**KENTUCKY DEPARTMENT OF EDUCATION**

**21st Century Community Learning Centers Cycle 17 RFA**

# Application Cover Page

**Submission Deadline: November 18, 2019 4:00 ET**

**Check application type** (Must be indicated in order for application to be reviewed.)

New Applicant ($150,000) Continuation Applicant ($100,000) Expansion Applicant ($100,000)

| **Fiscal Agent DUNS #: 07-132-7191** | **Fiscal Agent SAMS CAGE Code#:** |
| --- | --- |

**One grant may serve a maximum of two schools. Each site must meet all RFA requirements.**

**All information below, except signatures, must be typed.**

| **School #1: Todd County Middle School** |
| --- |
| **Physical Address: 515 W. Main St. Elkton, KY 42220** |
| **Target Grades: 6-8th** |

| **School #2:** |
| --- |
| **Physical Address:** |
| **Target Grades:** |

| **Fiscal Agent: Todd County Board of Education** |
| --- |
| **Superintendent/Chief Executive Officer: Ed Oyler** |
| **Physical Address: 205 Airport Rd. Elkton, KY 42220** |
| **E-mail: edwin.oyler@todd.kyschools.us** |

| **Co-Applicant: Todd County Extension Service** |
| --- |
| **Superintendent/Chief Executive Officer: LeeAnn McCuiston** |
| **Physical Address: Washington St. PO Box 95 Elkton, KY 42220** |
| **E-mail: lmccuist@email.uky.edu** |

| **Grant Writer: David A. Carmichael** |
| --- |
| **Agency: Todd County Middle School** |
| **Phone #: 270-265-2511 ext. 4507** |
| **E-mail: david.carmichael@todd.kyschools.us** |

**As confirmed by the signature(s) below, I/we confirm that the attached application was reviewed and approved for implementation by authorized representatives of all agencies connected with this application, including local school board(s), school site-based council(s), and the governing board(s) of other public and private organizations. I/We further confirm: (1) the information in this application is correct and complete; (2) failure to comply with all requirements and assurances, as listed in the RFA, will negatively impact funding and/or eligibility to apply for future grant opportunities; and (3) 21st Century Community Learning Centers will operate in accordance with current federal laws and regulations and the provisions of this application as approved.**

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**Fiscal Agent:** Superintendent/Chief Executive Officer **Date**

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**Co-Applicant:** Superintendent/Chief Executive Officer **Date**

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**Notary Public:** **Date**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Notary Seal** (My Commission Expires)**:**

### Assurances for Applicant and Co-Applicant

1. Meet the minimum number of hours and days as required under program operations.
2. Begin program no later than three weeks after school starts and end no sooner than two weeks prior to school ending.
3. Must provide dedicated space in the school(s) served for Site Coordinator to use daily. Space must be provided during program hours of operation, for both the academic school year and summer months. Programming space must be sufficient in size for the number of students to be served.
4. A minimum of two certified teachers must serve in the program a minimum of 8 hours each per week per teacher or a combination of certified teachers may be used to meet the 16 hours required weekly per site served.
5. Utilize the federal USDA snack program or the Child and Adult Care Food Program. Alternative funding sources must be used to pay for program snacks and/or meals. 21st CCLC funds may not pay for snacks or meals.
6. Must immediately notify the KDE of a change in Site Coordinator. The district must designate an alternate person to ensure there is no lapse in programming. The alternate person must submit required reporting, complete data entry, and meet all state and federal requirements as outlined in the RFA.
7. Prior to the departure of the Site Coordinator, the district must ensure all pertinent information is accessible for the alternate person. This must include a copy of the grant application, inventory list, program schedule, training timeline, CAYEN access for data entry, list of all program staff, Advisory Council meeting schedule and minutes, partners, USDA snack program and distribution of snacks to participants.
8. Must uphold the parameters of the agreement with the Co-Applicant as outlined in the original application.
9. Must provide equitable opportunities for the participation of both public and private school students served by the award.
10. The applicant must assure it afforded reasonable opportunity for public comment on the application. Public feedback must be collected and considered prior to submitting the application.
11. The applicant assures it has described steps to ensure it will make equitable access to and equitable participation in the programs/activities to be conducted with such assistance as addressing the special need of students, staff, and other program beneficiaries in order to overcome barriers to equitable participation, including barriers to gender, race, color, national origin, disability, and age. ([Per the General Education Provision Act (GEPA), page 6 Section 427](https://www2.ed.gov/fund/grant/apply/appforms/gepa427.pdf)).
12. Must administer the 21st Century Community Learning Centers (CCLC) project in accordance with all applicable statutes, regulations, program plans, and applications.
13. Appropriate program staff must attend required trainings. The budget must support staff attendance at all required trainings outlined in the RFA and/or any other trainings required by the KDE. aa
14. CBO or FBO applicants must submit an annual external audit each year of the grant.
15. Must submit all required reports as required to the KDE.
16. The Fiscal Agent and Co-Applicant must assure that supplies, materials, technology, or equipment will not be used during the school day.
17. Must comply with the guidance in the Continuous Progress Report to receive funding in the fourth and fifth years of the grant:
    * Ability to demonstrate substantial progress has been made toward meeting the program goals and objectives, in measurable terms, as stated in the original grant application within the first three years;
    * Maintain the scope of the original level of programs and services to the same number of students at reduced grant allocation in the fourth and fifth year; and,
    * Provide documentation of completed state reports as required.
18. Must comply with provisions of the Title IX of the Every Student Succeeds Act, the General Education Provisions Act (GEPA), and the Education Department General Administrative Regulations (EDGAR), 34 CFR Parts 76, 77, and 82, and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR Part 200 and 2 CFR 3474.
19. Must comply with the following Acts of Congress
    * Civil Rights Act of 1964
    * Gun-Free Schools Act of 1994
    * Americans with Disabilities Act of 1990
    * Pro-Children’s Act of 1994
20. Must comply with Stevens Amendment.
21. Must comply with the Debarment, Suspension, and Other Responsibility Matters Regulation (34 CFR 85.110).
22. The Fiscal Agent and Co-Applicant must assure funds are not used for lobbying purposes.
23. Must abide by and remain current on rules and regulations governing allowable and unallowable uses of funds.
24. **The school district, as a Fiscal Agent or Co-Applicant, must provide the individual designated as responsible for data collection and reporting timely access to necessary demographic and academic data in accordance with grant reporting requirements, including mandatory information for completion of Annual Performance Report (APR) data collection**. (Examples of current requirements include: grades, attendance, demographic, information, disciplinary infractions, and state assessment scores).
25. **Assurance Regarding Compliance** – The grantee must comply with all applicable requirements of all state statues, federal laws, executive orders, regulations, policies, and award conditions governing this program. The KDE may withhold up to 100% of any payment based on any non-compliance, misappropriation of funds, monitoring finding, audit finding, or pending final report. **Grantees failing to meet one or more of the grant requirements will be considered “High Risk”. Once a grantee becomes non-compliant, it may become necessary to withhold funds until any critical issues have been resolved. A non-compliant grantee will have thirty days to submit a “Corrective Action Plan” to the KDE for approval and two months to become compliant. Failure to become compliant past the timeline will initiate the termination process.**
26. **Assurance Regarding Continuation of Funding –** During year three, the KDE will review programs to determine eligibility for an additional two years of funding. Pending adherence to state and federal guidelines of the grant, continued federal appropriations and improved academic performance of the students, applicants will receive Continuation funding for grant years four and five. If continued, in years four and five, programs must maintain the original level of programs and services to the same number of students.
27. **Assurance Regarding Applicant Ending Grant –** If the applicant withdraws mid-cycle from a successfully funded grant, the applicant will be unable to reapply for a future grant to serve the identified school(s) for the remainder of the grant cycle. This period will be no less than five years from the date of termination. At that time, the grantee may reapply as a Continuation applicant but will be ineligible for any priority points awarded to Continuation applicants.
28. **Assurance Regarding Termination Process –** By written notice, the KDE may terminate the grant award for non-performance by the sub-grantee at any time during the term of the award. Examples of non-performance/non-compliance include the failure to:
    * Provide a high quality program with evidence of academic progress
    * Implement the program as described in the application
    * Serve the number of regular attendee students as stated in the application
    * Meet the minimum hours of operation (hours/days/weeks/summer)
    * Adhere to assigned assurances
    * Submit required reports and documentation in a timely manner
    * Use funds in a reasonable and appropriate manner
    * Resolve a non-compliance audit/monitoring finding
    * Submit required data within the given timeframe
    * Implement a required Corrective Action Plan
29. Uphold these assurance regardless of change of individual’s serving the in the role or capacity of representative signing the application (School District, CBO’s, FBO’s).
30. 29. **Assurance Regarding Appeals Process –** The 21st Century Community Learning Centers (21st CCLC) program is authorized under Title IV, Part B, of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA) of 2015. The KDE is responsible for the administration and supervision of the 21st CCLC program. One aspect of the administration of the program is to ensure that funds are awarded to eligible entities on a competitive basis through a rigorous peer-review process (ESSA, Sec. 4203 (a) (4)).

