



THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

TRANSMITTAL FOR AGREEMENT FORM FOR CONTRACTED SERVICES

TO: SUPERINTENDENT OF SCHOOLS

VIA: School Board Attorney

FROM: Mrs. Laura Tennant, Principal _____ Date _____
Originator of Request/Title (Name Typed)

Holmes Elementary School _____ 2501 _____
Location Name Location Number

Dr. Janice Cruse-Sanchez _____ Date _____
Region Superintendent/Division Head (Name Typed)

Ms. Iraida Mendez-Cartaya _____ Date _____
Bureau of Grants Administration (If Applicable, Name Typed)

SUBJECT: LEGAL REVIEW AND APPROVAL OF AGREEMENT FORM FOR CONTRACTED SERVICES

The attached Agreement Form for Contracted Services is submitted for approval. Funds have been identified for these services under Shopping Cart Number 1000509282.

This agreement is contingent on the continuation of adequate funding.

Please sign both copies of the Agreement and return both copies to the originator for further processing.

PROCUREMENT AUTHORITY

- Quotes Obtained
- Professional Services Contract Committee (Attach Minutes)
- Board Approval (Attach Agenda Item)
- Waiver Pursuant to Florida Statutes
- Other (State Reason) _____

Attachments: Agreement Forms (two original copies)

RJJ # 13-1128



This form can be submitted electronically or by fax at 305-995-1412
[THIS FORM MUST BE SUBMITTED WITH YOUR REQUEST]

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
SCHOOL BOARD ATTORNEY'S OFFICE

CONTRACT INTAKE & TRANSMITTAL FORM

The School Board Attorney's Office will review the contract/agreement as to form and legality. You are responsible for reading the contract and ensuring that the business and/or program terms and conditions of the contract/agreement are clear, accurate, complete, and will satisfy your business and/or program needs.

CONTRACT DESCRIPTION:

Type of Contract: Service Agreement
Service Agreement, Lease Agreement, License Agreement, Affiliate Agreement or Other (please specify)

Purpose: City of Miami will provide a Program Director to be responsible for all 21st CCLC components.

School/Location of Activities: Holmes Elementary School - 2501

Funds have been identified for these services under Shopping Cart Number: 1000509282

DEPARTMENT/DIVISION INITIATING CONTRACT:

Name and Title: Laura Tennant, Principal
Department/Division: Education Transformation Office
Phone Number: (305) 836-3421 E-mail: Lauratennant@deadeschools.net

CONTRACTOR/VENDOR/OTHER PARTY:

Company's Name: City of Miami
Contact Person and Title: Johnny Martinez, City Manager
Phone Number: (305) 416-1025 E-mail: johnnymartinez@miamigov.com

Has MDCSB entered into a similar contract with this company before? Yes No

Is this the renewal of an existing contract? Yes No
(If yes, attach a copy of the previous contract. If this is a renewal, extension or amendment to a contract, attach the underlying contract and any previous renewal or amendments, etc.)

DEADLINE:

Date by which contract needs to be reviewed: 07/31/13

PROCUREMENT AUTHORITY:

Three (3) Quotes Obtained

OR

Professional Services Contract Committee (*attach Minutes*)

AND

Board Approval (*attach Agenda Item*)

Exemption Pursuant to Florida Statutes (*Superintendent authorized to sign contracts up to \$50,000.00 without Board approval*)

Other (*state reason*): _____

OTHER INFORMATION:

- Term: August 1, 2012 - July 31, 2013
(Beginning/ending dates for initial term)

• Is an electronic copy of the contract available? Yes No
(If available, please send to _____)

• Would you like to discuss this contract with Legal Counsel: Yes No

• Business/Program Terms: The City of Miami, through its Program Director will be responsible for the successful implementation of all 21st CCLC program components. The Program Director will prepare the following documents: applications for continuation funding; amendments; contracts; audit and reporting requirements; deliverables. The Program Director will coordinate and ensure program staff receives training prior to commencing services; ensure participant enrollment is maintained as per 21st CCLC program requirements; monitor, collect, and evaluate all aspects for the 21st CCLC program; administer assessments and report data as detailed in the evaluation plan and as agreed between M-DCPS and the external evaluator; support the day-to-day functioning of the collaborations; schedule facility times, special events; communicate with parents on a consistent basis all program information; conduct semi-annually advisory board meetings with school administration, City of Miami, and community-based organizations; conduct a monthly 21st CCLC staff meeting; ensure all project objectives are met; and maintain a Quality Program within compliance.

I or my designee have read the attached Agreement (including all attachments and exhibits), and the contract is an accurate and complete representation of the business/program terms and conditions. (If you are submitting this form electronically, please type your name in the signature field.)

Contract Originator's Signature

Date



CONTRACTOR CONFLICT OF INTEREST FORM

Contractor: City of Miami
 Matter/Issue: To Provide a Program Director to be responsible for all 21st CCLC components.

- | | Yes | No |
|--|--------------------------|-------------------------------------|
| 1. Do you, your immediate family, or business partner have financial or other interest in any of the offerors who have submitted a proposal? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Have gratuities, favors, or anything of monetary value been offered to you or accepted by you from any of the offerors who have submitted a proposal? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Have you been employed by any of the offerors who have submitted a proposal within the last 24 months? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Do you plan to obtain financial interest, e.g. stock, in any of the offerors? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Do you plan to seek or accept future employment with any of the offerors? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Are there any other conditions which may cause a conflict of interest? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

If you answered "yes" to any of the above questions, attach to this questionnaire a written explanation of your connections with the offerors or write your answer below.

If you answered "no" to all of the above questions but you have a connection not addressed in the above questions, please explain below or attach a written explanation to this questionnaire.

I declare all of the above questions are answered truthfully and read truthfully and to the best of my knowledge.

Division Head: <u>Janice Cruz-Sanchez</u> Conflict of Interest: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Signature & Date:	Comments:
Charge Location Administrator: <u>Laura Tennant</u> Conflict of Interest: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Signature & Date:	Comments:
Bid Selection Committee Chair: <u>N/A</u> Conflict of Interest: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Signature & Date:	Comments:
Other: <u>N/A</u> Conflict of Interest: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Signature & Date:	Comments:
Other: <u>N/A</u> Conflict of Interest: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Signature & Date:	Comments:
School Board Attorney: <u>Ms. Ana Craft</u> Conflict of Interest: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Signature & Date:	Comments:
Superintendent (or Designee): <u>Mr. Alberto Carvalho</u> Conflict of Interest: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Signature & Date:	Comments:

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
AGREEMENT FORM FOR CONTRACTED SERVICES

THIS AGREEMENT, entered into this as of the 1st day of August, 2012, by and between The School Board of Miami-Dade County, Florida, hereinafter referred to as the "Agency" or "School Board", and the City of Miami, hereinafter referred to as the 'CONTRACTOR', is as follows:

1. SCOPE OF WORK

The Contractor shall, in a satisfactory and proper manner as determined by the Agency, perform the following:

Nature of Contracted Services: Contractor through its Project Director is responsible for the successful implementation of all components of the 21st Century Community Learning Centers ("21st CCLC") program funded by the Florida Department of Education (FLDOE) to Miami-Dade County Public Schools (M-DCPS) through Project Award Notification # 130-2443A-3CCC3 for at Holmes Elementary School ("Holmes ES"), as may be determined by the Florida Department of Education ("FLDOE") Project Award Notification Package and by the AGENCY. The FLDOE Project Award Notification Package including, without limitation, the Project Award Notification, the Budget Narrative, the Project Narrative, and relevant forms (such as the Weekly Schedule as defined therein) is attached hereto as "Exhibit A" and incorporated herein by reference. The foregoing documentation also defines the Project Director's responsibilities. CONTRACTOR's Project Director will coordinate all activities with School Site Principal in advance.

The School Board and the Contractor agree that "completion of services" shall be defined as such time in which all deliverables contemplated in the Agreement have been received by the School Board in their entirety, including, without limitations: 1) Contractor attending FLDOE's 21st CCLC Annual Conference each year with M-DCPS staff; 2) Contractor participating as a member of the FLDOE-required 21st CCLC Advisory Board for this school site; 3) Contractor designing or adapting assessment instruments and protocols. 4) Contractor delivering Data Report to the FLDOE no later than January 28, 2013 and prior to payment for services rendered. 5) Contractor fulfilling the requirements as per the Project Director Job Description in "Exhibit F" prior to payment for services.

Anticipated Outcome of Contracted Services: Outcomes expected by FLDOE of all 21st CCLC grantees include: improved student academic performance in reading, language arts, mathematics and science through related out-of-school academic enrichment activities which complement (not supplant) in-school learning; a high degree of student engagement and commitment to the program through personal enrichment activities; and increased involvement of adult family members in their child's education through activities that enable adult family members to be supportive of the child's learning. An external evaluation by an evaluator selected by the AGENCY is required by FLDOE. Contractor shall comply with all terms and conditions of requirements as set forth in Exhibits A, B, C, D, E & F to this Agreement, which Exhibits are attached hereto and incorporated herein by reference.

Location of Contracted Service: Holmes ES and other related field trip locations

Date(s)/Hours of Service: Dates and hours of service shall be as defined in the FLDOE-approved Weekly Schedule in the Project Award Notification Package or as may be amended and approved by FLDOE and incorporated herein as part of "Exhibit A".

2. TERM OF AGREEMENT

The Contractor shall commence performance of the Agreement on the 1st day of August, 2012, and shall complete performance to the satisfaction of the Agency no later than the 31st day of July, 2013. The Agency reserves the right to terminate this Agreement without cause by giving thirty (30) days written notice to the Contractor.

3. COMPENSATION

The Agency shall, upon completion of services by the Contractor, compensate the Contractor in the amount of \$ 60,135, which shall constitute the amount due under this contract. Contracts exceeding \$50,000 require School Board approval. The Contractor agrees to assume responsibility for all per diem and travel expenses, unless authorization to incur such expenses is granted by the Agency in advance of the expenditures being incurred. The Contractor shall be reimbursed for such approved expenditures as provided by §112.061 Florida Statutes, and School Board Policy 6550.

4. PAYMENT SCHEDULE

Payment will be generated by the Agency's Accounts Payable Department within thirty (30) days after completion of services. Payment will be made as indicated below:

one lump sum payment in the amount of \$ 60,135 upon completion of services

_____ partial payments in the amount of \$ _____ each on _____

5. REGULATIONS & ORDINANCES

The Contractor shall comply with all applicable laws, ordinances, codes, rules and regulations of federal, state and local governments being licensed, if required, for performance of any work under this Agreement.

6. CONFIDENTIALITY OF STUDENT RECORDS

Contractor understands and agrees that it is subject to all federal and state laws and School Board rules relating to the confidentiality of student information. Contractor further agrees to comply with the Family Educational Rights and Privacy Act ("FERPA"), 34 C.F.R. §99. Contractor shall regard all student information as confidential and will not disclose the student information to any third party.

7. ENTIRE AGREEMENT

It is understood and agreed that this Agreement contains the complete understanding and agreement of the parties. No stipulation, agreement or understanding shall be valid or enforceable unless contained in this Agreement. No representations or statements made by any employees, agents or representatives of either party shall be binding on either party as a warranty or otherwise, except as expressly set forth herein.

8. GOVERNING LAW; VENUE

This Agreement shall be governed by, and construed in accordance with the laws of the State of Florida. In the event of litigation, venue for any claim shall lie exclusively in a court of competent jurisdiction in Miami-Dade County. All parties shall be responsible for their own attorneys' fees.

