



09/28/2021

To Whom It May Concern,

For the purposes of Newport Independents School's application for two Cycle 19, 21st Century Community Learning Grants, I will be completing the following scope of work to ensure completion of grants:

- Progress meetings with Central Office staff who provide oversight for the 21st CCLC.
- Attendance at the 21st CCLC Cycle 19 technical assistance full day training
- Submission of grant questions to KDE as well as follow up on responses
- Regular meetings with 21st Century Coordinators (Separately as their grants are independent of each other.)
- Maintaining digital copies of all 21st CCLC grant application forms and documents
- Review and revise grant narrative based on Cycle 18 feedback from KDE
- Conduct, research and review county, city and school-wide data to report for needs assessment
- Coordinate and develop the Logic Model for program goals, objectives and activities for both the NHS and NIS grants
- Completion of the full narrative for both the NHS expansion grant and the NIS continuation grant
- Coordinate grant review, edits and revisions with NKCES
- Completion of all assigned forms necessary for submission
- Creating 5 copies of each grant (total 10 copies) to provide to KDE for submission

I currently anticipate approximately eighty hours of work, after-school contract hours, at a rate of \$45.54/hr for an approximate total of \$3,643.20. However, I request the ability to adjust contracted hours (more/less) based on need, with prior approval from the district office.

Sincerely,

Amber Onkst, MSSW, CSW