The KDE follows a two-step process for reviewing and awarding application:

* Employees of the KDE who are familiar with the programs and activities under Title IV, Part B, review all applications for completeness and applicant eligibility (ESSA, Sec. 4201 (b)(5)(A) )
* The KDE selects peer reviewers to review and rate the applications based on an established scoring rubric to determine the extent to which the applications meet the application requirements (ESSA, Sec. 4201 (b) (5) (C)).

Award decisions are made by a peer review committee based on the scoring rubric and merit of each application. The KDE’s Grants Management Branch role is to facilitate the review process in accordance with state and federal statutes and regulations. Appeals based on a disagreement with the professional judgement of the peer reviewers will not be considered. Peer reviewers are non-KDE employees and are recruited based on background and expertise in providing effective academic, enrichment, youth development, and related services to children (ESSA, Sect. 4201 (b)(5)(B(i)).

Appeals are limited to the grants that the KDE failed to correctly apply the standards and process for reviewing the application as specified in the Request for Application Guidance and supporting documents.

1. **Assurance regarding Letter to Appeal –** Eligible entities that wish to appeal a grant application decision must submit a full and complete written appeal, including the issue(s) in dispute, the legal authority or other basis for the appeal position, and the remedy sought. The letter must be on an applicant’s letterhead and include an original signature of the authorized applicant representative.

An original letter and two copies of the appeal must be delivered or mailed to the KDE. The KDE must receive the letter of appeal within 30 calendar days of the written notification of decision. Upon review of the appeal, a response will be provided to applicant within 30 calendar days. The KDE mailing address: ATTN: Grants Management Branch, 21st CCLC RFA, Kentucky Department of Education, 5th Floor 300 Sower Boulevard, Frankfort, KY 40601.

1. In the event there is a change in leadership at the district level (Superintendent), the district is responsible for meeting all state and federal requirements as outlined in the RFA.A

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# Assurances Signature Page

As an official representative of the **Fiscal Agent**, I certify that I have read this application and all assurances. By signing below I approve this application, will adhere to all assurances, and pledge my support.

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**Fiscal Agent** (Signature and Title): **Date**

As an official representative of the **Co-Applicant**, I certify that I have read this application and all assurances. By signing below I approve this application, will adhere to all assurances, and pledge my support.

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**Co-Applicant** (Signature and Title):  **Date**

As an official representative of the **school**, I certify that I have read this application and all assurances. By signing below I approve this application, on behalf of the school, will ensure the school adheres to all assurances, and pledge my support:

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**School Principal** (additional school served)**:** **Date**