9. HOLD HARMLESS

The Contractor shall hold harmless, indemnify and defend the indemnitees (as hereinafter defined) against any claim, action, loss, damage, injury, liability, cost or expense of whatsoever kind or nature including, but not by way of limitation, attorneys' fees and court costs arising out of bodily injury to persons including death, or damage to tangible property arising out of or incidental to the performance of this contract (including goods and services provided thereto) by or on behalf of the Contractor, whether or not due to or caused in part by the negligence or other culpability of the indemnitee. The following shall be deemed to be indemnitees: The School Board of Miami-Dade County, Florida and its members, officers and employees.

10. TERMINATION AND SUSPENSION

The School Board reserves the right to terminate this Agreement at any time and for any reason, upon giving thirty (30) days prior written notice to Contractor. If said Agreement should be terminated for convenience as provide herein, the School Board will be relieved of all obligations under this Agreement. The School Board shall only be required to pay the Contractor the amount for services performed prior to termination of the Agreement. The Agency may terminate this Agreement upon thirty (30) days advance written notice to the Contractor, for default of Contractor, or due to lack of, or cancellation of, grant funds made available to Agency by a Federal grantor agency. Upon receipt of a notice of termination, the Contractor shall cease incurring additional obligations under this Agreement. However, the Agency shall allow the Contractor to incur all necessary and proper costs which the Contractor cannot reasonably avoid during the termination process. Each payment obligation of the School Board created by this agreement is conditioned upon the availability of funds that are appropriate or allocated for the payment of services or products. If such funds are not allocated and available, this agreement may be terminated by the School Board at the end of the period for which funds are available. The School Board shall notify the vendor at the earliest possible time before such termination. No penalty shall accrue to the School Board in the event this provision is exercised, and the School Board shall not be obligated or liable for any future payments due or for any damages as a result of termination under this section.

11. DEFAULT

If the Contractor fails to fulfill or comply with any of the terms or conditions of the Agreement, in whole or in part, the Agency may place the Contractor in default status and take any one of the following actions:

- a) Suspend activities under the Agreement, upon fifteen (15) days advance written notice by the Agency and withhold further payments, except for those necessary and proper costs which the Contractor cannot reasonably avoid during the period of suspension.
- b) Terminate the Agreement for cause, in whole or in part, upon fifteen (15) days advance written notice from the Agency.
- c) Terminate the Agreement for cause, in whole or in part, immediately effective upon notice, whenever the Agency determines that the Contractor has jeopardized the safety and welfare of the Agency or the public or whenever the fiscal integrity of the Agreement has been compromised.
- d) Invoke any other remedy or remedies that may be legally available.

12. EQUAL EMPLOYMENT OPPORTUNITY

Contractors awarded contracts involving Federal Funds in excess of \$10,000 must be in compliance with Executive Order 11246 of September 24, 1965 entitled "Equal Employment Opportunity", as amended by Executive Order 11375 of October 13, 1967.

13. ACCESS TO RECORDS/FLORIDA'S PUBLIC RECORDS LAWS

This contract shall be subject to Florida's Public Records Laws, Chapter 119, Florida Statutes. Contractor understands the broad nature of these laws and agrees to comply with Florida's Public Records Laws and laws relating to records retention. The Contractor shall keep records to show its compliance with program requirements. Contractors and subcontractors must make available, upon request of the Agency, a Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives, any books, documents, papers, and records of the Contractor which are directly pertinent to this specific agreement for the purpose of making audit, examination, excerpts, and transcriptions. The Contractor shall retain all records for three (3) years after final payment is made or received and all pending matters are completed pursuant to Title 34, Section 80.36 (1) and 85.510, and for a period of five (5) years pursuant to §257.36, Florida Statutes, or Florida Administrative Code Chapter 1B.

14. PATENTS, COPYRIGHTS AND ROYALTIES

All books, manuals, films or other materials suitable for copyright or patent, regardless of means of transmission, produced as a result of the work or services performed under or in connection with this Agreement, are hereby reserved as the exclusive property of and sole ownership by The School Board of Miami-Dade County, Florida, unless and to the extent that the parties agree otherwise, as evidenced in writing and included as a part of this Agreement. Contractor shall defend, indemnify and hold the School Board and its successors and assigns harmless from and against all third-party claims, suits and proceedings and any and all damages, liabilities, costs and expenses (including reasonable attorneys' fees and court costs) incurred as a result of (i) infringement by Contractor of any third-party patent, copyright or trademark or (ii) misappropriation by Contractor of any third-party trade secret in connection with any of the foregoing. Contractor will indemnify and hold harmless the School Board from liability of any nature or kind, including costs and expenses for or on account of any copyrighted, service marked, trademarked, patented or unpatented invention, process, article or work manufactured or used in the performance of the contract, including its use by the School Board. If Contractor uses any design, device, materials or works covered by letters, service mark, trademark, patent, copyright or any other intellectual property right, it is mutually agreed and understood without exception that the proposal prices will include all royalties or costs arising from the use of such design, device or materials in any way involved in the work.

15. BACKGROUND SCREENING REQUIREMENTS

In accordance with the requirements of §1012.465, §1012.32 and §1012.467, Florida Statutes, and School Board Policies 8475, 1121.01, 3121.01 and 4121.01 as amended from time to time Contractor agrees that, if Contractor receives remuneration for services, Contractor and all of its employees who provide or may provide services under this Contract will complete criminal history checks, and all background screening requirements, including level 2 screening requirements as outlined in the above-referenced statutes and School Board policies prior to providing services to The School Board of Miami-Dade County.

Additionally, Contractor agrees that each that of its employees, representatives, agents, subcontractors or suppliers who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds must meet level 2 screening requirements as described in the above-referenced statutes, and School Board rules.

A noninstructional contractor who is exempt from the screening requirements set forth in §1012.465, §1012.468 or §1012.467, Florida Statutes, is subject to a search of his or her name or other identifying information against the registration information regarding sexual predators and sexual offenders maintained by the Department of Law

Enforcement under §943.043 and the national sex offender public registry maintained by the United States Department of Justice. Contractor will not be charged for this search.

Further, upon obtaining clearance by Board, if Board deems necessary, Board will issue a photo identification badge which shall be worn by the individual at all times while on Board property when students are present.

Contractor agrees to bear any and all costs associated with acquiring the required background screening -- including any costs associated with fingerprinting and obtaining the required photo identification badge. Contractor agrees to require all its affected employees to sign a statement, as a condition of employment with Contractor in relation to performance under this Bid/RFP/Agreement, agreeing that the employee will abide by the heretofore described background screening requirements, and also agreeing that the employee will notify the Contractor/Employer of any arrest(s) or conviction(s) of any offense enumerated in School Board Policies 8475, 1121.01, 3121.01 and 4121.01 within 48 hours of its occurrence. Contractor agrees to provide the Board with a list of all its employees who have completed background screening as required by the above-referenced statutes and who meet the statutory requirements contained therein. Contractor agrees that it has an ongoing duty to maintain and update these lists as new employees are hired and in the event that any previously screened employee fails to meet the statutory standards. Contractor further agrees to notify the Board immediately upon becoming aware that one of its employees who was previously certified as completing the background check and meeting the statutory standards is subsequently arrested or convicted of any disqualifying offense. Failure by contractor to notify the Board of such arrest or conviction within 48 hours of being put on notice and within five (5) business days of the occurrence of qualifying arrest or conviction, shall constitute grounds for immediate termination of this Agreement.

The parties further agree that failure by Contractor to perform any of the duties described in this section shall constitute a material breach of the Contract entitling the Board to terminate this Contract immediately with no further responsibility to make payment or perform any other duties under this Agreement.

16. COMPLIANCE WITH SCHOOL CODE

Contractor agrees to comply with all sections of the Florida K-20 Education Code, Title XLVIII, Florida Statutes as it presently exists, and further as it may be amended from time to time. Further Contractor agrees that failure to comply with the Florida K-20 Education Code shall constitute a material breach of this Contract and may result in the termination of this Contract by the Board.

17. CONFLICT OF INTEREST

Former Miami-Dade County Public Schools employees, classified as Managerial Exempt Personnel, Pay Grade 22 and above, Dade County Schools Administrators Association, Pay Grade 47 and above, and other equivalent positions, are prohibited from personally representing another person or entity or acting as an agent or attorney for compensation in connection with any matter in which The School Board of Miami-Dade County, Florida, is interested, for two (2) years after the School Board employees' service terminates. This provision is pursuant to School Board Policies 1129, 3129 and 4129 and §112.313(9) Florida Statutes.

18. COMPLIANCE WITH BOARD POLICIES

I certify agreement with the following School Board Policies: 6460 Business Code of Ethics; 6325 Code of Silence; 6320 Purchasing; 6320.01 Outside Vendors Selling and 6320.02 Minority/Women Business Enterprise Certification Procedures, and agree to comply with all applicable School Board contracting and procurement policies and procedures.

19. ASSIGNMENT

This contract may not be assigned nor may any assignment of monies due, or to become due to Contractor, be assigned without the prior written agreement of The School Board of Miami-Dade County, Florida. If Contractor attempts to make such an assignment, such attempt shall constitute a condition of default.

20. DEBARMENT

Pursuant to Board Policy 6320.04 – Contractor Debarment Procedures – Debarred contractors are excluded from conducting business with the Board as agents, representative, partners, and associates of other contractors, subcontractors or individual sureties.

21. NO GRATUITY POLICY

It is the policy of Procurement Management Services not to accept gifts, gratuities, or favors of any kind or of any value whatsoever from vendors, members of the staffs, or families.

22. DAVIS-BACON ACT LABOR STANDARDS

This project may be funded in whole or in part under the provision of the American Recovery and Reinvestment Act of 2009. Therefore, the Contractor shall comply with all applicable provisions of 40 U.S.C. §276a-§276a-7, the Davis-Bacon Act, as supplemented by the Department of Labor regulations (29 C.F.R. PART 5 "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction").

23. DISCLOSURE OF EMPLOYMENT OF FORMER SCHOOL BOARD EMPLOYEES

Pursuant to School Board Policy 6460 Business Code of Ethics, which may be accessed at <http://www2.dadeschools.net/schoolboard/rules> all bidders, proposers, consultants, and contractors are required to disclose the names of any of their employees who serve as agents or principals for the bidder, proposer or contractor, and who within the last two (2) years, have been or are employees of the School Board. Such disclosures will be in accordance with current School Board policies, but will include, at a minimum, the name of the former School Board employee, a list of the positions the employee held in the last two (2) years of his or her employment with the School Board, and the dates the employee held those positions.

NAME	LIST OF POSITIONS	DATES EMPLOYEE HELD POSITION
_____	_____	_____
_____	_____	_____
_____	_____	_____

24. INTELLECTUAL PROPERTY RIGHTS

Contractor will indemnify and hold harmless the School Board from liability of any nature or kind, including costs and expenses for or on account of any copyrighted, service marked, trademarked, patented or unpatented invention, process, article or work manufactured or used in the performance of the contract, including its use by the District. If Contractor uses any design, device, materials or works covered by letters, service mark, trademark, patent, copyright or any other intellectual property right, it is mutually agreed and understood without exception that the proposal prices will include all royalties or costs arising from the use of such design, device or materials in any way involved in the work.

25. WRITTEN NOTICE DELIVERY

Any notice required or permitted to be given under this agreement by one party to the other party shall be in writing and shall be given and deemed to have been given immediately if delivered in person to the recipient's address set forth in this section or on the date shown on the certificate of receipt if placed in the United States mail, postage prepaid, by registered or certified mail with return receipt requested, addressed to the receiving party at the address hereinafter specified.

