(s) | 2nd |
| Number of Students | 25 |
| Number of Staff | Suwannee Elementary School: <ul style="list-style-type: none"> Teachers: 1 Paraprofessionals: 1 |
| Sample of Related Florida Standard(s) | Florida Standards Science <ul style="list-style-type: none"> Explain how scientists alone or in groups are always investigating new ways to solve problems. (SC.N.1.6) Observe and measure objects in terms of their properties, including size, shape, color, temperature, weight, texture, sinking or floating in water, and attraction and repulsion of magnets. (SC.2.P.8.7) Ask "how do you know?" in appropriate situations and attempt reasonable answers when asked the same question by others. (SC.2.N.1.3) Infer based on observation (SC.3.N.1.4) Explain how particular scientific investigations should yield similar conclusions when repeated. |

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| | <p>Math:</p> <p>Reason abstractly and quantitatively</p> <ul style="list-style-type: none"> Mathematically proficient students make sense of quantities and their relationships in problem situations. (MAFA.K12.MP.2.1) <p>Writing:</p> <ul style="list-style-type: none"> Produce complete sentences when appropriate to task and situation in order to provide requested detail or clarification. (LAFS.2.SL.2.6) <p>Speaking and Listening:</p> <ul style="list-style-type: none"> Comprehension and Collaboration. (LAFS.K12.SL.2.4) <p>Present information, findings, and supporting evidence such that listeners can follow the line of reasoning and the organization, development, and style are appropriate to task, purpose, and audience.</p> |
| Sample Description of Activities | <p>Using a hands-on experiment, students will test an unknown substance to determine the state of matter. (GOO-YUCK)</p> <p>They will create a comparison chart, sketch observations, and write an explanatory conclusion before sharing results.</p> |
| Materials and Resources | <ul style="list-style-type: none"> newspaper Electronic devices (Chrome book/tablet) Newspaper Measuring cups Cornstarch Bowls Pans Food coloring Water |
| Expected Outcome | <ul style="list-style-type: none"> Students will be able to collaborate and compare observations based on an experiment. |

21st Century Community Learning Centers

Activity Plan: SPARK Parachute

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| Agency Name: Suwannee County School District | Project No: 610-2449B-9CCC1 |
|---|------------------------------------|

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| ESSA Approved Program Activity | (4) programs that support a healthy and active lifestyle, including nutritional education and regular, structured physical activity programs |
| Needs Assessment Result | <ul style="list-style-type: none"> 31% of adults and 12% of low income preschoolers in Suwannee County are considered obese. Early education in healthy lifestyle choices and physical fitness enables students to break the cycle of obesity. |
| Generated Objective | <ul style="list-style-type: none"> 75% of regularly participating students will maintain high performance or improve their physical fitness as measured by a pre-post assessment. |
| Time and Frequency of Activity | 5 days a week 30 minutes per day |
| Grade Level(s) | K |
| Number of Students | 25 |
| Number of Staff | Suwannee Primary School: <ul style="list-style-type: none"> Teacher: 1 Paraprofessional: 1 |
| Sample of Related Florida Standard(s) | Florida Standards Physical Education: <ul style="list-style-type: none"> Lifetime fitness. Identify opportunities for involvement in physical activities after the school day. (PE.K.L.3.4) Responsible Behaviors and Values. Exhibit responsible personal and social behavior that respects self and others in physical-activity settings. (PE.K.R.5.1) Movement Competency. Demonstrate competency in many, and proficiency in a few, movement forms from a variety of categories. (PE.K.M.1.13) Speaking and Listening: <ul style="list-style-type: none"> Presentation or knowledge of ideas speak audibly and express thoughts, feelings, and ideas clearly. (LAFS.K.SL.2.6) |

| | |
|---|---|
| Sample Description of Activities | <p>Using the SPARK parachute activity, students will master team-building skills while demonstrating competency in coordination and proficiency in their movements.</p> <p>Utilizing Kagan strategies, students will build peer relationships using SPARK curriculum.</p> |
| Materials and Resources | <ul style="list-style-type: none"> • SPARK curriculum • Parachute Demonstrate competency in many, and proficiency in a few, movement forms • Balls • Electronic device for music |
| Expected Outcome | <ul style="list-style-type: none"> • Students will exhibit proper social skills during team activities. |

21st Century Community Learning Centers

Activity Plan: Adult Family Member Night

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|--|-----------------------------|
| Agency Name: Suwannee County School District | Project No: 610-2449B-9CCC1 |
|--|-----------------------------|

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|---------------------------------------|--|
| ESSA Approved Program Activity | (10) parenting skills programs that promote parental involvement and family literacy |
| Needs Assessment Result | <ul style="list-style-type: none"> Students with parents who are involved in their school tend to have fewer behavioral problems and better academic performance, and are more likely to complete high school than students whose parents are not involved in their school. Positive effects of parental involvement have been demonstrated at both the elementary and secondary levels across several studies, with the largest effects often occurring at the elementary level. |
| Generated Objective | <ul style="list-style-type: none"> 50% of adult family members of regularly participating students will report their knowledge (in a specified area) as measured by perceptual survey (parent) |
| Time and Frequency of Activity | 1 day per month per schedule 1 hour per day |
| Grade Level(s) | K-5 |
| Number of Students | 25 |
| Number of Staff (by school) | Suwannee Elementary School: <ul style="list-style-type: none"> Site Coordinator: 1 Teachers: 4 Paraprofessionals: 4 |
| Sample of Related Florida Standard(s) | N/A |
| Sample Description of Activities | <ul style="list-style-type: none"> Welcome parents Explanation of 21st Century Community Learning Centers program requirements and activities Homework expectations Behavior expectations Program handbook Parent night attendance |

| | |
|-------------------------|--|
| | <ul style="list-style-type: none"> • Parent night surveys • Pick-up Procedures |
| Expected Outcome | 25 parents will be in attendance at our first informative parent night |

21st Century Community Learning Centers

Activity Plan: Personal Enrichment STEM

| | |
|---|------------------------------------|
| Agency Name: Suwannee County School District | Project No: 610-2449B-9CCC1 |
|---|------------------------------------|

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|--|---|
| ESSA Approved Program Activity | (13) programs that build skills in science, technology, engineering, and mathematics (STEM), including computer science, and that foster innovation in learning by supporting nontraditional STEM education teaching methods |
| Needs Assessment Result | <ul style="list-style-type: none"> 15.4% of SCSD fifth grade students demonstrated proficiency on the Statewide Science Assessment in the 2017-18 school year. 19.5% of SCSD students demonstrated proficiency on the Florida Standards Assessment for Mathematics in the 2017-18 school year. 22.4% of SCSD students demonstrated proficiency on the Florida Standards Assessment for English Language Arts in the 2017-18 school year. |
| Generated Objective | <ul style="list-style-type: none"> 75% of regularly participating students will acquire new knowledge on robotics as measured by a pre-post assessment. |
| Time and Frequency of Activity | 5 days a week 30 minutes daily |
| Grade Level(s) | 5th |
| Number of Students | 20 |
| Number of Staff (by school) | Suwannee Intermediate School: <ul style="list-style-type: none"> Teachers: 1 Paraprofessionals: 1 |
| Sample of Related Florida Standard(s) | Florida Standards Exploration of Robotics <ul style="list-style-type: none"> CTE-TECED.68.ENTECH.03.03 Explain how technology is closely linked with creativity, which has resulted in innovation |

| | |
|---|--|
| | <p>Speaking and Listening:</p> <ul style="list-style-type: none"> • Comprehension and Collaboration. (LAFS.5.SL.1.1) Engage effectively in a range of collaborative discussions (one-on-one, in groups, and teacher-led) with diverse partners on grade 5 topics and texts, building on others' ideas and expressing their own clearly • Presentation of Knowledge and Ideas. (LAFS.5.SL.2.5) Include multimedia components (e.g., graphics, sound) and visual displays in presentations when appropriate to enhance the development of main ideas or themes. |
| Sample Description of Activities | Build and program robots |
| Materials and Resources | <ul style="list-style-type: none"> • Legos • Chromebooks • 3-D Printer • Robot kits |
| Expected Outcome | Students will demonstrate their understanding of constructing robots through a collaborative effort. Team building, reflective practice and skill acquirement are all a part of the process. |



21st Century Community Learning Centers



Activity Plan: Math Pizza Party

| | |
|--|-----------------------------|
| Agency Name: Suwannee County School District | Project No: 610-2449B-9CCC1 |
|--|-----------------------------|

| | |
|---------------------------------------|---|
| ESSA Approved Program Activity | (1) academic enrichment learning programs, mentoring programs, remedial education activities, and tutoring services |
| Needs Assessment Result | |
| Generated Objective | <ul style="list-style-type: none">50% of regularly participating students will improve to a satisfactory mathematics grade or above, or maintain a high grade across the program year. |
| Time and Frequency of Activity | 2 days a week 30 minutes per day |
| Grade Level(s) | 3rd |
| Number of Students | 25 |
| Number of Staff (by school) | Suwannee Elementary School: <ul style="list-style-type: none">Teacher: 1Paraprofessional: 1 |
| Sample of Related Florida Standard(s) | Florida Standards Math: <ul style="list-style-type: none">Number and Operations - Fractions (MAFS.3.NF.1.1) Understand a fraction $\frac{1}{b}$ as the quantity formed by 1 part when a whole is partitioned into b equal parts; understand a fraction $\frac{a}{b}$ as the quantity formed by a parts of size $\frac{1}{b}$.Number and Operations - Fractions (MAFS.3.NF.1.3). Explain equivalence of fractions in special cases and compare fractions by reasoning about their size. |

| | |
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| | Speaking and Listening: <ul style="list-style-type: none"> • Presentation of knowledge and ideas: (LAFS.3.SL.2.6) Speak in complete sentences when appropriate to task and situation, in order to provide requested detail or clarification. |
| Sample Description of Activities | <p>Using Kagan cooperative strategies, students will use fraction strips to create a visual representation of equivalent fractions.</p> <p>Using donated pizzas from community partners, students will divide pizzas into various increments to visualize equivalent fractions prior to consumption.</p> |
| Materials and Resources | <ul style="list-style-type: none"> • Fraction strips • Pizza • Paper plates and napkins • American Reading curriculum |
| Expected Outcome | Students will collaborate to produce and compare various fractions to determine equivalency. |



21st Century Community Learning Centers



Activity Plan: Wild and Endangered Animals

| | |
|---|-------------------------------------|
| Agency Name: Suwannee County School District | Project No: 610-2449B-99CCC1 |
|---|-------------------------------------|

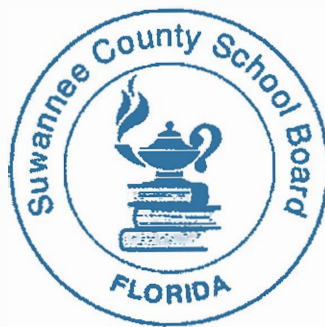
| | |
|--|--|
| ESSA Approved Program Activity | (1) academic enrichment learning programs, mentoring programs, remedial education activities, and tutoring services |
| Needs Assessment Result | <ul style="list-style-type: none">• 22.4% of SCSD students demonstrated proficiency on the Florida Standards Assessment for English Language Arts in the 2017-18 school year.• 38% of SCSD students in the lowest quartile demonstrated learning gains on the Florida Standards Assessment for English Language Arts in the 2017-18 school year. |
| Generated Objective | <ul style="list-style-type: none">• 55% of regularly attending students will improve to a satisfactory English Language Arts grade or above or maintain a high grade across the program year. |
| Time and Frequency of Activity | 5 days a week 30 minutes per day |
| Grade Level(s) | 4th |
| Number of Students | 25 |
| Number of Staff | Suwannee Intermediate School: <ul style="list-style-type: none">• Teacher: 1• Paraprofessional: 1 |
| Sample of Related Florida Standard(s) | Florida Standards English Language Arts: <ul style="list-style-type: none">• Reading Informational Text Key Ideas and Details. (LAFS.4.RI.1.1) Refer to details and examples in a text when explaining what the text says explicitly and when drawing inferences from the text.• Craft and Structure. (LAFS.4.RI.1.2) Determine the main idea of a text and explain how it is supported by key details; summarize the text. |

| | |
|---|--|
| | <ul style="list-style-type: none"> • Range of Reading and Level of Complexity. (LAFS.4. RI.2.4) Determine the meaning of general academic and domain-specific words or phrases in a text relevant to a grade 4 topic or subject area. <p>Writing:</p> <ul style="list-style-type: none"> • Production and Distribution of Writing. (LAFS.4.W.2.6) With some guidance and support from adults, use technology, including the Internet, to produce and publish writing as well as to interact and collaborate with others; demonstrate sufficient command of keyboarding skills to type a minimum of one page in a single sitting. <p>Speaking and Listening:</p> <ul style="list-style-type: none"> • Comprehension and Collaboration. (LAFS.4.SL.1.2) Paraphrase portions of a text read aloud or information presented in diverse media and formats, including visually, quantitatively, and orally. • Presentation of Knowledge and Ideas. (LAFS.4.SL.2.4) Report on a topic or text, tell a story, or recount an experience in an organized manner, using appropriate facts and relevant, descriptive details to support main ideas or themes; speak clearly at an understandable pace. |
| Sample Description of Activities | <p>Using Kagan cooperative strategies, students will review scientific journals in a collaborative setting to reinforce peer knowledge and understanding of wild and endangered animal ecosystems.</p> <p>They will continue the culmination of their brochures on wild and endangered animals by reviewing, revising, editing, and publishing using various digital tools.</p> |
| Materials and Resources | <ul style="list-style-type: none"> • American Reading curriculum • Electronic devices (Chrome book/tablet) • Paper • Pencils • Markers • Crayons |
| Expected Outcome | <ul style="list-style-type: none"> • Students will be able to produce and publish writing in a brochure, including collaboration with peers. |

DCF LICENSING DOCUMENTATION SUWANNEE COUNTY SCHOOL DISTRICT

License Exempt

This application is submitted by the Suwannee County School District. The sites indicated within this application are public schools operated by the Suwannee County School District. The afterschool, before school, and summer programming provided under the 21st CCLC program will be operated and staffed directly by the Suwannee County School District. As required by law, the program will exclusively serve those children who attend the public school during the regular school day. As such, per Rule 65C-22.008(c)(1) of the Florida Administrative Code, the proposed sites and operations are exempt from Child Care Licensing. The Suwannee County School District, pursuant to Section 402.305(5), F.S., shall follow the standards set forth by the Florida Building Code State Requirements for Public Educational Facilities.



Suwannee CSD

21st CCLC Afterschool Schedule

Before School Schedule

(Suwannee Elementary Sample)

| 6:55 - 7:55 | Staffing | Students | Enrichment, Independent / Recreational Reading |
|-------------|----------|----------|--|
| Monday | 2 Adults | 40 | 100 Book Reading Challenge Library / Computer Lab |
| Tuesday | 2 Adults | 40 | |
| Wednesday | 2 Adults | 40 | |
| Thursday | 2 Adults | 40 | |
| Friday | 2 Adults | 40 | |

After School Schedule - Students will be divided into groups.

Student to Staff Ratio Average - 110 students: 8 staff - 1:14 average

The program will use scheduling to balance and maintain the 10:1 ratio for homework assistance and no greater than 20:1 for other components.

