



Georgia Department of Education  
21<sup>st</sup> Century Community  
Learning Centers



Application Cover Sheet

\*\* Please note: The Georgia Department of Education (GaDOE) considers the applicant to be the fiscal agent for the grant. Therefore, any grants awarded will be in the name of the fiscal agent.

- All applicants must complete pages 1 and 2 of this form.
- If another entity/agency will be applying as a co-applicant (but not as fiscal agent), please also complete page 3 of this form.

Name of fiscal agent applying for the grant: Rabun County Schools

Has this fiscal agent received 21st CCLC grant funds before? Yes  No

If yes, please provide the year of initial funding: FY15

**B: Check the one category that best describes your official fiscal agency:**

<input checked="" type="radio"/> <b>Local Educational Agency</b>	<input type="radio"/> <b>Non- Local Educational Agency</b>	<input type="radio"/> <b>Institution of Higher Education</b>
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Total number of ALL students to be served DAILY in the AFTERSCHOOL PROGRAM by applicant (include all locations): 250

Maximum funds allowed for one grant for one year is \$350,000. However, the future financial viability of the program should be addressed in the applicant's Sustainability Plan contained within this application.

**Total Funds Requested for:**

<b>2019-2020: \$350,000.00</b>	<b>2020-2021 \$350,000.00</b>	<b>2021-2022: \$350,000.00</b>
<b>2022-2023: \$315,000.00</b>	<b>2023-2024: \$280,000.00</b>	

Fiscal Agent/Applicant Required Signatures:

I hereby certify that I am the an authorized signatory of the fiscal agent for which grant application is made and that the information contained in this application is, to the best of my knowledge, complete and accurate. I further certify, to the best of my knowledge, that any ensuing program and activity will be conducted in accordance with all applicable federal, state, and local laws and regulations, application guidelines and instructions, assurances, and certifications. I also certify that the requested budget amounts are necessary for the implementation of the program described in the attached application.

Name of **Fiscal Agent's** Contact Person: Amy Pruitt  
 Position/Title of Fiscal Agent's Contact Person: Director of Federal Programs  
 Address: 963 Tiger Connector  
 City: Tiger Zip: 30576  
 Telephone: 706-212-4350 Fax: 706-782-6224  
 E-mail: apruitt@rabuncountyschools.org

Certified by electronic signature by Melissa Williams  
Signature of Fiscal Agency Head (required)

Melissa Williams  
Typed Name of Fiscal Agency Head (required)

Superintendent  
Typed Position Title of Fiscal Agency Head (required)

01/14/2019 at 13:51:25  
Date (required)

Program Name: Rabun County 21st Century Community of Learners

#### Program Abstract

The Rabun County Community of Learners gave notice to the community of our intent to apply by notifications on our website, our social media page, in our local newspaper, and by announcement on our local radio station. All stakeholders were invited to attend the initial meeting. Both community and school system stakeholders will continue to be involved in the grant if approved. In addition, the proposal will be posted on our website and available at the board offices. Notification of the application document availability will be posted on both social media and the school system website. Special effort has been made to identify STEM businesses/industries in the Rabun County area for potential participation if funded.

Low CCRPI scores demonstrate discrepancies among subgroups on Georgia Milestones and weaknesses in readiness at Rabun County Elementary School and Rabun County Primary Schools. The system poverty percentage for Rabun County is 64.65%. This rate is represented system-wide, however, middle and high school students often have extenuating circumstances prohibiting their participation in an after school program (e.g., extra-curricular activities and employment for personal or family support). Opportunities for these students will be provided through other programs and initiatives. Due to the rural area few after school options exist for Rabun County low-income families. Due to academic and poverty factors, the Rabun County Community of Learners will continue and expand an after school and summer program of extended academic instruction and enrichment serving 250 of the most at-risk Pre-K through 6th grade students. This number will allow Rabun County to maintain a low teacher-student ratio providing for time to develop student and family relationships, as well as provide more individualized support. The Rabun County School System will deliver instruction and enrichment that is distinctly different from but supplements the traditional school year instruction through creative instructional approaches fostered by professional learning opportunities for faculty and staff, as well as, engaging, entertaining, and enlightening enrichment opportunities. Expected outcomes include increased academic achievement of the most poverty impacted youth, a reduced dropout rate, and a greater awareness of community support for parents. These outcomes will be accomplished by addressing the following components:

- Professional Learning in the areas of literacy, math, technology, poverty, and student needs.
- Professional Learning and ongoing support for Georgia Standards of Excellence (GSE)
- Delivery of after school academic instruction to students Pre-K through 6th grade to include Response to Intervention Strategies
- Delivery of academic instruction to support student needs identified through testing data and academic performance in reading, language arts, mathematics, and science.
- Delivery of enrichment instruction to students including STEM initiatives during after school and summer camp
- Providing family literacy and related training to parents/guardians to include a focus on mathematics, science, technology, reading, and language experiences
- Vertical alignment of services and training Pre-K through 6th grade  
(*Word count is 471*)

Program Name: Rabun County 21st Century Community of Learners

#### I. Needs Assessment (20 Total Points)

##### ***A. The Process (4 Points)***

Prepare a concise narrative that details the process used by the program to consult with the stakeholders, including public school officials and private schools serving students within the proposed targeted schools' geographic area(s) as well as parents, to actively collaborate in identifying and developing the student and community needs assessment for the proposed grant program. Applicants must clearly describe how the program was designed in active collaboration with the schools, including private schools, that the participating students attend, all participants of the applicant entity and any partnership entities.

The process described must include when the development began, who led and participated in the data/information collection effort, and how the various data sources were gathered, analyzed by all of the stakeholders, and finally developed into a defined set of agreed upon needs that form the basis of the community learning center application proposal.

The Rabun County Community of Learners held an advisory council meeting on October 22, 2018. In addition to regular attendees (program director, site coordinators, teachers, parents, students), the meeting was also open to the public as announced on our social media and district website. In addition, private schools located within our geographic boundaries were invited to collaborate with the school system on the planning of the grant. Of the two private schools in district, neither chose to participate.

The meeting was led by the Federal Programs Director along with the Assistant Superintendent of Curriculum and Instruction. Attendees included after school staff, regular day teachers, parents, and students. The program director presented the FY18 Evaluation prepared by Brian Buffington, the external evaluator. The Assistant Superintendent presented data on Milestones scores and how the district performed against the state and region. Collaboration among members was held in an open discussion format with members in attendance contributing to the discussions. Analyzing the data showed a significant portion of after school students scoring at a beginner level in math and language arts as well as discrepancies among subgroup performance on Georgia Milestones. Evidence validated the need for expanding the after school and summer programs for the students in Rabun County. Evidence also showed the continuing need for the program to reach the increasing number of at-risk students. The Advisory Council unanimously agreed the primary need for Rabun County students would be to have these services available for them.

The program director also met individually with each site coordinator to evaluate the current program based on data on November 2, 2018. Current grades of students in the program as well as benchmark tests were looked at and analyzed.

In addition to the advisory council meeting, the Federal Programs Director, Assistant Superintendent, school administration, and data specialist from Pioneer RESA met on November 6, 2018 to discuss student data and needs. The 2018 CCRPI scores were presented, broken down, analyzed, and discussed showing scores below the state average at both Rabun County Elementary and Rabun County Primary School. Subgroup discrepancies and low readiness scores were determined to be the area of focus through group discussion and individual breakdown of individual CCRPI components.

The collaborative data review supported:

- addressing achievement level of subgroup populations
- extending the instructional day
- providing summer school enrichment and/or remediation
- addressing language skills of English learners
- extending services to parents/families supported by transportation and/or time options for involvement and language translation options

*(Word count is 405)*

### ***B. Specific Needs (10 Points)***

Provide specific and concrete data citing the various achievement (reading, math, science, etc.) and support service gaps that the needs assessment process identified for the students and the community being targeted for services during the term of the subgrant award. Applicants must specifically identify the student target population (i.e., targeted schools, grade levels, number of students, academic or behavioral criteria) and clearly define the agreed upon academic, social, emotional, cultural, and physical needs placing them at risk and producing the gaps in achievement. Applicants are encouraged to utilize data tables in this section to clearly convey the need for the proposed grant services. Applicants must cite data sources when identifying specific needs.

Community statistics and demographics identify risk factors for academic performance and school completion in Rabun County. Rabun County is located in an economically depressed corner of the Northeast Georgia Mountains bordering both North Carolina and South Carolina. The county covers approximately 370 square miles with a total population of approximately 16,602. The county's year-round citizens are employed primarily as hourly workers in construction fields, small businesses, farming endeavors, and jobs supporting the tourist industry.

The Rabun County median household income is \$38,277, well below the state average of \$49,736 and the national average of \$55,322 (U.S. Census). The number of children living in poverty in Rabun County is approximately 29.4%, above the state average of 23.1%.

Rabun County Primary School (RCPS) – PK-2nd Grade

ETHNICITY:

White: 80.6%

Black: 0.5%

Hispanic: 12.1%  
 Multi-Racial: 2.6%  
 Unclassified: 2.6%  
 American Indian: 1.1 %  
 (PowerSchool Student Information System, December 2018)  
 Free/Reduced 66.50% (November, 2018 Free & Reduced Price Lunch Eligibility)

Rabun County Elementary School (RCES) – Grades 3-6  
 ETHNICITY:  
 White: 76.5%  
 Black: 0.5 %  
 Hispanic: 17.9%  
 Multi-Racial: 2.9%  
 Unclassified: 0.5 %  
 (PowerSchool Student Information System, December 2018)  
 Free/Reduced 71.11% (November, 2018 Free & Reduced Price Lunch Eligibility)

According to the November 2018 Free & Reduced Price Lunch Eligibility, the Rabun County School System has an overall 64.65% poverty rate. This rate is defined by the number of households qualifying for free and/or reduced school meals.