# Logic Model

**(Not to exceed three pages)**

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| **Program Goals:**   * + - 1. To improve academic achievement of students (focus on free/reduced lunch).       2. To support and improve social-emotional development of students.       3. To increase access to high quality programs and classes available to students.       4. To increase access to college/career readiness pathways for students at the middle school level.       5. To increase educational opportunities for parents/stakeholders that will support academic achievement. |
| **Program Objectives:**   1. Improved Academic Achievement – increase number of students meeting proficiency in reading/math by a minimum of 10% on state assessments. Increase the average growth of students on STAR testing by one full academic grade level or more by 25% using benchmark data and final STAR test given in April/May. 2. Social-Emotional Development – continue to refine PBIS in the building, promoting positive behaviors both in and out of school. Increase participation in enrichment activities and physical activity. 3. High Quality Programs/Classes – focus for afterschool classes and programs will be on project based learning and STEAM, and will be taught primarily by certified teachers. 4. Increase Access to College/Career Readiness – access to ILPs/CareerCruising.com, community partners discussing career pathways, and increased exposure to trade/technical schools in our area. 5. Increase Educational Opportunities for Parents/Stakeholders – offer a minimum of six (6) skill building workshops each year, drawing a minimum of ten (10) parents at each event. |
| **Describe the targeted participants to be served by the program:**  Our school has a large population of free/reduced students. On our most recent KPREP (state assessment), 466 student took the test. Their average proficiency indicator score was 60. We had 283 students who were free/reduced lunch (or “economically disadvantaged”). Their average proficiency indicator score was a 49.8 – over 10 points lower than our average student. As this group makes up a large majority of our school’s population, targeting it and working to help those students find mastery of content allows for those students to have resources available to them that otherwise cannot be offered, due to their economic standing.  We will work to find those students who are not meeting benchmark scores on KPREP and/or STAR and try to recruit them to the 21CLC program first. We will then target those students who are earning grades of “C” or below in their current academic classes as a secondary group.  Todd County is mostly a rural farming community. The few factories in our community have closed resulting in reduced opportunities for employment. Though one is currently being built in Guthrie, it is still years away from beginning hiring employees and opening for business. As a result, our families have longer commutes to work in other counties. According to the U.S. Census Bureau, the average work commute in our county is 28.2 minutes. We have many parents who have a “super commute” of 90+ minutes to and from work each day. After school programming allows our parents to know their students are safe and they are getting the academic help that they need. |
| **Activities:**   * Khan Academy programming. * Homework help offered daily with certified staff, college student instructional assistants, and/or high school BETA and National Honors Society club volunteers. * Tutoring with a certified teacher. * Enrichment activities and project based learning tied directly to Kentucky Academic Standards offered daily. * STEAM-based learning activities offered. * AR Reading program planned to be reinstated at the school for the 2020-21 school year. * Working hand in hand with after school clubs, including art club, STLP, Academic Club, etc. * Collaboration with district GT coordinator for students identified with GSSPs to further facilitate their growth. |
| **Resources to Address Objectives:**   * Students, families, school day teachers, guidance counselor, school & district administrators. * Instructional assistants and certified teaching staff to assist with homework help, tutoring, and implementation of interventions. * High school students involved with BETA and/or NHS to be recruited. * Computer lab (30 desktop computers), and 7 computer carts (30 chromebooks per cart). * Wireless internet provided throughout the building. * Khan Academy * School library available for extended hours. * 21st Century funding * Partnerships with UK Extension Service, our County 4-H office, our County Public Library, local churches, Family Resource Youth Service Center, Local Sheriff Office, Kentucky State Police, Local Police and Fire departments. * Area college representative visits to inform students and families of educational opportunities that are available to them. * Campus Visits to Gatton Academy and our Regional technology center, as available. * Informational opportunities for families to learn about the parent portal in Infinite Campus, Career cruising, how to help with homework, how to contact teachers, mentoring programs, physical needs assistance from FRYSC, etc. |
| **Data Sources:**   * KPREP test scores * Quarterly STAR assessments * Infinite Campus (teacher grades) * Teacher referral forms * Student report cards * FRYSC needs assessment/participant data * Attendance records (for school day and 21CLC program) * KYDOE school report card |
| **Outcomes:**   * Decrease in students scoring below proficiency in reading and math. * Increase in number of students making principal’s list/honor roll. * Increase the number of students taking part in project based learning and STEAM activities. * Increase the number of students who participate in service learning and mentoring activities. * Increase the percentage of students engaged in homework help, tutoring, academic and enrichment activities in after school programming. * Increase the percentage of students who participate in activities to learn about career choices and college opportunities. * Increase the percentage of parents who attend after school activities (offered through 21CLC). * Increase the percentage of parents and families engaged in educational opportunities that support academic achievement. |

# CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of the form provides for compliance with certification requirements under 34 CFR Part 82, “New Restrictions on Lobbying,” and 34 CFR Part 85, “Government- wide Debarment and Suspension (Nonprocurement) and Government- wide Requirements for Drug-Free Workplace (Grants).” The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant or cooperative agreement.

1. **LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over $100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form– LLL, “Disclosure Form to Report Lobbying,”, in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including sub grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub recipients shall certify and disclose accordingly.
4. **DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions as defined at 34 CFR Part 85, Sections

85.105 and 85.110:

* 1. The applicant certifies that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
2. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and
3. Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default; and
   1. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.
4. **DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees , as defined at 34 CFR Part 85, Section 85.605 and 85.610:

* 1. The applicant certifies that it will or will continue to provide a drug- free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee’s workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an on-going drug-free awareness program to inform employees about:
   1. The dangers of drug abuse in the workplace;
   2. The grantee’s policy of maintaining a drug-free workplace;
   3. Any available drug counseling, rehabilitation, and employee assistance programs; and
   4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
4. Notifying the employee in the statement required by paragraph (a) that as a condition of employment under the grant, the employee will;
   1. Abide by the terms of the statement; and
   2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants Policy and Oversight Staff, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional

Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant:

1. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
   1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
   2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency:
2. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
   1. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

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Check  if there are workplaces on file that are not identified here.

**DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610:

1. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conduction any activity with the grant; and
2. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants Policy and Oversight Staff, Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant.

**As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.**

| **Name of Applicant: Todd County Board of Education** |
| --- |
| **PR, Award # or Project Name: Todd County Middle School 21CLC, Continuation** |
| **Printed Name/Title of Authorized Representative: Ed Oyler, Superintendent** |

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**Signature Date**

# Budget Summary

Budgeted items are only proposed amounts and subject to final KDE review and approval.

| **Budget Category** | **Year One**  **(2020-2021)**  **School Year** | | **Year Two**  **(2021-2022)**  **School Year** | | **Year Three**  **(2022-2023)**  **School Year** | |
| --- | --- | --- | --- | --- | --- | --- |
| **Amount Requested** | **\*\*In-Kind** | **Amount Requested** | **\*\*In-Kind** | **Amount Requested** | **\*\*In-Kind** |
| **School**  **Personnel** | 38,647 | 3,240 | 38,647 | 3,240 | 38,647 | 3,240 |
| **Summer**  **Personnel** | Included within School Personnel Budget | | | | | |
| **Fringe**  **Benefits** | 17,065 | 0 | 17,065 | 0 | 17,065 | 0 |
| **Travel**  **(program staff)** | 1,500 | 0 | 1,500 | 0 | 1,500 | 0 |
| **Equipment** | 0 | 0 | 0 | 0 | 0 | 0 |
| **Supplies & Materials** | 2,388 | 0 | 2,388 | 0 | 2,388 |  |
| **Adult Skill Building**  **(1% of grant funds yearly)** | 1,000 | 500 | 1,000 | 500 | 1,000 | 500 |
| **Contractual** | 0 | 2,500 | 0 | 2,500 | 0 | 2,500 |
| **Indirect Cost**  **(LEAs must use district restricted rate, CBOs & FBOs use 8% or less)** | NONE | 4,000 | NONE | 4,000 | NONE | 4,000 |
| **Summer Materials & Supplies** | 1,000 | 1,500 | 1,000 | 1,500 | 1,000 | 1,500 |
| **Transportation**  **(School Year, Summer, Field Trips)** | 38,400 |  | 38,400 |  | 38,400 |  |
| **Other**  **(specify)** | None | None | None | None | None | None |
| **Volunteers** |  | 9,300 |  | 9,300 |  | 9,300 |
| **Yearly Totals**  **(Grant and In-Kind Funds)** | 100,000 | 28,260 | 100,000 | 28,260 | 100,000 | 28,260 |

**Grants funds cannot be used to purchase facilities or support new construction.**

# Budget Narrative Format

Budgeted items are only proposed amounts and subject to final KDE review and approval.