Start and End times vary per site, but all sites will follow the same schedule.

| 2:35 - 5:05 | | Group 1 | Group 2 | Group 3 | Group 4 |
|-------------|-------------|------------|------------|------------|------------|
| Monday | 2:35 - 2:50 | Snack | Snack | Snack | Snack |
| | 2:50 - 3:30 | Homework | PE/Spark | ELA | Enrichment |
| | 3:20 - 3:50 | PE/Spark | ELA | Enrichment | Homework |
| | 3:50 - 4:20 | ELA | Enrichment | Homework | PE/Spark |
| | 4:20 - 5:05 | Enrichment | Homework | PE/Spark | ELA |
| Tuesday | 2:35 - 2:50 | Snack | Snack | Snack | Snack |
| | 2:50 - 3:30 | Enrichment | Homework | PE/Spark | Math |
| | 3:20 - 3:50 | Homework | PE/Spark | Math | Enrichment |
| | 3:50 - 4:20 | PE/Spark | Math | Enrichment | Homework |
| | 4:20 - 5:05 | Math | Enrichment | Homework | PE/Spark |
| Wednesday | 2:35 - 2:50 | Snack | Snack | Snack | Snack |
| | 2:50 - 3:30 | Science | Enrichment | Homework | PE/Spark |
| | 3:20 - 3:50 | Enrichment | Homework | PE/Spark | Science |
| | 3:50 - 4:20 | Homework | PE/Spark | Science | Enrichment |
| | 4:20 - 5:05 | PE/Spark | Science | Enrichment | Homework |
| Thursday | 2:35 - 2:50 | Snack | Snack | Snack | Snack |
| | 2:50 - 3:30 | PE/Spark | ELA | Enrichment | Homework |
| | 3:20 - 3:50 | ELA | Enrichment | Homework | PE/Spark |
| | 3:50 - 4:20 | Enrichment | Homework | PE/Spark | ELA |
| | 4:20 - 5:05 | Homework | PE/Spark | ELA | Enrichment |
| Friday | 2:35 - 2:50 | Snack | Snack | Snack | Snack |
| | 2:50 - 3:30 | Homework | PE/Spark | Math | Enrichment |
| | 3:20 - 3:50 | PE/Spark | Math | Enrichment | Homework |
| | 3:50 - 4:20 | Math | Enrichment | Homework | PE/Spark |
| | 4:20 - 5:05 | Enrichment | Homework | PE/Spark | Math |



Suwannee County School District 21st CCLC Summer Schedule - Suwannee Elementary

| 8:00-8:15 | 8:15-9:15 | 9:15 – 10:00 | 10:00 – 10:45 | 11:00 - 11:30 | 11:30 – 12:00 |
|-----------|------------------------|---|---------------|---------------|---|
| Breakfast | Math / Problem Solving | Computers/Legos STEM Focus on Engineering and Science | Sparks (PE) | Lunch | American Reading / ELA Group Read Aloud |

- Every Tuesday we will have a guest speaker. Community Leaders/ Nutritionist/ SVEC and many more.
- Every Thursday we will walk to the Library. Program will be 10:30-11:30 AM.

Suwannee County School District
21st CCLC Tentative Family Member Activity Schedule (5 total)

| | | |
|---|--|------------------------------|
| Family Member Activity 1: Parent Night | Celebrate Literacy Week / Public Library | Week of January 15-19, 2019 |
| Family Member Activity 2: Parent Night | Book Fair / AR Literacy Night | Week of February 19-23, 2019 |
| Family Member Activity 3: Parent Night | Math Madness / STEM | Week of March 19-23, 2019 |
| Family Member Activity 4: Morning | Coffee Talk/Parent Conferences- AM | Week of April 9-13, 2019 |
| Family Member Activity 5: Parent Night | Summer Information | Week of May 14-18, 2019 |

**** Branford Elementary (Grades K-5) will host 5 total family member activities.**

****Suwannee Primary (Grades K-1), Suwannee Elementary (Grades 2-3) and Suwannee Intermediate schools (Grades 4-5) will collaborate in hosting 5 total family member activities for the three schools. Due to the configuration of these schools many of the families being served are the same. In collaborating the family member activities we are able to better suit the needs of our families' schedules.**

Suwannee County School District 21st CCCLC Partners Table

| Partner Agency Name | Agency Type | Contribution Type | Contribution Description | Align to Need/Goal | Letter of Commitment |
|--|-------------|-------------------|---|---|----------------------|
| <i>Dairy Queen</i> | <i>FPO</i> | <i>In-kind</i> | <i>Dairy Queen sponsors our program by providing gift certificates, time, food and sponsorships. Valued at \$150 per visit x 5 sites \$750</i> | <i>Mrs. Mitchell visits support our literacy objectives. She brings books for the children to read and also passes out discarded books.</i> | <i>Yes</i> |
| <i>Katherine Allen, UF Extension Office Nutritionist</i> | <i>FPO</i> | <i>In-kind</i> | <i>Mr. Box visits each school site once a week to present healthy eating habits for the students. She lets the children prepare and consume their healthy snack. Valued at \$120 per site x 5 sites \$600</i> | <i>Mrs. Box's visits support our health based objectives on children having healthy eating habits.</i> | <i>Yes</i> |
| <i>Michael McWaters, Suwannee Valley Electric</i> | <i>FPO</i> | <i>In-kind</i> | <i>Mr. Moseley visits our schools and does a presentation to our students on safety around electricity. Valued at \$150 per visit x 5 sites \$750</i> | <i>Suwannee Valley Electric supports our career development objectives</i> | <i>Yes</i> |
| <i>Live Oak Pest Control</i> | <i>FPO</i> | <i>In-kind</i> | <i>Live Oak Pest Control supports our program by providing demonstration on our "BUG" units. They bring their extensive collection of bugs and artifacts for show and tell. They also visit on career days and distribute resource materials. Valued at \$120 per visit x 5 sites \$600</i> | <i>Live Oak Pest Control supports our technology and STEM activities. They also support our career development.</i> | <i>Yes</i> |
| <i>Live Oak Artist Guild</i> | <i>CBO</i> | <i>In-kind</i> | <i>There are many artists from Live Oak Artist Guild that volunteer in our program and present the most awesome art lessons. They donate their time and supplies and present a</i> | <i>Live Oak Artist Guild supports our cultural awareness and STEM activities. They also support our career development.</i> | <i>No</i> |

| | | | | | |
|---|------------|----------------|---|--|------------|
| | | | <i>different genre of art each time. Valued at \$200 per visit x 5 sites \$1000</i> | | |
| <i>Suwannee County Sheriff</i> | <i>CNT</i> | <i>In-kind</i> | <i>Suwannee County Sheriff and his staff visit our schools and do presentations to our students on safety around the community. Valued at \$150 x 5 sites \$750</i> | <i>Suwannee County Sheriff's Office supports our career development objectives.</i> | <i>Yes</i> |
| <i>Suwannee County Parks and Recreation</i> | <i>CNT</i> | <i>In-kind</i> | <i>Suwannee Parks and Recreation provide staff on career days and provides resources for healthy lifestyles.</i> | <i>Suwannee Parks and Recreation supports our career development and health based objectives</i> | <i>Yes</i> |
| <i>Swann Industries</i> | <i>OTH</i> | <i>In-Kind</i> | <i>Swann Industries provides staff on career days and gives resources towards our parent nights by providing money for meals. Valued at \$150 x 5 sites \$750</i> | <i>Swann Industries supports our career development and community involvement objectives.</i> | <i>Yes</i> |
| <i>Early Coalition of Florida's Gateway, Inc.</i> | <i>OTH</i> | <i>In-Kind</i> | <i>Early Coalition of Florida's Gateway provides resources for families and child care assistance when eligible. Valued at \$150 per visit x 5 sites \$750</i> | <i>Early Coalition supports our career development and community involvement objectives.</i> | <i>Yes</i> |
| <i>Suwannee Primary, Elementary, Intermediate, Middle School and Branford Elementary School</i> | <i>SD</i> | <i>In-Kind</i> | <i>All of our elementary schools support our program by providing staff, facilities, labs, classrooms, etc.</i> | <i>Our schools support our STEM objectives and activities. They also help us meet our parent involvement and health objectives</i> | <i>Yes</i> |
| <i>Suwannee County Sheriff's Office Division of Emergency Management</i> | <i>CNT</i> | <i>In-Kind</i> | <i>Suwannee County Division of Emergency Management and staff visit our schools and do presentations to our students on safety around the community and during extreme weather. Valued at \$150 x 5 sites \$750</i> | <i>Suwannee County Sheriff's Office supports our career development objectives and parent involvement</i> | <i>Yes</i> |
| <i>Brian Gollery, IT Technician</i> | <i>FPO</i> | <i>In-kind</i> | <i>Mr. Gollery is an IT technician that is also a master Lego Builder. He builds Lego Robotics and competes regionally. He visits our school sites once a week to teach our students how to build Legos</i> | <i>Our program purchased Legos to support our STEM objectives and activities. We have matching curriculum that supports reading, writing and math Lego activities.</i> | <i>Yes</i> |

| | | | | | |
|--|--|--|---|--|--|
| | | | <i>and robots. He gives the students weekly engineering challenges. Valued at \$100 per visit x 5 sites</i> <i>\$500</i> | | |
|--|--|--|---|--|--|



Ted L. Roush

Superintendent of Schools

1729 Walker Ave. SW, Suite 200

Live Oak, FL 32064

Dear Mr. Roush,

I am writing this letter to show our full support of the Suwannee County School District's grant application for the 21st Century Community Learning Centers. In the twenty-five years that our family has owned the Live Oak DQ we have always felt that supporting our county schools was of utmost importance. Our own children have been fortunate enough to participate in the 21st Century afterschool program under the direction of Mrs. Fry. The experience benefited children in our community of all ages. Through enrichment and team building activities the children gained knowledge and confidence.

Our business is willing to support the projects and activities being presented in our county through donating our time, gift certificates, food items and sponsorships. We recognize the difference this program has made in countless children's lives in our school system.

Please do not hesitate to contact me if any further information is needed.

Sincerely yours,

Suzanne Guercio Dunn

Owner, DQ of Live Oak

July 26, 2018

Ted L. Roush
Superintendent of Schools
1729 Walker Ave. SW, Suite 200
Live Oak, Florida 32064

Dear Mr. Roush,


The UF/IFAS Suwannee County Extension supports Suwannee County School District's grant application for 21st Century Community Learning Centers.

Our organization is willing to support the themed projects being presented in Live Oak and Branford by donating time to address groups of children in our teams' various areas of expertise.

The Extension Office recognizes Suwannee County's history of providing quality after school care and is excited about our partnership with Suwannee County School District.

Please do not hesitate to contact me if you have additional questions at 386-362-2771.

Respectfully,



Katherine Allen
UF/IFAS Suwannee County Extension Director

UF/IFAS Extension in Suwannee County is an equal opportunity institution.

Share Drive>Katherine>Leslie Fry Grant Letter 2018



Michael S. McWaters
Executive Vice President & CEO

July 27, 2018

Ms. Lesley Fry
21st Century Director
Suwannee School District

Dear Ms. Fry,

As a service provider headquartered in a rural community, Suwannee Valley Electric Cooperative is aware of the challenges students must overcome as they strive to meet academic standards. We also support efforts to provide additional enrichment opportunities for students who need academic and development support.

We are always available to participate in program activities in support of this effort. Do not hesitate to contact us with specific ideas on how we can help.

Sincerely,

Michael S. McWaters



Live Oak
PEST CONTROL, INC.

17856 U.S. 129 South
McAlpin, FL 32062-2561

Robert F. McGranahan
President

July 24, 2018

To Whom It May Concern:

Live Oak Pest Control is excited about the possibilities of an after school program for our elementary students in Suwannee County. I am involved in Suwannee County Schools as a board member of the Suwannee Foundation for Excellence in Education.

The Foundation and Live Oak Pest Control are willing to provide continued support to assist in the implementation of Suwannee County School Board's 21st Century Grant. Live Oak Pest Control will be willing to participate in career days, provide a resource person to assist in the study of insects, and other activities to be determined by the principal and our company.

If you have any questions concerning our support of this grant, please contact me.

Sincerely,

Melissa M. Snodgrass
Vice President



Live Oak Artists Guild, Inc.

PO Box 1025

Live Oak, FL. 32064

To Whom It May Concern:

In Support of the Suwannee County School Board's 21st Century Grant Application, the Live Oak Artists Guild is extremely interested in partnering with the schools in Suwannee County to provide enrichment in the arts and other cultural activities. Living in a rural area, our students receive limited enrichment opportunities, in regards to the arts. Our vision for this partnership, would provide both parties the opportunity to enhance knowledge, understanding, and community involvement.

Please feel free to contact the Live Oak Artists Guild or myself with any questions or concerns.

Sincerely,

Chris Flanagan

Representative, Live Oak Artists Guild, Inc.

Suwannee County Sheriff's Office

SHERIFF SAM ST JOHN



July 24, 2018

To Whom It May Concern:

As the Sheriff of Suwannee County, I understand the importance of providing after school activities for our youth. The Suwannee County Sheriff's Office takes pride in working with all aspects of school and community activities concerning our youth, and therefore, likes to give full support to programs that concern them. Please accept this letter as my support of Suwannee County School Board's 21st Century Grant application and our support of donating supplies or other resources as needed.

We are excited about working with the School Board and will provide services to the grant through the use of our school resource officers.

Sincerely,

Sam St. John, Sheriff
Suwannee County

Criminal Division: 1902 Duval St NE, Live Oak, FL 32064 • (386) 362-2222 Main Line • (386) 364-7672 Fax

Finance & Civil: 200 S Ohio/MLK Ave, Suite 105, Live Oak, FL 32064 • (386) 208-1575 Main Line • (386) 364-1953 Fax

Sheriff@SuwanneeSheriff.com

"HOME OF THE FLORIDA SHERIFF BOY'S RANCH"

SUWANNEE

Parks & Recreation

July 18, 2018

To Whom It May Concern:

Suwannee Parks and Recreation is proud to commit to be a community partner with the Suwannee County School District and 21st Century Community Learning Center Program in Suwannee County.

We have seen the positive impact that these programs and services have provided in the past.

Our department will support the program by providing staff on career days and resources towards the recreational activities and components as planned in the fitness objectives of the grant.

If you have any questions or concerns, please feel free to contact me at 386-362-3004.

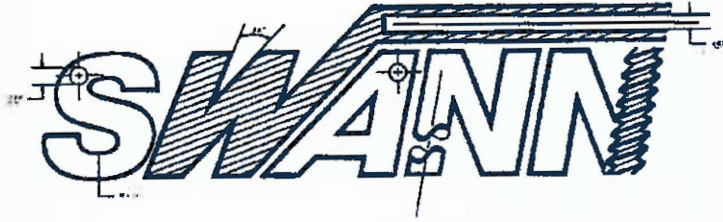
Respectfully,



Jason Furry, CPRP

Parks & Recreation Coordinator
Suwannee Parks & Recreation

1201 Silas Drive, Live Oak, FL 32060
Phone: 386-362-3004 Fax: 386-208-1580

**SWANN INDUSTRIES CORP.**

P.O. Box 120

McAlpin, FL 32062-0120

9917 County Rd. 252

Live Oak, FL 32060-9579

(386) 362-6048

FAX# (386) 362-6270

Precision Swiss Automatic Screw Machine Products

July 20, 2018

To Whom It May Concern:

Swann Industries Corporation is an avid supporter of education in our community. We recognize and appreciate the staff members willing to enrich our children outside of regular school hours. With extra hands-on learning activities provided by the 21st. Century Grant, our students may continue to be given opportunities that encourage them to be successful in academics and in life.

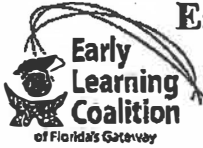
Swann Industries Corporation is excited to provide a meal during a monthly Parent Night in support of this grant. We are open to other suggestions on how we can participate and support this important project.

If you have any questions concerning our support of this grant, please don't hesitate to contact me.

Sincerely,

Barbara Swann

Owner



Early Learning Coalition of Florida's Gateway, Inc.

Serving the counties of: Columbia, Hamilton, Lafayette, Suwannee and Union

1104 SW Main Blvd

Lake City, FL 32025

(386) 752-9770 / Fax: (386) 752-9786

July 25, 2018

Mr. Ted Roush
Superintendent of Schools, Suwannee County
702 – 2nd Street, NW
Live Oak, FL 32064

Dear Mr. Roush,

Please accept this letter of support from the Early Learning Coalition of Florida's Gateway for Suwannee County School's application for the 21st Century Grant. We consider Suwannee County Schools a partner in education and we are thrilled to be a part of the Early Learning Matters collaborative effort among other partnerships that occur throughout each year. The success of children birth through high school graduation is a high and constant priority for the Suwannee County Schools lead by Superintendent Ted Roush.

As the Early Learning Coalition of Florida's Gateway, we are able to provide the following support as a partner:

1. Assist in visioning and developing parent engagement practices.
2. Assist families in obtaining community resources including financial assistance for child care when eligible.
3. Provide families with information regarding Suwannee County Schools as provided/requested.

Sincerely,

A handwritten signature in black ink, appearing to read "LSB", with a long horizontal line extending to the right.

LaShone T. Surrency, MBA
Executive Director



Funded By:

OFFICE OF

Early Learning

Suwannee Primary School

1625 Walker Ave. SW, Live Oak, FL 32064
Phone (386)-647-4300 Fax (386) 364-2667

Marsha Tedder
Principal

Fed L. Roush
Superintendent

Lisa Garrison
Assistant Principal

July 28, 2018

Kimberly Berry
21st Century Community Learning Centers
325 W. Gaines Street, Room 544
Tallahassee, FL 32399

Dear Ms. Berry,

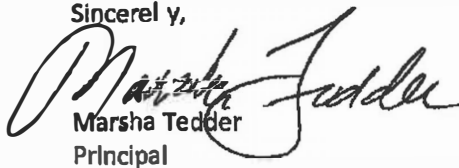
As the Principal of Suwannee Primary School (SPS), I am sending this letter in support of the proposed 21st Century Community Learning Center (21st CCCL) project that has been submitted by the Suwannee County School District.