The 2017-2018 Student Record published by the Georgia Department of Education revealed the following data:

#### Enrollment in Special Programs

Special Education (Grades PK-12): 14.31%  
 English to Speakers of Other Languages (ESOL) (Grades PK-12): 4.72%  
 Early Intervention Program (EIP) (Grades K-5): 8.40%  
 Remedial Education (REP) (Grades 6-8): 5.40%  
 Gifted (Grades K-12): 6.63%  
 Migrant - (Grades K-12): 0.27%  
 Homeless- (Grades K-12): 0.4%

Rabun County Primary School has an Overall CCRPI Score of 56.1. Content mastery of standards was 67.2. Over 50% of students scored at beginning or developing learner in language arts and over 40% scored at beginning or developing learner in math. Readiness was scored at 46.0. Within the readiness category the literacy rate was scored at 45%. Closing gaps was scored at a 45.8. In the language arts category only the white subgroup met the improvement target in language arts. In math the hispanic and SWD subgroups both failed to make progress or meet the improvement target. Data shows a need for reading and math instruction with all subgroups.

Rabun County Elementary School has a 69.4 Overall CCRPI Score (combined scores of grades three through five which are elementary and grade six which is middle). Content mastery of standards was 75.9. Over 50% of students scored at beginning or developing learner in language arts and over 40% scored at beginning or developing learner in math. In the language arts category only the SWD subgroup met the improvement target in language arts in grade six. In grades three through five no subgroup made progress or met the improvement target. In math all subgroups failed to make progress or meet the improvement target with the exception of English learners who made progress, but did not meet the target. Data shows a need for reading and math instruction with all subgroups.

All sub-groups from grades Pre-K through 6th grade at Rabun County Primary School and Rabun County Elementary School are eligible to attend both after school and summer school programs due to a variety of factors related to poverty and academics. Rabun County students living in poverty do not have many opportunities for cultural experiences outside the county that provide them with essential foundational social, behavioral, and academic skills related to a broader community. Adult literacy rates are below the state average, so parents don't have the knowledge needed to reinforce academic skills at home. Other related factors include health issues and absenteeism, which directly affects the amount of time students receive instruction. The numbers of children living in single parent homes and the lack of local day care options result in students being home unsupervised with less time for adult modeling and guidance. The high percentage of students being affected by one or more of these factors, as well as the sub-group gaps, is the basis for offering after school and summer school to all students in grades Pre-K through 6th grade needing assistance.

Accommodating or serving our entire targeted population is more attainable because building relationships and collaboration is more conducive in a small rural school system. The after school and summer school programs will provide students who are functioning below grade level academically with remediation while those students who are at or above grade level will receive enrichment and acceleration.

*(Word count is 725)*

### **C. Program Focus (6 Points)**

Provide specific information outlining the focus of the program as defined by the results of the needs assessment process. The information must demonstrate a clear and concise rationale as to why the proposed program focus is appropriate for the target population and community and how it will address the identified needs gathered in the data collection and analysis process. Be advised that no 21st CCLC program can target a population that excludes participants based on disability, gender, race, or ethnicity.

As stated, Rabun County students living in poverty do not have many opportunities for cultural experiences outside the county that provide them with essential and foundational social, behavioral, and academic skills related to a broader community. The program will focus on providing language arts and STEM instruction to increase academic skills as well as provide enrichment opportunities to provide experiences that might not otherwise be available to our students.

While the system poverty percentage is high, the Rabun County Community of Learners program focus will be on grades Pre-K through 6th. Students at our middle and high schools participate in extracurricular activities that are not offered at the primary and elementary level, hold after school jobs, and provide childcare for younger siblings. Therefore the greatest need for an after school program is at the primary and elementary levels.

The two targeted schools (primary and elementary) do not offer after school or summer school using local funds.

In order to keep student: teacher ratios at or under 15:1 and spend our budget wisely, our target goal is 250 students. In order for this to become a reality: staff and resources for academic remediation and enrichment will be needed.

The proposed after school and summer school program will be improved and expanded based on the needs assessment process by:

- increasing enrollment opportunities
- lowering class sizes
- providing authentic learning experiences and experiential enrichment opportunities
- integrating STEM (Science, Technology, Engineering and Mathematics) into a real-world, hands on setting
- differentiating instruction to address reading, math, and language arts individual needs
- providing enrichment instruction
- training teachers to use experiential best practice instructional strategies and poverty training
- offering parental/guardian resources through training opportunities focused on social interaction and familiarization with the school and its after school program
- providing twelve hours of instruction outside of the regular school day each week

The information listed above demonstrates a clear and concise rationale as to why the proposed program focus is appropriate for the target population and community and addresses the identified needs of the target groups. The programs will be aligned to address the specific needs identified through a variety of sources, such as, standards-based report cards, student information system, after school and regular school teacher collaboration, benchmark and common assessments, and parent, teacher and student surveys.

In an effort to increase participation, the system provides transportation for students enrolled in the program. Approved adult volunteer mentors are recruited, trained, and assigned to Pre-K through 6th grade at-risk students in Rabun County. The summer school program will afford the opportunity for year round mentoring services. Literacy and parenting training opportunities will be offered to parents. These include after school program events and technology, parenting and academic classes offered by the school system.

*(Word count is 452)*

Download a copy of the Chart or Graph for Question A The Process: [Rabun County 21st Century Community of Learnersneeds\\_charta9.pdf](#)

Download a copy of the Chart or Graph for Question B Specific Needs: [Rabun County 21st Century Community of Learnersneeds\\_chartb9.pdf](#)

An SEA, LEA, any other educational service agency (or consortium of such agencies), or private organization receiving financial assistance under an applicable program shall provide eligible private school children and their teachers or other educational personnel with equitable services or other benefits under these programs. Before an agency or consortium makes any decision that affects the opportunity of eligible private school children, teachers, and other educational personnel to participate, the agency or consortium shall engage in timely and meaningful consultation with private school officials.

**Fiscal Agent Name:** Rabun County Schools

Please complete the following form related to the involvement of eligible private schools in Title IV, Part B, 21st CCLC grant activities.

- There are no private schools located within the attendance zone of the school(s) served by the 21st CCLC program.
- There are private schools located within the attendance zone of the school(s) served by the 21st CCLC program and these schools (listed below) were consulted (indicate methods below) prior to the development of the Title IV, Part B, 21st CCLC application. Or, no response was received by the deadline (must have documentation of attempts to contact the nonpublic representative).

Names of private school(s) located within the attendance zone of the school(s) served by the 21st CCLC program:

Little Way Montessori School

Rabun Gap Nachoochee School

**Private schools that have been contacted and were consulted by the applicant and are electing to RECEIVE services**

Private School Name	School Official Contacted Name	School Official Contacted Title	Method of Contact	Date(s) of Consultation	Estimated Number of Students	Describe the Type/Level of Participation

**Private schools that have been contacted and are electing to DECLINE services or have failed to reply by the deadline**

Private School Name	School Official Contacted Name	School Official Contacted Title	Phone Number of School Official	Reason(s) for Declining to Participate	No Response by Deadline
Little Way Montessori School	Gabriela Perez	Director	706-782-4400		<input checked="" type="checkbox"/>
Rabun Gap Nachoochee School	Erika Farr	Head of Upper School	706-746-7767		<input checked="" type="checkbox"/>

Schools Served Chart (2019-2020)

Program Name: Rabun County 21st Century Community of Learners

[Sample Form](#)

Name of School(s) Served	County	School Designation (e.g. CSI or TSI)	Grade Span of School(e.g. K-5)	Total Enrolled in Regular School	Receiving Title I Funds Yes/No	% FRL	Number of Students from school that will be served per day by the 21st CCLC Program
Rabun County Elementary School	Rabun	N/A	3-6	682	<input checked="" type="radio"/> Yes <input type="radio"/> No	71.1 %	125
Rabun County Primary School	Rabun	N/A	PK-2	588	<input checked="" type="radio"/> Yes <input type="radio"/> No	66.5 %	125

FUNDING REQUEST WORKSHEET

Program Name: Rabun County 21st Century Community of Learners

Site Name: Rabun County Elementary School

	Number of students without disabilities that will receive 21st CCLC services <u>PER DAY</u> in the indicated components	Number of students with disabilities that will receive 21st CCLC services <u>PER DAY</u> in the indicated components	Average number of HOURS per <u>WEEK</u> the program will operate the indicated component	Number of WEEKS per <u>YEAR</u> the program will provide 21st CCLC services to its students and/or parents	Funding amount per student without a disability, per hour of weekly operation	Funding amount per student with a disability, per hour of weekly operation	Amount allowed per component (maximum)
After School	105	20	12.08	26.00	\$5.05	\$6.30	\$206,115.00
Before School	0	0	0.00	0.00	\$3.55	\$4.05	\$0.00
Non-School Days (Weekend, Holidays)	0	0	0.00	0.00	\$5.05	\$6.30	\$0.00
Summer Break	43	7	28.00	1.00	\$5.05	\$6.30	\$7,315.00
Calculated Total							\$213,430.00

FUNDING REQUEST WORKSHEET

Program Name: Rabun County 21st Century Community of Learners

Site Name: Rabun County Primary School

	Number of students without disabilities that will receive 21st CCLC services <u>PER DAY</u> in the indicated components	Number of students with disabilities that will receive 21st CCLC services <u>PER DAY</u> in the indicated components	Average number of HOURS per <u>WEEK</u> the program will operate the indicated component	Number of WEEKS per <u>YEAR</u> the program will provide 21st CCLC services to its students and/or parents	Funding amount per student without a disability, per hour of weekly operation	Funding amount per student with a disability, per hour of weekly operation	Amount allowed per component (maximum)
After School	115	10	12.08	26.00	\$5.05	\$6.30	\$202,189.00
Before School	0	0	0.00	0.00	\$3.55	\$4.05	\$0.00
Non-School Days (Weekend, Holidays)	0	0	0.00	0.00	\$5.05	\$6.30	\$0.00
Summer Break	43	7	28.00	2.00	\$5.05	\$6.30	\$14,630.00
Calculated Total							\$216,819.00

FUNDING REQUEST SUMMARY

Program Name: Rabun County 21st Century Community of Learners

Site	Calculated Total*
Rabun County Elementary School	\$213,430.00
Rabun County Primary School	\$216,819.00
Calculated total of all sites	\$430,249.00
Total allowable budget for this application	\$350,000.00

Program Name: Rabun County 21st Century Community of Learners

## II. Budget (10 Total Points)

### **B. Budget Narrative**

In addition to a narrative and, if applicable, documented evidence of a minimum of three months working capital for a period of three consecutive months, **all applicants** must submit a **Budget Summary and Detail Form** for the first year of funding and a **Budget Summary** for years two through five. Please note the **Budget Detail** is not needed for years two through five. A detailed description of each expenditure must be included. Applicants must utilize and follow the *21st CCLC Approved Chart of Accounts*.