**Please complete a budget narrative for each of the three project years.**

| **Budget Category** | **Amount Requested** |
| --- | --- |
| 1. **Personnel (School Year)** | **$38,647** |
| Program director/coordinator- combined position - 185 days at $135.30/day = $25,030 total salary.  Two certified teachers - $20 hourly x 8 hours weekly x 30 weeks = $9,600 ($4,800 per position)  Instructional Assistant - 13 hrs. weekly x 30 weeks - includes school year and summer programming. $10.30 hourly $4,017.  One additional certified teacher - assist with homework help 2 hours weekly x 30 weeks = 60 hours @ $27 hourly = $1,620  In- kind, funded by district ESS funds allocated to TCMS. | |
| 1. **Personnel (Summer)** | **$0 (see below)** |
| See item #1 (included in school year funds) | |
| 1. **Fringe Benefits** | **$17,065** |
| List benefit and estimated cost or portion of cost for each staff person employed through the grant.  Fringes include FICA, Medicare, Retirement, Unemployment Insurance, Workers compensation, health insurance, state admin fee. Calculated at the standard rates (account codes for TCBOE use listed in parenthesis).  $249 (0221), $560 (0222), $5577 (0231), $1085 (0232), $100 (0253), $309 (0260), $8000 (0294), $35 (0295), $150 (0296), $1000 (0297) = $17,065 | |
| 1. **Travel (Staff)** | **$1,500** |
| **In state** – Funds are allocated for program workshops, CAYEN training, and state workshops for staff. Mileage reimbursement costs are estimated at $320 (.40 per mile for an estimated 200 miles per trip, estimated four trips).  Overnight estimate costs of $580. Per diem costs estimated at approximately $600 | |
| 1. **Equipment** | **$0** |
| Itemize items and cost of each. | |
| 1. **School Year Supplies & Materials** | **$2,388** |
| STEAM kits (at least one classroom set) and replenishing art supplies as needed. | |
| 1. **Adult Skill Building** | **$1,000** |
| Family Science night twice yearly with Hooked on Science Programming at $500. Per activity. Other family engagement activity supplies will be funded by grant partners. In kind contribution from Community Education, 4-H, FRYSC - materials for training classes. $500.00 | |
| 1. **Contractual** | **$0** |
| In the continuation years of our program we would like to implement IXL Learning program as it allows for better collection of data than the programs we currently use. We believe this will help with more effective placement of our students and easier collaboration with teachers. IXL offers programming for all students- those needing remediation/acceleration, and GAP students in Reading, Math, and science. Provides access for 2 teachers and up to 125 after school participants. This will be encumbered through in-house funds at the school level. | |
| 1. **Indirect Cost** | **$0** |
| Our district provides in kind all electricity, water, janitorial/custodial services. They provide classroom space and computer labs for student use. They provide copier usage, phone usage, fax usage, and office space .  Our finance dept. covers payroll and other recordkeeping expenses. Indirect cost in-kind contribution $4,000. | |
| 1. **Summer Programming Supplies & Materials** | **$1,000** |
| We will apply for summer funding for programming, and will also use materials previously purchased with grant funds. Summer programming costs will be limited to staff only and are included in personnel expenses above. Curriculum has been purchased from for summer camp, but $1000 has been allotted for supplies that may be needed for camp. | |
| 1. **Transportation (School Year, Summer, Field Trips)** | **$38,400** |
| The program will provide buses and cover costs of fuel and mileage at an estimated $1.50 per mile. (Estimated cost of 2 buses to transport students at 1.50 per miles, 120 days- $28,400). The program will also cover driver wages. This includes salary and benefits for driver, which is $20 per hour average cost. Drivers receive a minimum of 2 paid hours per day. Our typical schedule is 30 weeks, 4 days per week (5th day does not require transportation, due to morning only schedule) = 120 days x 4 hours nightly ($9,600). On days the driver goes over the 2 hour allotted time they are paid in 15 minute increments. We allowed $400 to cover those overages. | |
| 1. **Other (Specify)** | **$0** |
| N/A | |
| **Total Amount Requested** | **$100,000** |

# BUDGET PAGE (New Applicants)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year One**  2020-2021  $150,000 max | **Year Two**  2021-2022  $150,000 max | **Year Three** 2022-2023  $150,000 max | **Year Four**  2023-2024  $125,000 max | **Year Five**  2024-2025  $100,000 max |
| $ | $ | $ | $ | $ |

# BUDGET PAGE (Continuation or Expansion Applicants)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year One**  2020-2021  $100,000 max. | **Year Two**  2021-2022  $100,000 max. | **Year Three**  2022-2023  $100,000 max. | **Year Four**  2023-2024  $95,000 | **Year Five**  2024-2025  $95,000 |
| $100,000 | $100,000 | $100,000 | $95,000 | $95,000 |

# Prior Grantee History/Capacity Form

This section must only be completed by agencies who previously have received 21st CCLC grant funding.

The form must reflect data from the most recent APR Center Profile provided by the Center for Evaluation, Policy and Research (CEPR).

| **Most recent year of 21st CCLC grant funding:** 2017-18 school year |
| --- |
| **Grade Levels Served:**  Elementary (K-5)  Middle (6-8)  High (9-12)  Adult Family Members |
| **Year of most recent center profile (must include in application):** 2016-17  Number of **regular participants** from most recent center profile: 204  Number of students participating **30-59** days: 204  Number of students participating **60-89** days: 101  Number of students participating **90+** days: 103 |

| **Program Effectiveness**  Using a variety of data, describe the prior program’s success in the following areas:  **Student Improvement** (Academic, behavioral, social)**:** Regular program attendance grew each year (year 1 - 38 regular attendees, year 2 - 67 regular attendees, year 3 - 164 regular attendees, and in year 4 we grew to 272 participants and 204 regular attendees). Of those 204, 103 attended 60 or more days. Our staff worked hard to be visible during the school day so students were able to build a rapport with them. Additionally, the program director checked on their grades regularly and followed up with teachers about missing assignments to make sure students get them turned in. When regular participants had discipline issues during the school day, the after school director was included in meetings with the principal, parents and the student, so they could work to improve those behaviors as a team. Perhaps the most important measure of program effectiveness was the number of students who improved academically. Using this measure for program effectiveness, our program proved highly effective in that teacher surveys reflect 100% of regular attendees improved academically.  From the 2016-2017 Teacher Surveys, which is reflected on our latest center profile:  99% of students improved in areas of homework completion.  100% of regular attendees improved academically.  98% of students that were struggling in Reading/ELA the fall grading period increased their grade in the spring.  97% of students who were struggling in Math in the fall, raised their grade in the spring.  16% of students achieved high math grades in the fall and spring. 77% increased from fall to spring.  18% of students achieved high reading/ELA grades in fall and spring. 71% increased from fall to spring.  100% of regular attendees improved their classroom participation.  **Program Improvement** (Objectives met)**:**  According to teacher surveys, the goals to increase student quality of work, increase completion of work, improve overall grades, and to decrease discipline problems among regular attendees were all met. Attendance goals were exceeded for the last two years of programming. The program director worked closely with teachers to ensure students that had needs were referred. Transportation home was provided through the district to ensure all students could attend 100% of regular attendees participate in physical fitness activities. 100% of regular attendees were involved in career exploration activities. A STEAM based curriculum was aligned during the after school program, as well as summer programming. Parents indicated their appreciation for the program- many have stated that they couldn’t do the math that their student was bringing home, and they were thankful after school tutoring was available to keep their student in good academic standing. |
| --- |