The administrators and faculty at SPS thoroughly believe in the impact this high quality program can have for our Kindergarten and First Grade students. Our entire faculty and staff are committed to ensuring the program is successful. We will make sure the needed facilities are readily available (media center, computer labs, classrooms, etc.) to carry out this program.

We are very excited about the possibility of the 21st CCCL program being at SPS again and pledge our wholehearted support to make sure it is a success!

If you have any questions, please feel free to contact me at 386-647-4300.

Sincerely,


Marsha Tedder
Principal

Suwannee Elementary School

1748 South Ohio/Martin L. King, Jr. Ave.

Live Oak, Florida 32064

Phone: (386) 647-4400

Fax: (386) 330-1215

Ted L. Roush
Superintendent

Amy Boggus
Principal

Keri Bean
Assistant Principal

Kimberly Berry, Director
21st Century Community Learning Centers
325 W. Gaines Street, Room 544
Tallahassee, FL 32399

Dear Ms. Berry,

As the Principal of Suwannee Elementary School, I am sending a letter in support of the proposed 21st Century Community Learning Center grant.

I understand that Superintendent Ted Roush signed the proposal and a letter of support is not required of principals, but I felt the program is important enough to show my support.

The teaching staff and administrators at this school thoroughly believe in the impact that a high-quality out-of-school program can have for our students in second and third grade.


I will gladly commit our entire school facility for the 21st CCLC program during the proposed before school and afterschool operations. I will make available all rooms necessary to carry out this program, which may include classrooms, the media center, cafeteria, computer lab and outdoor areas.

I understand the school and/or school district will cover the costs of any administrator that supports the program, utilities, and maintenance of facilities. We will ensure all necessary data is gathered on active 21st CCLC students, such that we can support a model of continuous improvement for this program.

Again, we are excited about the 21st CCLC program and pledge our wholehearted support to make sure this program works at Suwannee Elementary School.

If you have any questions, please feel free to contact me at 386-647-4400.

Sincerely,


Amy Boggus
Principal, SES

Suwannee Intermediate School

1419 Walker Avenue, S.W.
Live Oak, Florida 32064
Telephone (386) 647-4700
Fax (386)364-2680

Jennifer Beach
Principal

Joe Eakins
Assistant Principal

July 31, 2018

Mrs. Kimberley Berry
21st Century Community Learning Centers
325 West Gaines Street, Room #544
Tallahassee, FL 32399

Dear Mrs. Berry,

I am looking forward to another year of school. In preparation for all we have to do, I have been speaking with all of the teachers that worked within the 21st Century Community Learning Program. Suwannee Intermediate School is in full support of the proposed program that has been submitted by the Suwannee County School Board District. In reviewing the program, we all recognize how this program significantly benefits our community by allowing our students to participate in an exceptional out-of-school program involving our kids, along with our certified staff. All of us here at Suwannee Intermediate School are excited about potentially being selected for the program and we will be dedicated to helping serve its purpose. Our school can be used in whatever way most benefits the program and we will be more than happy to provide necessary data to further assist with the education of our students.

Thank for taking the time to read this and consider our school for the 21st Century Community Learning Program. The program is an asset to all of us here, both students and staff, as it enhances the education of our students. If you have any questions or concerns, please feel free to contact me at any time.

Sincerely,



Jennifer Beach
Principal, Suwannee Intermediate School
386-647-4700
Jennifer.beach@suwannee.k12.fl.us

SUWANNEE COUNTY SCHOOL DISTRICT

"Building Brighter Futures Together"

Ted L. Roush, Superintendent



Branford Elementary School

26801 State Road 247
Branford, Florida 32008
(386) 935 5700
(386) 935 6311-Fax

Ms. Deidre McManaway, Principal

July 31, 2018

Mrs. Kimberly Berry
21st Century Community Learning Centers
325 West Gaines Street, Room #544
Tallahassee, FL 32399

Dear Mrs. Berry,

As we get ready to open our doors to a new school year, I am speaking for all of us at Branford Elementary School when I say we are very much in support of a 21st Century Community Learning Program that has been proposed and submitted by the Suwannee County School District. This proposal impacts Branford Elementary School and the community of Branford as well. Furthermore, it would greatly impact our students with this high-quality out-of-school program. The faculty and staff are excited and would be committed to this program if selected. Our school will happily open our doors for use of any room necessary to enhance and carry out this project including additional utilities, maintenance, and administrative costs. Our team will be delighted to gather the necessary data to assist this program in order to further the education of our students.

Thank you for taking the time to read this correspondence of support. The 21st Century Community Learning Program would be a great asset to enhance the educational experiences of our students.

Please let me know if I can help answer any questions you may have regarding our participation to support the project. You may reach me using the contact information below.

Sincerely,

A handwritten signature in cursive script that reads "Deidre McManaway".

Ms. Deidre McManaway

Principal, Branford Elementary School

386*935*5700

deidre.mcmanaway@suwannee.k12.fl.us

Suwannee County Sheriff's Office

SHERIFF SAM ST JOHN



July 26, 2018

To Whom It May Concern:

The Suwannee County Sheriff's Office Division of Emergency Management understands the value of increasing the opportunities for our students to be successful in academics and in life. We recognize that our students need additional help with academics. The grant application for the 21st Century of the Suwannee County School Board for our elementary students is needed.

The Suwannee County Sheriff's Office Division of Emergency Management has participated in the educational services by teaching Weather Safety in our schools. We have been active in going to the school program and interacting with the students. We are in support of this grant program and believe it is a valuable program.

If you have any questions regarding our support of the 21st Century Grant program, please contact me.

Sincerely,

Sharon Hingson
Suwannee County Sheriff's Office
Division of Emergency Management
Assistant Director
386-364-3405 office

Criminal Division: 1902 Duval St NE. Live Oak, FL 32064 • (386) 362-2222 Main Line • (386) 364-7672 Fax

Finance & Civil: 200 S Ohio/MLK Ave. Suite 105. Live Oak, FL 32064 • (386) 208-1575 Main Line • (386) 364-1953 Fax

Sheriff@SuwanneeSheriff.com

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SUWANNEE COUNTY SCHOOL DISTRICT



1729 Walker Avenue, SW, Suite 200 • Live Oak, Florida 32064
Telephone: (386) 647-4600 • Fax: (386) 364-2635
www.suwannee.k12.fl.us

TED L. ROUSH
Superintendent of Schools

"Suwannee County School District will be a system of excellence ensuring all students are prepared for personal success."

JERRY TAYLOR
DISTRICT 1

CATHERINE CASON
DISTRICT 2

TIM ALCORN
DISTRICT 3

ED DA SILVA
DISTRICT 4

RONALD WHITE
DISTRICT 5

LEONARD J. DIETZEN, III
BOARD ATTORNEY

December 4, 2018

To Whom It May Concern:

I myself, along with the rest of the IT department for the Suwannee County School District are excited about the opportunities provided by the 21st Century Community Learning Center Program.

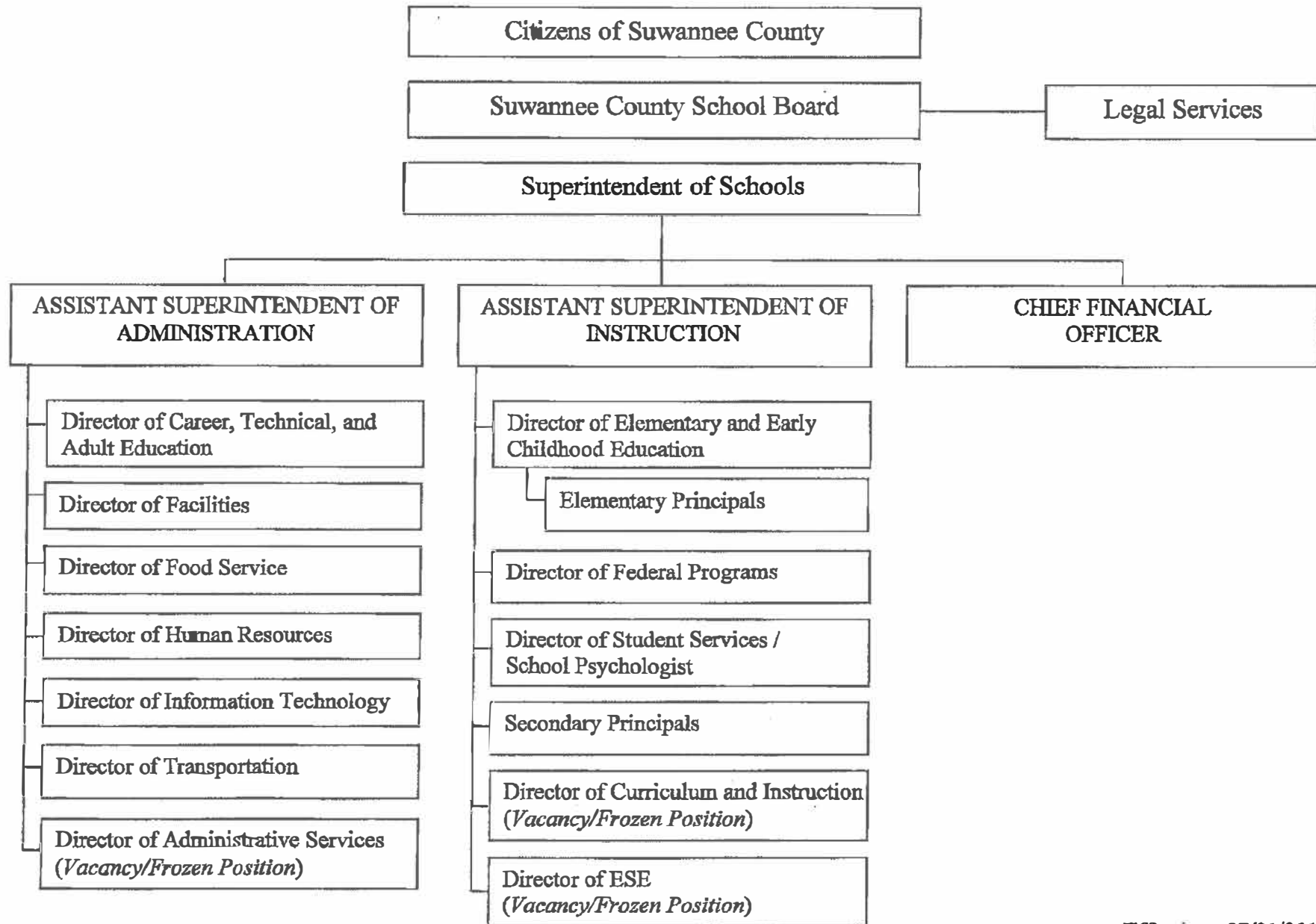
We have seen the positive impact of these programs firsthand in our school district and we will continue to commit to being a partner of and assisting in the implementation of the 21st Century Program. I personally will participate on career days and will provide technical assistance to staff and volunteers on hand. In addition, I will teach and train students in the use of desktop robots such as Ozobot and Sphero, as well as provide my own Lego resources in an effort to teach the children to think critically and creatively.

If you have any questions or concerns, please feel free to contact me at (386) 647-4109.

Sincerely,

Brian Gollery,
IT Technician
Suwannee County Schools

**SUWANNEE COUNTY SCHOOL DISTRICT
ADMINISTRATIVE ORGANIZATION CHART**



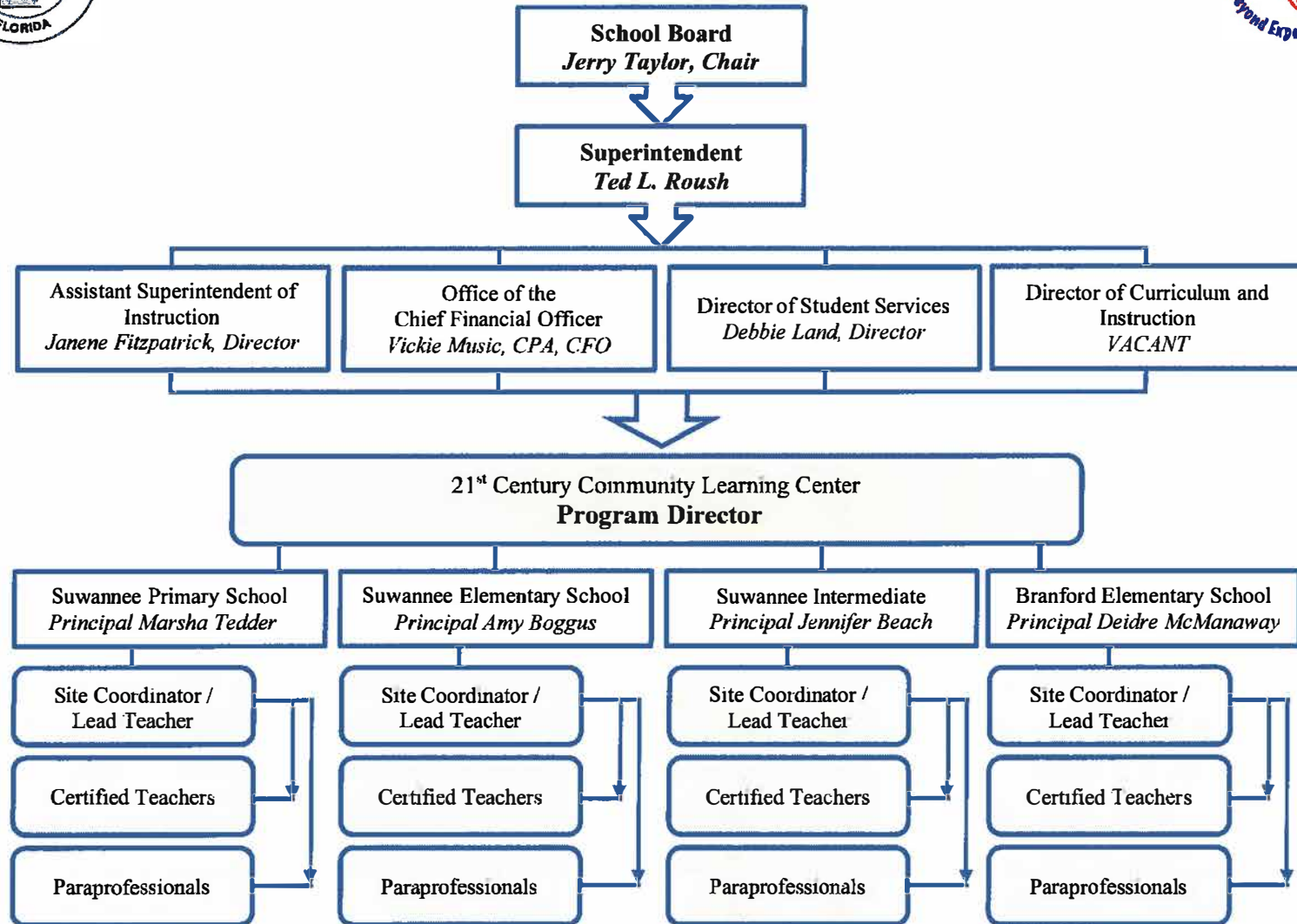
Effective: 07/01/2015



Suwannee County School District

21st CCLC Organizational Chart

August 2018



21st Century Community Learning Centers

2018-19 Cost Analysis Worksheet

Agency Name: Suwannee County School District

Project Name: SCSD K-5: Zapping the Gap

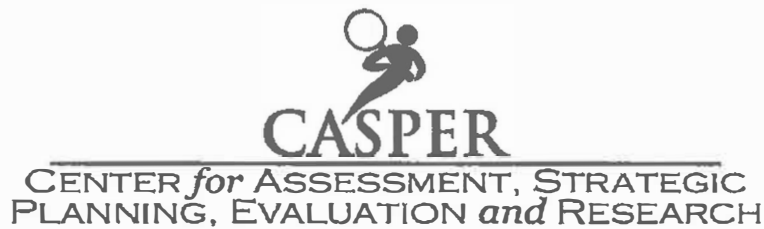
Per the 2018-19 Request for Proposals, applicants must maintain a cost analysis for all expenditures that ensures each cost is allowable, reasonable and necessary as required by Section 216.3475, F.S. A cost analysis must be included in the application as an attachment for the following cost items:

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

Instructions: Please conduct a cost analysis for each applicable line item in your budget outlined in the DOE 101S that fits the categories above. For each expenditure, please list the vendor or name of each applicable line item, the vendor or source of the quote, the actual quoted amount, your agency's selection, your rationale for selection and, if applicable, whether the vendor has been suspended or debarred. Please attach supporting documentation for each line item.

| Account Title from DOE 101S | Vendor or Source Name #1 | Amount of Quote #1 | Vendor or Source Name #2 | Amount of Quote #2 | Vendor or Source Name #3 | Amount of Quote #3 | Which vendor or amount did you select? | Why did you select this vendor or amount? | According to SAM.gov, has this vendor been suspended or debarred? |
|--------------------------------|--------------------------------|--------------------------|--|--------------------------|--|-----------------------|---|--|--|
| External Evaluation | CASPER | \$25,196 | No additional quotes responded to RFQ | | No additional quotes responded to RFQ | | CASPER | The District solicited bids from companies within 2 hours of our location. CASPER was the only company to submit a quote. (CASPER has worked with our program previously, and we will be glad to have them serve again. They submitted an excellent, comprehensive quote for services.) | No |

| | | | | | | | | | |
|---|--------------------------|---------|--|---------|---|--|--------------------------|---|----|
| Curriculum (Ready, Set, Drone! Camp) | Edventures | \$2,495 | STEMfinity | \$4,830 | Third Vendor could not be found with relative product/price | | Edventures | Price lower on kit. | No |
| Curriculum (Discover Drones) | Edventures | \$6,595 | STEMfinity | \$6,795 | Third Vendor could not be found with relative product/price | | Edventures | Price lower on kit. | No |
| Curriculum (American Reading Company Research Labs) | American Reading Company | \$3,000 | Second Vendor could not be found with relative product/price | | Third Vendor could not be found with relative product/price | | American Reading Company | Only vendor that provided product that fit program needs. | No |



Price Quote for 21st CCLC Evaluation Services

Suwannee County School District

www.CasperFL.com

PROPOSED SERVICES

CASPER proposes the following services for the Suwannee County School District 21st CCLC Program under the 2018-2022 Request for Proposals:

1. **Continuous Improvement:** CASPER will provide assistance and oversight of the ongoing evaluation using the Continuous Improvement Model (CIM). This will include, at minimum, the following: individualized assessment using both formal (e.g., surveys) and informal (e.g., meetings) techniques to guide incremental changes within ongoing services, adopt new ways to improve and measure outcomes, discontinue or adapt activities that have no value, and increase emphasis on objectives and outcomes. The immediate and individualized feedback provided through CIM is particularly important for implementation of this 21st CCLC model to help guide and ensure the highest impact for each student. The overall evaluation process is designed to provide a structure to (1) generate information for ongoing program/activity refinement, (2) assessing progress in meeting outcomes, (3) documenting/ analyzing how the model works in practice, and (4) documenting/analyzing changes in targeted student's actions, attitudes, knowledge, performance.
2. **Objectives and Evaluation Plan:** CASPER will provide The Suwannee County School District with objective language, needs assessment data (based on district and state databases) to establish objective benchmarks, justification for benchmarks, description of assessment process for each objective, method for mid-year assessment and end-of-year assessment for each objective, and method for collecting data on each metric. These items will be submitted to the FLDOE under the RFA and/or RFP systems on behalf of The Suwannee County School District (they will be reviewed by the grant's office and program prior to submission - which is completed by The Suwannee County School District). The evaluator will also provide the narrative required for the evaluation section of the RFAs and RFPs - including a description of the evaluator, evaluation plan, and method for ensuring continuous improvement.
3. **General Training and Assistance:** CASPER will provide evaluation training and assistance, as requested or required, regarding data collection, selection of data elements, data storage, evaluation planning, development of recommendations under CIM, and use of evaluation findings for planning and revising program activities. The training can be provided in small groups (e.g., training provided during the conference in past years to specialists), during office meetings, or individually (e.g., sitting down with each site coordinator regarding use of the new master database and attendance sheet). Training is always available when the evaluator is already in town visiting sites. NOTE: The FLDOE does not allow the evaluator to be paid for trainings under the 21st CCLC grant, as being paid for trainings under the grant creates a potential conflict. These are not



professional development trainings, but are designed to provide a better evaluation experience for all stakeholders.

4. **Data Collection and Survey Support:** CASPER provides ongoing support and technical assistance to the Program Director and other requested 21st CCLC staff in data collection and survey development for proposed performance indicators (if necessary). CASPER provides assistance with survey development for performance indicators not originally proposed, but only insofar as the surveys and indicators are used for the 21st CCLC program.
5. **Adult Literacy and Performance Survey (ALPS):** CASPER has developed and will provide to The Suwannee County School District the ALPS for use in the 21st CCLC program. This survey is provided to adult participating in the program's literacy nights, as required by the FLDOE. This is provided without fee for use by The Suwannee County School District only for those grants where CASPER is the evaluator. A database will also be developed and provided to the program (for each site) to utilize when collecting ALPS data.
6. **Master Student Database:** CASPER will develop and maintain the Master Student Database for the 21st CCLC program. This database will be designed to collect all necessary data for the program over the course of the year, thus ensuring all deliverables can be submitted timely. The master student database will be a complex spreadsheet, completed at the site level and sent to the evaluator periodically through the year (for the purposes of creating & submitting deliverables to FLDOE).
7. **Periodic Database Submissions:** CASPER will submit state-mandated databases at least three times per year (or as often as required by the FLDOE). This submission includes: (1) obtaining information from The Suwannee County School District and the associated site locations; (2) pulling data from district data provided within the master student databases; (3) cleaning and compiling student monthly attendance by site; (4) cleaning site-level assessment data; (5) de-identifying the database according to The Suwannee County School District and AEA rules and policies; (6) submitting the databases to the FLDOE; (7) cleaning and submitting a separate database for adult performance data.
8. **Site Visits:** CASPER enjoys the opportunity to visit as many sites as possible during site visits with the program during the Fall, Spring, and Summer. CASPER will visit the program at least once, as per agreement with The Suwannee County School District should CASPER be awarded the contract(s). There is no minimum required number of visits by the FLDOE, though it would be expected that the evaluator visit the agency at least once during the course of the program year. The program has access to site visit forms used by CASPER, if they chose to complete their own site visits before or after the CASPER visit. The visits are designed to be informal assessment of program operations, and CASPER does not evaluate staff members or school facilities.
9. **Interim Debriefing:** A debriefing will be held after site visits and program visits, either in person or via teleconference. The debriefing will provide findings and recommendations for the program to improve the quality of 21st CCLC activities and help ensure progress towards program objectives. A written report may be provided based on site visits when there is not an opportunity for a debriefing. While not always necessary, the written report has proven helpful in the past to provide feedback to all stakeholders interested in feedback from the site visits. A written report will only be provided if mutually agreed upon by CASPER and The Suwannee County School District.
10. **Student Daily Attendance (State Submission):** To assist with the deliverables process, CASPER will provide The Suwannee County School District assistance in submitting the daily attendance for each site and each day of operations. The daily attendance is collected by sites, submitted to the program director assigned, checked against sign-in sheets, and sent to the evaluator. The evaluator then cleans the data and checks for any abnormalities or issues (e.g., attendance when the program did not operate, duplicated students, etc.). Once clean, the data are entered for each day in the

FLDOE online system or associated excel sheet. These attendance data are also entered into the master student database by student and by month.

11. **Deliverables Verification:** In checking the daily attendance and/or upon request, CASPER will enter the online deliverable system (if available) and check each deliverable submitted for relative accuracy and completeness. If possible, CASPER will provide assistance if a deliverable is likely to be denied. The FLDOE changes the rules for deliverables each year, so deliverables that were once approved might now be denied, but CASPER will provide as much assistance as possible.
12. **Mid-Year Evaluation Report:** The mid-year evaluation report utilizes data provided for the mid-year database. The mid-year report is a data-only report, where CASPER analyzes data provided at mid-year (e.g., 1st and 2nd semester course 'grades', state standardized test scores, pre-post assessments, ALPS performance data, etc.). The analysis is relatively basic, and is provided on a form required by the FLDOE (alterations to the form are forbidden by the FLDOE). The data are not generally interpreted, though CASPER has long provided an interpretation of the data elsewhere on the Objective Assessment and Data Collection Tool (the tool wherein the mid-year report is located). This is submitted for each grant project and cannot be combined.
13. **Formative Evaluation Summary:** The formative evaluation summary is provided based on the data submitted during the mid-year evaluation report. The evaluator must use the same data submitted at mid-year, as per FLDOE requirements. Using the same form (Objective Assessment and Data Collection Tool), the evaluator provides recommendations based on both 'data collection' and 'program operations' for each of the objectives approved under each 21st CCLC grant. This is submitted for each grant project and cannot be combined.
14. **End-Of-Year Report:** The end-of-year evaluation report utilizes data provided for the end-of-year database. As with the mid-year report, this is also a data-only report, where CASPER analyzes data provided at the end-of-year (e.g., 1st and 4th semester course 'grades', state standardized test scores, pre-post assessments, ALPS performance data, etc.). The analysis is relatively basic, and is provided on a form required by the FLDOE (without alteration). The data are not generally interpreted, though CASPER has long provided an interpretation of the data elsewhere on the Objective Assessment and Data Collection Tool (the tool wherein the end-of-year report is located). This is submitted for each grant project and cannot be combined.
15. **Summative Evaluation Summary:** The summative evaluation summary is provided based on the data submitted during the end-of-year evaluation report. The evaluator must use the same data submitted at the end-of-year, as per FLDOE requirements. Using the same form (Objective Assessment and Data Collection Tool), the evaluator provides recommendations based on both 'data collection' and 'program operations' for each of the objectives approved under each 21st CCLC grant. This is submitted for each grant project and cannot be combined. These data and recommendations must be consistent with the Summative Evaluation Report.
16. **Summative Evaluation Report:** This is the most comprehensive element of the evaluation process. The end-of-year report guides the summative evaluation (as they must align entirely), but the summative evaluation report has additional information on overall program outcomes and more detailed information about those activities and operations with the greatest impact and success. The summative evaluation encompasses the prior academic year and the immediately preceding summer programming. The purpose of the evaluation is aimed at recording and developing a model that can be applied in other settings, as well as providing a comprehensive report that can be shared with stakeholders (note the report must be uploaded to the program website and is available from the FLDOE website). The summative evaluation includes all elements of program operation (e.g., hours, days); activities; enrollment and attendance; measures of academic performance; feeder schools; staff information; and partnerships. Recommendations for program refinement are



provided and based on both quantitative and qualitative data. The summative evaluation report also provides a means for the FLDOE to validate data submitted to the federal government.

17. **Annual Performance Report (Federal Data Submission):** CASPER provides all necessary manpower to clean data, aggregate data, and categorize data for submission to the United States Department of Education Annual Performance Report system (21APR; previously PPICS). The 21APR is a comprehensive data collection system that requires a substantial amount of work to aggregate and submit data for each site. CASPER fully completes the 21APR on behalf of the program to ensure compliance with state and federal rules and regulations. These data are mandated under federal law, and must be submitted to avoid forfeiture of 21st CCLC grants under the agency.
18. **Assistance Preparing Budget Documents (RFA / RFP):** CASPER will provide assistance in developing the language and line item calculations for The Suwannee County School District programs funded under 21st CCLC. This primarily consists of the DOE101S (the budget narrative). These are then reviewed by the FLDOE and CASPER provides assistance in updating the line items throughout the process to help ensure they balance. Eventually, language nuance changes are overseen by the Suwannee County School District grants office and CASPER only helps with equations and line item balance. NOTE: CASPER does NOT make any decisions about staffing, allocations, or other programmatic budget elements. CASPER uses the most accurate data provided by The Suwannee County School District in terms of benefits, rates of pay, salaries, item costs (from cost analysis), and other costs. CASPER is not responsible for maintaining the budget for The Suwannee County School District, nor making budgetary decisions.
19. **Identification of Unallowable Items:** Every budget is carefully reviewed by the FLDOE, such that most unallowable and unnecessary items will be identified before the budget is approved. However, this can slow the process if many issues are found. As such, CASPER provides years of experience in helping review the budget for potential issues that might raise 'red flags' or slow the review process (e.g., cost of single items, significant changes from prior years, inaccurate amounts for items, need for specific items, etc.). CASPER will then work with The Suwannee County School District to reconsider the items or the price for items in question.
20. **General Assistance with Compliance:** In addition to identifying issues within the budget before it is approved, CASPER provides assistance with budget issues and other compliance issues as they arise. It is important to note that CASPER is not focused on compliance with rules and regulations, but with program quality and service delivery. However, unlike other evaluators, CASPER has a long history with 21st CCLC and is intimately familiar with many of the rules. CASPER is often overly cautious and NEVER approves anything (it is beyond the purview of CASPER), but will help the program develop a request and justification to obtain state approval. In addition, when an issue is identified by the FLDOE, CASPER often helps address the issues, troubleshoot the issue, and provide an explanation and response to the FLDOE.
21. **Review Documents for FLDOE Submission:** CASPER will offer to provide assistance with the review and revision of documents prior to submission to the FLDOE or other agencies. For instance, CASPER has provided feedback on the Monitoring Workpapers (MQIT) and financial reports (e.g., mid-year budget report). CASPER only has knowledge of policies and procedures that have been shared, and does not have access to grant records or financials to provide feedback regarding accuracy of these items. As with any issues of compliance, CASPER only provides assistance in pointing the program in the right directions, but always encourages checking with the FLDOE before proceeding with any decision or taking any action based on feedback.
22. **Refinement:** CASPER will assist in refining and addressing any identified concerns. CASPER will also assist, if requested, with revisions of objectives based on future needs assessments and proposed activities aligned to objectives and student needs.



23. **CASPER** will be available by telephone and email to ensure timely communication necessary to accomplish the required work.

EXPLANATION OF PROPOSED COSTS

Most federal projects determine reasonable evaluation costs as 10% of the total grant. While such percent-based allocations are easier to determine, CASPER disagrees with such blanket allocations. As such, this submitted evaluation quote is based on a more appropriate estimate of less than 5% of the total grant award. The request for bids indicates the total evaluation budget is set at 5% of the grant award amounts, but this leaves no funding for internal evaluation costs (e.g., data collection and entry). CASPER believes proposing a lower amount per grant will provide the highest quality of services, while also maximizing available project funding for direct use with 21st CCLC students and direct evaluation costs for each grant project. The model proposed is based on a developmental evaluation model, wherein the evaluators will be available for regular consultation about program design, implementation, refinement, and improvement.

PROPOSED COSTS (FIXED PRICE CONTRACT)

CASPER proposes a fixed rate contract for the 21st CCLC grants under this request for bids by the Suwannee County School District (The Suwannee County School District). The fixed price contract represents a savings to the 21st CCLC program, as standard fees for evaluation services on federal grants are at least 10% of the total grant. Total costs estimated using standard federal rates would be up to \$20,000 for this 21st CCLC grant. Even the 5% maximum budget allowed by The Suwannee County School District grants would be nearly \$10,000. Given CASPER's past working history with Florida's Boys & Girls Clubs, a discounted rate is proposed to ensure maximum funding is allocated to direct student services and ensure the program has sufficient funds to offset other data management costs. The fixed price contract is estimated based on \$100 per hour cost for an estimated 270 hours per grant (estimated: 40 hours per grant for program visits (preparation and execution); 60 hours per grant for database development and maintenance (multiple submissions and updates); 80 hours per grant for evaluation support, data analysis, and reporting requirements; 20 hours per grant for bi-weekly meetings regarding program progress and troubleshooting; 40 hours per site for direct quality assistance, and 30 hours per grant for the 21APR submission multiple times throughout the year). Grants with smaller budgets are given further discounts to maximize funding for students. This total cost includes all stationary, telephone, utilities, travel expenses, taxes, licenses, and insurances associated with the evaluation services described above. Costs do not include printing, postage, online services, and/or travel in excess of that described above. CASPER agrees to provide, in kind, the difference between the 10% federal estimate for evaluation services and the fixed price contract.