Contractor/Vendor's Address. The address for Contractor/Vendor for all purposes under this agreement and for all notices hereunder shall be:

Contractor/Vendor: City of Miami
Contact's Name/Title: Johnny Martinez, City Manager
Address: Office of the City Manager
444 SW 2nd Avenue, 10th Floor
Miami, FL 33130
Phone: (305) 416-1025
johnnymartinez@miamigov.com

With a copy to: City Attorney
Ms. Julie Bru
Office of the City Attorney
444 SW 2nd Avenue
Miami, FL 33130
Phone: (305) 416-1816
JOBru@miamigov.com

And a copy to: Grants Administrator
Ms. Lillian Blondet
444 SW 2nd Avenue
Miami, FL 33130
Phone: (305) 416-1546
LBlondet@miamigov.com

School Board's Address: The address for the School Board for all purposes under this agreement and for all notices hereunder shall be:

The School Board of Miami-Dade County, Florida
Attn: Alberto M. Carvalho, Superintendent
1450 N.E. Second Avenue, Suite 912
Miami, FL 33132

With a copy to: The School Board of Miami-Dade County, Florida
Attn: Iraida R. Mendez-Cartaya, Assistant Superintendent
Intergovernmental Affairs, Grants Administration, and Community Engagement
1450 N.E. Second Avenue, Suite 912
Miami, FL 33132

And a copy to: The School Board of Miami-Dade County, Florida
Attn: Walter J. Harvey, School Board Attorney
1450 N.E. Second Avenue, Suite 912
Miami, FL 33132

And a copy to: The School Board of Miami-Dade County, Florida
Attn: Laura F. Tennant, Principal
Holmes Elementary School
1175 NW 67 Street
Miami, FL 33150

26. INSURANCE REQUIREMENTS

Contractor shall provide evidence of insurance as may be required by the School Board's Office of Risk and Benefit Management, which may include, without limitation, professional liability, general liability, worker's compensation and auto liability insurance coverages. Upon request, "The School Board of Miami-Dade County, Florida, its officers, directors and employees" shall be named as additional insured. Prior to effective date of the contract, Contractor shall be responsible for providing the School Board with (1) certificate(s) of insurance and (2) policy endorsement(s) as proof of said coverage. If the Contract is pursuant to a Request for Proposal or Invitation to Bid, then the Contractor shall also comply with insurance requirements set forth therein. Contractor shall maintain insurance coverage in effect for the entire term of the Contract. Cancellation or modification of terms, without the prior written consent of the School Board, shall constitute a material default under the Contract.

<p style="text-align: center;">APPROVED AS TO FORM AND LEGAL SUFFICIENCY (as to the School Board):</p> <hr/> <p>School Board Attorney - Signature _____ Date _____</p> <p style="text-align: center;">SUBMITTED BY:</p> <hr/> <p>Charge Location Administrator Signature _____ Date _____</p> <hr/> <p>Regional Superintendent/Division Head Signature _____ Date _____ (as applicable)</p> <hr/> <p>Office of Grants Administration Signature _____ Date _____ (if applicable)</p> <p><small>NOTE: Signature of Assistant Superintendent for the Office of Intergovernmental Affairs and Grants Administration required ONLY for contracts financed from Contracted Programs Funds (Part IV).</small></p> <hr/> <p>Risk Management Signature _____ Date _____</p>	<p>THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA</p> <p>BY: _____ Signature (Superintendent of Schools or Designee)</p> <hr/> <p style="text-align: center;">(Name Typed)</p> <p>Date: _____</p> <p style="text-align: center;">VENDOR/CONTRACTOR</p> <p>BY: <i>Please See Attached City of Miami</i> <i>Signature Page - J. Frank</i> _____ Signature</p> <p>Name: _____ (Name Typed) (Title) (Date)</p> <p>Address: _____</p> <hr/> <p>Social Security No. (if individual) _____ F.E.I.N. (If organization) _____ School Board Employee: Yes <input type="checkbox"/> No <input type="checkbox"/> M-DCPS Employee No. _____</p>
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Page 7A City of Miami, Florida Signature Page as Vendor/Contractor

For FM-2453 Rev. (01-12)

The School Board of Miami-Dade County, Florida

Agreement Form for Contracted Services

21st Century Community Learning Centers Program at Holmes Elementary School

Funded by Florida Department of Education administering federal funds to Miami-Dade
County Public Schools through Program Award Notification #130-2443A-3CCC3

For Program Period as of August 1, 2012 through July 31, 2013

CITY OF MIAMI, A FLORIDA MUNICIPAL CORPORATION

BY: _____

Johnny Martinez, P.E., City Manager

DATE: _____

ADDRESS: 444 S.W. 2nd Avenue, 10th Floor, Miami, Florida 33130

F.E.I.N. # _____

(Note: Not a School Board Employee)

ATTEST:

BY: _____

Todd Hannon, City Clerk

DATE: _____

APPROVED AS TO FORM AND CORRECTNESS:

BY: _____

Julie O. Bru, City Attorney

APPROVED AS TO INSURANCE REQUIREMENTS:

BY: _____

Calvin Ellis, Director of Risk Management

APPROVED BY DEPARTMENT OF GRANTS ADMINISTRATION:

BY: _____

Lillian Blondet, Director

APPROVED BY PROGRAM ADMINISTRATOR:

BY: _____

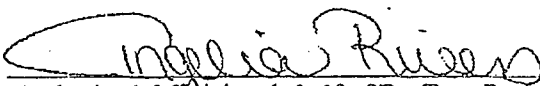
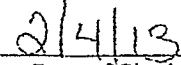

Esther Balsera, Education Initiatives Coordinator

EXHIBIT "A"
TO
AGREEMENT FOR CONTRACTED SERVICES
(Holmes Elementary School)

FLORIDA DEPT. OF EDUCATION PROJECT AWARD NOTIFICATION PACKAGE
INCLUDING WITHOUT LIMITATION
PROJECT AWARD NOTIFICATION
BUDGET NARRATIVE
AND
RELEVANT FORMS SUCH AS THE WEEKLY SCHEDULE

[Consisting of 50 pages including this title page]

Florida Department of Education
Project Award Notification

1 PROJECT RECIPIENT Miami-Dade County School District	2 PROJECT NUMBER 130-2443A-3CCC3
3 PROJECT/PROGRAM TITLE 2012-2013 21st Century Community Learning Centers TAPS 13B028	4 AUTHORITY 84.287C 21st CCLC NCLB, Title IV, Part B
5 AMENDMENT INFORMATION Amendment Number: Type of Amendment: Effective Date:	6 PROJECT PERIODS Budget Period: 08/01/2012 - 07/31/2013 Program Period: 08/01/2012 - 07/31/2013
7 AUTHORIZED FUNDING Current Approved Budget: \$ 217,495.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$ 217,495.00	8 REIMBURSEMENT OPTION Federal Cash Advance
9 TIMELINES <ul style="list-style-type: none"> • Last date for incurring expenditures and issuing purchase orders: <u>07/31/2013</u> • Date that all obligations are to be liquidated and final disbursement reports submitted: <u>09/20/2013</u> • Last date for receipt of proposed budget and program amendments: <u>07/31/2013</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: 	
10 DOE CONTACTS Program: Lingo, Lani Phone: (850) 245 - 0852 Email: Lani.Lingo@fldoe.org Grants Management: Unit B (850) 245-0496	11 DOE FISCAL DATA DBS: 40 90 60 EO: 44 Object: 720035
12 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. • For federal cash advance projects, monthly expenditures must be submitted to the Comptroller's Office by the 20th of each month for the preceding month's disbursements utilizing the On-Line Disbursement Reporting System. • Other: 	
13 APPROVED: <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  Authorized Official on behalf of Dr. Tony Bennett Commissioner of Education </div> <div style="text-align: center;">  Date of Signing </div> <div style="text-align: right;">  </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 of Expenditures – Payment made upon submission of documented allowable expenditures.
 - 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 DOE Fiscal Data: A unique payment number assigned by the Department of Education.
- 12 Terms and Special Conditions: Listed items apply to this project. (Additional space provided on Page 2 of 2 if needed.)
- 13 Approved: Approval signature from the Florida Department of Education and the date signature was affixed.

Terms and Special Conditions: Reporting Outcomes

- Data collected by the Profile and Performance Information Collection System (PPICS) TBD
- Monthly Attendance Reports – 15th day of each month
- Mid-Year Data Collection – January 30, 2013
- Formative Evaluation Report – February 28, 2013
- End-of-Year Data Collection – July 31, 2013
- Summative Evaluation Report – August 31, 2013

All data will be submitted electronically to Lani.Lingo@fldoe.org.

Eligible sub-grantees may receive 21st CCLC grant funding for a maximum of five consecutive years. Following the initial award based on the RFP, subsequent award years will be contingent upon (1) availability of funding from the Specific Funding Authority, (2) appropriation of funds by the state legislature, (3) satisfactory performance by the sub-grantees as evaluated by the Florida Department of Education, (4) submission of an annual re-application through the Requests for Application (RFA), and (5) compliance with all grant requirements and meeting all conditions set forth within the most current RFP/IRFA and supplements.

FLORIDA DEPARTMENT OF EDUCATION PROJECT APPLICATION

TAPS Number
13B028

RECEIVED
 BUREAU OF
 GRANTS MANAGEMENT
 JUL 23 PM 12:45

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: 21st Century Community Learning Centers (CCLC) Request For Proposal 2012-2013	Date Received DOE USE ONLY
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B) Name and Address of Eligible Applicant: School Board of Miami-Dade County (Miami Learning Zone at Holmes ES) <i>CS</i>	Project Number (DOE Assigned) 130-3442A-3CCC3 24434
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C) Total Funds Requested: \$ 217,495.00 <hr style="width: 50%; margin: 10px auto;"/> DOE USE ONLY Total Approved Project: \$ 217,495.00	D) Applicant Contact Information <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 60%; padding: 2px;"> Contact Name: Iraida R. Mendez-Cartaya Assistant Superintendent Intergovernmental Affairs, Grants Administration, and Community Engagement </td> <td style="width: 40%; padding: 2px;"> Mailing Address: Miami-Dade County Public Schools 1450 NE 2nd Ave. Miami FL 33132 </td> </tr> <tr> <td style="padding: 2px;"> Telephone Number: (305) 995-1497 </td> <td style="padding: 2px;"> SunCom Number: </td> </tr> <tr> <td style="padding: 2px;"> Fax Number: (305) 995-3088 </td> <td style="padding: 2px;"> E-mail Address: imendez@dadeschools.net </td> </tr> </table>	Contact Name: Iraida R. Mendez-Cartaya Assistant Superintendent Intergovernmental Affairs, Grants Administration, and Community Engagement	Mailing Address: Miami-Dade County Public Schools 1450 NE 2 nd Ave. Miami FL 33132	Telephone Number: (305) 995-1497	SunCom Number:	Fax Number: (305) 995-3088	E-mail Address: imendez@dadeschools.net
Contact Name: Iraida R. Mendez-Cartaya Assistant Superintendent Intergovernmental Affairs, Grants Administration, and Community Engagement	Mailing Address: Miami-Dade County Public Schools 1450 NE 2 nd Ave. Miami FL 33132						
Telephone Number: (305) 995-1497	SunCom Number:						
Fax Number: (305) 995-3088	E-mail Address: imendez@dadeschools.net						

CERTIFICATION

I, Alberto M. Carvalho, (Please Type Name) do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of general assurances and specific programmatic assurances for this project. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.