# Organizational Capacity Statement Form

**(Required for non-governmental agencies)**

Applications from a non-governmental agency will be screened to determine capacity to administer the program based on the information provided on this form.

| 1. **The applicant must include a copy of the following, attached immediately behind this page:**  * 501(c)(3) IRS Verification Letter * Agency organizational chart * Proven fiduciary responsibility as demonstrated through annual audits (attach copy of the most recent audit – annual audits must be sent to the KDE each year between June – August) * Demonstrate administrative capacity to successfully manage a program and list fiscal resources (cash, line of credit, emergency loans, etc.) the agency has or can access to cover initial startup and operating costs necessary for program operation. |
| --- |
| 1. **Describe the organizational history and structure, including length of existence. Include general information on governing body.**   N/A. We are a school/governmental agency. |
| 1. **List previous experience with grant funding at the city, state, federal or private/foundation level.** |
| 1. **List previous experience in delivering educational or related services including a clear plan of communication and linkage with the school district and school.** |

# Program Summary (pART 1)

| **Name of School or Organization Applying for Funds:** Todd County Board of Education | |
| --- | --- |
| **FISCAL AGENT DUNS #:** 07-132-7191 | **FISCAL AGENT SAMS CAGE CODE#:** |
| **Primary Contact Person and Title:** David Carmichael, principal | |
| **District or Organization Name** (for contact person)**:** Todd County Middle School | |
| **Mailing Address** (for contact person)**:** 515 W. Main St. Elkton, KY 42220 | |
| **Phone #:** 270-265-2511 | |
| **E-mail** (for contact person)**:** [david.carmichael@todd.kyschools.us](mailto:david.carmichael@todd.kyschools.us) | |

| **Superintendent Information**  (Non-LEAs must provide information pertaining to the school the students served are attending.) |
| --- |
| **Superintendent Name:** Ed Oyler |
| **District Name:** Todd County |
| **Mailing Address:** 205 Airport Rd. Elkton, KY 42220 |
| **Phone #:** 270-265-2436 |

| **School Information**  (Complete one box for each school providing a 21st CCLC program. No more than two schools.) |
| --- |
| **School Name:** Todd County Middle School |
| **Grades to be Served:** 6th, 7th, and 8th |
| **Principal Name:** David A. Carmichael |
| **Physical Address:** 515 W. Main St. Elkton, KY 42220 |
| **School Contact Person:** David Carmichael |
| **Contact Phone #:** 270-265-2511 |
| **Contact E-mail:** david.carmichael@todd.kyschools.us |

| **School Information**  (Complete one box for each school providing a 21st CCLC program. No more than two schools.) |
| --- |
| **School Name:** |
| **Grades to be Served:** |
| **Principal Name:** |
| **Physical Address:** |
| **School Contact Person:** |
| **Contact Phone #:** |
| **Contact E-mail:** |

# Program Summary (Part 2)

* Proposed # of regular attendees must not be entire school enrollment
* Must use lunch data as reported to the KDE as of December 1, 2018
* Programs must serve a minimum of 25% of the school enrollment or 50 students (whichever is less) on a regular basis

| **School Name:** Todd County Middle School | |
| --- | --- |
| **District Name:** Todd | |
| **Grade Levels to be Served:** 6th, 7th, and 8th | **Total Schoolwide Enrollment:** |
| **Urban  Rural  Suburban** | **Proposed # of Regular Attendees:** 100 |
| **% Free or Reduced Lunch:** | |

| **School Name:** | |
| --- | --- |
| **District Name:** | |
| **Grade Levels to be Served:** | **Total Schoolwide Enrollment:** |
| **Urban  Rural  Suburban** | **Proposed # of Regular Attendees:** |
| **% Free or Reduced Lunch:** | |

1. **Applicant is a** (please check one)**:**

Public School

Community Based Organization

Faith Based Organization

1. **Who will serve as the Fiscal Agent?** (Specify the name of the school district or the agency/organization.) Todd County Board of Education
2. **Is the applicant** (school district or agency/organization) **a previous recipient of other 21st CCLC funds?**

Yes

No

1. **If yes, were they:**

Federal funds

State funds

**Award funding ended** (month/year)**:** 09/2018

# School SUMMARY

1. **School Name:** Todd County Middle School
2. **Proposed # of students to be served daily during the school year:** 100
3. **Expected number of regular attendees (30 days or more):** 100
4. **Number of adult family members (of students served) applicant is proposing to serve:** 15
5. **Types of adult skill building to be provided**:

Computer usage

Accessing and using Infinite Campus

Financial Literacy

How to communicate with teachers

GED training

Completing the FASFA

Job Skills

Using Online Resources

School Safety Procedures

Time Management/Organization

Health and Nutrition

Resume building

Other, describe:

1. **Types of family engagement activities to be provided:**

Family Literacy Night

Family Mathematics Night

Student Showcase

Family Game Night

Light’s On Afterschool Event

Serving as a chaperone

Student performances

Other, describe:

# PROGRAM SCHEDULE

**Complete the following table for school year program operations:**

The KDE requires that 21st CCLC programs offer services a minimum of 12 hours per week, with

a required schedule of at least four days per week, three to four hours per day when school is in session, based on the services offered. The program must begin no less than three weeks after school starts and end no sooner than two weeks prior to school ending and four weeks in the summer.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Weekday** | **Before School**  **(Times of Operation)** | | **After-school**  **(Times of Operation)** | | **Grand Total**  **#hours/day** |
| **Beginning Time** | **Ending Time** | **Beginning Time** | **Ending Time** |
| **Monday** | 7:05 | 8:05 | 3:00 | 5:30 | 3.5 |
| **Tuesday** | 7:05 | 8:05 | 3:00 | 5:30 | 3.5 |
| **Wednesday** | 7:05 | 8:05 | 3:00 | 5:30 | 3.5 |
| **Thursday** | 7:05 | 8:05 | 3:00 | 5:30 | 3.5 |
| **Friday** | 7:05 | 8:05 |  |  | 1.0 |
| **Saturday** | Field Trips only | Field Trips only | Field Trips Only | Field Trips Only | Varies |
| **Sunday** | None |  |  |  |  |

|  | **Regular School Year** | **Summer** |
| --- | --- | --- |
| **Total # of hours per day** | 3.5 hrs. 4x/week, 1 hr 1x/ week | 7.5 hours per day |
| **Total # of days per week** | 5 days per week | 5 days per week |
| **Total # of weeks** | 32 | 2-4 depending on requirements\* |
| **First date of operation** | August 24, 2020 | May 31 , 2021 |
| **Last date of operation** | May 15, 2021 | June 25, 2021 |

\*We have offered camp as a partial day 4 week program and as an all day 2 week program. We have gotten better attendance in our all day 2 week program. This also allows us to do more involved projects and to delve deeper into the STEAM curriculum we use. If requirements allow we will continue this schedule. If summer requirements change we will offer the 4 week shorter day schedule we utilized previously.