Although an hourly rate was used to estimate total costs, the fixed price is based on a Service Fee Base Rate. CASPER understands that the Service Fee Base Rate will be maintained as the evaluation cost for the duration of each of the grants included in this request for bid. As such, even if the total grant award increases or decreases (e.g., the grants may decrease by 20% in the third year), CASPER will be contracted for the portion of the total grant amount equal to the Service Fee Base Rate. The Service Fee Base Rate is significantly (20%) lower than the 5.0% rate allowable by the FLDOE under 21st CCLC. The proposed Service Fee Base Rate is indicated in the following table for each grant individually. The following cost schedule for the fixed price contract is based on payments being 'triggered' by specific deliverables. Rather than paying for every deliverable, CASPER proposes a limited number of deliverables to 'trigger' a payment (upon invoice). Payments are made when the noted 'keystone' deliverables are met and submitted to the Suwannee County School District. The Suwannee County School District may choose to pay CASPER on a monthly basis. In this event, the table on the following page will serve to indicate the amount CASPER may not charge or must refund if a specific deliverable is not completed in the timeframe provided under the contract and/or FLDOE RFP deadlines.

Suwannee County School District

| | |
|--|----------------|
| 1) Continuous Improvement / Guidance | Complimentary |
| 2) Evaluation Support and Training | Complimentary |
| 3) Data Collection and Survey Support | Complimentary |
| a. Student Master Database | \$2,000 |
| b. Adult Performance Database | Complimentary |
| c. Pre-Post Review and Support | Complimentary |
| d. Literacy Performance Survey | Complimentary |
| e. Monthly Attendance Support | Complimentary |
| 4) On-Site Evaluation Visits: | -- |
| a. Visit 1 (Fall or Spring) | \$3,000 |
| b. Visit 1 Debriefing Meeting | Complimentary |
| c. Visit 2 (Spring or Summer) | Discretionary |
| d. Visit 2 Debriefing Meeting | Discretionary |
| 5) Data Collection and Reports: | -- |
| a. Baseline Database | Complimentary |
| b. Baseline Database Update | Complimentary |
| c. Mid-Year Database | Complimentary |
| d. Mid-Year Data Report | \$5,000 |
| e. Formative Evaluation Summary | \$5,000 |
| f. Formative CIM Response | Complimentary |
| g. End-of-Year Database | Complimentary |
| h. End-of-Year Data Report | \$5,000 |
| i. End-of-Year Data Summary | Complimentary |
| 6) Summative Evaluation Report | \$5,196 |
| 7) Federal Data Submission (21APR) | Complimentary |
| 8) Feedback and Debriefings | Complimentary |
| 9) Improvement / Refinement Support | Complimentary |
| 10) Objectives and Evaluation Plan | Complimentary |
| 11) Bi-Weekly Communication (On Request) | Complimentary |

Proposed Evaluation Costs **\$25,196**

Proposed Service Fee Base Rate **3.60%**

21st CCLC Grant Award **\$699,884**

Maximum Service Fee (5.6%) **\$34,995**

Total for grant and evaluation costs are estimated, with the service fee base rate at 3.60%. This is significantly lower than the total allowable evaluation costs for the Suwannee County School District grants, allowing \$9,798 for data entry support within the Suwannee County School District.



DEBARMENT AND SUSPENSION CERTIFICATION

As required by Executive Order 12549, the undersigned representative of CASPER certifies, to the best of his or her knowledge and belief, that CASPER and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a five-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) 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 (1)(b) of this certification; and (d) Have not within a five-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

CASPER INSURANCE

CASPER believes in protecting clients and stakeholders of the 21st CCLC programs under evaluation. As such, CASPER currently carries a number of insurance policies. Upon request, all clients are added to these policies as an "additional insured" and are provided certificates as such. Insurances are subject to change, but currently include the following policies:

Professional Liability (Grant Writing / Evaluation / Consulting) (Lloyds of London): \$500,000
General Liability (Hartford Insurance): \$1,000,000
Personal and Advertising Injury (Hartford Insurance): \$1,000,000
Products and Services Liability (Hartford Insurance): \$2,000,000
Damage to Premises (Hartford Insurance): \$1,000,000
Business Owners (Hartford Insurance): \$1,000,000
Automobile Liability (Hired) (Hartford Insurance): \$1,000,000
Workers Compensation (Hartford Insurance): 1,000,000

CASPER EXPERIENCE

Dr. Charles E. Byrd is the President and CEO for the Center for Assessment, Strategic Planning, Evaluation and Research (CASPER), and will personally oversee all aspects of the proposed evaluation activities. Dr. Byrd began his career as a middle-school educator before being trained as an industrial/organizational psychologist specializing in program evaluation and statistics. He further focused his expertise by receiving a doctorate in counseling psychology from the University of Florida with a focus on evaluation, assessment, and treatment of children, families, and those with severe and persistent mental illness. Dr. Byrd also serves as an Affiliate Faculty member with the Department of Psychology in the College of Liberal Arts and Sciences and as an Adjunct Professor with the Department of Community Health and Family Medicine in the College of Medicine at the University of Florida. Dr. Byrd holds privileges at Shand's Hospital.

Primarily trained as a psychologist, Dr. Byrd is the author of several chapters within the Encyclopedia of Counseling Psychology regarding intellectual assessment and high-stakes achievement testing. Dr. Byrd has written or co-written over 60 awarded grants and contracts since 2002, receiving over \$113 million in federal, state and private funding. He has also received over \$215,000 in donations and gifts to enhance his projects. Sources for funding have included the National Institutes of Health, National Oceanic and



Atmospheric Administration, Department of Education, Department of Transportation, EdVentures, Charles Stewart Mott Foundation, Noyce Foundation, and Robert Wood Johnson Foundation. Through his work, Dr. Byrd has provided administrative oversight of several large-scale educational and youth service programs, including Florida's 21st Century Community Learning Centers Program, Florida's Learn and Serve Program, and Florida's School Crossing Guard Training Program. In these roles, Dr. Byrd provided statewide leadership to administrators and front-line staff in planning, developing, implementing, evaluating, and sustaining programs that address both state and federal goals and objectives. He oversaw a wide range of tasks, including program evaluation, student outcome evaluation, creating and evaluating statewide policy, compliance and accountability monitoring, providing technical assistance, overseeing grant reviews and negotiations, developing online grant scoring and tracking systems, budget and compliance reviews, and communication with a wide range of stakeholders.

In addition to providing direct services, Dr. Byrd has consulted with a variety of education agencies and youth-focused organizations throughout the United States (e.g., Florida, Georgia, Indiana, Louisiana, New York, and Oregon) and has been invited to provide workshops on program evaluation with the United States Department of Education, Harvard University, and several other institutions. Dr. Byrd has served as grant reviewer for the United States Department of Education, the New York Department of Education and the Florida Department of Education. Further, Dr. Byrd was a Citizen Diplomat for the United States Department of State for the Argentinean Consulate to Geneva. Dr. Byrd has over 16 publications in journals and books, and has delivered over 50 presentations at national and international venues, including Germany, China, Australia, Canada, and across the United States.

Dr. Byrd is a sitting member of several education-focused governing boards, including the Florida Afterschool Network (composed of corporate executives and educational administrators providing advocacy for the afterschool initiative), the Florida After School Alliance (professional membership organization composed of program administrators and focused on enhancing the efficacy and quality of afterschool programs in Florida), and Florida's 4-H Youth Development Council (composed of key 4-H stakeholders and students dedicated to enhancing and expanding the impact of 4-H in Florida). Dr. Byrd is also an active member in a variety of professional associations, including the American Evaluation Association, American Psychological Association, Florida Afterschool Alliance, Florida Educational Association, Florida Medical Reserve Corps, and the National Afterschool Association.

Led by professional evaluators and a licensed psychologist, CASPER has overseen the evaluation of over 400 educational programs. As an active member of the American Evaluation Association and American Psychological Association, all evaluations will be conducted under the ethics and procedures of these professional organizations. CASPER realizes that clients are the most important part of our work.

CONTACT INFORMATION

This quote shall not constitute a legal agreement. If you have any questions about this quote, or if you would like further information, please do not hesitate to contact Dr. Charles Byrd at cbyrd@casperfl.com.

CASPER, LLC

Name: Charles E. Byrd, Ph.D.

Title: President & CEO

Date: 12/06/2018

EIN: 27-4660705



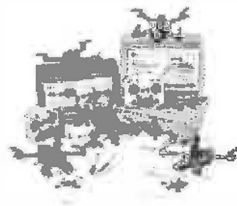
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Discover Drones

Discover Drones - LAB / Classroom

Price 6,595.00 USD

Quantity 1

Total 6,595.00 USD

6,595.00 USD

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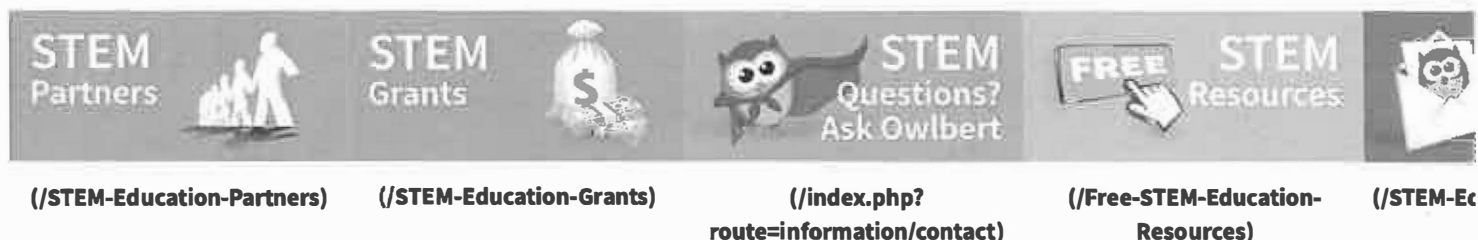
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Sub-Total: \$6,795.00

Total: \$6,795.00

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Ready Set Drone! Full Set (Curriculum & All Materials)

Price 2,495.00 USD

Quantity 2

Total 4,990.00 USD

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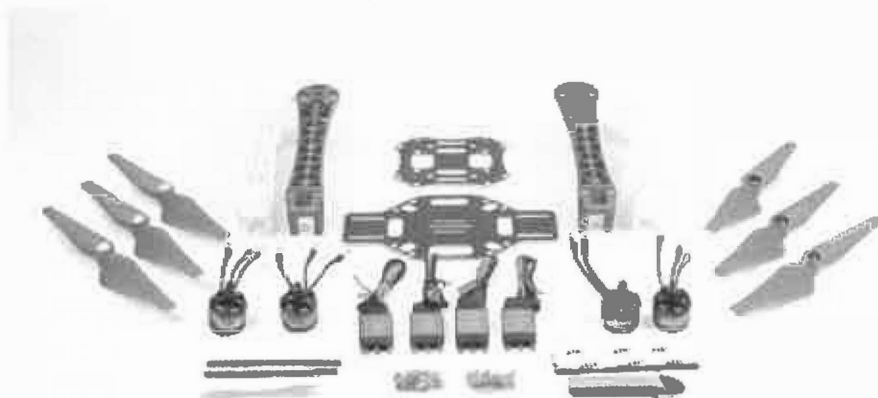
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OnPoynt STEM RANGER Education Kit - Four Drones

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- ✓ **Brand:** Drone Ranger® Education Kits from OnPoynt Aerial Solutions (<https://www.stemfinity.com/OnPoynt-Aerial-Solutions>)
- ✓ **Product Code:** OPT-REK-4
- ✓ **Availability:** In Stock

\$4,830.00

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Estimate Shipping & Taxes ▾

| | |
|------------|------------|
| Sub-Total: | \$9,660.00 |
| Total: | \$9,660.00 |

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Suwannee County School District

Leveled Libraries, Blank Books, Research Labs

06/08/2018

Proposal Number: 97146

Attention: Jillian Herron

Submitted To:

Suwannee County School District
1729 Walker Avenue, SW, Suite 200
Live Oak, FL 32064
Phone: (386) 364-2601 Fax:(386) 364-2635

Sales Consultant: Leslie Macneill Email: leslie.macneill@americanreading.com P: (610) 992-4150 F: (610) 992-4156
201 South Gulph Road, King of Prussia, PA 19406 www.americanreading.com



Program Proposal Summary

Materials: \$ 6,025.00

Grand Total: 6,025.00

Please note: Prices are valid 60 days from date of proposal.

Thank you for selecting American Reading Company. Execution of this contract becomes effective upon our receipt of your company purchase order.

Returns

If you have questions regarding your order, please contact our Customer Concerns Department at customerconcerns@americanreading.com or (866) 810-2665.

Order discrepancies and/or damaged products must be reported within 90 days of receipt of order to receive credit or replacement product.

Marked, stickered, stamped, or otherwise altered materials are non-returnable.

Please contact us prior to returning items to American Reading Company to ensure your return is processed correctly and you receive credit or replacement.

Professional Development

American Reading Company limits all workshops to a maximum of 25 participants (20 teachers and 5 support staff).

If more than 25 people attend the workshop, you agree to pay \$350 for each additional participant.

Professional development training cannot be cancelled or changed within 15 days of the event date. Customers that cancel professional development events within 15 days will be billed for the event.

Signature: _____

Date: _____

Title: _____

Approved Amount: \$ _____

Sales Consultant: Leslie Macneill Email: leslie.macneill@americanreading.com P: (610) 992-4150 F: (610) 992-4156

201 South Gulph Road, King of Prussia, PA 19406 www.americanreading.com



Qty Price Total

Books for Elementary Program K-12

Benchmark Classroom Libraries: Elementary (10 basket collection)

A Classroom Library comprises 10 baskets of our 30-book Elementary baskets. Grade-level libraries are customized to meet the reading level needs of each specific classroom. 30 books per basket Y-Or. 25 books per basket Pu-Gl.

| | | | |
|---|----------|------------|-------------------|
| Classroom Library Elementary 10 Basket Collection Grade 3 | 1 | \$2,400.00 | \$2,400.00 |
| Total Books for Elementary Program K-12 | 1 | | \$2,400.00 |

Research Lab Materials (For 15 Students)

Generic Replacement Materials

Sold in packs of 15.

| | | | |
|---|----------|---------|-----------------|
| Project Blank Book (Pack 15) | 9 | \$75.00 | \$675.00 |
| Total Research Lab Materials (For 15 Students) | 9 | | \$675.00 |

Science Research Labs and Thematic Collections

Marine Life

Focusing on all life forms that spend the majority of their time in salt water, this collection covers a broad swath of ocean animals such as seahorses, dolphins, sharks, penguins, and polar bears. Our collection features the best informational texts available for young people on this topic. Ensure that your students master the life of science standards (e.g., life cycles, food chains, ecosystems, habitats, symbiosis), as they enjoy being immersed in this outstanding collection.

| | | | |
|---|---|------------|------------|
| Text Set 5 Basket Marine Life 2B-Black | 1 | \$1,000.00 | \$1,000.00 |
|---|---|------------|------------|

| | | | |
|---|----------|--|-------------------|
| Total Science Research Labs and Thematic Collections | 1 | | \$1,000.00 |
|---|----------|--|-------------------|

Social Studies Research Labs and Thematic Collections

Ancient Civilizations

International in scope, the Ancient Civilizations collections focuses on the world before 250 ce. This collection offers a variety of genres including nonfiction, historical fiction, mythology, and traditional tales. Regions included are Ancient Egypt, China, Greece, Mesopotamia, Rome, India, and the Maya.

| | | | |
|--|---|------------|------------|
| Research Lab Module Informational Ancient Civilizations Grade 6 Lower levels on books | 1 | \$1,950.00 | \$1,950.00 |
|--|---|------------|------------|

| | | | |
|--|----------|--|-------------------|
| Total Social Studies Research Labs and Thematic Collections | 1 | | \$1,950.00 |
|--|----------|--|-------------------|

Total: \$6,025.00

Shipping \$50.00

Sales Consultant: Leslie Macneill Email: leslie.macneill@americanreading.com P: (610) 992-4150 F: (610) 992-4158

201 South Gulph Road, King of Prussia, PA 19406 www.americanreading.com

**SUWANNEE COUNTY SCHOOL DISTRICT
REQUEST FOR QUOTE**

**PROGRAM REVIEW SERVICES
21ST CCLC EVALUATION**

PURPOSE

Suwannee County School District ("Agency") is currently soliciting price/rate quotations from third-party evaluators interested in providing evaluation services for the Agency's Florida Department of Education (FLDOE) *21st Century Community Learning Services (21st CCLC) Program Grants*. The agency is seeking an experienced evaluator (experienced with FDOE 21st CCLC Grants) for the 5-year project that will provide afterschool and summer programming at Branford Elementary, Suwannee Elementary, Suwannee Primary, and Suwannee Intermediate schools. This quote includes a cost proposal (using a "service fee base rate" that will be applied for all years of the included grants (contracts are annual and are renewable for up to 5-years, depending on the eligibility of the schools and the continuation of the grants). The total grant award for year 1 is \$699,884. For more information about the 21st CCLC grant requirements, please refer to the Request for Proposal and Request for Application provided by the FLDOE at the following website:

<http://www.fl DOE.org/schools/family-community/activities-programs/21st-century-community-learning-center/>

SCOPE OF SERVICES

Pre-Award

Evaluators will not be compensated for work conducted prior to the award of the grant by the FDOE to the **Agency**, whether or not the grant is awarded. Evaluators may not charge the **Agency** for work conducted prior to the grant award by FLDOE to the **Agency**, nor for work conducted prior to the grant award period. The third-party evaluator's pre-award services must include, but are not limited to, the following:

Develop a project evaluation design that aligns to the Program Evaluation Plan Requirements and addresses the following factors:

- 3.1. Measurable Objectives and Assessment
- 3.2 Statewide Standard Objectives
 - 3.2a Academic Objectives in Core Subjects
 - 3.2b Objectives for Academic Benchmarks
- 3.3 Applicant-Specified Objectives
- 3.4 Evaluation Data Collection and Reporting Deliverables
 - 3.4a Baseline Data Submission
 - 3.4b Mid-Year Data Submission
 - 3.4c Formative Evaluation Summary
 - 3.4d End-of-Year Data Submission
 - 3.4e Stakeholder Survey Data
 - 3.4f Summative Evaluation Report
 - 3.4g Federal Data Collection and Reporting

Prepare a Project Evaluation Plan, including a description of the evaluator, evaluation plan, and method for ensuring continuous improvement. The plan will specifically address the following:

- 5.3 Program Evaluation
 - 5.3a Evaluation Plan
 - 5.3b Measurable Objectives and Assessments

Post-Award

The third party evaluator's post-award tasks and services include, but are not limited to, the following:

Tasks and Services (Ongoing)

- 1) Use a research-based approach to provide Guidance and Support in identifying, addressing, and reassessing areas of concern regarding programmatic compliance and progress.
- 2) Develop, Update, and Maintain a Centralized Data System for Collection of Student Data
- 3) Develop, Update, and Maintain a Centralized Data System for Adult Family Member Data
- 4) Develop or assist with development of Pre-Post Assessments, when requested. Up to 20 pre-post assessments are created for each site across the program year.
- 5) Develop, Update, and Maintain Adult Literacy Surveys for Performance Measures

Tasks and Services (Monthly)

- 6) Clean, Validate, Enter, and Submit all Student Daily Attendance to FLDOE, if requested
- 7) Provide Monthly Analysis of Attendance Performance for Each Site
- 8) Check, Validate, Evaluate, and Provide Guidance on All Program Deliverables
- 9) Participate in Conference Calls with Program Staff, District Administrators, and Other Stakeholders regarding the ongoing evaluation and progress of the 21st CCLC Program. Evaluator must be available at least weekly for such calls and consultations, as needed.

Tasks and Services (Annual)

- 10) Objectives and Evaluation Plan: Provide the **Agency** with objective language and data (based on district and state databases) to establish objective benchmarks, justification for benchmarks, description of assessment process for each objective, the method for mid-year assessment and end-of-year assessment for each objective, and the method for collecting data on each metric.
- 11) Site Level Database Creation and Submission: Four times per year, the evaluator must complete the following for Baseline, Baseline (Update), Mid-Year, and End-of-Year Reporting to the FLDOE:
 - a. Compile Daily Attendance by Student
 - b. Obtain District Academic Data and Integrate into Centralized Data System (Evaluator must work directly with the **Agency** to obtain all necessary data)
 - c. Validate and Clean Program-Level Data in Centralized Data System
 - d. Create De-Identified Database for Submission to FLDOE, to include two databases (Student and Adult Performance Databases).
 - e. Assess programmatic progress and provide recommendations to support data collection, student performance, and operations.
 - f. Communicate with FLDOE and address any issues related to the submission and approval of the Database(s).

**Suwannee County School District
Program Review – Quote Request**

12) **Site Visits:** Visit the 21st CCLC program at least once during the course of the program year, ideally including visits to each 21st CCLC site within the grant(s), with visits to be scheduled during the Fall, Spring, and/or Summer. The purpose of the site visits will be to conduct informal assessments of program operations. The evaluator will not evaluate staff members or school facilities. The evaluator will provide feedback and recommendations as a result of these site visits.

13) **Interim Reports:** The evaluator will provide the interim report based on site visits to provide feedback and recommendations to all stakeholders interested in feedback from the site visits.

14) **Mid-Year Report:** The evaluator will complete the form required by the FLDOE for each grant project. The evaluator will provide the **Agency** with an interpretation of the data on the Objective Assessment and Data Collection Tool (the tool wherein the mid-year report is located).

15) **Formative Evaluation Summary:** The evaluator will provide the formative evaluation summary based on the data submitted during the mid-year evaluation report. The evaluator will provide recommendations based on both 'data collection' and 'program operations' for each of the objectives approved under each 21st CCLC grant. 16) **Continuous Improvement Summary:** The evaluator will provide assistance to 21st CCLC program staff in creating the response to the formative evaluation.

17) **End-Of-Year Report:** The evaluator will provide the end-of-year report for the grant project on a form required by the FLDOE (without alteration), utilizing data provided for the end-of-year database. The evaluator will provide the **Agency** with an interpretation of the data on the Objective Assessment and Data Collection Tool (the tool wherein the end-of-year report is located).

18) **Summative Evaluation Summary:** The evaluator will provide the summative evaluation summary based on the data submitted during the end-of-year evaluation report. Using the same form (Objective Assessment and Data Collection Tool), the evaluator will provide recommendations based on both 'data collection' and 'program operations' for each of the objectives approved under the 21st CCLC grant. These data and recommendations must be consistent with the Summative Evaluation Report.

19) **Summative Evaluation Report:** The evaluator will provide a comprehensive Summative Evaluation Report for the grant project at the end of each year. This is the most comprehensive element of the evaluation process. The end-of-year report will guide the summative evaluation (as they must align entirely), but the summative evaluation report must have additional information on overall program outcomes and more detailed information about those activities and operations with the greatest impact and success. When preparing the Summative Evaluation Report, the evaluator will be required to record and develop a model that can be applied in other settings, as well as provide a comprehensive report that can be shared with stakeholders. The summative evaluation must include all elements of program operation (e.g., hours, days); activities; enrollment and attendance; measures of academic performance; feeder schools; staff information; and partnerships. The evaluator will provide recommendations for program refinement, based on both quantitative and qualitative data. The summative evaluation will also provide a means for the FLDOE to validate data submitted to the federal government.

20) **Annual Performance Report (Federal Data Submission):** The evaluator will clean, aggregate, and categorize the required program data for submission to the United States Department of Education Annual Performance Report system (21APR; previously PPICS). The evaluator will fully complete the 21APR on behalf of the program to ensure compliance with state and federal rules and regulations.

ALL WRITINGS, DATA, TOOLS, REPORTS, AND OTHER INFORMATION MUST BE RELEASED FOR THE FULL AND UNIMPEDED USE BY THE REQUESTING AGENCY.

Suwannee County School District
Program Review – Quote Request




SUBMITTAL OF QUOTE

If you are interested in being considered please submit the following information by email to Janene Fitzpatrick, Assistant Superintendent of Instruction at janene.fitzpatrick@suwannee.k12.fl.us **no later than 5:00 p.m., Friday, December 7, 2018.**

| Item | Description |
|------|--|
| 1 | Evaluator Qualifications: Statement of qualifications, including specific experience related to evaluating Florida 21st CCLC Grants and the theoretical model behind the evaluation approach that will be used with the Agency programs listed in this request. |
| 2 | Evaluator Experience and Education: Resumes of <u>each</u> evaluator who will be assigned to evaluate the 21st CCLC projects. The resume or vita demonstrates the evaluator has experience in evaluating complex programs, knowledge of afterschool programming, and educational attainment necessary for successful evaluation processes. Once a contract is in place, Agencies will not be permitted to change the assigned evaluators without renegotiation and approval of the Agency . |
| 3 | References and Past Clients: List of three clients for whom the evaluator has provided evaluation services that are consistent with the requirements and scope of the 21 st CCLC evaluation. References should include the following information: (a) Name of client; (b) Name of contact person and title; (c) Phone number; (d) Business and email address; and (e) Brief explanation of services that were provided. The references should demonstrate the depth and breadth of evaluation experience, particularly as related to 21 st CCLC and the requirements indicated within this quote and the associated RFA/RFP released by the FLDOE. |
| 4 | Sample Evaluation: Sample evaluation report and/or project completed by the assigned evaluators related to out-of-school programming and/or 21st CCLC programming. The report must have been completed within the last two years. The evaluation report will be scored on the comprehensiveness of the report, the presentation of the data and findings, recommendations, and other factors. The evaluation should demonstrate the capacity of the firm in providing 21 st CCLC evaluations. |
| 5 | Price Quote: Provide a price/rate quote for 12 months of evaluation services for the proposed 21st CCLC grant project. The quote should be for a service fee base rate as a percentage of the total grant amount, as provided). Unless as otherwise permitted and expressly stated herein, proposed pricing shall be inclusive of all costs associated with the evaluation of programs including: labor; supervision; technical expertise; assessment tools, evaluation and assessment training(s); data collection activities, recording and maintenance of data; purchase of data collections and evaluation systems; data analysis; report writing; travel; insurance; profit; and, all other services that are necessary for the proper execution and performance of contract. |

IF YOU ARE NOT INTERESTED IN SUBMITTING A QUOTE:

Please email Janene Fitzpatrick at janene.fitzpatrick@suwannee.k12.fl.us so that we do not unnecessarily burden you with additional emails regarding this specific request.

From:  Jillian Herron Tuesday, December 04, 2018 11:26:18 AM
Subject: Evaluation Services for Suwannee County
To:  kpd1divine@gmail.com
Cc:  Janene Fitzpatrick



Attachments:  2018-12-03 Evaluation Quotes Solicitation.pdf / Adobe Acrobat Document (185K)

Good afternoon,

Suwannee County School District would like to request a quote from your company for evaluation services for the Agency's Florida Department of Education 21st Century Community Learning Centers Program. If you are interested, please review the attached document for details regarding services the agency is seeking.

You will find the guidelines for submitting a quote on page 5 of the attached. The quote should be emailed to janene.fitzpatrick@suwannee.k12.fl.us no later than **5:00 p.m., Friday, December 7, 2018.**




If you are not interested in providing services, we ask that you email janene.fitzpatrick@suwannee.k12.fl.us to inform the agency, as we do not wish to burden you with additional emails regarding this request.

Should you have any questions regarding this request you may contact Janene Fitzpatrick by telephone at (386) 647-4647 or via email janene.fitzpatrick@suwannee.k12.fl.us. We appreciate your consideration in this matter.

Thank you,

Jillian Herron
Curriculum Department
Suwannee County School District
1729 Walker Avenue, SW, Suite 200
Live Oak, FL 32064
Ph: (386) 647-4625
Fx: (386) 364-2635
jillian.herron@suwannee.k12.fl.us

**Katherine Divine, Ph.D., Sole Proprietor
KPD Evaluation Associates - LLC**

From:  Jillian Herron
Subject: Evaluation Services for Suwannee County
To:  jwill@unf.edu
Cc:  Janene Fitzpatrick

Tuesday, December 04, 2018 11:27:02 AM



Attachments:  2018-12-03 Evaluation Quotes Solicitation.pdf / Adobe Acrobat Document (185K)

Good afternoon,

Suwannee County School District would like to request a quote from your company for evaluation services for the Agency's Florida Department of Education 21st Century Community Learning Centers Program. If you are interested, please review the attached document for details regarding services the agency is seeking.

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Should you have any questions regarding this request you may contact Janene Fitzpatrick by telephone at (386) 647-4647 or via email janene.fitzpatrick@suwannee.k12.fl.us. We appreciate your consideration in this matter.

Thank you,

Jillian Herron
Curriculum Department
Suwannee County School District
1729 Walker Avenue, SW, Suite 200
Live Oak, FL 32064
Ph: (386) 647-4625
Fx: (386) 364-2635
jillian.herron@suwannee.k12.fl.us

Jeffry A Will, Director and Professor of Sociology
Northeast Florida Center for Community Initiatives

From:  **Jillian Herron** Tuesday, December 04, 2018 11:28:31 AM
Subject: Evaluation Services for Suwannee County
To:  **jeaston@ufl.edu**
Cc:  **Janene Fitzpatrick**



Attachments:  2018-12-03 Evaluation Quotes Solicitation.pdf / Adobe Acrobat Document (185K)

Good afternoon,

Suwannee County School District would like to request a quote from your company for evaluation services for the Agency's Florida Department of Education 21st Century Community Learning Centers Program. If you are interested, please review the attached document for details regarding services the agency is seeking.

You will find the guidelines for submitting a quote on page 5 of the attached. The quote should be emailed to janene.fitzpatrick@suwannee.k12.fl.us no later than **5:00 p.m., Friday, December 7, 2018.**



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Should you have any questions regarding this request you may contact Janene Fitzpatrick by telephone at (386) 647-4647 or via email janene.fitzpatrick@suwannee.k12.fl.us. We appreciate your consideration in this matter.

Thank you,

Jillian Herron
Curriculum Department
Suwannee County School District
1729 Walker Avenue, SW, Suite 200
Live Oak, FL 32064
Ph: (386) 647-4625
Fx: (386) 364-2635
jillian.herron@suwannee.k12.fl.us

Janice O Easton
Evaluation By Design

From:  Jillian Herron Tuesday, December 04, 2018 11:41:40 AM
Subject: Evaluation Services for Suwannee County
To:  amanley@coe.ufl.edu
Cc:  Janene Fitzpatrick



Attachments:  2018-12-03 Evaluation Quotes Solicitation.pdf / Adobe Acrobat Document (185K)

Good afternoon,

Suwannee County School District would like to request a quote from your company for evaluation services for the Agency's Florida Department of Education 21st Century Community Learning Centers Program. If you are interested, please review the attached document for details regarding services the agency is seeking.

You will find the guidelines for submitting a quote on page 5 of the attached. The quote should be emailed to janene.fitzpatrick@suwannee.k12.fl.us no later than **5:00 p.m., Friday, December 7, 2018.**



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Should you have any questions regarding this request you may contact Janene Fitzpatrick by telephone at (386) 647-4647 or via email janene.fitzpatrick@suwannee.k12.fl.us. We appreciate your consideration in this matter.

Thank you,

Jillian Herron
Curriculum Department
Suwannee County School District
1729 Walker Avenue, SW, Suite 200
Live Oak, FL 32064
Ph: (386) 647-4625
Fx: (386) 364-2635
jillian.herron@suwannee.k12.fl.us

Anne Corrine Huggins-Manley, Ph.D
Research and Evaluation Methodolgy
University of Florida

From:  Jillian Herron Tuesday, December 04, 2018 12:37:01 PM
Subject: Re(2): Evaluation Services for Suwannee County
To:  "Manley, Anne Corinne" <amanley@coe.ufl.edu>

Hello Corinne,

Yes, please do forward to your colleagues.

Thank you,

Jillian Herron
Curriculum Department
Suwannee County School District
1729 Walker Avenue, SW, Suite 200
Live Oak, FL 32064
Ph: (386) 647-4625
Fx: (386) 364-2635
jillian.herron@suwannee.k12.fl.us

"Manley, Anne Corinne" <amanley@coe.ufl.edu> writes:

Hi Jillian,

I do not have the experiences you request, but I do have colleagues who fit it well. May I forward this to colleagues?

Corinne

Anne Corinne Huggins-Manley, Ph.D
Associate Professor
Research and Evaluation Methodology
School of Human Development and Organizational Studies in Education
College of Education
University of Florida
amanley@coe.ufl.edu

Please note: Due to Florida's public records law, most written communications to or from UF employees are public records. Therefore, this e-mail communication may be subject to public disclosure. However, this communication may contain information that is legally protected from unauthorized disclosure. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or other use of the contents of this message is prohibited. If you have received this message in error, please notify me.

From: Jillian Herron <jillian.herron@suwannee.k12.fl.us>
Sent: Tuesday, December 4, 2018 11:41 AM
To: Manley, Anne Corinne
Cc: Janene Fitzpatrick
Subject: Evaluation Services for Suwannee County

Good afternoon,

Suwannee County School District would like to request a quote from your company for evaluation services for the Agency's Florida Department of Education 21st Century Community Learning Centers Program. If you are interested, please review the attached document for details regarding services the agency is seeking.


You will find the guidelines for submitting a quote on page 5 of the attached. The quote should be emailed to janene.fitzpatrick@suwannee.k12.fl.us no later than 5:00 p.m., Friday, December 7, 2018.