AMC

E) *Alberto M. Carvalho*
 Alberto M. Carvalho, Superintendent of Schools



**Florida Department of Education
General Assurances for Participation in Federal and State Programs**

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

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 (b)." The application shall cover the participation by the local education agency in all federal programs administered by the U.S. Department of Education.

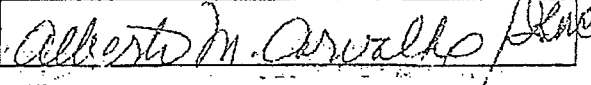
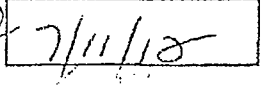
Instructions: These general assurances will be in effect for the duration of participation in federal and state programs or until such time as the requirements change. The Superintendent or other authorized officer must sign the certification and return it to the address below. Payment for project awards and contracts cannot be made by this agency until the general application is received. For further information, contact the Florida Department of Education, Comptroller's Office, at (850) 245-0401, Suncom 205-0401.

Certification:

I, the undersigned authorized official for the named agency of the State of Florida, hereby apply for participation in federally funded and state funded education programs.

School Board of Miami-Dade (Holmes ES)	County FL	Alberto M. Carvalho Superintendent of Schools
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 for Participation in Federal and State Programs as applicable to the project(s) for which this agency is responsible.

		(305) 995-1497
Signature (must be original)	Date	Area Code / Telephone Number

Return original to:

Florida Department of Education
Comptroller's Office
Room 914
Turlington Building
325 West Gaines Street
Tallahassee, Florida 32399-0400

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 grantee at any time during the term of the grant.

The FDOE and the grantee may suspend or terminate the agreement, in whole or in part, upon mutual agreement.

The undersigned hereby assures and agrees that, in accordance with statues and regulations, the funded proposal shall comply with the program assurances listed above. In addition, we have read, understand, and fully accept the rules, requirements, and expectations contained in the Request for Proposal (RFP)/Request for Application (RFA) and the RFP Supplement.

<u>Alberto M. Carvalho</u>	<u>Superintendent of Schools</u>
Printed Name of Authorized Certifying Official	Title
<u>Alberto M. Carvalho / <i>[Signature]</i></u>	<u>7/11/12</u>
Signature of Authorized Certifying Official	Date

School Board of Miami-Dade County, Florida (M-DCPS)
Applicant Organization



Miami-Dade County Public Schools

giving our students the world

Superintendent of Schools
Alberto M. Carvalho

Miami-Dade County School Board
Pera Tabares Hantman, Chair
Dr. Lawrence S. Feldman, Vice Chair
Dr. Dorothy Bendross-Mindiyall
Carlos L. Curcelo
Renier Diaz de la Porilla
Dr. Wilbert "Tee" Holloway
Dr. Martin Karp
Dr. Maria Perez
Raquel A. Regalado

March 22, 2012

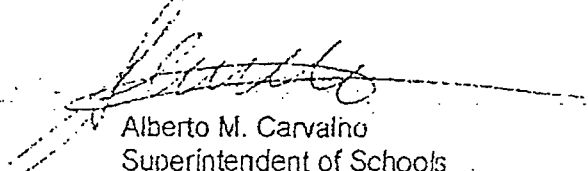
Ms. Martha Asbury, Director
Administrative Services
Florida Department of Education
325 West Gaines Street
Room 344, Turlington Building
Tallahassee, Florida 32399-0400

Dear Ms. Asbury:

This letter is to confirm that Ms. Iraida R. Mendez-Cartaya, Assistant Superintendent, Office of Intergovernmental Affairs, Grants Administration, and Community Engagement, is authorized to sign on my behalf any grant-related document.

Should you have any questions or need further assistance, please contact Ms. Mendez-Cartaya, at 305 995-1497 or email imendez@dadeschools.net.

Sincerely,


Alberto M. Carvalho
Superintendent of Schools

AMC:ms
L954

cc: Dr. Richard H. Hinds
Ms. Iraida R. Mendez-Cartaya

**ASSURANCE OF PROVIDING EQUITABLE SERVICES FOR
PRIVATE SCHOOL STUDENTS, TEACHERS, AND OTHER EDUCATIONAL PERSONNEL**

Florida Department of Education
Title IV, Part B, 21st Century Community Learning Centers (21st CCLC)
FY 2012-2013

The FLDOE 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." For the 21st CCLC Program, programs must, at a minimum, consult with officials from those private school located in the specific geographic area(s) served by program sites.

Please complete the following form related to consultation and participation of eligible private schools in Title IV, Part B, 21st CCLC.

- There are NO private schools located within the geographic area(s) of the sites where the 21st CCLC program is located. If you check this statement, you do not need to complete the remainder of the form.
- There are private schools located within the geographic area(s) of the 21st CCLC sites.

School Name(s): For Holmes Elementary School:
None.

- The private schools listed above were consulted (or attempts were made to consult with) such schools prior to the development of the Title IV, Part B, 21st CCLC application.
- The private schools listed above were provided (or will be provided) with the opportunity to enroll their students in the 21st CCLC program.
- Teachers and other educational personnel of private school students attending the 21st CCLC program were offered (or will be offered) services that are equitable to those provided to public school teachers and other educational personnel.

Method(s) of Contact - Applicant Initiated (check all that apply)

- Letters or facsimile documents
- Meetings
- Documented telephone calls
- E-mail
- Other (please list):

Alberto M. Carvalho / shk
Signature of Agency Head

7/11/12
Date

Alberto M. Carvalho, Superintendent of Schools

**Florida 21st Century Community Learning Center (21st CCLC)
Statement of Assurance for Evaluation Data**

While the 21st CCLC grant may include five years of subsequent 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, subgrantees agree to participate in both the federal and state evaluation of the Florida 21st CCLC program.

I understand that I must submit the Objective and Performance Indicator data to the Florida Department of Education (FDOE), Profile and Performance Information Collection System data (PPICS) and Year End Progress Report to the FDOE as required and outlined in the RFP/RFA.

I understand that if evaluation data does not support program progress as required, the FDOE may reduce and/or terminate future funding.

School Board of Miami-Dade County, Florida (M-DCPS)

Applicant Organization

Alberto M. Arvalho *Arvalho*
Signature of Authorized Certifying Official

Superintendent of Schools
Title

9/11/12
Date Signed

General Educational Provisions Act Statement for the Miami Learning Zone at Holmes
Elementary School

The Miami Learning Zone After-school Program is located at Holmes Elementary in the Liberty City Area of Miami-Dade County. The Miami Learning Zone is an Educational Enrichment Program that serves a variety of children and families. The Program is strongly committed to equal access and treatment for all students, families, employees, and the general public.

The Miami Learning Zone's policy of nondiscrimination guides and governs decision making at all levels. The Miami Learning Zone shall not discriminate against children, parents, employees, applicants, contractors, and individuals participating in agency sponsored events. The Program is committed to the provision of equal access in all child/family/employment and business programs, activities, services, and operations that are deployed or provided directly by the program's administration, as well as those operated or provided by another entity on behalf of the program under contractual arrangements. This policy is established to provide an environment free from discrimination and harassment based upon gender, race, national origin, color, disability, or age.

The Miami Learning Zone Program and its partners are committed to implementing specific strategies for ensuring equal access to and participation in all 21st CCLC Grant-Funded programs for consumers, staff of partnering agencies, and employees. The following steps will be carried out with the intent to reduce and eliminate access barriers based on gender, race, national origin, color, disability, or age to maximize participation in this grant-funded program:

1. All grant program-related sessions/activities should be held in Americans with Disabilities Act (ADA) accessible and compliant facilities. As needed, the grant staff will ensure that the facility is able to accommodate the identified special access needs indicated by program registrants, in order for the individuals to be able to effectively participate.
2. Acquire and disseminate culturally relevant and sensitive information materials that can be understood and accessible to all potential participants, regardless of their unique challenges and backgrounds.
3. Post program information and schedules of events on the program website – which will enable assistive computer devices to interpret the materials for users.

The above listed provisions and strategies will help to ensure that nondiscriminatory principles are reflected in our work with children and the community and the improvement in programming and delivery of services.

Agency Name: Miami-Dade CSD (Learning Zone)
 2011-12 Project No.: 130-2441A-2CCC3
 Cohort: C8 Agency entering Year 4 of funding.

Worksheet key:	Light blue indicates cells where data must be entered
	Light Tan indicates cells that contain a formula
	White cells indicate standard information for all sub-grantees
	Pink cells indicate areas where performance has not met minimum standards

Calculating the Ratio

Original Award \$ 217,495.00 From Original DOE200
 Original FRG \$ 305,964.00 Sum of all sites & components (from "Site Information" tab)
 Award to FRG Ratio 71.09%

Overall ADA Performance by Component

	Proposed	Reported	Achieved	Subject to Reduction?
Total Before School	0	0	N/A	No
Total After School	120	105	87.5%	No
Total Non-School Days	50	72.2	144.4%	No
Total Summer	0	0	N/A	No

Subgrantee may is not subject to reduction of funds

Site Summary (individual site information is attached)

Site Name	2012-13 Funding
Miami Learning Zone	\$ 217,495.00
0	\$
0	\$
0	\$
0	\$
0	\$
0	\$
0	\$
0	\$
0	\$
0	\$
0	\$
0	\$
2012-13 Maximum Funding	\$ 217,495.00

Amount is rounded-down to ensure it is within the maximum allowed based on performance.
 Special Notes/Comments:

**FLORIDA DEPARTMENT OF EDUCATION
BUDGET NARRATIVE FORM**

A) Name of Eligible Recipient/Fiscal Agent:

Miami-Dade County School District (Cohort 8 - Miami Learning Zone)

B) DOE Assigned Project Number:

130-2443A-3CC

C) TAPS Number:

-13B02S

40.00% 8.00% Clerical
7.00% 2.00% Proj. Dir.
0.00% 2.00% Lead Tchr

FUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	FTE	AMOUNT	ALLOCATED	ALLOWABLE	REASONABLE	NECESSARY	Adm.	Eval.	
5100	150	<p><u>Salaries: Certified Teacher (Lead)</u> Salaries: Certified Teacher (Lead) One teacher will supervise the implementation of the Weekly Tutorial Program and Summer Academy for actively participating 21st CCLC students that will align itself with the school's instructional calendar and support the 21st CCLC teachers working within the Miami Learning Zone Program. The Lead Teacher will also assist the Project Director with staff training (professional development). Finally, given that the Project Director is employed through a contract with the City of Miami, the Project Director does not have access to student data. As such, the Lead Teacher will assist in data collection for evaluations (2% of time and effort).</p> <p><u>HOLMES ELEMENTARY SCHOOL: \$9,126 (0.16 FTE)</u> AETER SCHOOL: Certified Teacher (Lead) @ 27.00/hr. x 1 teacher x 1.5 hrs. x 74 days=\$2,997 (0.1 FTE) \$27/hr x 1 teacher x 1hr/day x 106 days = \$2,862 SUMMER: Certified Teacher (Lead) @ 27.00/hr. x 1 teacher x 5.50 hrs. x 22 days=\$3,267 (0.06 FTE) Eval: \$ 9,126 x 2% = 183</p>	0.16	9,126	100%						183
5100	150	<p><u>Salaries: Certified Teachers</u> Salaries: Certified Teachers To provide tutorial services in Math, Reading, and Science during the 21st CCLC Weekly Tutorial Program, to provide academic enrichment instruction to actively participating 21st CCLC program participants during the 4 weeks of Summer Academy. Five certified teachers will provide Enriched Programming for students on a weekly basis.</p> <p><u>HOLMES ELEMENTARY SCHOOL: \$18,225 (0.32 FTE)</u> AETER SCHOOL: 5 Salaries: Certified Teachers @ 27.00/hr. x 1.00 hrs. x 75 days=\$10,125 (0.18 FTE). SUMMER: 3 Salaries: Certified Teachers @ 27.00/hr. x 3.00 hrs. x 20 days=\$8,100 (0.14 FTE)</p>	0.32	18,225	100%						

JUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	FTE	AMOUNT	ALLOCATED	ALLOWABLE	REASONABLE	NECESSARY	Adm.	Eval.
5100	210	<u>Retirement</u> 5.26% for the 21st CCLC portion of salaries/wages for the Lead Teacher, Certified Teachers, and Hourly Support Staff. $9,126 + 18,225 + 7,852 + 3,120 = 38,323 \times 5.26\% = 2,019$ Adm.: $\$3,141 \times 5.26\% = \166 Eval.: $(\$183 + 628) \times 5.26\% = \43		2,019	100%				166	43
5100	220	<u>FICA</u> 6.20% for the 21st CCLC portion of salaries/wages for the Lead Teacher, Certified Teachers, and Hourly Support Staff. $38,323 \times 6.20\% = 2,377$ Adm.: $\$3,141 \times 6.20\% = \195 Eval.: $(\$183 + 628) \times 6.20\% = \51		2,377	100%				195	51
5100	221	<u>Medicare</u> 1.4% for the 21st CCLC portion of salaries/wages for the Lead Teacher, Certified Teachers, and Hourly Support Staff. $38,323 \times 1.45\% = 558$ Adm.: $\$3,141 \times 1.45 = \46 Eval.: $(\$183 + 628) \times 1.45\% = \32		558	100%				46	32
5100	240	<u>Workers Compensation</u> 2.70% for the 21st CCLC portion of salaries/wages for the Lead Teacher, Certified Teachers, and Hourly Support Staff. $38,323 \times 2.70\% = 1,034$ Adm.: $\$3,141 \times 2.70\% = \84 Eval.: $(\$183 + 628) \times 2.70\% = \21		1,034	100%				84	21.00
7900	210	<u>Retirement Security Guard</u> 5.26% for the 21st CCLC portion of salaries/wages for the Security Guard. $7,332 \times 5.26\% = 386$		386	100%					
7900	220	<u>FICA Security Guard</u> 6.20% for the 21st CCLC portion of salaries/wages for the Security Guard. $\$7,332 \times 6.20\% = 455$		455	100%					
7900	221	<u>Medicare Security Guard</u> Medicare: $\$7,332 \times 1.45\% = 107$ for the 21st CCLC portion of salaries/wages for the Security Guard		107	100%					
7900	240	<u>Workers Compensation Security Guard</u> 2.70% for the 21st CCLC portion of salaries/wages for the Security Guard. $\$7,332 \times 2.70\% = 197$		197	100%					

SECTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	ITE	AMOUNT	ALLOCATED	ALLOWABLE	REASONABLE	NECESSARY	Adm.	Eval.	
5100	310	<p>Contracted Services: City of Miami, Program Director Contracted Services: City of Miami Program Director The City of Miami, through its Program Director will be responsible for the successful implementation of all 21st CCLC program components. Roles and responsibilities of the Program Director include preparation of the following for approval by the fiscal agent: applications for continuation funding as well as revisions to same requested by FLDOE; amendments; contracts; audit and reporting requirements, and deliverables. The Program Director is responsible for following-up on all of the above to ensure execution and implementation on a timely basis. The Program Director, as an employee of the City of Miami, will report to the City of Miami; and will also report to the school site principal, securing the Principal's approval as appropriate and ensuring that the Principal has sufficient information and understanding of the ramifications to make informed decisions on a timely basis. In addition, the Program Director will: coordinate and ensure program staff receives training prior to commencing services; ensure participant enrollment is maintained as per 21st CCLC program requirements; monitor, collect, and evaluate all aspects of the 21st CCLC program (i.e., curricula, student discipline, and parent conferences); administer assessments, and collect and report data as detailed in the evaluation plan and as agreed between M-DCPS and the external evaluator; support the day-to-day functioning of the collaborations; schedule facility times, special events; communicate with parents on a consistent basis all program information; conduct semi-annually advisory board meetings with school administration, City, and community-based organizations; conduct a monthly 21st CCLC staff meeting; distribute and submit parent, teacher, and student program surveys; oversee the FCAA Site Director and Lead Teacher; attend all 21st CCLC, City of Miami, and MDCPS workshops and meetings; attend required 21st CCLC conferences; serve as liaison with collaborators; and maintain a Quality Program within compliance; and ensure project objectives are met. Deliverables are detailed in FLDOE's Project Deliverables and Invoice document as amended on the FLDOE reporting website. Payment of the contract will be in one lump sum at the end of the contract period. Consequences for non-performance are detailed in the contract.</p> <p>Project: Director Salary - \$42,580.00/year FICA/MICA (7.65%) - \$3,257.37/year Workers Compensation - \$194.00 Health Insurance (\$238.52/biweekly) - \$6,201.52 Dental benefits (\$14.10/biweekly) \$366.60 Retirement (13 % of salary) - \$5,535.40</p> <p>TOTAL (salary + fringe) = \$58,135 Travel to 21st CCLC required conference (registration, hotel, transportation, meals x 1 trip \$2,000). TOTAL Travel: \$2,000 City of Miami Contract = \$58,135 - 2,000 = \$60,135</p> <p>Administrative Costs: The Project Director estimates that approximately 3% of her time is dedicated to administrative responsibilities, and 3.3% of her time is dedicated to assist the evaluator the dollar value of which is calculated as follows. Adm.: $\\$58,135 \times 3.0\% = \\$1,744$ Eval.: $\\$58,135 \times 3.30\% = \\$1,918$</p>		60,135	100%					2,069	1,918

FUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	FTE	AMOUNT	ALLOCATED	ALLOWABLE	REASONABLE	NECESSARY	Adm.	Eval.	
5100	310	<p>Contracted Services: Family Christian Association of America (FCAA) Contracted Services: Family Christian Association of America (FCAA) All actively participating 21st CCLC students will be assigned a FCAA counselor at a 15 to 1 ratio. Counselors will supervise their group of all activities, and will be responsible for 21st CCLC class registration, management, attendance, and the safety of actively participating 21st CCLC students. Additionally, these counselors will organize snacks and implement the physical (snacks), nutritional, recreational, and conflict resolution curriculum for the 21st CCLC program. Counselors work exclusively with and for the 21st CCLC program during paid hours. One counselor will serve as the lead and is also responsible for assisting with data collection and reporting, and late student pickup. The program will operate for 39 weeks for 21st CCLC program participants. The Program Director will: coordinate and ensure subcontractors staff receives training prior to commencing services; ensure all subcontractors participate in the semi-annual advisory board meetings with school administration, city, and community-based organizations, and maintain a Quality Program within compliance; and ensure project objectives are met. Deliverables are detailed in FLOOE's Project Deliverables and Invoice document as amended on the FLOOE reporting website, with progress payments contingent on meeting monthly Performance Goals as detailed in Section B of the form. Program Director must ensure that all subcontractors provide written reports on the performance goals throughout the period of the contract. Consequences for non-performance are detailed in the contract.</p> <p>After-school 8 Counselors x \$9/hr. (avg.) x 3 hrs./day x 140 days = \$35,784 8 Counselors x \$9/hr. (avg.) x 4 hrs./day x 38 Wednesday = \$12,312 1 Lead Counselor x \$13/hr. x 5 hrs./day x 180 days = \$11,700 TOTAL After-School: \$59,796</p> <p>Teacher Planning Days 5 Counselors x \$9/hr. (avg.) x 7 hrs./day x 5 Teacher Planning Days = \$1,575 1 Lead Counselor x \$13/hr. x 8 hrs./day x 5 Teacher Planning Days = \$526 TOTAL Teacher Planning Days: \$2,095</p> <p>Trainings 2 Counselors x \$9/hr. (avg.) x 3 hrs./day x 5 days = \$210 1 Lead Counselor x \$13/hr. x 3 hrs./day x 5 days = \$195 Trainings: \$405</p> <p>Registration 2 Counselors x \$9/hr. (avg.) x 2 hrs./day x 4 days = \$144 1 Lead Counselor x \$13/hr. x 2 hrs./day x 4 days = \$104 Registration: \$248</p> <p>TOTAL SALARIES: \$62,604</p> <p>Benefits Retirement: \$62,604 x 5.26% = \$3,293 FICA: \$62,604 x 6.20% = \$3,882 Medicare: \$62,604 x 1.45% = \$908 Liability Insurance \$20/student x 120 students = \$2,400</p> <p>Accident/Incident Insurance \$6/student x 120 students = \$720 TOTAL Salaries & Benefits = \$75,497</p> <p>Materials and Supplies: Contract also includes costs for materials and supplies for use exclusively by actively participating 21st CCLC students and exclusively during the 21st CCLC program operational hours and activities. Cost include Nutritional Curriculum, some SPARK Fitness supplies, and learning centers for approved 21st CCLC activities. Cost is estimated at \$40 per child x 120 children = \$4,800</p>		\$0,297	100%						

FUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	FTE	AMOUNT	ALLOCATED	ALLOWABLE	REASONABLE	NECESSARY	Adm.	Eval.
5100	510	<p>Materials & Supplies Materials and Supplies: The program will need to purchase office supplies for 21st CCLC personnel to provide direct services to 21st CCLC students and program materials exclusively for the use of actively participating 21st CCLC students.</p> <p>Supplemental Reading Books \$25/student x 120 students = \$3,000</p> <p>Student Materials \$25.5x 120 students = 3,060</p> <p>SPARK Physical Fitness Supplies \$10.13/student x 120 students = \$1,215</p> <p>TOTAL MATERIALS & SUPPLIES: \$7,275 The increase in Materials and Supplies from \$ \$1,361 to \$7,275 is due to the fact that one hour by custodial staff was removed from the budget, and the evaluator amount decreased from \$10,875 to \$3,700 (4%). Approval is requested to apply these funds to Material and Supplies.</p>		7,275	100%					
7800	332	<p>Field Trips: Transportation and Admission Field Trips: Transportation and Admission</p> <p>Transportation: Funds will be allocated to transport actively participating 21st CCLC students to educational field trips during the Summer Academy.</p> <p>5 field trips x 1 bus per trip x \$175 per bus = \$875</p> <p>Field Trips Field Trips will clearly support the approved goals and objectives of the 21st CCLC program, and all field trips will be based upon an established educational curriculum. All field trip expenditures will follow applicable federal, state, and local rules and regulations governing field trips to be taken during the Summer Academy. Tickets are anticipated to be purchased from educational centers of the field trip locations and will include the available educational components and lesson plans. Anticipated locations consist of Jungle Island, the Miami Seaquarium, and the Children's Museum. Per our meeting today, please add \$2,000 (from hourly overtime to field trips) 4 field trips x 30 students x \$10 (avg.) admission = \$1,200</p> <p>Field Trips will clearly support the approved goals and objectives of the 21st CCLC program, and all field trips will be based upon an established educational curriculum. All field trip expenditures will follow applicable federal, state, and local rules and regulations governing field trips to be taken during the Summer Academy. Tickets are anticipated to be purchased from educational centers of the field trip locations and will include the available educational components and lesson plans. Anticipated locations consist of Ceramic on Wheels and Miami Metro Zoo. Ceramic on Wheels provides students with lessons in Mathematics, by using the concepts of Measurement and Symmetry. The Miami Metro Zoo teaches students about a variety of animals, their diets, and their natural habitats.</p> <p>2 field trips x 120 students x \$7.60 (avg.) admission = \$1,824.00 = \$1,825</p> <p>TOTAL Field Trips and Admission: \$3,900</p>		3,900	100%					