Specify beginning and ending time site is in operation other times of the year (When school is not in session):

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Weekday** | **Summer** | | **Holidays** | | **Breaks** | |
| **Beginning Time** | **Ending Time** | **Beginning Time** | **Ending Time** | **Beginning Time** | **Ending Time** |
| **Monday** | 8:00 | 4:00 |  |  |  |  |
| **Tuesday** | 8:00 | 4:00 |  |  |  |  |
| **Wednesday** | 8:00 | 4:00 |  |  |  |  |
| **Thursday** | 8:00 | 4:00 |  |  |  |  |
| **Friday** | 8:00 | 4:00 |  |  |  |  |
| **Saturday** | 30 min. lunch | Each day |  |  |  |  |
| **Sunday** |  |  |  |  |  |  |

We would like to offer 30 minutes of warm up and physical fitness activity at the start of the day, then moving to enrichment activities and curriculum for the remainder of programming. Possible other activities may include a Forensic Science camp and a Survival camp. The focus of all of these will be shaped around literacy activities, problem solving, scientific theory, and mathematics. Cultural activities involving art and music will also be explored. Each day will conclude with a team building (physical fitness) activity. Food during summer camp is provided by our grant partners - FRYSC provides breakfast and 4-H provides lunch and afternoon snacks.

**Identifying names in the Co-Applicant Agreement must be blinded electronically except in the original application.** Applicants not submitting a signed Co-Applicant agreement will receive a reduction of points under Collaboration and Partnerships Criteria. If a Co-Applicant is not identified on the Application Cover Page, and Co-Applicant agreement is not attached, the application will be scored but not awarded.

# CO-APPLICANT AGREEMENT

*Todd County Middle School*

*And*

*Todd County Extension Service*

Hereby enter into an agreement to enable the applicant, Todd County Middle School, and Co-Applicant, Todd County Extension Service, to maximize resources to support and jointly coordinate services for students and families participating in 21st Century Community Learning Centers Program (CCLC).

The Todd County Extension Service thereby agrees and is committed to the following responsibilities to support the 21st Century Community Learning Centers Program. As the grant Co-Applicant, our organization agrees to provide the following contributions to the 21st CCLC program:

**Co-Applicant Contribution Table**

| **Contribution Description** | **Supports** |
| --- | --- |
| Provide two skill-building activities for parents each year based on family surveys/needs. | Family Involvement and Parent Engagement. |
| Promote program awareness at community events via flyers and word of mouth. 21st CCLC participants will be invited to activities and camps we sponsor. | Recruitment of students and families. |
| Provide enrichment activities weekly for Fit Club and Craft Club. They will also provide supplies. | Healthy lifestyle choices and cultural enrichment activities. |
| Will provide breakfast and lunch for students during summer camp. | Promotion of healthy lifestyle choices. |
|  |  |

It is agreed by both parties that this Co-Applicant Agreement will focus on coordination of services to build local support for sustaining the 21st Century Community Learning Centers Program. Through this collaborative process, solutions will be developed and implemented to improve student achievement and increase learning opportunities for families of participants. If the grant is awarded, the Todd County Extension Service will be notified immediately to begin the collaboration of services.

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**Co-Applicant Signature Date**

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**Applicant Signature Date**

**Identifying names in all Partner Agreements must be blinded electronically except in the original application.** A minimum of five Partner Agreements must be included in application. Applicants not submitting a minimum of five signed Partner agreements will receive a reduction of points under Collaboration and Partnership Criteria.

# PARTNER AGREEMENT

*Todd County Middle School*

*And*

*Todd County Sheriff’s Department*

Hereby enter into an agreement to enable the applicant, Todd County Middle School, and Co-Applicant, Todd County Sheriff’s Department, to maximize resources to support and jointly coordinate services for students and families participating in 21st Century Community Learning Centers Program (CCLC).

The Todd County Sheriff’s Department thereby agrees and is committed to the following responsibilities to support the 21st Century Community Learning Centers Program. As a grant partner, our organization agrees to provide the following contributions to the 21st CCLC program:

**Partner Agreement Contribution Table**

| **Contribution Description** | **Supports** |
| --- | --- |
| Provide two skill-building activities for parents each year based on family surveys/needs. | Family Involvement and Parent Engagement. |
| Promote program awareness at community events via flyers and word of mouth. 21st CCLC participants will be invited to activities we sponsor. | Recruitment of students and families. |
| Provide materials, personnel and activities for The Student Police Academy. Our School Resource officer leads this program and helps with summer programming as well. | College and Career Readiness.  Positive Role model from the community. Parent and Family Engagement. |
| Provide SRO staffing during summer programming. | Academic & Recreational opportunities for all studets. |
|  |  |

It is agreed by both parties that this Partner Agreement will focus on coordination of services to build local support for sustaining the 21st Century Community Learning Centers Program. Through this collaborative process, solutions will be developed and implemented to improve student achievement and increase learning opportunities for families of participants. If the grant is awarded, the Todd County Sheriff’s Department will be notified immediately to begin the collaboration of services.

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

**Partner Signature Date**

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**Applicant Signature Date**

**Identifying names in all Partner Agreements must be blinded electronically except in the original application.** A minimum of five Partner Agreements must be included in application. Applicants not submitting a minimum of five signed Partner agreements will receive a reduction of points under Collaboration and Partnership Criteria.

# PARTNER AGREEMENT

*Todd County Middle School*

*And*

*U.S. Postal Service (Elkton, KY)*

Hereby enter into an agreement to enable the applicant, Todd County Middle School, and Co-Applicant, the U.S. Postal Service (Elkton, KY), to maximize resources to support and jointly coordinate services for students and families participating in 21st Century Community Learning Centers Program (CCLC).

The U.S. Postal Service (Elkton, KY) thereby agrees and is committed to the following responsibilities to support the 21st Century Community Learning Centers Program. As a grant partner, our organization agrees to provide the following contributions to the 21st CCLC program:

**Partner Agreement Contribution Table**

| **Contribution Description** | **Supports** |
| --- | --- |
| Career Investigation Education Course Leader | Youth development, life-skills College and Career Readiness |
| Pencils, Erasers, hi-lighters, composition books. | Assists students in academic endeavors by contributing required supplies. |
| Provide representation to the CLC Advisory Council meeting bi-monthly during the school year. | Project planning, implementation and evaluation. |
| Speaker at CCR events | College & Career readiness. |
|  |  |

It is agreed by both parties that this Partner Agreement will focus on coordination of services to build local support for sustaining the 21st Century Community Learning Centers Program. Through this collaborative process, solutions will be developed and implemented to improve student achievement and increase learning opportunities for families of participants. If the grant is awarded, the U.S. Postal Service (Elkton, KY) will be notified immediately to begin the collaboration of services.