Provide a brief and concise narrative of the following:

- a. How the items within the budget support the goals of the program;
- b. How the requested funds were allocated for accomplishing tasks and activities described in the application;
- c. How the major costs indicated on the Budget Summary are reasonable and necessary in relation to the number of participants to be served, to the scope of the project, and its anticipated outcomes;
- d. How 21st CCLC funds will supplement and not supplant other Federal, state, and local funds, and other non-Federal funds; and
- e. How the positions and salaries are reasonable and necessary, consistent with the demographic area, and adhere to the applicant agency's policies and procedures on salary determination.
- f. If the applicant plans to implement a program income system, provide a detailed description of the program income system that will be implemented including purpose and costs. Please describe the rationale, the timeline, the rate and amount and how income will be generated.

Non-LEA applicants must also provide a statement in the narrative as to whether there is any pending litigation against the organization, and if such litigation exists, attach in 'Supporting Budget Documentation' an opinion of counsel as to whether the pending litigation may impair the organization's ability to effectively implement or administer their proposed program. Likewise, non-LEA applicants must provide a statement in the narrative as to whether the organization or any of the organization's employees, agents, independent contractors, or subcontractors have been convicted of, pled guilty to, or pled nolo contendere to any felony, and if so provide an explanation with relevant details.

Non-LEA applicants must also provide a statement in the narrative of their intention to procure and maintain throughout the duration of the grant the following:

1. A fidelity bond in the amount of 25% of the annual award in favor of GaDOE to insure the applicant's performance under the grant; and
2. An insurance policy providing no less than \$1,000,000 of general liability, listing GaDOE as an "additional insured" and "certificate holder" for liability coverage. If a fiscal agent is awarded more than one grant, they must increase the general liability by \$250,000 for each grant with a cap of \$2,000,000 per fiscal agent. The cost for the general liability policy will then be prorated equally amongst each subgrantee for the fiscal agent.

The guidelines for budgeting were followed carefully. The calculations used in determining allocations for the budget are noted in the Budget Detail and are based on reasonable, current rates for supplies and personnel.

Funds for the grant will be allocated to accomplish the primary goal of the project, which is to increase student achievement in language arts and mathematics. The majority of the monies will be spent to provide low pupil-teacher ratios for academic and enrichment activities.

Two of the highest areas in this budget are personnel services and instructional resources. These two items demonstrate commitment to student instruction and to the delivery of hands-on, research-based, and evidence-based activities aligned to the Georgia Standards of Excellence by experienced teachers and trained paraprofessionals.

Personnel services are based on the average hourly rate used by the Rabun County School System. Additionally these hourly rates coincide with the information provided by the Bureau of Labor and Statistics for North Georgia non-metropolitan areas. Only certified teachers and paraprofessionals are hired for regular and direct academic instruction with our students. Research also shows the necessity for experienced professional educators to teach at-risk students. This program was designed to offer students extended hours of instruction with an experienced, dedicated teaching staff trained in Formative Instructional Practices (FIP) so the students will have differentiated and individualized instruction based on their specific needs. At-risk students often have experienced prior failures, may have learning disabilities, and may be reluctant to learn. Funding for less than experienced teaching staff to deal with the difficult issues these students face would greatly diminish a successful outcome. Paraprofessionals, working under veteran teachers, are used to increase the opportunities for student success at very modest cost to the program.

Instructional resources will be purchased to support language arts and STEM instruction. These items will only be used by our after school and summer school students. Materials purchased will align to the Georgia Standards of Excellence and will be used in both academic and enrichment sessions. Materials and supplies that are purchased will be only those necessary for the student instructional and enrichment program and the general operation of the program.

Professional learning monies will be used to train staff in grant compliance, poverty awareness, non academic barriers to student learning, language arts, and STEM/Inquiry Based techniques.

Rabun County Community of Learners will meet personnel and technical requirements to ensure proper implementation of the program plan and use of the online data management system to maintain accurate records. No indirect costs are charged by the school system, and no facilities or constructions costs are added. No purchase of vehicles or facilities is included.

Rabun County School System will provide, without charge to grant funds, administrative support (from Financial Director, Federal Programs Director, Data Clerk, Human Resources, School Principals, and others as requested), school technology hardware and software to assist instruction, and other curriculum materials, if needed and available.

All transportation costs will be provided by our Local Education Agency (LEA). All food services (food, labor, and facility) will be provided by our Local Education Agency (LEA) and the Rabun County Child and Adult Care Feeding Program.

System personnel will ensure supplanting does not occur by assessing the supplies at each site and their current capacity. General fund monies already allocated to each site will not be reduced. In the event financial hardships occur and supplanting becomes evident, system personnel will report any wrongdoing.

The program director and data clerk salaries are paid from local funds and other administrative costs are at less than 10% of the grant.

The external evaluation is at 3% of the requested funds. This amount satisfies the requirement established by the grant.

To the best of our knowledge, Federal and state guidelines will allow all proposed costs as they are anticipated to meet program goals.

*(Word count is 633)*

#### WORKING CAPITAL ANALYSIS WORKSHEET 2019-2020

Applicant Name: Rabun County Schools

Include information from the fiscal agent's most recent audited financial statements. If audited financial statements are not available, then please input information based on the most recent financial statements (e.g. Trial Balance, Balance Sheet) available.

Date of most recent audit:  
Cash and cash equivalents\*

10-15-18  
\$ 10,885,080.83

Calculation of recommended working capital requirement:

Proposed annual budget of the 21st CCLC program	\$ 350,000.00
Number of months of operation (including summer, if applicable)	10
Estimated monthly working capital requirement	\$35,000.00
Necessary working capital for 3 month period	\$105,000.00

Results:

Are cash and cash equivalents greater than needed working capital? Yes

FY20 RFP Budget Details For Year 1 (FY20)

**Program name:** Rabun County 21st Century Community of Learners  
**Fiscal agent name:** Rabun County Schools  
**Budget updated on (date):** 12/18/2018

					Sum:	\$350,000.00	Maximum Amount Allowed: \$350,000.00
Fiscal Year (1st year of grant)	Function/object	Function	Object	Units	Price (per unit)	Amount	Description
2020	1000 / 110	1000	110	1	\$68,250.00	\$68,250.00	RCES- Seven after school teacher salaries for 130 days/\$30/2.5 hours
2020	1000 / 200	1000	200	1	\$5,222.00	\$5,222.00	RCES-Seven after school teacher FICA benefits @ 7.65%
2020	1000 / 140	1000	140	1	\$39,000.00	\$39,000.00	RCES- Eight after school paraprofessional salaries for 130 days/\$15/2.5 hours
2020	1000 / 200	1000	200	1	\$2,925.00	\$2,925.00	RCES-Eight after school paraprofessional FICA benefits at 7.65%
2020	2100 / 191	2100	191	1	\$18,200.00	\$18,200.00	RCES-One after school site coordinator salary for 130 days/\$40/3.5
2020	2100 / 200	2100	200	1	\$1,393.00	\$1,393.00	RCES-One after school site coordinator FICA Benefits at 7.65%
2020	1000 / 110	1000	110	1	\$1,050.00	\$1,050.00	RCES-Seven after school teacher salaries for After School and Parent Extravaganza 2 days/\$30/2.5 hours
2020	1000 / 200	1000	200	1	\$81.00	\$81.00	RCES-Seven after school teacher for After School and Parent Extravaganza FICA benefits @ 7.65
2020	1000 / 140	1000	140	1	\$600.00	\$600.00	RCES-Eight after school paraprofessional salaries for After School and Parent Extravaganza 2 days/\$15/2.5 hours
2020	1000 / 200	1000	200	1	\$46.00	\$46.00	RCES-Eight after school paraprofessional for After School and Parent Extravaganza FICA benefits @ 7.65%
2020	2100 / 191	2100	191	1	\$280.00	\$280.00	RCES-One after school site coordinator salary for After School and Parent Extravaganza 2 days/\$40/3.5
2020	2100 / 200	2100	200	1	\$22.00	\$22.00	RCES-One after school site coordinatorfor After School and Parent Extravaganza FICA Benefits at 7.65%
2020	1000 / 110	1000	110	1	\$9,750.00	\$9,750.00	RCES-One after school teacher salary for specific reading instruction 130 days/\$30/2.5 hours
2020	1000 / 200	1000	200	1	\$746.00	\$746.00	RCES-One after school teacher(Reading Instruction) FICA