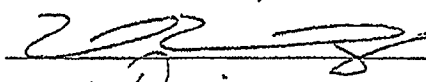
ACTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	FTE	AMOUNT	ALLOCATED	ALLOWABLE	REASONABLE	NECESSARY	Adm.	Eval.		
5400	331	<u>Out-of-County Travel</u> Professional Development Travel Expenses to the 21st CCLC State Conference for two people. The conferences has been budgeted as follows: \$800 x 2 people x 1 trip = \$1,600 Travel to 21st CCLC required conference (registration, hotel, transportation, meals x 1 p = \$300 TOTAL TRAVEL: \$1,600.		1,600	100%							
7710	310	<u>External Evaluator</u> This External Individual/Group will evaluate the program objectives, select performance indicators, measure outcomes, and work towards maximizing student academic progress and personal development. The External Evaluator is budgeted at 5% of the grant award. 4% x \$217,495 = \$8,700		8,700	100%					8,700		
7200	792	<u>Indirect Costs</u> Indirect costs are calculated at the state-approved rate of 3.77% of allowable direct costs (excluding 600-series and 310 object codes). Administrative: \$2,800		2,800	100%				2,800			
D) TOTAL				217,495					10,501	10,800		
									Adm. = 10,501 which is < 5% of 20875	TRUE	83%	4.97%
									Eval = 10,800 which is < 5% of 20875	TRUE	Adm.	Eval

0.0400

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: LANI LINGO

Signature: 

Title: Director

Date: 2/1/2013

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: J. Sue Wilkinson

Signature: 

Title: SE ED & Prog. Dir.

Date: 2/4/13

School Board of Miami-Dade County, Florida
 Miami Learning Zone at
 Holmes Elementary

Agency Name: _____

**Title I Eligible Schools Targeted for Service (2012-2013)
 Request for Proposal**

INSTRUCTIONS

Enrollment Number: Indicate the total enrollment of the indicated school.

%FRL: Provide the percentage of students receiving and/or eligible for free/reduced lunch at the specified school during the 2011-2012 school year.

Number of Students Targeted: Number of students targeted cannot exceed the number of enrolled students. In general, it is not permitted for 21st CCLC programs to serve more than 35% of the total school enrollment daily.

Targeted School Name	Total Enrolled in Regular School	% Free or Reduced Lunch	Number of Students per day to be served in 21 st CCLC from this school
Holmes Elementary School	510	99%	105
Total Number of students proposed:			105

Appendix B: Project Funding and Operation

SITE PROFILE WORKSHEET (2012-2013)							Original Submission	
*Ensure all dates in special situation boxes are visible. DO NOT COPY AND PASTE INFORMATION								
School District / Fiscal Agency	Miami-Dade County Public Schools				County of Site	Miami-Dade County		
Name of Site/Facility	Holmes Elementary School							
Type of Site (Drop Down Menu)	School District (SD)							
Physical Address of Site	1175 NW 67 Street							
City of Site	Miami			ZIP	33150			
Web Address of Site	http://holmes.dadeschools.net							
Grade Levels Receiving Services (e.g., K-12)				# of students participating in the 21st CCLC program per day				
Before School				Before School				
After School		2 - 5		After School		105		
Weekends / Holidays		2 - 5		Weekends / Holidays		55		
Summer		3 - 4		Summer		40		
Name of Main Site Contact	Sharletta Rawls		Phone Number	(305) 836-3421		Email address	srawls@miamigov.com	
Regular School Year Program for Students								
BEFORE SCHOOL Site Schedule (Must operate at least one hour per day of service)								
Before School Start Date							Identify special situations (Before School) and/or dates when the program is closed (e.g., holidays)	
Before School End Date								
Total # Days Before School								
	MON	TUE	WED	THU	FRI	SAT	Total Weekly Hours	
Service Begin Time (e.g., 7:00 AM)							Before School	
Service End Time (e.g., 8:00 AM)							-0.0	
AFTER SCHOOL Site Schedule (Must operate at least 12 hours per week of service)								
After School Start Date	8/20/2012						Identify special situations (After School) and/or dates when the program is closed (e.g., holidays)	
After School End Date	6/6/2013							
Total # Days After School	180							
	MON	TUE	WED	THU	FRI	SAT	Total Weekly Hours	
Service Begin Time (e.g., 3:30 PM)	3:05 PM	3:05 PM	1:50 PM	3:05 PM	3:05 PM		After School	
Service End Time (e.g., 5:30 PM)	6:05 PM	6:05 PM	6:05 PM	6:05 PM	6:05 PM		163	
Weekends and Holidays Site Schedule (Must operate at least four hours per day of service). Does not include Summer.								
List All Dates that Site will be Open (e.g., 6/10/12, 07/10/12, 07/16/12)	9/26/12; 11/6/12; 1/18/13; 2/1/13; 3/22/13.							
Total # Non-School Days	5							
	SAT	SUN	HOLIDAYS	Total hours will calculate automatically.				
Service Begin Time (e.g., 3:30 PM)			8:30 AM	Do NOT copy and paste information.				
Service End Time (e.g., 5:30 PM)			3:30 PM	as this may prevent formulas from working correctly.				
TOTAL HOURS PER DAY	-0.0		0.0	-0.0				
Summer Program for Students (May ONLY include operation until July 31, 2013)								
Summer Site Schedule for Typical Week (Must operate for at least four hours per day of service)								
Summer Start Date	6/24/2013						Identify special situations (Summer)	
Summer End Date	7/19/2013						Closed for 4th of July Holiday.	
Total # Days in Summer	19							
	MON	TUE	WED	THU	FRI	SAT	Total Summer	
Service Begin Time (e.g., 8:30 AM)	8:30 AM	8:30 AM	8:30 AM	8:30 AM	8:30 AM		Hrs. per Week	
Service End Time (e.g., 5:30 PM)	1:30 PM	1:30 PM	1:30 PM	1:30 PM	1:30 PM		25.0	
Ongoing Adult Education Program (required monthly activity)								
Adult Education Site Schedule								
Date Site Open (Adults)	8/29/12; 9/19/12; 10/24/12; 11/28/12; 12/19/12; 1/30/13; 2/27/13; 3/20/13; 4/24/13; 5/22; 13; 6/5/13; 7/10/13							
Date Site Closed (Adults)								
Total # Days	12							
	MON	TUE	WED	THU	FRI	SAT	Total Adult	
Service Begin Time (e.g., 7:00 PM)			5:00 PM					Hrs. per Week
Service End Time (e.g., 8:30 PM)			6:30 PM					1.5

Miami-Dade County School District: Holmes Elementary

Miami Learning Zone (Cohort 8)

I. Project Abstract or Summary

Miami Learning Zone: Miami-Dade County Public School (M-DCPS) submits this application to the 21st Century Community Learning Center grant for its Miami Learning Zone (MLZ) Project at Holmes Elementary School, an Education Transformation and Title I School. Holmes Elementary School is located at 1175 NW 67th Street Miami, Florida 33150. The school is in the impoverished and high crime Miami neighborhood Liberty City. This program will provide Educational, Recreational, and Developmental services to 105, 2nd – 5th grade at-risk children who are 99% minority, free-lunch entitled students. This dynamic after-school program operating from 3:05 to 6:05PM on Mondays, Tuesday, Thursdays, and Fridays for 39 weeks; are operating from 1:05PM to 6:05PM on Wednesdays for 39 weeks. Additionally, this program will operate on five Teacher Planning Days, serving 50 children, from 8:30AM to 3:30PM. The students within the lowest academically performing 30% of the school and Exceptional Student Education (ESE) children will have priority of Admittance into the Miami Learning Zone Program. The program offers Reading/Literacy, Mathematics, Hands-On Science Experimentation, Mentoring, Arts Instruction, Recreation, Character Education, Nutrition and Physical Fitness Instruction. Need is most essential in this neighborhood, where 95% of these children live in the public housing developments surrounding the school and 56% of whose households are impoverished, whose school has rated as an "F" school for 4 times within a 7 year period, whose school is presently an Education Transformation School within Miami-Dade County Public School System. Holmes Elementary School is often the first encounter with structured learning these children have encountered as their parent may not have conducted Pre-K reading activities or exposed them to essential early learning concepts. Consequently, these children are already behind the learning curve. Miami Learning Zone's goal is to provide the academic instruction, homework assistance, physical activity, parental involvement workshops and family events, healthy social skill development, and cultural activities supported by nutritious snacks and supportive services that result in improvements in each child's academic performance, social development, and physical fitness/health. Seeming as though the majority of Holmes Elementary School students

are still experiencing a variety of economic and social challenges, the continued effects of poverty must be remedied if these children are to overcome the current academic profile of Holmes Elementary student body: Students reading at/above grade level 45%; Students at/above grade level in math 60%; students making progress in reading 56%; students making progress in math 55%. MLZ coordinates a variety of healthy activities with its partners to provide high quality instruction and content for the well-being of its student population and to bring about increased parental involvement in order to have an overall positive effect on the entire family.

2. Principles of Effectiveness

Use of Periodic (Formative) Evaluations

During the upcoming program year, the YMCA will no longer be the day-to-day counselors that take care of the students, escort them to various programmatic activities, and facilitate specific research based curriculum. This year the Family Christian Association of America (FCAA) will be our contracted vendor to handle these specific duties and responsibilities. The principal thought the program needed a fresh and new group to monitor and facilitate instruction to the participants in the Miami Learning Zone Program.

In addition, the Mentoring group to facilitate instruction and mentoring to the selected 20 girls within the Miami Learning Zone will change to a group of Certified Teachers who created the Charm Club. During this past program year, some of our students wanted to join in this school group rather than fully participating in our former girl mentoring group, which was Strong Women, Strong Girls. Our girls seemed to be more comfortable and more open to being in a part of a group that was facilitated by their classroom teachers. Therefore, the Charm Club will be our Mentoring Group for the 20 Girls selected to receive Mentoring, within the Miami Learning Zone.

Lastly, the Miami Learning Zone will contract with One Laptop per Child, rather than Mad Science of South Florida, in order to provide exciting Scientific Experiments and an increased use of scientific research using an advanced technology. This program will not only provide a variety of hands-on activities that are aligned with the Florida Sunshine Standards and

Educational Benchmarks, but will also enhance our student's knowledge by using a technology. Therefore, the Science Contracted Vendor will be One Laptop per Child for the Miami Learning Zone during the upcoming program year.

3. Charging Fees

Miami-Dade County's Holmes Elementary School will not charge any fees associated with participation in the 21st CCLC Miami Learning Zone Program for the 2012 – 2013^{school} project year.