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**Partner Signature Date**

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**Applicant Signature Date**

**Identifying names in all Partner Agreements must be blinded electronically except in the original application.** A minimum of five Partner Agreements must be included in application. Applicants not submitting a minimum of five signed Partner agreements will receive a reduction of points under Collaboration and Partnership Criteria.

# PARTNER AGREEMENT

*Todd County Middle School*

*And*

*Todd County Schools FRYSC*

Hereby enter into an agreement to enable the applicant, Todd County Middle School, and Co-Applicant, the Todd County Schools FRYSC, to maximize resources to support and jointly coordinate services for students and families participating in 21st Century Community Learning Centers Program (CCLC).

The Todd County Schools FRYSC thereby agrees and is committed to the following responsibilities to support the 21st Century Community Learning Centers Program. As a grant partner, our organization agrees to provide the following contributions to the 21st CCLC program:

**Partner Agreement Contribution Table**

| **Contribution Description** | **Supports** |
| --- | --- |
| Baby Sitting Certification classes. | Youth development, life-skills |
| Provide representation to the CLC Advisory Council meeting bi-monthly during the school year. Offer feedback and assist with program evaluation. | Project Planning, implementation and evaluation |
| Parent/Family workshops, assist with 6 per school year. Planned classes include-  Drugs, Alcohol and youth, Internet Safety and your child, Healthy Teen Relationships, Distracted Teed Driving, Out of Control Teens and youth suicide, and ILP and IC Parent Portal. Other topics will be covered at parent request. | Family educational opportunities supporting learning at home,  skill- building, resources  Parent and family engagement. |
| Health & Nutrition Activities- Weekly Class Leader for Fit Club | Non-cognitive development of students |
| Speaker at Career Investigation Course. Activity Leader | Life-skills, College and Career Readiness. |
| Provide instructor for 2 weeks of summer programming. | Academic Enrichment, Youth Development. |
|  |  |

It is agreed by both parties that this Partner Agreement will focus on coordination of services to build local support for sustaining the 21st Century Community Learning Centers Program. Through this collaborative process, solutions will be developed and implemented to improve student achievement and increase learning opportunities for families of participants. If the grant is awarded, the Todd County Schools FRYSC will be notified immediately to begin the collaboration of services.

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**Partner Signature Date**

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**Applicant Signature Date**

**Identifying names in all Partner Agreements must be blinded electronically except in the original application.** A minimum of five Partner Agreements must be included in application. Applicants not submitting a minimum of five signed Partner agreements will receive a reduction of points under Collaboration and Partnership Criteria.

# PARTNER AGREEMENT

*Todd County Middle School*

*And*

*Todd County Health Department*

Hereby enter into an agreement to enable the applicant, Todd County Middle School, and Co-Applicant, the Todd County Health Department, to maximize resources to support and jointly coordinate services for students and families participating in 21st Century Community Learning Centers Program (CCLC).

The Todd County Health Department thereby agrees and is committed to the following responsibilities to support the 21st Century Community Learning Centers Program. As a grant partner, our organization agrees to provide the following contributions to the 21st CCLC program:

**Partner Agreement Contribution Table**

| **Contribution Description** | **Supports** |
| --- | --- |
| Assist with babysitting clinic certification. | Youth development, life-skills |
| Provide representation to the CLC Advisory Council meeting bi-monthly during the school year. | Project planning, implementation and evaluation. |
| Assist with parent engagement activities. | Family educational opportunities supporting learning at home,  skill- building, parent and family engagement. |
| Health & Nutrition Activities | Non-cognitive |
|  |  |

It is agreed by both parties that this Partner Agreement will focus on coordination of services to build local support for sustaining the 21st Century Community Learning Centers Program. Through this collaborative process, solutions will be developed and implemented to improve student achievement and increase learning opportunities for families of participants. If the grant is awarded, the Todd County Health Department will be notified immediately to begin the collaboration of services.

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

**Partner Signature Date**

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

**Applicant Signature Date**

**Identifying names in all Partner Agreements must be blinded electronically except in the original application.** A minimum of five Partner Agreements must be included in application. Applicants not submitting a minimum of five signed Partner agreements will receive a reduction of points under Collaboration and Partnership Criteria.

# PARTNER AGREEMENT

*Todd County Middle School*

*And*

*Todd County Schools Food Service*

Hereby enter into an agreement to enable the applicant, Todd County Middle School, and Co-Applicant, the Todd County Schools Food Service, to maximize resources to support and jointly coordinate services for students and families participating in 21st Century Community Learning Centers Program (CCLC).

The Todd County Schools Food Service thereby agrees and is committed to the following responsibilities to support the 21st Century Community Learning Centers Program. As a grant partner, our organization agrees to provide the following contributions to the 21st CCLC program:

**Partner Agreement Contribution Table**

| **Contribution Description** | **Supports** |
| --- | --- |
| Provide assistance with menu creation and rotation. | Youth development.  Non-Cognitive |
| Place orders with food vendors in a timely manner. | Youth development.  Non-Cognitive |
| Provide documentation of food orders for After School Snack Care Program (ASCSP). Submit claims reimbursement for snacks provided to students. Complete all required USDA paperwork. | Youth development.  Non-Cognitive  Students are better able to participate in after school activities when they aren’t hungry. |
| Provide and Assist with storing and rotating food stock. | Youth development.  Non-Cognitive |
| Provide assistance with menu creation and rotation. | Youth development.  Non-Cognitive |
|  |  |

It is agreed by both parties that this Partner Agreement will focus on coordination of services to build local support for sustaining the 21st Century Community Learning Centers Program. Through this collaborative process, solutions will be developed and implemented to improve student achievement and increase learning opportunities for families of participants. If the grant is awarded, the Todd County School Food Service will be notified immediately to begin the collaboration of services.

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**Partner Signature Date**

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**Applicant Signature Date**

**Identifying names in all Partner Agreements must be blinded electronically except in the original application.** A minimum of five Partner Agreements must be included in application. Applicants not submitting a minimum of five signed Partner agreements will receive a reduction of points under Collaboration and Partnership Criteria.

# PARTNER AGREEMENT

*Todd County Middle School*

*And*

*Todd County Community Education*

Hereby enter into an agreement to enable the applicant, Todd County Middle School, and Co-Applicant, the Todd County Community Education, to maximize resources to support and jointly coordinate services for students and families participating in 21st Century Community Learning Centers Program (CCLC).