If you are not interested in providing services, we ask that you email janene.fitzpatrick@suwannee.k12.fl.us to inform the agency, as we do not wish to burden you with additional emails regarding this request.

Should you have any questions regarding this request you may contact Janene Fitzpatrick by telephone at (386) 647-4647 or via email janene.fitzpatrick@suwannee.k12.fl.us. We appreciate your consideration in this matter.

Thank you,

Jillian Herron
Curriculum Department
Suwannee County School District
1729 Walker Avenue, SW, Suite 200
Live Oak, FL 32064
Ph: (386) 647-4625
Fx: (386) 364-2635
jillian.herron@suwannee.k12.fl.us

From:  Jillian Herron Tuesday, December 04, 2018 11:24:44 AM
Subject: Evaluation Services for Suwannee County
To:  shorton@mgtconsulting.com
Cc:  Janene Fitzpatrick

Attachments:  2018-12-03 Evaluation Quotes Solicitation.pdf / Adobe Acrobat Document (185K)

Good afternoon,

Suwannee County School District would like to request a quote from your company for evaluation services for the Agency's Florida Department of Education 21st Century Community Learning Centers Program. If you are interested, please review the attached document for details regarding services the agency is seeking.

You will find the guidelines for submitting a quote on page 5 of the attached. The quote should be emailed to janene.fitzpatrick@suwannee.k12.fl.us no later than **5:00 p.m., Friday, December 7, 2018.**



If you are not interested in providing services, we ask that you email janene.fitzpatrick@suwannee.k12.fl.us to inform the agency, as we do not wish to burden you with additional emails regarding this request.

Should you have any questions regarding this request you may contact Janene Fitzpatrick by telephone at (386) 647-4647 or via email janene.fitzpatrick@suwannee.k12.fl.us. We appreciate your consideration in this matter.

Thank you,

Jillian Herron
Curriculum Department
Suwannee County School District
1729 Walker Avenue, SW, Suite 200
Live Oak, FL 32064
Ph: (386) 647-4625
Fx: (386) 364-2635
jillian.herron@suwannee.k12.fl.us

Sheena A Horton, Consultant
Sheena Horton, MGT Consulting Group

From:  Jillian Herron Wednesday, December 05, 2018 8:24:33 AM
Subject: Re(2): Evaluation Services for Suwannee County
To:  Sheena Horton <SHorton@mgtconsulting.com>
Cc:  Janene Fitzpatrick

Hello Sheena,

That is great, thank you!

Jillian Herron
Curriculum Department
Suwannee County School District
1729 Walker Avenue, SW, Suite 200
Live Oak, FL 32064
Ph: (386) 647-4625
Fx: (386) 364-2635
jillian.herron@suwannee.k12.fl.us

Sheena Horton <SHorton@mgtconsulting.com> writes:
Hi Jillian,

Thank you for reaching out. I have forwarded your email to our VP for consideration.

Have a good week,

Sheena A. Horton, PMP
Senior Consultant, Human Capital
MGT Consulting Group
516 North Adams Street | Tallahassee, Florida 32301
P 850.296.7143
F 850.385.4501
shorton@mgtconsulting.com
www.MGTConsulting.com

-----Original Message-----

From: Jillian Herron <jillian.herron@suwannee.k12.fl.us>
Sent: Tuesday, December 4, 2018 11:25 AM
To: Sheena Horton <SHorton@mgtconsulting.com>
Cc: Janene Fitzpatrick <janene.fitzpatrick@suwannee.k12.fl.us>
Subject: Evaluation Services for Suwannee County

Good afternoon,

Suwannee County School District would like to request a quote from your company for evaluation services for the Agency's Florida Department of Education 21st Century Community Learning Centers Program. If you are interested, please review the attached document for details regarding services the agency is seeking

You will find the guidelines for submitting a quote on page 5 of the attached. The quote should be emailed to

janene.fitzpatrick@suwannee.k12.fl.us no later than 5:00 p.m., Friday, December 7, 2018

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Should you have any questions regarding this request you may contact Janene Fitzpatrick by telephone at (386) 647-4647 or via email janene.fitzpatrick@suwannee.k12.fl.us. We appreciate your consideration in this matter.

Thank you,

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Suwannee County School District
1729 Walker Avenue, SW, Suite 200
Live Oak, FL 32064
Ph: (386) 647-4625
Fx: (386) 364-2635
jillian.herron@suwannee.k12.fl.us

From:  Jillian Herron Tuesday, December 04, 2018 11:30:13 AM
Subject: Evaluation Services for Suwannee County
To:  online@casperfl.com
Cc:  Janene Fitzpatrick

Attachments:  2018-12-03 Evaluation Quotes Solicitation.pdf / Adobe Acrobat Document (185K)

Good afternoon,

Suwannee County School District would like to request a quote from your company for evaluation services for the Agency's Florida Department of Education 21st Century Community Learning Centers Program. If you are interested, please review the attached document for details regarding services the agency is seeking.

You will find the guidelines for submitting a quote on page 5 of the attached. The quote should be emailed to janene.fitzpatrick@suwannee.k12.fl.us no later than **5:00 p.m., Friday, December 7, 2018.**

If you are not interested in providing services, we ask that you email janene.fitzpatrick@suwannee.k12.fl.us to inform the agency, as we do not wish to burden you with additional emails regarding this request.

Should you have any questions regarding this request you may contact Janene Fitzpatrick by telephone at (386) 647-4647 or via email janene.fitzpatrick@suwannee.k12.fl.us. We appreciate your consideration in this matter.

Thank you,

Jillian Herron
Curriculum Department
Suwannee County School District
1729 Walker Avenue, SW, Suite 200
Live Oak, FL 32064
Ph: (386) 647-4625
Fx: (386) 364-2635
jillian.herron@suwannee.k12.fl.us

**Charles E. Byrd, CEO and Lead Evaluator
Center for Assessment, Strategic Planning,
Evaluation and Research
(CASPER)**

From: <cbyrd@casperfl.com> Friday, December 07, 2018 1:37:06 AM
Subject: RE: Evaluation Services for Suwannee County
To: Jillian Herron
Cc: Janene Fitzpatrick

Attachments:  Suwannee CSD - Evaluation Bid (2018) - CASPER - 0 Cover Let.pdf / Uploaded Fil...
 Suwannee CSD - Evaluation Bid (2018) - CASPER - 1 Qualifica.pdf / Uploaded Fil...
 Suwannee CSD - Evaluation Bid (2018) - CASPER - 2 Resume-Vi.pdf / Uploaded F...
 Suwannee CSD - Evaluation Bid (2018) - CASPER - 3 Client Re.pdf / Uploaded Fil...
 Suwannee CSD - Evaluation Bid (2018) - CASPER - 4 Sample Re.pdf / Uploaded F...
 Suwannee CSD - Evaluation Bid (2018) - CASPER - 5 Price Quo.pdf / Uploaded Fil...

Janene and Jillian,
I hope this email finds you well. Thank you for considering CASPER in your search for an evaluator for your new 21st CCLC program. Attached are six files - a cover letter and separate files for each of the five required components of the bid, as outlined in your request for bids. The sections are separated for ease of review (and because of the size of the sample report). Please confirm receipt and feel free to contact me for additional information.

Thank you for your consideration and, if selected, I look forward to five more years of serving the students of Suwannee County!

Best,
Charles

Charles E. Byrd, Ph.D.
President and CEO
Center for Assessment, Strategic Planning, Evaluation and Research
<http://www.casperfl.com>

-----Original Message-----

From: Jillian Herron <jillian.herron@suwannee.k12.fl.us>
Sent: Tuesday, December 4, 2018 11:30 AM
To: online@casperfl.com
Cc: Janene Fitzpatrick <janene.fitzpatrick@suwannee.k12.fl.us>
Subject: Evaluation Services for Suwannee County

Good afternoon,

Suwannee County School District would like to request a quote from your company for evaluation services for the Agency's Florida Department of Education 21st Century Community Learning Centers Program. If you are interested, please review the attached document for details regarding services the agency is seeking.

You will find the guidelines for submitting a quote on page 5 of the attached. The quote should be emailed to

Only response received for evaluation services.

janene.fitzpatrick@suwannee.k12.fl.us no later than 5:00 p.m., Friday, December 7, 2018.

If you are not interested in providing services, we ask that you email janene.fitzpatrick@suwannee.k12.fl.us to inform the agency, as we do not wish to burden you with additional emails regarding this request.

Should you have any questions regarding this request you may contact Janene Fitzpatrick by telephone at (386) 647-4647 or via email janene.fitzpatrick@suwannee.k12.fl.us. We appreciate your consideration in this matter.

Thank you,

Jillian Herron
Curriculum Department
Suwannee County School District
1729 Walker Avenue, SW, Suite 200
Live Oak, FL 32064
Ph: (386) 647-4625
Fx: (386) 364-2635
jillian.herron@suwannee.k12.fl.us

Section 9: 2018-19 Deliverables and Financial Consequences

Deliverables

The subrecipients will implement the Title IV, Part B, 21st Century Community Learning Centers (21st CCLC) program in a safe environment for students at a minimum of 12 hours/week for programs serving elementary students and/or nine (9) hours/week for programs serving middle or high school students during non-school hours at the approved site(s) for the minimum of 36 weeks. Subrecipients may have one or multiple centers/sites which may be located in schools, community facilities and/or faith-based facilities, to provide these services from August 1, 2018 – July 31, 2019.

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

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

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

Source of Requirements

- 21st CCLC Request for Application
- Approved Application Scope of Work Narrative and Addendum
- Approved Application Site Profile Worksheet

Financial Consequences

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

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

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

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

- **Programs entering years 4 or 5 of funding:**
 - If program has reported average daily attendance (ADA) at 95% or higher of the proposed level, they will be funded at the same level attendance as approved in the application of the previous year.
 - If program has reported average daily attendance (ADA) below 95%, they will be funded proportionally to the reported ADA (reported ADA / 0.95).
- **Programs entering year 3 of funding:**
 - If program has reported average daily attendance (ADA) at 85% or higher of the proposed level, they will be funded at the same level of attendance as approved in the application of the previous year.
 - If program has reported average daily attendance (ADA) below 85%, they will be funded proportionally to the reported ADA (reported ADA / 0.85).
- **Programs entering year 2 of funding:**
 - If program has reported average daily attendance (ADA) at 75% or higher of the proposed level, they will be funded at the same level attendance as approved in the application of the previous year.
 - If program has reported average daily attendance (ADA) below 75%, they will be funded proportionally to the reported ADA (reported ADA / 0.75).
- Programs that do not complete the proposed adult family member activities may receive a reduction in funding of one-half (.5) percent per occurrence.
- Programs that do not submit the required evaluation deliverables or federally required data in an approvable form within the given time frame as approved by the program office, may receive a reduction in funding of two (2) percent per occurrence.
- Programs that do not submit the Formative Evaluation Report, in an acceptable form within the given time frame as approved by the program office, may receive a reduction in funding of two (2) percent per occurrence or the budget amount related to the activity, whichever is larger.
- Programs that do not submit the Summative Evaluation Report, in an acceptable form within the given time frame as approved by the program office, will not receive any additional funding until all reporting obligations have been met and deemed acceptable by the 21st CCLC program office.

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

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

| Deliverable Due Date | Method of Payment | Deliverable | Method of Submission | | | | | | | | | | | | | | | | | | |
|----------------------|------------------------|--|----------------------|------------------------|---------------------------|---------------|--|--|--------------|--|--|------------------|--|--|--------|--|--|-------------------|--|--|---|
| Sep. 15, 2018 | | <p>August 1 – 30, 2018</p> <p>Implement the Title IV, Part B, 21st Century Community Learning Centers (21st CCLC) program in a safe environment for students and adult family members.</p> <ul style="list-style-type: none">Number of students, adult family members, number of service days and number of service hours for the period as defined in the Site Profile Worksheet(s). <table><thead><tr><th>Component</th><th>Number of Participants</th><th>Number of Days/Activities</th></tr></thead><tbody><tr><td>Before School</td><td></td><td></td></tr><tr><td>After school</td><td></td><td></td></tr><tr><td>Weekend/Holidays</td><td></td><td></td></tr><tr><td>Summer</td><td></td><td></td></tr><tr><td>Family Activities</td><td></td><td></td></tr></tbody></table> | Component | Number of Participants | Number of Days/Activities | Before School | | | After school | | | Weekend/Holidays | | | Summer | | | Family Activities | | | <p>All subrecipients must submit the following source documentation on a monthly basis:</p> <ul style="list-style-type: none">Monthly Attendance Submission (each site)<ul style="list-style-type: none">If there are no student services in August, submit Subgrant Activity Report <p>In addition to the items above, all subrecipients must submit the following:</p> <ul style="list-style-type: none">Evidence of provision of Supplemental Snacks/Meals RequirementLetter outlining screening and training of all staff and volunteers <p>In addition to tasks listed above, agencies exempt from DCF licensing must also submit:</p> <ul style="list-style-type: none">A copy of the current and approved annual fire inspection report by a certified fire inspector (or exemption)Occupant load certificate |
| Component | Number of Participants | Number of Days/Activities | | | | | | | | | | | | | | | | | | | |
| Before School | | | | | | | | | | | | | | | | | | | | | |
| After school | | | | | | | | | | | | | | | | | | | | | |
| Weekend/Holidays | | | | | | | | | | | | | | | | | | | | | |
| Summer | | | | | | | | | | | | | | | | | | | | | |
| Family Activities | | | | | | | | | | | | | | | | | | | | | |
| Oct. 15, 2018 | | <p>September 1 -- 30, 2018</p> <p>Implement the Title IV, Part B, 21st Century Community Learning Centers (21st CCLC) program in a safe environment for students and adult family members.</p> <ul style="list-style-type: none">Number of students, adult family members, number of service days and number of service hours for the period as defined in the Site Profile Worksheet(s). <table><thead><tr><th>Component</th><th>Number of Participants</th><th>Number of Days/Activities</th></tr></thead><tbody><tr><td>Before School</td><td></td><td></td></tr><tr><td>After school</td><td></td><td></td></tr><tr><td>Weekend/Holidays</td><td></td><td></td></tr><tr><td>Summer</td><td></td><td></td></tr><tr><td>Family Activities</td><td></td><td></td></tr></tbody></table> | Component | Number of Participants | Number of Days/Activities | Before School | | | After school | | | Weekend/Holidays | | | Summer | | | Family Activities | | | <p>All subrecipients must submit the following source documentation on a monthly basis:</p> <ul style="list-style-type: none">Monthly Attendance Submission (each site) <p>In addition to the items above, all subrecipients must submit the following:</p> <ul style="list-style-type: none">Website and documentation supporting the dissemination of information about the 21st CCLC program |
| Component | Number of Participants | Number of Days/Activities | | | | | | | | | | | | | | | | | | | |
| Before School | | | | | | | | | | | | | | | | | | | | | |
| After school | | | | | | | | | | | | | | | | | | | | | |
| Weekend/Holidays | | | | | | | | | | | | | | | | | | | | | |
| Summer | | | | | | | | | | | | | | | | | | | | | |
| Family Activities | | | | | | | | | | | | | | | | | | | | | |