4. Student Safety

A. On-Site Safety: All children transitioning from their daytime schooling to the MLZ program will be signed in by the MLZ staff and reviewed for accuracy. Adults are not allowed to enter the building without being checked in by security, and all adults coming for pick-up must be pre-approved by the child's guardian (if they are not the guardian) and show identification. The person picking up the child will sign the student out on the respective sign-out form. Students who walk home will sign themselves out, prior to being walked across the street by MLZ staff. M-DCPS security guards are available during program hours. All providers/partners will sign-in with security and the main office. Security and office staff will be made aware of all providers/partners prior to the program start date. **B. Off-Site Security:** MLZ will take the students on field trips to provide enrichment and exposure to arts, sciences, physical fitness, and sporting event to these children, who are so often isolated by poverty. All adults must pass a background check, while the travel operated must be a certified vendor on M-DCPS approved vendor list. A ratio of 12:1 students to chaperones is the maximum group size. **C. Personnel Hiring:** M-DCPS requirements are Level 2 Background checks, minimum 3 year's experience in teaching elementary age children and BA in Education or equivalent field, and state certification. **D. Licenses/Certifications:** Files will be maintained for all personnel including partners and providers. These files will include required licenses and certifications based on the individuals' role in the program. There will be at least two staff members present who will be CPR/First Aid Certified at all times. **E. Distance:** MLZ's daily programming occurs at Holmes

Elementary School. **F. Safe Transportation:** Transportation will only be required for field trips, subject to the safety requirements for M-DCPS. The bus company will be a vendor from the M-DCPS approved vendor list. **G. Daily Travel:** There is no off-school site travel required. **H. Buddy System:** The Buddy System is utilized when students need to use the restroom or go to drink water during an academic component or a structured whole-group activity. Students are sent to the restroom and to the water fountain in a group of two or three at a time. They are to go directly to their designation together and return back to the appropriate location altogether. **I. Fenced In:** The entire facility is fenced in and the Program Security Officer sits right inside the fenced area. All parents and guardians must check in with the Security Officer before reporting to the Cafeteria to sign their child/children out of the program. **J. Emergency Drills:** The School Principal and the Program Director coordinate a variety of Emergency Drills throughout the Program Year, to ensure that the Counselors, Teachers, Students, and other Staff members are knowledgeable about the Emergency Procedures and aware of the exact location they are to move to in case of an Emergency Situation. **K. Incident/Behavioral Issue Procedures:** When incidents or behavior issues occur, the Program Director is notified and the incident of behavioral matter is written up on an Incident Form/Behavioral Form. The Program Director contacts the parents and informs the parent of the specific issue and if disciplinary action is required, the parent is notified. When the parent arrives, the parent signs the Incident/Behavioral Report and receives a copy for his/her records. Then the Program Director files the Incident/Behavioral Report into the Student's File. In addition, the incident is entered into the Database System, in order to keep track of the number of occurrences for each student and the types of issues that are occurring within the Programmatic Year. **L. Safety Procedures:** Staff receives training on safety procedures. Staff meetings are conducted to ensure that staff is knowledgeable of the specific safety procedures. **M. Safety Plan:** Fire Evacuation Drills take place randomly to practice the safety evacuation routes for all administrators, teachers, counselors, and students in the 21st CCLC Facility. When there is an emergency situation in the neighborhood, the entire Facility goes on "Code Red", in which all persons stay inside their designated location, until it's safe to move around the facility.

A. **Identifying Ratios:** There is 12:1 Student: Counselor Ratio for Field Trips, there is a 15:1 Student: Counselor Ratio for Supervision of Program Components On-Campus, and there is a 12:1 Student: Teacher Ratio for Reading/Literacy activities and additional academic dimensions.

B. **T-shirts:** Counselors and Teachers wear T-shirts with the Family Christian Association of America (FCAA) or Holmes Elementary School Logo or Identification Badge on them, in order to identify the staff members.

C. **Parent Permission Forms:** Parent permission forms are given to the parents in advance, parents sign the field trip forms, and student's name is highlighted on the master roster.

D. **Field Trip Attendance Procedures:** On the day of the field trip, the highlighted names on the roster are called and the students proceed to the bus, as the students enter the bus, the name of each student is checked off. This process of calling off each student's name and a consistent head count is conducted throughout the course of the field trip, to ensure that every student that attends also returns safely back to the initial 21st CCLC site.

A. **Background Screenings/Fingerprinting:** The teachers, clerical staff, security guard, and custodian are background screened and fingerprinted via Miami-Dade County Public Schools. The Program Director is background screened and fingerprinted via the City of Miami. All vendors receive Background screening and fingerprinting through their respective hiring agency.

B. **Jessica Lunsford Act:** All employees read, agree, and sign off on the Jessica Lunsford Act.

C. **Job Experience:** The Program Director will have a degree in Education or a closely related field, with experience in teaching. The Program Director manages the day to day program operations at the 21st CCLC site; responsible for the successful implementation of all program components; holds quarterly Advisory Board Meetings with Holmes Elementary School Administration and each Community-Based Organization (CBO). The MLZ staff is comprised of Certified Teachers who teach at Holmes Elementary School and neighboring schools during normal school hours. The other programmatic operations are performed by the on-site FCAA Counselors and the staff provided by the subcontractors.

5. Academic Enrichment: Reading and Language Arts

Goal: To Improve Literacy of Regularly Attending Students.

Objective 1.1: 75% of regularly participating students will demonstrate continuous improvement in reading comprehension skills as measured by FCAT scores and report card grades.

Objective 1.2: 75% of regularly participating students will increase their reading fluency skills as demonstrated by such measures as pre-, mid-, and post-Oral Reading Fluency (ORF) test scores.

Activity 1: Reading Instruction. This activity supports objective 1.1 and 1.2.

The Miami Learning Zone will provide Reading Enrichment, which is essential for students to learn how to read, comprehend, and improve their level of reading within a variety of grade level literary context. Reading instruction will be provided by FDOE Certified Teachers. The students will learn a great deal of reading strategies from Certified Teachers, who instruct them from KidzLit Books and Grade Level FCAT Reading Coach Books, along with Successmaker Technological Program. The Teacher will ensure alignment of the daily tutoring component to focus on phonemic awareness, phonics, reading fluency, vocabulary development, and reading comprehension. These components have Core Standards that will reinforce educational strategies to acquire additional knowledge, develop an extensive vocabulary, and learn to read accurately. The Lead Teacher will have organized the reading components into an annual calendar aligned with the teachers' school-day curricula and objectives. The student/staff ratio will be 12:1. Each student will receive Reading three times per week, for 30 minutes per day, from Certified Teachers. The students will receive pre-, mid-, and post-test scores from the Oral Reading Fluency Test in support of the formative and summative data to be collected and analyzed. All Miami Learning Zone Participants will receive the full Reading Instruction component.

Activity 2: Reading Enrichment. This activity supports objective 1.1 and 1.2.

The FCAA Counselors will provide Reading Activities for all program participants, two times per week for 30 minutes, via the KidzLit Program. This research based curriculum provides students with Critical Thinking Activities, using a variety of reasoning, verbal skills, logic, and reading strategies. The curriculum is linked to the Core Standards by focusing on proficiency in reading and reinforcing comprehension strategies. The FCAA Counselors have a high school diploma; have been trained in facilitating a variety of activities to school-age children. The student/staff ratio will be 15:1. The student will receive pre-, mid-, and post-test scores from the Oral Reading Fluency Test in support of the formative and summative data to be collected and analyzed. All Miami Learning Zone Participants will receive the full Reading Enrichment component.

6. Academic Enrichment: Science and Mathematics

Goal: To Improve Mathematics and Scientific Applications of Regularly Participating Students.

Objective 1.3: 75% of regularly participating students will show continuous improvement in math skills as measured by FCAT scores and report card grades.

Objective 1.4: 75% of regularly participating students will increase science skills as demonstrated by such measures as FCAT scores and report card grades.

Activity 1: Mathematics Instruction. This activity supports objective 1.3.

The Miami Learning Zone will provide Mathematics Enrichment, which is essential for students to learn how to properly add, subtract, multiply, divide, problem solve, and compute a variety of equations within the appropriate grade level of mathematics. Mathematics Instructions will be provided by FDOE Certified Teachers. The students will learn a great deal of mathematical strategies from Certified Teachers, who instruct them from Grade Level Next Generation Everglades K-12 Curriculum Books and Successmaker Technological Program. The Teacher will ensure alignment of the daily tutoring component to focus on numbers and operation, measurement, geometry, algebraic concepts, statistics and probability, and mathematical

vocabulary. These components have Core Standards that will reinforce educational strategies to acquire additional knowledge, develop an extensive vocabulary, and learn to problem solve accurately. The Lead Teacher will have organized the mathematics components into an annual calendar aligned with the teachers' school-day curricula and objectives. The student/staff ratio will be 12:1. Each student will receive Mathematics three times, for 30 minutes per day, by Certified Teachers. The students will receive pre-, mid-, and post-test scores from the School's Interim Assessments in support of the formative and summative data to be collected and analyzed. All Miami Learning Zone Participants will receive the full Mathematics Instruction component.

Activity 2: On-Target Math. This activity supports objective 1.3.

On-Target Math Program is facilitated by a certified teacher that makes math skills relevant to the lives of student participants. On-Target Math provides an exciting curriculum and hands-on math activities, in order for our students to use their critical thinking skills and basic math facts to solve a variety of mathematical equations. On-Target provides foundational learning appropriate to each grade level. On-Target Math is linked to the State Standards, providing lessons in Number Sense, Measurement, Geometry, Algebraic Thinking, Data Analysis, and Foundational Concepts. The student/staff ratio will be 15:1. Each student will receive On-Target Math for 30 minutes, 1 time per week. The students will receive pre-, mid-, and post-test scores from On-Target Assessments, in order to provide Data Analysis for the Formative and Summative Reports. All Miami Learning Zone Participants will receive the full On-Target Math component.

Activity 3: One Laptop per Child Workshops. This activity supports objective 1.4.

Community Science Workshop is facilitated by a FDOE Certified Teacher. One Laptop Per Child provides an exciting curriculum that integrates literacy and mathematics within the study of hands-on scientific experimentation. The XO laptop will be used as a platform for a variety of science projects. The students will be exposed to environment sensors, motors, programming, Phases of the Moon Activity, measurement, distance, and microscope exploration. One Laptop per Child provides our students with interesting, interactive, and educational activities that instill a clearer understanding of science and how it affects the world around us.

One Laptop per Child provides lessons in the foundations of Physical Science, Biology, Chemistry, and Physics. The hands-on and inquiry based activities are grade-appropriate. These workshops allow our students time to explore and discover science and technology. The student/staff ratio will be 15:1. Each student will receive Science Instruction for 1 hour, 1 day per week, ~~for 1 day per week~~. The students will receive pre-, mid-, and post-tests in support of the formative and summative data to be collected and analyzed. All Miami Learning Zone Participants will receive the full One Laptop per Child Science component.

7. Personal Enrichment

Goal: To Provide Enriched Programming.

Objective 2.1: 75% of regularly participating students will maintain acceptable attendance, defined by 10 or less absences during the school year, as demonstrated by quarterly school attendance records.

Objective 2.2: 75% of regularly participating students will maintain or improve their level of demonstrated social skills as evidenced by such measures as the pre-, mid-, and post- Self-Perception Surveys and school disciplinary records.

Objective 2.3: 80% of regularly participating students will improve physical/health activity Assessment: FCAA will conduct PACERS physical fitness test three times per year.

Objective 2.4: 75% of regularly participating students will improve their physical health through increased nutrition knowledge, as demonstrated by such measures as pre-, mid-, and post- nutritional test assessments conducted by the FCAA Counselors.