							benefits @ 7.65%
2020	1000 / 610	1000	610	1	\$19,776.00	\$19,776.00	Robotic manipulative materials, Legos, STEM materials that are relevant to the subjects being taught during after school and summer STEM camp
2020	1000 / 110	1000	110	1	\$68,250.00	\$68,250.00	RCPS-Seven after school teacher salaries for 130 days/\$30/2.5 hours
2020	1000 / 200	1000	200	1	\$5,222.00	\$5,222.00	RCPS-Seven after school teacher FICA benefits @ 7.65%
2020	1000 / 140	1000	140	1	\$39,000.00	\$39,000.00	RCPS- Eight after school paraprofessional salaries for 130 days/\$15/2.5 hours
2020	1000 / 200	1000	200	1	\$2,925.00	\$2,925.00	RCPS-Eight after school paraprofessional FICA benefits at 7.65%
2020	2100 / 191	2100	191	1	\$18,200.00	\$18,200.00	RCPS-One after school site coordinator salary for 130 days/\$40/3.5
2020	2100 / 200	2100	200	1	\$1,393.00	\$1,393.00	RCPS-One after school site coordinator FICA Benefits at 7.65%
2020	1000 / 110	1000	110	1	\$1,050.00	\$1,050.00	RCPS-Seven after school teacher salaries for After School and Parent Extravaganza 2 days/\$30/2.5 hours
2020	1000 / 200	1000	200	1	\$81.00	\$81.00	RCPS-Seven after school teacher for After School and Parent Extravaganza FICA benefits @ 7.65%
2020	1000 / 140	1000	140	1	\$600.00	\$600.00	RCPS-Eight after school paraprofessional salaries for After School and Parent Extravaganza 2 days/\$15/2.5 hours
2020	1000 / 200	1000	200	1	\$46.00	\$46.00	RCPS
2020	2100 / 191	2100	191	1	\$280.00	\$280.00	RCPS-One after school site coordinator salary for After School and Parent Extravaganza 2 days/\$40/3.5
2020	2100 / 200	2100	200	1	\$22.00	\$22.00	RCPS-One after school site coordinatorfor After School and Parent Extravaganza FICA Benefits at 7.65%
2020	1000 / 110	1000	110	1	\$7,560.00	\$7,560.00	STEM Camp-three teacher salaries for 4 days/\$30/7 hours/3 weeks
2020	1000 / 200	1000	200	1	\$579.00	\$579.00	STEM Camp- 3 teacher FICA benefits at 7.65%
2020	1000 / 200	1000	200	1	\$1,520.00	\$1,520.00	STEM Camp- 3 teacher TRS benefits at 20.90%
2020	1000 / 140	1000	140	1	\$1,260.00	\$1,260.00	STEM Camp-One paraprofessional salary at 4 days/\$15/7 hours/3 weeks
2020	1000 / 200	1000	200	1	\$98.00	\$98.00	STEM Camp- 1 paraprofessional FICA benefits at 7.65%
2020	1000 / 200	1000	200	1	\$254.00	\$254.00	STEM Camp- 1 paraprofessional TRS benefits at 20.90%
2020	2100 / 191	2100	191	1	\$3,360.00	\$3,360.00	STEM Camp- 1 site director salary at 3 weeks/ \$40/7 hours
2020	2100 / 200	2100	200	1	\$258.00	\$258.00	STEM Camp- 1 site coordinator FICA benefits at 7.65%
2020	2100 / 200	2100	200	1	\$676.00	\$676.00	STEM Camp- 1 site coordinator

							TRS benefits at 20.90%
2020	2900 / 300	2900	300	1	\$10,500.00	\$10,500.00	External evaluator fee- 3% of total FY20 Allocation
2020	2230 / 332	2230	332	1	\$5,000.00	\$5,000.00	Criminal background checks for all after school employees and volunteers (working with students more than once) at \$50 each
2020	2230 / 300	2230	300	1	\$500.00	\$500.00	Audit Cost
2020	2100 / 610	2100	610	1	\$2,275.00	\$2,275.00	Refreshments (\$3.50 per attendee) for Family Engagement functions (approximately 650 attendees)
2020	2230 / 610	2230	610	1	\$2,000.00	\$2,000.00	Office supplies, ink cartridges, paper, folders
2020	1000 / 610	1000	610	1	\$5,000.00	\$5,000.00	General supplies for the after school program (including STEM Camp) to include paper, printer ink, markers, pens, and academic resources
2020	2100 / 810	2100	810	1	\$2,250.00	\$2,250.00	Three summer STEM camp field trips at \$750.00 each to provide materials, resources, and registration/tickets. Field trips will be approved by DOE two weeks prior to trip.
2020	2213 / 580	2213	580	1	\$2,000.00	\$2,000.00	Travel expenses for after school administrators/coordinators/data entry for 21st Century Meetings
2020	2213 / 810	2213	810	1	\$500.00	\$500.00	Professional Development beyond school hours

Georgia Department of Education  
21st Century Community Learning Centers RFP Budget Summary (10 points)

		Year 1 (FY20)		Year 2 (FY21)		Year 3 (FY22)		Year 4 (FY23)		Year 5 (FY24)	
Maximum Amount Allowed		\$350,000.00		\$350,000.00		\$350,000.00		\$315,000.00		\$280,000.00	
Function Code	Descriptions	Amount	%								
1000	Instruction	\$280,891.00	80.25	\$280,891.00	80.25	\$280,891.00	80.25	\$252,801.90	80.25	\$226,712.80	80.97
2100	Pupil Services	\$48,609.00	13.89	\$48,609.00	13.89	\$48,609.00	13.89	\$43,748.10	13.89	\$38,887.20	13.89
2210	Improvement Instructional Services	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0
2213	Instructional Training	\$2,500.00	0.71	\$2,500.00	0.71	\$2,500.00	0.71	\$2,250.00	0.71	\$0.00	0
2220	Educational Media Services	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0
2230	General Administration	\$7,500.00	2.14	\$7,500.00	2.14	\$7,500.00	2.14	\$6,750.00	2.14	\$6,000.00	2.14
2300	General Administration (for Federal Indirect Cost)	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0
2500	Support Services - Business	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0
2600	Maintenance and Operation of Plant Services	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0
2700	Student Transportation	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0
2900	Other Support	\$10,500.00	3	\$10,500.00	3	\$10,500.00	3	\$9,450.00	3	\$8,400.00	3

Services											
Total	\$350,000.00		\$350,000.00		\$350,000.00		\$315,000.00		\$280,000.00		

Allocation check for key areas:		Amount	%	Amount	%	Amount	%	Amount	%	Amount	%
	Instruction and Pupil Services (1000 and 2100)	329,500.00	94.14	329,500.00	94.14	329,500.00	94.14	296,550.00	94.14	265,600.00	94.86
	Administrative Expenses (2230, 2300 and 2500)	7,500.00	2.14	7,500.00	2.14	7,500.00	2.14	6,750.00	2.14	6,000.00	2.14
Code	Less:										
2230/300	Audit	\$500.00	0.14	\$500.00	0.14	\$500.00	0.14	\$500.00	0.16	\$500.00	0.18
2230/332	National Criminal Background Checks	\$5,000.00	1.43	\$4,000.00	1.14	\$4,000.00	1.14	\$4,000.00	1.27	\$4,000.00	1.43
2230/520	Surety bond	0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0
2300/880	Indirect costs	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0
	Sub-Total	\$5,500.00	1.57	\$4,500.00	1.28	\$4,500.00	1.28	\$4,500.00	1.43	\$4,500.00	1.61
	Net Administrative Expenses	\$2,000.00	0.57	\$3,000.00	0.86	\$3,000.00	0.86	\$2,250.00	0.71	\$1,500.00	0.53
2900/300	External Evaluation expense	\$10,500.00	3	\$10,500.00	3	\$10,500.00	3	\$9,450.00	3	\$8,400.00	3

Validations:											
	Worksheet total matches Budget Summary:	TRUE									
	Instruction and Pupil Services account for at least 65% of budget	TRUE									
	Net Administrative expense is 10% or lower	TRUE									
	External Evaluation expense is 3% or lower	TRUE									

**Supporting Budget Documents**

**a. Wages**

The program director, site coordinator, and all other salaries/wages must be based on and reported using a percentage of time designated for the 21st CCLC program. The program director or any other individual serving in an administrative role shall not be an existing superintendent, principal, transportation director, CEO, CFO, or similar positions whose salary will be reclassified to conduct 21st CCLC program activities. Salaries and wages should be consistent with the policies and procedures of the applicant agency. Additionally, non-exempt staff employed by a LEA should be compensated according to a pre-determined agreed upon rate (Rate-in-Effect method) for hours worked in the program. See 29 U.S.C.A. § 207(g)(2). Services are to be provided outside of the regular school day or during periods when school is not in session; therefore, we do not consider the program a continuation of an educators regular day. All salaries and wages must be consistent with the policies and procedures of the applicant agency. Proof must be submitted that all salaries and hourly wages are consistent with the demographic area of the proposed project (<http://www.bls.gov/oes/current/oesrma.htm>).

b. All new non-LEA and new IHE applicants must submit copies of their organization's most recent year's independently audited financial statements including the audit opinion, the balance sheet/statement of financial position, statement of income/statement of activities, statement of retained earnings/statement of changes in net assets, statement of cash flows and the notes to the financial statements. The financial statements submitted must be solely for the organization, unless a parent entity is also committing to financially back the applying agency in performance of the award, in which case the financial statements of the parent entity must also be provided. Additionally, new non-LEA applicants must provide copies of most recent statements that substantiate the amount of cash and cash equivalents stated on the Working Capital Analysis Worksheet, such as copies of applicable statements from financial institutions for primary accounts (e.g., checking, savings) for the most current three months.