The Todd County Community Education thereby agrees and is committed to the following responsibilities to support the 21st Century Community Learning Centers Program. As a grant partner, our organization agrees to provide the following contributions to the 21st CCLC program:

**Partner Agreement Contribution Table**

| **Contribution Description** | **Supports** |
| --- | --- |
| Recruit and refer students and families | Youth Development,  Family engagement. |
| Provide representation to the CLC Advisory Council meeting bi-monthly during the school year. Offer feedback and assist with program evaluation. | Planning, implementation, evaluation |
| Parent/Family workshops, assist with 6 per school year. Planned classes include- Drugs, Alcohol and youth, Internet Safety and your child, Healthy Teen Relationships, Distracted Teed Driving, Out of Control Teens and youth suicide, and ILP and IC Parent Portal. Other topics will be covered at parent request. | Family educational opportunities supporting learning at home, skill- building, resources |
| Provide representation to the CLC Advisory Council meeting bi-monthly during the school year. Offer feedback and assist with program evaluation. | Planning, implementation, evaluation |
|  |  |

It is agreed by both parties that this Partner Agreement will focus on coordination of services to build local support for sustaining the 21st Century Community Learning Centers Program. Through this collaborative process, solutions will be developed and implemented to improve student achievement and increase learning opportunities for families of participants. If the grant is awarded, the Todd County Community Education will be notified immediately to begin the collaboration of services.

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**Partner Signature Date**

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**Applicant Signature Date**

**Identifying names in all Partner Agreements must be blinded electronically except in the original application.** A minimum of five Partner Agreements must be included in application. Applicants not submitting a minimum of five signed Partner agreements will receive a reduction of points under Collaboration and Partnership Criteria.

# PARTNER AGREEMENT

*Todd County Middle School*

*And*

*Todd County Public Library*

Hereby enter into an agreement to enable the applicant, Todd County Middle School, and Co-Applicant, the Todd County Public Library, to maximize resources to support and jointly coordinate services for students and families participating in 21st Century Community Learning Centers Program (CCLC).

The Todd County Public Library thereby agrees and is committed to the following responsibilities to support the 21st Century Community Learning Centers Program. As a grant partner, our organization agrees to provide the following contributions to the 21st CCLC program:

**Partner Agreement Contribution Table**

| **Contribution Description** | **Supports** |
| --- | --- |
| Assist with public awareness of the program. | Youth Development, Family engagement. |
| Encourage 21st CCLC participants to participate in the community garden that they sponsor. | Life-skills, CCR, STEM |
| Parent/Family workshops, quarterly in the school library (receiving and sharing resources, homework help skills, communication skills, etc.). | Family engagement in educational opportunities, youth development.  Non-cognitive development. |
| Bookmobile visits to school and homes as needed. | Building literacy skills and encouraging family engagement. |
| Participate in career education events. | College and Career readiness engagement. |
| Provide space for activities as needed | Youth development, family engagement. |
|  |  |

It is agreed by both parties that this Partner Agreement will focus on coordination of services to build local support for sustaining the 21st Century Community Learning Centers Program. Through this collaborative process, solutions will be developed and implemented to improve student achievement and increase learning opportunities for families of participants. If the grant is awarded, the Todd County Public Library will be notified immediately to begin the collaboration of services.

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**Partner Signature Date**

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**Applicant Signature Date**

**Identifying names in all Partner Agreements must be blinded electronically except in the original application.** A minimum of five Partner Agreements must be included in application. Applicants not submitting a minimum of five signed Partner agreements will receive a reduction of points under Collaboration and Partnership Criteria.

# PARTNER AGREEMENT

*Todd County Middle School*

*And*

*Todd County 4H Council*

Hereby enter into an agreement to enable the applicant, Todd County Middle School, and Co-Applicant, the Todd County 4H Council, to maximize resources to support and jointly coordinate services for students and families participating in 21st Century Community Learning Centers Program (CCLC).

The Todd County 4H Council thereby agrees and is committed to the following responsibilities to support the 21st Century Community Learning Centers Program. As a grant partner, our organization agrees to provide the following contributions to the 21st CCLC program:

**Partner Agreement Contribution Table**

| **Contribution Description** | **Supports** |
| --- | --- |
| Assist with public awareness of the program. | Youth Development,  Family engagement. |
| Encourage 21st CCLC participants and their families to participate in the activities that they offer- cooking club, craft club, performing arts troupe, archery & gun club. | Life-skills, CCR, STEM  Cultural Enrichment  Youth development  Family Engagement |
| Provide Enrichment Education for students on a weekly basis.    Serve on 21st CCLC advisory council and provide program feedback and assist with evaluation of program activities. | Youth Development  Increased After school enrichment opportunities.    Project planning, implementation and evaluation. |
| Provide instructor for 2 weeks of summer enrichment camp. | Youth Development, Summer learning Engagement. |
| Participate in career education events. | College and Career readiness engagement. |
| Provide space for activities as needed | Youth development, family engagement. |
|  |  |

It is agreed by both parties that this Partner Agreement will focus on coordination of services to build local support for sustaining the 21st Century Community Learning Centers Program. Through this collaborative process, solutions will be developed and implemented to improve student achievement and increase learning opportunities for families of participants. If the grant is awarded, the Todd County 4H Council will be notified immediately to begin the collaboration of services.

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**Partner Signature Date**

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**Applicant Signature Date**

# Private School Consultation

Students who attend state recognized private schools in the area to be served by the proposed program are eligible to participate. If any state recognized private schools are located in the area to be served, the applicant is expected to consult with the state recognized private school officials during the design and development of the program on issues such as needs identification, services to be offered, service delivery, program assessment, and scope and size of services to be provided to state recognized private school students.

List all private schools that were consulted regarding the opportunity to have their students participate. Print the name, title and phone number of the school that was consulted. Provide the date(s) and type(s) of consultation (e.g., face-to-face meeting, e-mail, fax, telephone call, letter and videoconference). Indicate whether the school accepted or declined. If declined, indicate the reason(s). Private schools whose students will participate in the program must be listed on the Grant Proposal Abstract Page – Principals/Administrators of Participating Schools section.

| **Private School Name:** | | **Phone #:** |
| --- | --- | --- |
| **School Official Signature:** | | **E-mail:** |
| **Date of Consultation:** | | **Type of Consultation:** |
| **Participate  Declined** | **Reason:** | |

| **Private School Name:** | | **Phone #:** |
| --- | --- | --- |
| **School Official Signature:** | | **E-mail:** |
| **Date of Consultation:** | | **Type of Consultation:** |
| **Participate  Declined** | **Reason:** | |

| **Private School Name:** | | **Phone #:** |
| --- | --- | --- |
| **School Official Signature:** | | **E-mail:** |
| **Date of Consultation:** | | **Type of Consultation:** |
| **Participate  Declined** | **Reason:** | |

Amendment regarding morning programming options from page 15.

**Morning Programming options:**

**Option I:** Programs may provide 30 minutes of morning activities.  Each activity must maintain a **daily** average attendance of 10 participants.  Only 30 minutes of morning programming, per day, may be counted toward the 12 required hours per week.  If an applicant cannot meet these requirements, the morning program must be eliminated and time added to the afterschool schedule.

**Option II:** Based on statewide feedback during the technical assistance sessions, the KDE will allow programs to offer one hour of morning programming, based on the following guidance:  Each activity must maintain a **daily** average attendance of 15 participants.  Only 60 minutes of morning programming, per day, may be counted toward the 12 required hours per week.  If an applicant cannot meet these requirements, the morning program must be eliminated and time added to the afterschool schedule.