| Deliverable Due Date | Method of Payment | Deliverable | Performance Data Documentation to Evidence Completion of Tasks | | | | | | | | | | | | | | | | | | |
|----------------------|------------------------|--|--|------------------------|---------------------------|---------------|--|--|--------------|--|--|------------------|--|--|--------|--|--|-------------------|--|--|--|
| Nov. 15, 2018 | | <p>October 1 – 31, 2018</p> <p>Implement the Title IV, Part B, 21st Century Community Learning Centers (21st CCLC) program in a safe environment for students and adult family members.</p> <ul style="list-style-type: none">Number of students, adult family members, number of service days and number of service hours for the period as defined in the Site Profile Worksheet(s). <table><thead><tr><th>Component</th><th>Number of Participants</th><th>Number of Days/Activities</th></tr></thead><tbody><tr><td>Before School</td><td></td><td></td></tr><tr><td>After school</td><td></td><td></td></tr><tr><td>Weekend/Holidays</td><td></td><td></td></tr><tr><td>Summer</td><td></td><td></td></tr><tr><td>Family Activities</td><td></td><td></td></tr></tbody></table> | Component | Number of Participants | Number of Days/Activities | Before School | | | After school | | | Weekend/Holidays | | | Summer | | | Family Activities | | | <p>All subrecipients must submit the following source documentation on a monthly basis:</p> <ul style="list-style-type: none">Monthly Attendance Submission (each site) <p>In addition to the items above, all subrecipients must submit the following:</p> <ul style="list-style-type: none">Documentation of teacher certificationsEvidence of Professional Development activities (to date) |
| Component | Number of Participants | Number of Days/Activities | | | | | | | | | | | | | | | | | | | |
| Before School | | | | | | | | | | | | | | | | | | | | | |
| After school | | | | | | | | | | | | | | | | | | | | | |
| Weekend/Holidays | | | | | | | | | | | | | | | | | | | | | |
| Summer | | | | | | | | | | | | | | | | | | | | | |
| Family Activities | | | | | | | | | | | | | | | | | | | | | |
| Dec. 15, 2018 | | <p>November 1 – 30, 2018</p> <p>Implement the Title IV, Part B, 21st Century Community Learning Centers (21st CCLC) program in a safe environment for students and adult family members.</p> <ul style="list-style-type: none">Number of students, adult family members, number of service days and number of service hours for the period as defined in the Site Profile Worksheet(s). <table><thead><tr><th>Component</th><th>Number of Participants</th><th>Number of Days/Activities</th></tr></thead><tbody><tr><td>Before School</td><td></td><td></td></tr><tr><td>After school</td><td></td><td></td></tr><tr><td>Weekend/Holidays</td><td></td><td></td></tr><tr><td>Summer</td><td></td><td></td></tr><tr><td>Family Activities</td><td></td><td></td></tr></tbody></table> | Component | Number of Participants | Number of Days/Activities | Before School | | | After school | | | Weekend/Holidays | | | Summer | | | Family Activities | | | <p>All subrecipients must submit the following source documentation on a monthly basis:</p> <ul style="list-style-type: none">Monthly Attendance Submission (each site) <p>In addition to the items above, all subrecipients must submit the following:</p> <ul style="list-style-type: none">Baseline Data - UpdateEvidence of Collaboration with Regular School-day StaffAcademic and Personal Enrichment Activities to Date |
| Component | Number of Participants | Number of Days/Activities | | | | | | | | | | | | | | | | | | | |
| Before School | | | | | | | | | | | | | | | | | | | | | |
| After school | | | | | | | | | | | | | | | | | | | | | |
| Weekend/Holidays | | | | | | | | | | | | | | | | | | | | | |
| Summer | | | | | | | | | | | | | | | | | | | | | |
| Family Activities | | | | | | | | | | | | | | | | | | | | | |

| Deliverable Due Date | Method of Payment | Deliverables | Performance Standards/Documentation to be Submitted | | | | | | | | | | | | | | | | | | |
|----------------------|------------------------|--|---|------------------------|---------------------------|---------------|--|--|--------------|--|--|------------------|--|--|--------|--|--|-------------------|--|--|--|
| Jan. 15, 2019 | | <p>December 1 – 31, 2018</p> <p>Implement the Title IV, Part B, 21st Century Community Learning Centers (21st CCLC) program in a safe environment for students and adult family members.</p> <ul style="list-style-type: none">Number of students, adult family members, number of service days and number of service hours for the period as defined in the Site Profile Worksheet(s). <table><thead><tr><th>Component</th><th>Number of Participants</th><th>Number of Days/Activities</th></tr></thead><tbody><tr><td>Before School</td><td></td><td></td></tr><tr><td>After school</td><td></td><td></td></tr><tr><td>Weekend/Holidays</td><td></td><td></td></tr><tr><td>Summer</td><td></td><td></td></tr><tr><td>Family Activities</td><td></td><td></td></tr></tbody></table> | Component | Number of Participants | Number of Days/Activities | Before School | | | After school | | | Weekend/Holidays | | | Summer | | | Family Activities | | | <p>All subrecipients must submit the following source documentation on a monthly basis:</p> <ul style="list-style-type: none">Monthly Attendance Submission (each site) <p>In addition to the items above, all subrecipients must submit the following:</p> <ul style="list-style-type: none">21st CCLC Advisory Board Meeting(s) Members, Minutes and Attendance |
| Component | Number of Participants | Number of Days/Activities | | | | | | | | | | | | | | | | | | | |
| Before School | | | | | | | | | | | | | | | | | | | | | |
| After school | | | | | | | | | | | | | | | | | | | | | |
| Weekend/Holidays | | | | | | | | | | | | | | | | | | | | | |
| Summer | | | | | | | | | | | | | | | | | | | | | |
| Family Activities | | | | | | | | | | | | | | | | | | | | | |
| Feb. 15, 2019 | | <p>January 1 – 31, 2019</p> <p>Implement the Title IV, Part B, 21st Century Community Learning Centers (21st CCLC) program in a safe environment for students and adult family members.</p> <ul style="list-style-type: none">Number of students, adult family members, number of service days, and number of service hours for the period as defined in the Site Profile Worksheet(s). <table><thead><tr><th>Component</th><th>Number of Participants</th><th>Number of Days/Activities</th></tr></thead><tbody><tr><td>Before School</td><td></td><td></td></tr><tr><td>After school</td><td></td><td></td></tr><tr><td>Weekend/Holidays</td><td></td><td></td></tr><tr><td>Summer</td><td></td><td></td></tr><tr><td>Family Activities</td><td></td><td></td></tr></tbody></table> | Component | Number of Participants | Number of Days/Activities | Before School | | | After school | | | Weekend/Holidays | | | Summer | | | Family Activities | | | <p>All subrecipients must submit the following source documentation on a monthly basis:</p> <ul style="list-style-type: none">Monthly Attendance Submission (each site) <p>In addition to the items above, all subrecipients must submit the following:</p> <ul style="list-style-type: none">Analysis of Year-to-Date Expenditures |
| Component | Number of Participants | Number of Days/Activities | | | | | | | | | | | | | | | | | | | |
| Before School | | | | | | | | | | | | | | | | | | | | | |
| After school | | | | | | | | | | | | | | | | | | | | | |
| Weekend/Holidays | | | | | | | | | | | | | | | | | | | | | |
| Summer | | | | | | | | | | | | | | | | | | | | | |
| Family Activities | | | | | | | | | | | | | | | | | | | | | |

| Deliverable Due Date | Method of Payment | Deliverables | Formative and Summative Evidence to the Commission | | | | | | | | | | | | | | | | | | |
|----------------------|------------------------|---|--|------------------------|---------------------------|---------------|--|--|--------------|--|--|------------------|--|--|--------|--|--|-------------------|--|--|--|
| Mar. 15, 2019 | | <p>February 1 – 28, 2019</p> <p>Implement the Title IV, Part B, 21st Century Community Learning Centers (21st CCLC) program in a safe environment for students and adult family members.</p> <ul style="list-style-type: none">Number of students, adult family members, number of service days and number of service hours for the period as defined in the Site Profile Worksheet(s). <table><thead><tr><th>Component</th><th>Number of Participants</th><th>Number of Days/Activities</th></tr></thead><tbody><tr><td>Before School</td><td></td><td></td></tr><tr><td>After school</td><td></td><td></td></tr><tr><td>Weekend/Holidays</td><td></td><td></td></tr><tr><td>Summer</td><td></td><td></td></tr><tr><td>Family Activities</td><td></td><td></td></tr></tbody></table> | Component | Number of Participants | Number of Days/Activities | Before School | | | After school | | | Weekend/Holidays | | | Summer | | | Family Activities | | | <p>All subrecipients must submit the following source documentation on a monthly basis:</p> <ul style="list-style-type: none">Monthly Attendance Submission (each site) <p>In addition to the items above, all subrecipients must submit the following:</p> <ul style="list-style-type: none">Formative Evaluation Summary |
| Component | Number of Participants | Number of Days/Activities | | | | | | | | | | | | | | | | | | | |
| Before School | | | | | | | | | | | | | | | | | | | | | |
| After school | | | | | | | | | | | | | | | | | | | | | |
| Weekend/Holidays | | | | | | | | | | | | | | | | | | | | | |
| Summer | | | | | | | | | | | | | | | | | | | | | |
| Family Activities | | | | | | | | | | | | | | | | | | | | | |
| Apr. 15, 2019 | | <p>March 1 – 31, 2019</p> <p>Implement the Title IV, Part B, 21st Century Community Learning Centers (21st CCLC) program in a safe environment for students and adult family members.</p> <ul style="list-style-type: none">Number of students, adult family members, number of service days and number of service hours for the period as defined in the Site Profile Worksheet(s). <table><thead><tr><th>Component</th><th>Number of Participants</th><th>Number of Days/Activities</th></tr></thead><tbody><tr><td>Before School</td><td></td><td></td></tr><tr><td>After school</td><td></td><td></td></tr><tr><td>Weekend/Holidays</td><td></td><td></td></tr><tr><td>Summer</td><td></td><td></td></tr><tr><td>Family Activities</td><td></td><td></td></tr></tbody></table> | Component | Number of Participants | Number of Days/Activities | Before School | | | After school | | | Weekend/Holidays | | | Summer | | | Family Activities | | | <p>All subrecipients must submit the following source documentation on a monthly basis:</p> <ul style="list-style-type: none">Monthly Attendance Submission (each site) <p>In addition to the items above, all subrecipients must submit the following:</p> <ul style="list-style-type: none">Adult Family Member Activities to Date |
| Component | Number of Participants | Number of Days/Activities | | | | | | | | | | | | | | | | | | | |
| Before School | | | | | | | | | | | | | | | | | | | | | |
| After school | | | | | | | | | | | | | | | | | | | | | |
| Weekend/Holidays | | | | | | | | | | | | | | | | | | | | | |
| Summer | | | | | | | | | | | | | | | | | | | | | |
| Family Activities | | | | | | | | | | | | | | | | | | | | | |

| Deliverable Due Date | Month of Payment | Deliverables | Performance Monitoring Documentation: Evidence of Completion | | | | | | | | | | | | | | | | | | |
|----------------------|------------------------|---|--|------------------------|---------------------------|---------------|--|--|--------------|--|--|------------------|--|--|--------|--|--|-------------------|--|--|--|
| May 15, 2019 | | <p>April 1 – 30, 2019</p> <p>Implement the Title IV, Part B, 21st Century Community Learning Centers (21st CCLC) program in a safe environment for students and adult family members.</p> <ul style="list-style-type: none">Number of students, adult family members, number of service days and number of service hours for the period as defined in the Site Profile Worksheet(s). <table><tr><th>Component</th><th>Number of Participants</th><th>Number of Days/Activities</th></tr><tr><td>Before School</td><td></td><td></td></tr><tr><td>After school</td><td></td><td></td></tr><tr><td>Weekend/Holidays</td><td></td><td></td></tr><tr><td>Summer</td><td></td><td></td></tr><tr><td>Family Activities</td><td></td><td></td></tr></table> | Component | Number of Participants | Number of Days/Activities | Before School | | | After school | | | Weekend/Holidays | | | Summer | | | Family Activities | | | <p>All subrecipients must submit the following source documentation on a monthly basis:</p> <ul style="list-style-type: none">Monthly Attendance Submission (each site) <p>In addition to the items above, all subrecipients must submit the following:</p> <ul style="list-style-type: none">End-of-Year Teacher, Students and Adult Family Members Survey Data |
| Component | Number of Participants | Number of Days/Activities | | | | | | | | | | | | | | | | | | | |
| Before School | | | | | | | | | | | | | | | | | | | | | |
| After school | | | | | | | | | | | | | | | | | | | | | |
| Weekend/Holidays | | | | | | | | | | | | | | | | | | | | | |
| Summer | | | | | | | | | | | | | | | | | | | | | |
| Family Activities | | | | | | | | | | | | | | | | | | | | | |
| June 15, 2019 | | <p>May 1 – 31, 2019</p> <p>Implement the Title IV, Part B, 21st Century Community Learning Centers (21st CCLC) program in a safe environment for students and adult family members.</p> <ul style="list-style-type: none">Number of students, adult family members, number of service days and number of service hours for the period as defined in the Site Profile Worksheet(s). <table><tr><th>Component</th><th>Number of Participants</th><th>Number of Days/Activities</th></tr><tr><td>Before School</td><td></td><td></td></tr><tr><td>After school</td><td></td><td></td></tr><tr><td>Weekend/Holidays</td><td></td><td></td></tr><tr><td>Summer</td><td></td><td></td></tr><tr><td>Family Activities</td><td></td><td></td></tr></table> | Component | Number of Participants | Number of Days/Activities | Before School | | | After school | | | Weekend/Holidays | | | Summer | | | Family Activities | | | <p>All subrecipients must submit the following source documentation on a monthly basis:</p> <ul style="list-style-type: none">Monthly Attendance Submission (each site) <p>In addition to the items above, all subrecipients must submit the following:</p> <ul style="list-style-type: none">Website and documentation supporting the Dissemination of Information about 21st CCLC Summer Programming, (if applicable) |
| Component | Number of Participants | Number of Days/Activities | | | | | | | | | | | | | | | | | | | |
| Before School | | | | | | | | | | | | | | | | | | | | | |
| After school | | | | | | | | | | | | | | | | | | | | | |
| Weekend/Holidays | | | | | | | | | | | | | | | | | | | | | |
| Summer | | | | | | | | | | | | | | | | | | | | | |
| Family Activities | | | | | | | | | | | | | | | | | | | | | |

| Deliverable Due Date | Method of Payment | Performance Variable | Performance Metric Documentation/Evidence that Demonstrates | | | | | | | | | | | | | | | | | | |
|----------------------|------------------------|--|---|------------------------|---------------------------|---------------|--|--|--------------|--|--|------------------|--|--|--------|--|--|-------------------|--|--|---|
| July 15, 2019 | | <p>June 1 – 30, 2019</p> <p>Implement the Title IV, Part B, 21st Century Community Learning Centers (21st CCLC) program in a safe environment for students and adult family members.</p> <ul style="list-style-type: none">Number of students, adult family members, number of service days and number of service hours for the period as defined in the Site Profile Worksheet(s). <table><tr><th>Component</th><th>Number of Participants</th><th>Number of Days/Activities</th></tr><tr><td>Before School</td><td></td><td></td></tr><tr><td>After school</td><td></td><td></td></tr><tr><td>Weekend/Holidays</td><td></td><td></td></tr><tr><td>Summer</td><td></td><td></td></tr><tr><td>Family Activities</td><td></td><td></td></tr></table> | Component | Number of Participants | Number of Days/Activities | Before School | | | After school | | | Weekend/Holidays | | | Summer | | | Family Activities | | | <p>All subrecipients must submit the following source documentation on a monthly basis:</p> <ul style="list-style-type: none">Monthly Attendance Submission (each site) <p>In addition to the items above, all subrecipients must submit the following:</p> <ul style="list-style-type: none">Completed Objectives Assessment and Data Collection Tool |
| Component | Number of Participants | Number of Days/Activities | | | | | | | | | | | | | | | | | | | |
| Before School | | | | | | | | | | | | | | | | | | | | | |
| After school | | | | | | | | | | | | | | | | | | | | | |
| Weekend/Holidays | | | | | | | | | | | | | | | | | | | | | |
| Summer | | | | | | | | | | | | | | | | | | | | | |
| Family Activities | | | | | | | | | | | | | | | | | | | | | |
| Aug.15, 2019 | | <p>July 1 – 31, 2019</p> <p>Implement the Title IV, Part B, 21st Century Community Learning Centers (21st CCLC) program in a safe environment for students and adult family members.</p> <ul style="list-style-type: none">Number of students, adult family members, number of service days and number of service hours for the period as defined in the Site Profile Worksheet(s). <table><tr><th>Component</th><th>Number of Participants</th><th>Number of Days/Activities</th></tr><tr><td>Before School</td><td></td><td></td></tr><tr><td>After school</td><td></td><td></td></tr><tr><td>Weekend/Holidays</td><td></td><td></td></tr><tr><td>Summer</td><td></td><td></td></tr><tr><td>Family Activities</td><td></td><td></td></tr></table> | Component | Number of Participants | Number of Days/Activities | Before School | | | After school | | | Weekend/Holidays | | | Summer | | | Family Activities | | | <p>All subrecipients must submit the following source documentation on a monthly basis:</p> <ul style="list-style-type: none">Monthly Attendance Submission (each site) <p>In addition to the items above, all subrecipients must submit the following:</p> <ul style="list-style-type: none">Summative Evaluation ReportAcademic and Personal Enrichment Activities to date |
| Component | Number of Participants | Number of Days/Activities | | | | | | | | | | | | | | | | | | | |
| Before School | | | | | | | | | | | | | | | | | | | | | |
| After school | | | | | | | | | | | | | | | | | | | | | |
| Weekend/Holidays | | | | | | | | | | | | | | | | | | | | | |
| Summer | | | | | | | | | | | | | | | | | | | | | |
| Family Activities | | | | | | | | | | | | | | | | | | | | | |