Non-LEA applicants currently operating a 21st CCLC program in FY19 are not required to include the financial audit and financial statements with their applications.

All non-LEA applicants, excluding IHE applicants, must also include the, most recent Form 990 "Return of Organization Exempt from Income Tax" (if applicable). If independently audited financial statements do not exist for the applicant, the applicant shall state the reason and still include the applicable bank statements (e.g. primary saving and checking accounts) from the most current three months.

Uploaded proof must be submitted that all salaries and hourly wages are consistent with the demographic area of the proposed project when applicant agency policies and procedures do not define salaries and wages.

[Wages PDF](#)

[Download a copy of RabunCo\\_wages\\_9.pdf](#)

Program Name: Rabun County 21st Century Community of Learners

### ***A. Program Plan - History of Success***

As part of the proposed program plan, applicants must provide data and evidence of their previous success (e.g., positive student academic and related activity growth) in operating out-of-school programs targeting similar youth populations to be served by the proposed 21st CCLC program. If the applicant has not operated out-of-school programs in the past, the applicant must provide evidence that otherwise demonstrates experience or the promise of success in providing educational and related activities that will complement and enhance the academic performance, achievement, assessment, program monitoring, and positive youth development of the students. The applicant must provide evidence of best practices, including research or evidence-based practices that will be used to conduct educational and related activities that will complement and enhance academic performance, achievement, postsecondary and workforce preparation, and positive youth development for the students to be served by the proposed 21st CCLC program.

The applicant must provide a narrative with a complete plan explaining how the program will operate, will address the needs identified in the needs assessment process, and align activities with the Georgia Standards of Excellence. The plan should also provide a clear, concise description of how the program activities are expected to improve student academic achievement and overall student success as well as family engagement, including any connections with the school/district improvement plans.

The program plan must also address how the program will increase family's support for student's learning and ensure family members of participating students will be actively engaged in their children's education. Describe the services that will be designed to provide adult family members with the tools necessary to support their student's academic achievement goals, including opportunities for literacy and related educational development for the families of the children served by the program. To build partnerships with the families they serve, programs should provide activities and services that are linked to student learning, relational, collaborative and interactive.

The Rabun County School System received the 21st Century Community Learning Center Grant (CCLC) in 2003 to expand our after school and summer school program in grades K-8. In 2006, the grant was rewritten and awarded for a K-12 after school and summer school program. The grant was awarded for the third time in 2009 in grades K-6. In 2015, the grant was rewritten and approved for grades PK-8. This is evidence that the Rabun County Board of Education supports implementing and sustaining large, complex and rapidly growing projects to meet the educational needs of all students. When the grant was not awarded in 2012, the Rabun County Board of Education funded the after school and summer school programs at a minimal capacity targeting only the most at-risk students.

The Rabun County Community of Learners After School program will operate five days a week from 3:15 pm - 5:40 pm beginning the Tuesday after Labor Day each year. The program schedule provides the foundation and timeline for our academic and enrichment activities which will address our specific needs as identified in the needs assessment. The after school program emphasis in the area of academics is aligned to individual mastery of the Georgia Standards of Excellence. Increasing academic achievement and improving homework completion, class participation and behavior will be the focus of our day as we transition each day from the regular school day into the after school program.

In both sites, as we transition from the regular school day to the after school program, we will begin with a healthy supper provided by the Rabun County Board of Education. Each site will also offer homework help (for first grade and up) and physical activity. Students who don't have homework will be given time to read and take Accelerated Reader tests. Teachers will check agendas and communication logs for teacher notes and assignments and be available for homework assistance. The fitness activities will be teacher-led with several choices provided to motivate student engagement.

Additional segments will address academic skills. Students will attend math, language arts, and technology (or a combination of) blocks with assigned teachers. The instruction provided during these blocks will be aligned with GSE and driven by individual student needs based on data collected and input from the day teacher. Technology will supplement all sessions, utilizing the computers in each classroom, as well as the site's computer labs. As needed, both sites will offer additional sessions for English Language Learners.

Rabun County Elementary will also offer support classes to students who are in need. These fluid classes will be based on regular day teacher recommendations, grades, and other benchmark data.

Support classes are included, but not limited to: reading support, math support, writing support, behavior support, and acceleration.

Friday sessions will be designated for enrichment activities to provide background experiences and vocabulary, as well as opportunities for authentic learning tasks. Activities will utilize STEM components, arts/music, creative movement, and community partnerships. Some examples may include a healthy cooking class, creating and caring for a school garden, engineering, and robotics. Partners and community resources will be utilized for these sessions.

The Rabun County Community of Learners will host a three week STEM Summer Camp. The camp sessions will serve three distinct age groups. Those groups are our PK - K population, our 1st - 2nd grade population, and our 3rd - 6th grade population. We plan to serve 50 students weekly. If more than 50 students apply, we will use teacher recommendation and student need. Activities will incorporate both reading and writing across the content areas. The hands-on STEM activities will be based on the age ranges. The culminating activity on the fourth day of camp will be a field-trip connecting the week's activities to real life application. Some of proposed field-trip locations are as follows: Ripley's Aquarium, Elachee Nature Science Center, World of Coke, and the Greenville Zoo.

Increasing parental/guardian support and family involvement continues to be an area of need in Rabun County. Research shows that involving parents in a child's education increases the likelihood the child will value education and graduate from high school. The Rabun County Community of Learners will partner with the Rabun County School System Family Engagement Specialist to provide meaningful and productive family engagement sessions. All sessions will be linked to student learning and help parents assist in their child's education. Periodic on-site events for parent participation include: Open House, Lights On for After School, academic nights, Parent Paw Practicums (in conjunction with Rabun County Schools) and a Parent Extravaganza. As an additional incentive and in an effort to help offset costs for parents/guardians, refreshments may be provided to families attending the sessions. Additional partnerships will assist with these costs. If requested, we will provide transportation to and from the parent events.

*(Word count is 795)*

**Goals**

Program Name: Rabun County 21st Century Community of Learners

**Goals, Objectives, Tools, Activities and Timeframe Table**

Goals	Measurable Objectives	Measurement Tools	Activities	Timeframe
1) Increase academic achievement	1.1) 85% of Pre-K through 6th grade regularly participating students (attending at least 30 or more operational days) in the after school program will maintain a grade of 75 or higher in reading/language arts classroom grades.	1.1) Report cards	1.1.1) Direct reading instruction and activity stations, including teacher modeling through read alouds, guided reading in small groups addressing specific skills, listening centers, shared reading with partners, and independent reading on their level 1.1.2) Technology-based activities for reading and language skills 1.1.3) Weekly enrichment focusing on increasing experiential background knowledge and vocabulary to apply in an authentic learning project or demonstration 1.1.4) Week-long grade level STEM	1.1.1) Daily activities and review benchmark and classroom grades quarterly
	1.2) 80% of grades Pre-K through 6th grade regularly participating students (attending at least 30 or more operational days) in the after school program will show growth in reading/language arts on EasyCBM benchmark testing.	1.2) EasyCBM results		1.1.2) Daily activities and review benchmark and classroom grades quarterly
	1.3) 85% of Pre-K through 6th grade regularly participating students (attending at least 30 or more operational days) in the after school program	1.3) Report cards		1.1.3) Weekly
		1.4) EasyCBM results		1.1.4) Daily for 4 days during the summer
				1.2.1) At the end of each nine week grading period and/or after communications with regular day teachers
				1.2.2) Daily or as determined by site director

	<p>will maintain a grade of 75 or higher in math classroom grades.</p> <p>1.4) 80% of grades Pre-K through 6th grade regularly participating students (attending at least 30 or more operational days) in the after school program will show growth in math on EasyCBM</p>		<p>summer camps</p> <p>1.2.1) Analyze student data using benchmarks and common assessments, to determine student needs to address in reading/language instructional time</p> <p>1.2.2) Differentiated instruction for individual student learning using technology programs, daily activities, and flexible grouping for instruction in all classrooms</p> <p>1.3.1) Direct math instruction and activity stations, including teacher modeling, guided math groups, specific skill instruction, and independent math practice</p> <p>1.3.2) Technology-based activities for math skills</p> <p>1.3.3) Weekly enrichment focusing on increasing experiential background knowledge and vocabulary to apply in an authentic learning project or demonstration</p> <p>1.3.4) Week-long grade level STEM summer camps</p> <p>1.4.1) Analyze student data using benchmarks and common assessments, to determine student needs to address in math instructional time</p> <p>1.4.2) Differentiated instruction for individual student learning using technology programs, daily activities, and flexible grouping for instruction in all classrooms</p>	<p>and teachers in each grade level</p> <p>1.3.1) Daily activities and review benchmark and classroom grades quarterly</p> <p>1.3.2) Daily activities and review benchmark and classroom grades quarterly</p> <p>1.3.3) Weekly</p> <p>1.3.4) Daily for 4 days during the summer</p> <p>1.4.1) At the end of each nine week grading period and/or after communications with regular day teachers</p> <p>1.4.2) Daily, or as determined by site director and teachers in each grade level</p>
<p>2) Improve homework completion, class participation and behavior</p>	<p>2.1) 75% of Pre-K through 6th grade regularly participating students (attending at least 30 or more operational days) in the after school program</p>	<p>2.1) Regular day teacher survey conducted in the spring</p> <p>2.2) Student survey</p>	<p>2.1.1) Scheduled homework time with teacher supervision and assistance</p> <p>2.1.2) Collaboration between regular day teachers and after</p>	<p>2.1.1) Daily</p> <p>2.1.2) Agendas, emails, communication logs checked daily and other</p>

	will show improvement in homework completion and classwork participation. 2.2) 70% of students will report a positive change in confidence and self-esteem in their study habits, class participation, and work completion.	conducted in the spring	school teachers through email, agenda notes, and face-to-face discussion 2.2.1) Surveys will be given to each student in the spring	communication as needed 2.2.1) Spring of each year
3) Increase Parent/Guardian Support and Family Involvement	3.1) 250 parents or guardians will participate in annual family centered activities 3.2) 100 parents or guardians will participate in annual adult education activities	3.1) Parent registration, attendance rosters 3.2) Parent registration, attendance rosters	3.1.1) Open House for parents in each school, with an opportunity for parents to sign students up for after school, Q/A session to enroll and hand out handbooks 3.1.2) Lights On After School and Parent Extravaganza, that will showcase students and parents working together 3.2.1) Periodic classes provided at the site in conjunction with the school system including parent nights where parents are taught skills to help their children, parenting classes, and content specific classes.	3.1.1) Annually in August 3.1.2) Annually in October and February/March 3.2.1) 2 to 3 times per semester

To edit your Goals, Objectives, Tools, Activities, or Timeframes, click the BACK button on the blue menu bar.