Activity 1: Dropout Prevention. This activity supports objective 2.1.

The Miami Learning Zone will provide a comprehensive violence prevention plan, including conflict resolution. A safe learning environment provides daily experiences, at all grade levels, which embrace positive attitudes, a willingness to attend school and learn, and effective

interpersonal skills in all students. Mentoring will be provided for specific students, who are identified according to teacher recommendations, academic and conduct grades, FCAA counselor recommendations, and students' desire to participate. Charm Club and 500 Role Models of Excellence will be the specific mentor Groups for Miami Learning Zone Students. The Charm Club is a teacher-led mentoring program designed to raising self-awareness and self-esteem of elementary school girls. The program connects girls with educated women and encourages them to become educated women themselves. The Charm Club will empower our selected girls to communicate their ideas, recognize and utilize their own unique talents and abilities, and work to accomplish realistic goals. The student/staff ratio will be 10:1; there will be 10 students who will receive the Mentorship Program. The selected students will receive the Charm Club Curriculum for 60 minutes, 1 day per week. The 5000 Role Models of Excellence is a Prevention Intervention Program for a selected group of "at risk" boys, who are in need of additional guidance and direction. This program will serve young boys who are in need of positive male role models. The goal is to provide students with positive direction in order to result in not having any further negative contact with violations of student conduct codes and/or the law. There are 2 Certified Male Teachers, who will Mentor the selected students. The 2 male instructors are Miami-Dade County Public School Teachers, well-educated, and true role models. The student/staff ratio will be 10:1; there will be 20 students who will receive this Mentorship/Intervention Program. The selected students will receive 500 Role Models of Excellence for 60 minutes, 1 day per week. Lastly, the regular participants of the Miami Learning Zone will participate in two service-learning projects within the program year; one during the fall semester and the other project will occur during the spring semester. These Service Learning Projects will promote personal and social awareness, civic responsibility, and can be a power for effective school reform at all grades. Each FCAA Counselor and the Program Director will work collectively to coordinate the Service Learning Projects. The student/staff ratio will be 15:1. In conclusion, it is imperative that students attend school each and every day. Attending school on a consistent basis is the first step to acquiring knowledge and learning the essential grade level components. The Program Director will access report cards on a quarterly basis, to analyze attendance to ensure that the students are coming to school consistently, in order to provide Data Analysis for the Formative and Summative Reports. All Miami Learning Zone Participants will receive the full Service Learning component.

Activity 2: Social Skills Development. This activity supports objective 2.2.

The MLZ will utilize the Peaceworks curriculum, which is being implemented to educate children in the dynamics of conflict resolution and promote skills of peacemaking in their homes, schools, and communities. The Peaceworks Program expresses the importance of peace education, within a framework of traditional values such as justice, honesty and responsibility; and encourages the emotional, intellectual, ethical, and social growth of children. The FCAA Counselors and a Teacher will be trained to present the Peaceworks curriculum realizing that conflict is a natural, unavoidable phenomenon that can be a constructive opportunity for positive change and empowerment. It is imperative to teach our children the skills they need to find creative and constructive ways to settle their conflicts before they escalate. The students will learn the Peaceworks Program by utilizing age-appropriate books that Model Peacemaking Skills, Teach Skills, and Encourage Students in a Positive Manner. The student/staff ratio will be 15:1. Each student will receive Peaceworks Lessons for 30 minutes, 1 time per week. The students will receive pre-mid-, and post-test scores from Peaceworks Assessments, in order to provide data Analysis for the Formative and Summative Reports. All Miami Learning Zone Participants will receive the full Peaceworks Workshop component.

Activity 3: SPARK Fitness. This activity supports objective 2.3.

Structured physical fitness and recreational activities are implemented to all Miami Learning Zone participants. SPARK will be administered by the FCAA Counselors, who are trained in the curriculum. SPARK is a research-based, public health program, dedicated to creating and implementing programs that promote lifelong wellness. SPARK works to improve the health of children and adolescents by disseminating evidence-based After-School programs to recreational leaders. Each SPARK program fosters environmental and behavioral change by providing a coordinated package of highly active curriculum and content-matched equipment. The SPARK Fitness program will target all of our students by actively engaging our youth and instilling the interest of lifelong movement and positive physical activity. Students participate in shuttle runs, plyometrics, and organized sports. The student/staff ratio will be 15:1. Each student will receive SPARK Fitness for 30 minutes, every day of the week. The students will receive pre-, mid-, and

post-test scores from the PACER Assessments, in order to provide Data Analysis for the Formative and Summative Reports. All Miami Learning Zone participants will receive the full SPARK Fitness component.

Activity 4: Nutrition. This activity supports objective 2.4.

The nutrition component is two-fold. The students learn about Nutrition through a structured curriculum and they also eat nutritional snacks on a daily basis. This Health and Wellness component is vital for their continual health and physical development. This activity will aim to empower our students to become more knowledgeable about nutrition and enable children to make healthy choices every day. Students will learn from the 4U Nutrition Program the importance of Healthy Eating, Food Safety, and Overall Good Nutritional Practices. The 4U Curriculum will provide exciting and educational learning activities and serve to encourage children to be active and eat a variety of healthy foods. The 4U Nutrition Program will be administered by the YMCA Counselors, who are trained in the curriculum. The student/staff ratio will be 15:1. Each student will receive Nutrition for 30 minutes, one day per week. The students will receive pre-, mid-, and post-test scores from the 4U Nutrition Assessments, in order to provide Data Analysis for the Formative and Summative Reports. In addition, the students will receive healthy snacks every day. A weekly menu is provided that list the healthy snacks for each week. All Miami Learning Zone Participants will receive the full Nutrition component.

8. Adult Family Members

Goal: To Increase Parental Involvement in In-School Activities and Miami Learning Zone Activities.

Objective 3.1: 75% of parents of regularly participating students will participated in MLZ program parent workshops and activities, as demonstrated by parent sign-in sheets.

Objective 3.2: 75% of parents of regularly participating students will participate in MLZ Literacy workshops and activities, as demonstrated by parent sign-in sheets.

Activity 1: Parent/Family Events. This activity supports objective 3.1.

Parent/Family Events will provide opportunities for Miami Learning Zone students to showcase their Arts for Learning Instruction and natural talent in the Winter Show and Spring Talent Showcase. These family events allow all families to come together and view specific artistic creations that their children have learned and choreographed for the presentations. These Family Nights will be exciting and healthy for the entire family. The Arts for Learning Teachers are specifically educated and trained in their Artistic Craft and FCAA Counselors have a variety of training and creativity they utilize in coordinating the Family Nights, which occur 2 times per year, for about 90 minutes. The student/staff ratio will be 15:1 for each talent showcase within this component. The parents will complete an End-of-the-Year Parent Survey, which will provide them with the opportunity to express their thoughts concerning the various programmatic events and parent involvement activities. The results of these parent surveys will be input into the 21st Century End-of-the-Year Program Submission Information in order to provide Data Analysis for the Formative and Summative Reports. In addition, the parents will also sign-in on a log for 21st Century Parents and these sign-in logs will be kept track of by being input into an Excel Spreadsheet in order to provide data Analysis for the Formative and Summative Reports.

Activity 2: Parent Workshops. This activity supports objective 3.2.

Parent workshops promote families learning together for parents whose children are attending the program regularly (30 program days per year), and addresses the needs of our students' families. Activities consist of family literacy workshops, family read nights, and additional in-school family activities. The MLZ staff that provide the various Parent Workshops consist of the Community Involvement Specialist, Lead Teacher, Program Director, and contracted vendors. These individuals are all trained in the specific topics that are being presented during the Parent Workshops. The workshops will be based on research that emphasizes the importance of parental involvement in children's learning. Some workshops will focus on literacy connections by sharing strategies with parents, they can use to help their children become fluent readers, as well as encourage an appreciation for literature, poetry, and creative writing. Additional

workshops will focus on homework strategies, preparing for parent-teacher conferences, building a strong relationship with your child's teachers, continuing their education and career path, and self-improvement. The student/staff ratio will be 20:1 for this activity. Parent Workshops will take place for 1 hour, at least 1 time per month. The parents will sign-in on a log for 21st Century Parents and these sign-in logs will be kept track of by being input into an Excel Spreadsheet in order to provide Data Analysis for the Formative and Summative Reports.

9. Evaluation

A. Evaluation Summary Table

Program Objectives	Activities	Specific Measures and Data Sources	Method of Data Collection	Timeline	Standards	Methods for Assessing Progress
Objective 1.1: 75% of regularly participating students will demonstrate continuous improvement in reading comprehension skills as measured by FCAT scores and report card grades.	KidzLit Literacy Program FCAT Reading Coach Books Successmaker Technological Program	Standardized Test Scores	District Database	Quarterly End of Year May/June FCAT Scores	Small Group Literacy Tutoring	Program Director Analysis Lead Teacher Analysis External Evaluator Analysis
Objective 1.2: 75% of regularly participating students will increase their reading fluency skills as demonstrated by such measures as	KidzLit Literacy Program FCAT Reading Coach Books Successmaker Technological Program	ORF Assessments	Research Based Test	September December/January May	Small Group Literacy Tutoring	Program Director Analysis Lead Teacher Analysis External Evaluator Analysis

pre-, mid-, and post-Oral Reading Fluency (ORF) test scores.						
Objective 1.3: 75% of regularly participating students will show continuous improvement in math skills as measured by FCAT scores and report card grades.	On-Target Math Curriculum Next Generation Florida Mathematics Standards Curriculum	Standardized Test Scores	District Database	Quarterly End of Year May/June FCAT Scores	Small Group Math Tutoring	Program Director Analysis Lead Teacher Analysis External Evaluator Analysis
Objective 1.4: 75% of regularly participating students will increase science skills as demonstrated by such measures as FCAT scores and report card grades.	One Laptop Per Child Science Curriculum	Standardized Test Scores	District Database	Quarterly End of Year May/June FCAT Scores	Small Group Science Tutoring	Program Director Analysis Lead Teacher Analysis External Evaluator Analysis
Objective 2.1: 75% of regularly participating students will maintain acceptable attendance, defined by 10 or less absences during the school year, as demonstrated	Charm Club 5000 Role Models of Excellence	Attendance Records (Report Cards)	District Database	Quarterly End of Year	Mentoring Groups and Activities	Program Director Analysis Lead Teacher Analysis External Evaluator Analysis

Preferred vendor:
 Company
 CITY OF MIAMI
 444 SW 2 AVE SUITE 800
 MIAMI FL 33130
 USA

Shopping cart	
Number:	1000509282
Name:	Rawls
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Goods recipient:
 SHAWN SINGLETON
 2501
 2501 - CLERICAL
 1450 NE Second Avenue
 FL 33132

Delivery point:
 MDCPS
 MDCPS Company Code
 Holmes Elem
 1175 NW 67 Street
 MIAMI FL 33150

Delivery date: 05/01/2013

Item	Product no.	Description	Submission deadline/external bid	Vendor product no.
Delivery date/ Performance period	Purchase order quantity	Unit	Price per unit	Net value
1		professional service city of miami		
05/01/2013	1	EA	60,135.00 USD1 EA	60,135.00 USD
Total value:				60,135.00 USD

For item 1

Account assignment

Percent	Assigned to	G/L account	Business area
100.00	Finances and Funds 1250100	531000	2501

Location	Requester
Company	SHAWN SINGLETON
Schools/Administrative Offices	2501
FL	2501 - CLERICAL
USA	1450 NE Second Avenue
	FL 33132
	USA