Program Name: Rabun County 21st Century Community of Learners

**B. Quality Contact Time (5 Points)**

Provide a brief narrative that expands on the before- and after-school, summer or other non-school time activities listed in the Table referenced above, focusing on the hours and days of service for students and families. Research has proven that brief periods of contact time in before- and after-school programs are not beneficial to students. The applicant must clearly state the total number of hours per week each site will operate. **Each enrolled student** must be given the opportunity to attend academic and enrichment activities a **minimum of 12 hours each week** (occurring preferably between Monday-Friday) to provide a quality program in order to foster maximum positive impact on students' development and learning. Travel time does not count towards the 12 hour minimum requirement and quality contact time should encompass the entire targeted student population each day (e.g., cannot serve boys on Monday and Wednesday and girls on Tuesday and Thursday).

The applicant must attach a sample weekly schedule of activities for each component (i.e., before school, after school, summer) for each site.

The Rabun County Community of Learners Program will maintain a five-day per week after school program (3:15 p.m.-5:40 p.m) and a three week (four days per week) summer camp of extended STEM academic instruction and enrichment activities to serve the 250 most at-risk Pre-K through 6th grade students from two poverty impacted schools, Rabun County Primary School (RCPS) and Rabun County Elementary School.

Regular attendance is expected in all programs. All Rabun County Community of Learner sites will operate 130 school days beginning the Tuesday following Labor Day and ending in April (or at the end of 130 days depending on school cancellations). Each site will operate five afternoons for two hours and twenty-five minutes for a total of 12 hours and 5 minutes per week.

The summer programs will operate for three weeks, Monday through Thursday from 8:00 a.m.- 3:00 p.m. during month of June for a total of 12 days. Our 12 day summer STEM camp will offer math and science academic enrichment opportunities for our at-risk students. Grade level spans will be focused on each week. Each week of the camp will offer activities for the following grade level breakdowns: PK-K, 1-2, 3-6.

*(Word count is 192)*

Download sample weekly schedule of activities for each program at each site

Rabun County Elementary School

After School Program: [Rabun County Elementary School\\_as\\_program\\_9\\_6.pdf](#)

Summer Program: [Rabun County Elementary School\\_sb\\_program\\_9\\_6.pdf](#)

Rabun County Primary School

After School Program: [Rabun County Primary School\\_as\\_program\\_9\\_8.pdf](#)

Summer Program: [Rabun County Primary School\\_sb\\_program\\_9\\_8.pdf](#)

21st CCLC SITE PROFILE FORM (2019-2020)						
21st CCLC Site Name	Rabun County Elementary School			County	Rabun	
Physical Address	1115 East Boggs Mountain Road					
City	Tiger			Zip Code	30576	
Grade Levels Receiving Services (e.g. K-12)	# of students participating in the 21st CCLC program PER DAY					
Before School	Before School		After School		Student data is	
After School 3-6	125		50		from Funding Request Worksheet	
Weekends/Holidays						
Summer 3-6	50					
Enrichment Student to Staff Ratio	15:1			Academic Student to Staff Ratio		
	15:1					
SITE CONTACT INFORMATION						
Site Contact Name	Gretchen Grant	Phone	706-782-3116	Email	ggrant@rabuncountyschools.org	
Regular School Year Program for Students						
AFTER SCHOOL PROGRAM Site Schedule						
After School Program Start Date	September 3, 2019					
After School Program End Date	April 11, 2020 (Depending on school system breaks and cancellations)					
Total # Days After School	130					
	MON	TUE	WED	THU	FRI	
Service Begin Time (e.g., 3:00 PM)	3:15 PM	3:15 PM	3:15 PM	3:15 PM	3:15 PM	Total Weekly Hours After School
Service End Time (e.g., 6:00 PM)	5:40 PM	5:40 PM	5:40 PM	5:40 PM	5:40 PM	12.08 of 12.08 hours
Summer Programs for Students						
Summer Site Schedule for Typical Week						
Summer Program Start Date	June 1, 2020					
Summer Program End Date	June 4, 2020					
Total # Days Summer Program	4					
	MON	TUE	WED	THU	FRI	
Service Begin Time (e.g., 9:00 AM)	8:00 AM	8:00 AM	8:00 AM	8:00 AM		Total Summer Hours per Week
Service End Time (e.g., 4:00 PM)	3:00 PM	3:00 PM	3:00 PM	3:00 PM		28.00 of 28.00 hours
Ongoing Adult Education Program (NOT Periodic Adult Family Member Involvement Activities)						
Adult Education Site Program Schedule						
Dates Site Open (Adults)						

Dates Site Closed (Adults)					
Total # Days	0				
	MON	TUE	WED	THU	FRI
Service Begin Time (e.g., 6:00 PM)					Total Adult Hours per Week
Service End Time (e.g., 8:00 PM)					0.00

21st CCLC SITE PROFILE FORM (2019-2020)			
21st CCLC Site Name	Rabun County Primary School	County	Rabun
Physical Address	308 East Boggs Mountain Road		
City	Tiger	Zip Code	30576
Grade Levels Receiving Services (e.g. K-12)	# of students participating in the 21st CCLC program <u>PER DAY</u>		
Before School	Before School	125	Student data is from Funding Request Worksheet
After School PK-2	After School	50	
Weekends/Holidays	Weekends/Holidays		
Summer PK-2	Summer	50	
Enrichment Student to Staff Ratio	Academic Student to Staff Ratio		
15:1	15:1		
SITE CONTACT INFORMATION			
Site Contact Name	Geneva Abernathy	Phone	706-782-3831
		Email	gabernathy@rabuncountyschools.org
Regular School Year Program for Students			

AFTER SCHOOL PROGRAM Site Schedule					
After School Program Start Date	September 3, 2019				
After School Program End Date	April 11, 2020 (Depending on school system breaks and cancellations)				
Total # Days After School	130				
	MON	TUE	WED	THU	FRI
Service Begin Time (e.g., 3:00 PM)	3:15 PM	3:15 PM	3:15 PM	3:15 PM	3:15 PM
Service End Time (e.g., 6:00 PM)	5:40 PM	5:40 PM	5:40 PM	5:40 PM	5:40 PM
					Total Weekly Hours After School
					12.08 of 12.08 hours
Summer Programs for Students					

Summer Site Schedule for Typical Week					
Summer Program Start Date	June 8, 2020				
Summer Program End Date	June 18, 2020				
Total # Days Summer Program	8				
	MON	TUE	WED	THU	FRI
Service Begin Time (e.g., 9:00 AM)	8:00 AM	8:00 AM	8:00 AM	8:00 AM	
Service End Time (e.g., 4:00 PM)	3:00 PM	3:00 PM	3:00 PM	3:00 PM	
					Total Summer Hours per Week
					28.00 of 28.00 hours
Ongoing Adult Education Program (NOT Periodic Adult Family Member Involvement Activities)					

Adult Education Site Program Schedule					
Dates Site Open (Adults)					
Dates Site Closed (Adults)					
Total # Days	0				
	MON	TUE	WED	THU	FRI
Service Begin Time (e.g., 6:00 PM)					Total Adult Hours per Week
Service End Time (e.g., 8:00 PM)					0.00

Program Name: Rabun County 21st Century Community of Learners

**C. Recruitment and Retention (6 Points)**

In this section, describe in detail the criteria for selecting 21st CCLC students. Describe the process and specific strategies that will be used to recruit targeted students for enrollment **and** retain them to achieve long term (i.e., at least 30 days) participation. Strategies utilized for recruitment and retention should be specific to the targeted population (e.g., grade level, native language, etc.).

In the narrative, applicants must discuss how regular school day staff will be consulted in the identification and recruitment of 21st CCLC students. The narrative must include the number of targeted students that will be served by the proposed 21st CCLC program.

Several methods are used to recruit students for the after school and summer camp programs. During back-to-school open house, after school information and registration forms are provided to all parents. Applications are available in other languages and translators are available at open house to the extent practicable. Generally, the program has more applications than the allotted 250 spots. Applications will be compiled in a database and shared with site coordinators who will then share the database with regular school day staff. School day staff will give input into the need of each child based on teacher observation, benchmarks, and class grades. The site coordinators, school administration, and program director will then select participants based on need. Students who do not enter the program will be placed on a waiting list as will students who apply after the start of the program. If a student withdraws from the program, they are replaced with students on the waiting list.

Our summer program recruitment begins in the spring. Applications are sent home with students and available at each school and at family nights. The same process is followed with a database creation, input from regular day teachers, and site coordinators and administration selecting the final students.

Communication such as monthly parent school newsletters, the system, school, and after school webpages, and the all call system will remind and inform parents of these opportunities. Ongoing parent-teacher conferences provide a way to recruit and discuss participation in the after school program for students based on their individual needs.

Historically, retention in the program has not been a problem, as students attend regularly. Students are required to attend the program four out of five days a week. Students are excused from this requirements for documented medical reasons or other excused regular school day absences. In order to continue this pattern, and motivate students with attendance issues, we will offer caring adult interaction, opportunities to have positive relationships with peers, and engaging academic and enrichment activities. Our students choose to be in our program because we provide a safe, nurturing environment that supports their social, emotional, physical, and academic needs.

*(Word count is 352)*

9

Program Name: Rabun County 21st Century Community of Learners

**D. Staffing and Professional Development (6 Points)**

In this section, provide a brief narrative of the program's organizational, managerial, and staffing structure, as well as an overview of how ongoing hiring and staff professional learning opportunities will be developed and implemented during the course of the grant award period. Included in the hiring process description should be a clear set of procedures as to how the program management staff will conduct and use the results of national criminal background checks to deliver fitness determinations for the employment of all grant-funded workers, including contractors and subcontractors, and regular volunteers (adults who have contact with student more than one time).

This section narrative must include job descriptions of key personnel and their required qualifications (e.g., program director/manager, site coordinator(s), data entry clerk, etc.), as well as how these key positions relate to the proposed activities and how the management structure will ensure the program is implemented appropriately. Proposed program directors must hold a Bachelor's degree from an accredited university and have one year of successful program management experience **OR** have three years of successful grant management, including direct responsibility of budget implementation and staffing supervision. Applicants must attach a résumé for the program director.

The narrative must also describe the expected certifications and qualifications of the instructional staff and include student to staff ratios for academic and personal enrichment activities. It is recommended that the academic portion of the program have the support of certified teachers and have ratios that are no more than 10:1. Personal enrichment ratios should be no more than 15:1.

The narrative must also describe how the program will provide ongoing and regular opportunities for

professional development and staff planning during the course of the grant award period.

Finally, the narrative must also include the applicant's plan for recruiting and utilizing volunteers, including senior citizens.

The program's general structure will include a county program director, a data manager, site coordinators that will also have teaching responsibilities, teachers, paraprofessionals, and volunteer/mentor participation. The program director and data entry manager will be selected by the superintendent of schools and will be regular employees of the Rabun County School System.

#### Program Director

QUALIFICATIONS: Education: Minimum of a master's degree

Experience: Extended day/year activities

WORK DAYS: 210-230 DAYS

REPORTS TO: Superintendent

#### RESPONSIBILITIES:

1. Prepare, operate, open and close each project activity and component.
2. Make decisions and be responsible for general administrative responsibilities as delegated by the Superintendent.
3. Coordinates PK-6 after school and summer school programs.
4. Oversees the after school site coordinators activities at each school.
5. Coordinates food, transportation services, curriculum, instruction and assessment, enrichment and scheduling of professional learning and community agency services.
6. Serves as a liaison between after school and summer school programs and regular day programs.
7. Completes all 21st Century Grant reports.

#### Data Manager/Clerk

QUALIFICATIONS: Education: Minimum of a high school diploma

Experience: 1-3 years in field

WORK DAYS: 210-230 DAYS

REPORTS TO: 21st Century Program Director

#### RESPONSIBILITIES:

1. Maintain 21st Century records for the period set by the grant requirements.
2. Maintain 21st Century information notebook for the grant.
3. Data entry of all attendance, registration, activities, etc. in the Cayen 21st Century Software Program per the data entry deadlines.
4. Maintain hard copy of attendance and student registrations.
5. Monitor site level reports to ensure property APR reporting.
6. Attend informational and/or training meetings as scheduled.
7. Any other duties that may be assigned by the 21st Century Program Director.

#### Site Coordinator:

QUALIFICATIONS: Education: Minimum of bachelor's degree with a valid Georgia teaching certificate

Experience in extended day/year activities

WORK DAYS: Minimum of 130 Days

REPORTS TO: 21st Century Program Director

#### RESPONSIBILITIES:

1. Direct supervisor of the After School and/or Summer School Program at the school site
2. Responsible for all expenditures which will be approved by the program director
3. Follow federal guidelines for food distribution, record keeping, and any other aspects of the after school/summer school program
4. Enroll students, maintain attendance, keep records, collect data and all other information required by the 21st Century Program
5. Responsible for planning activity schedule which includes supper, homework, instructional activities,

technology, recreational time, and enrichment activities

6. Ensure that the after school and summer school programs follow the same rules and regulations as the day

school. Site coordinator should handle major discipline problems

7. Schedule teachers and paraprofessionals to meet the needs of the students

8. Oversee that communication and collaboration is being done with the regular day teacher and after school

teacher

9. Maintain time sheets on all employees

10. Maintain documentation of all parent meetings

11. Supervise mentors, and volunteers and document hours spent serving students

12. Ensure that each child has been picked up and transported home at the end of the program

13. Any other duties as assigned by the 21st Century Program Director

Teacher

QUALIFICATIONS: 1. Valid Georgia professional teaching certificate

2. Experience in the classroom preferred

REPORTS TO: 21st Century Program Site Coordinator

RESPONSIBILITIES AND DUTIES:

1. Instructional

- Demonstrate professional practices in teaching
- Model correct use of language, oral and written
- Implement designated curriculum
- Maintain lesson plans
- Provide effective instruction
- Teach at an appropriate instructional level
- Provide student-focused lessons
- Promote Student engagement in all lessons
- Know the strengths and weaknesses of every student
- Strong communication between ASP/Summer School teachers and the regular classroom teacher
- Respond to student performance
- Assess academic gains for students
- Standardized tests
- EasyCBM
- Classroom assessments

2. Management

- Use time efficiently
- Handle non-instructional tasks efficiently
- Maintain effective physical setting for instruction
- Maintain accurate, complete, and appropriate records
- Maintain appropriate student behavior
- Assist with food distribution
- Assist with supervision of loading buses and/or parent pick-up

3. Other

- Follow professional practices with school and system policies in working with students, student records, parents and colleagues
- Interact in a professional manner with students and parents
- Facilitate home-school communication by holding conferences
- Work cooperatively with administrators, support personnel, colleagues, and parents
- Act in a professional manner and assume responsibilities for the success of the total program
- Assume responsibility for supervising students in out-of-class settings
- Adhere to all local, state and federal regulations
- Perform other duties as assigned

Paraprofessional

QUALIFICATIONS: 1. Minimum of High School Diploma or GED and have an Associate's Degree

2. Complete 60 semester hours of coursework or passed a PSC approved Paraprofessional Assessment

REPORTS TO: 21st Century Teacher

RESPONSIBILITIES AND DUTIES:

1. Instructional

- Conducting small group or individual classroom activities based on lesson plans developed by the teacher
  - Assist with the continuous supervision of the students to ensure safety at all times
  - Assist with student assessment by grading work or collecting data on student progress
  - Assist with monitoring and intervention strategies for individual students
  - Provide classroom services in the short-term absence of the teacher
2. Management
- Assist with routine record-keeping
  - Prepare, maintain or inventory materials for instruction
  - Locate, operate and return equipment
  - Assist with classroom housekeeping
  - Assist with school-wide supervision such as loading or unloading buses
  - Assist with food distribution
  - Assist with supervision of loading buses and/or parent pick-up
3. Other
- Comply with the guidelines of the staff handbook
  - Maintain confidentiality with staff, parents and students
  - Understand the roles and responsibilities of the educational staff
  - Follow directions of teachers or other supervisors
  - Follow the chain of command
  - Demonstrate dependability, integrity, respect for student differences, and other standards of ethical conduct
  - Perform other duties as assigned

Mentor/Volunteer

QUALIFICATIONS: 1. Good interpersonal skills  
2. Enthusiasm for working with children and a service oriented attitude

REPORTS TO: 21st Century Program Site Coordinator and/or Teacher

RESPONSIBILITIES AND DUTIES: Performed under the general supervision of the classroom teacher and may include but not limited to the following:

1. Instructional
  - Conduct small group or individual classroom activities based on lesson plans developed by the teacher or the site coordinator
  - Model correct use of language, oral and written
2. Management
  - Assist with routine record keeping
  - Assist with food distribution
  - Assist with the preparation of materials for instruction
  - Locate, operate and return needed equipment
3. Other
  - Follow professional practices consistent with school and system policies in working with students, student records, parents and colleagues
  - Interact in a professional manner with students and parents
  - Adhere to all local, state and federal regulations
  - Perform other duties as assigned

Applications will be taken in the spring of each year for those who wish to work in the after school program as site coordinators, teachers, paras, substitutes, and volunteers for the following year. Both regular school day employees and outside interested persons may apply. Staff recruitment is an ongoing process and staff members are hired throughout the year as needed. All employees will be approved by the Rabun County Board of Education.

As required by law and stated in our LEA Board Policy, any person working in the Rabun County School System will be required to undergo a national criminal background check. Monthly background checks are held at the Rabun County Board of Education office. Staff members and volunteers must have a check each year and cannot work with any students (more than once per 21st

Century guidelines) until the background check is complete.

Recruitment in the school system and community will result in hiring enough personnel to maintain a minimum of a 15:1 student to adult ratio for academic activities and 15:1 ratio for enrichment activities. A staff and substitute roster is shared with all employees to aid in filling any absences. Regular employees are required to find a replacement if they cannot work their scheduled time. If they are unable to do so, the site coordinator will monitor and move staff as necessary to ensure the 15:1 student to adult ratio is met.

Volunteers, including senior citizens, will be recruited to spend time in the after school and summer school programs. This will be accomplished by word of mouth, recruitment at open houses and family nights, contacts with the regular school day staff, postings on social media and the district website, as well as utilizing the local newspaper to the extent possible. Volunteers will be used to aid in both academic and enrichment instruction.

Professional Learning will be conducted throughout the school year, with a minimum of one per semester, which could include:

- Staff/Volunteer Training - basic training on the guidelines and procedures for working in the program.
- Professional learning on non-academic barriers
- Inquiry-based and STEM training
- Webinars/Online learning
- Working with parents and guardians
- Content specific training
- Attendance of after school conferences
- Continue training in Formative Instructional Practices (FIP)

In addition to the required professional learning provided by the 21st Century program, staff members also have access to additional professional development provided by the Rabun County School System.

*(Word count is 1433)*

Is the program director known at this time?  Yes  No

If so upload their résumé.

Download résumé for the program director

Download résumé: [RabunCou\\_resume\\_9\\_70509.pdf](#)

Partners Table

Program Name: Rabun County 21st Century Community of Learners

Organization	Organization Type	Contribution Type	Contribution Amount	Align to Need/Goal
Child and Adult Care Feeding Program	SD	In-kind	\$100,000.00	Increase homework completion, class participation and behavior. Provide meals for after school and summer school.
Open Hand Atlanta	CBO	Programming and Activity Related Services, materia	\$2,750.00	Increase homework completion, class participation and behavior. College and Career Readiness-teaching students how to prepare their own meals.
Rabun County Board of Education	SD	In-kind, Transportation	\$180,000.00	Improve academic achievement Increase homework completion, class participation and behavior. Increase parental support and involvement.
Rabun County Farm Bureau	FPO	In-kind, programming and activity-related services	\$250.00	Improve academic achievement Increase homework completion, class participation and behavior. College and Career Readiness-teaching students about the agriculture field.
Rabun County Public Library	LIB	Curriculum, In-kind	\$250.00	Improve academic achievement and provide reading programs for summer and after school
Rabun County Recreation Department	PRD	Programming, volunteers	\$250.00	Physical activity enrichment

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Program Name: Rabun County 21st Century Community of Learners

***E. Advisory Council and Operating Partnerships (5 Points)***

To ensure broad-based community, school, and student involvement and support, all 21st CCLC subgrantees are required to establish a local 21st CCLC Advisory Council composed of students, teachers, parents, community agencies, and the private sector businesses. Applicants must provide a description detailing the plan to develop an advisory council, who will serve on it, how often it will meet, and the primary functions of the council. Subgrantees are required to retain documentation of council meeting minutes and attendance lists for monitoring and audit purposes. A minimum of two (2) meetings per year must be held, with minutes taken and attendance recorded. The focus of the advisory meetings should include, but is not limited to, current or future program needs and/or concerns, program operations, and sustainability. The optimum size is 10 to 15 members, with at least two of those members being parents and at least another two being students from each target school.

In addition to the narrative, applicants must provide a description, through a signed Memorandum of Agreement (MOA) of the partnerships that have been developed between/among an LEA, a community-based organization, and/or another public or private organization. Each identified partner, LEA, and school(s) served must sign its own MOA. For example, an LEA must submit a signed MOA between itself and the school(s) served.

Because we have previously participated in the 21st Century grant, an Advisory Council has already been established and is currently involved in our after school programs. The committee selection for the Advisory Council members is based on the need of our student population and the current outreach programs available that can support the needs. Teachers are selected on a rotation basis and parents rotate in and out as their child participates in the program. A minimum of two parents and two students from each school will be required. In addition, representatives from community partners will be invited to serve on the council.

The Advisory Council will meet each semester and will be announced via the school website, social media, all call system, and to the extent possible in the local newspaper. Documentation to include agendas, attendance lists, and materials discussed at the meeting will be kept in the 21st Century files. These meetings allow all community agencies and school personnel opportunities to collaborate and discuss program needs and concerns, operations, sustainability, and any other concern from the council members.

The Rabun County Child and Adult Care Feeding program will provide all meals and refreshments for the after school and summer school program at no cost to the Rabun County Community of Learners. During the after school program, the suppers are prepared at the respective sites. For the summer session, all meals are prepared at Rabun County High School and are delivered to the summer school site. 21st Century staff supervise the meal time at all sites.

*(Word count is 256)*

Download a signed Memorandum of Agreement for each partner, as well as for each school and school system to be served.

Child and Adult Care Feeding Program

MOA: [Child and Adult Care Feeding Program\\_moa\\_9\\_54.pdf](#)

Open Hand Atlanta

MOA: [Open Hand Atlanta\\_moa\\_9\\_55.pdf](#)

Rabun County Board of Education

MOA: [Rabun County Board of Education\\_moa\\_9\\_53.pdf](#)

Rabun County Farm Bureau

MOA: [Rabun County Farm Bureau\\_moa\\_9\\_61.pdf](#)

Rabun County Public Library

MOA: [Rabun County Public Library\\_moa\\_9\\_62.pdf](#)

Rabun County Recreation Department

MOA: [Rabun County Recreation Department\\_moa\\_9\\_63.pdf](#)

Rabun County Elementary School

MOA: [Rabun County Elementary School\\_moa\\_9\\_14.pdf](#)

Rabun County Primary School

MOA: [Rabun County Primary School\\_moa\\_9\\_197.pdf](#)

Program Name: Rabun County 21st Century Community of Learners

***F. Collaboration and Communication (6 Points)***

The applicant is required to disseminate information about the program to the schools, LEAs, students, parents, and the community in a manner that is understandable and accessible. The narrative for this section must also include a description of the information that will be disseminated (e.g., student performance, upcoming activities, and schedules), the timeline for dissemination, the method of dissemination, who is responsible for dissemination, and how the information will be disseminated in various languages, if applicable.

Separately, applicants must also specifically describe in this section the strategies to continue meaningful collaboration with staff of the schools attended by the targeted students. This should include the communication process that will be used to allow the program staff to have access to necessary school-generated student data needed to measure progress towards the stated program objectives (e.g., Georgia standards-based test results, short cycle assessment results, surveys, Individualized Education Plans). Applicants should be specific and identify how the collaborations will work, what information will be requested from the schools, the frequency of communications and how the applicant will maintain open communication channels.

The Rabun County Community of Learners Program Director will promote and publicize the afterschool program, the summer program, and parent family services to parents and to the community through flyers, newspaper articles, radio announcements, community presentations, school webpage, emails, and the all call system on an as needed basis. Site coordinators will communicate with parents and guardians verbally and through newsletters, all calls, and emails at a minimum of twice per semester. Communication to the community will address the program's unique nature, benefits to children and parents, hours of operation, transportation, meals, location, and upcoming activities and events. All printed materials will be published in both English, Spanish (a predominant other language), as well as other appropriate languages to the extent possible, and in an easy to read format. Results from external evaluations are posted on the after school website, and are shared at advisory and administrative meetings. Data representing success of previous after school programs will be provided on the promotional flyers developed for the new program and will be available to the community.

Communication with regular school day staff and 21st Century staff is required for the program to be successful. The program director and/or site coordinator meets with school administration and regular school day teachers prior to the start of the program each year. During this time, goals of the program are shared and teacher input is requested on how the program can best serve the school. During the application process, teachers and administration share pertinent academic and behavioral concerns with the site coordinator via a Google spreadsheet.

After applications are selected and the program begins, communication logs (Google documents in which both the regular school day and after school staff can view assignments and student needs), email, teacher notes in the student agenda, phone calls, and face-to-face communication are utilized to monitor student progress and behavior.

After school staff have access to student Individual Education Plans and other pertinent information such as formative and summative assessment results, Accelerated Reader points, and STAR Reading & Math scores that are provided by the schools. In addition, the State Longitudinal Data System (SLDS) provides a wealth of information on our students such as Milestones scores, Student Growth Percentiles (SGP), attendance, and grades and is available to staff as needed. This shared school generated data will assist the site coordinator in developing the grouping and curriculum for all students.

*(Word count is 400)*

Program Name: Rabun County 21st Century Community of Learners

***G. Student Safety and Transportation (6 Points)***

Provide a narrative detailing how each site will ensure the safety of participating students. The applicant must clearly indicate:

- a. How the safety of children will be maintained on-site (e.g., requiring parent or guardian sign-out, checking identification, and the presence of school resource officer);
- b. How students participating in the program will travel safely to and from the site(s), including the type(s) of vehicle(s) used to transport the students;
  - i. Subgrantees are encouraged to use vehicles which meet school bus or multi-function school activity bus standards. However, a subgrantee can choose to use nontraditional school buses. If nontraditional school buses are used, the transportation policy must address the following: insurance coverage; driver qualifications, driver training, and semi-annual motor vehicle driving record checks with resolution procedures for driving record irregularities for each driver designated as approved (including substitute

- drivers); periodic maintenance and inspection records; and a plan for substitute drivers, if applicable.
- ii. In determining transportation plans, applicants should consider the change in time due to Daylight Savings and that it gets dark earlier during the fall and winter months.
- c. The maximum length of travel time students will travel either to or from the site(s);
- d. How the facility will meet all applicable safety and accessibility standards, including the Americans with Disability Act; and
- e. How the facility will safely accommodate the proposed number of students.

Please note: Purchasing of vehicles of any kind using this funding is prohibited by the GaDOE. Also, the GaDOE will not allow the purchase of vouchers for public transportation (MARTA) due to the liability and risk associated with putting students on transportation without supervision.

The safety of our students takes top priority in the Rabun County Community of Learners. All exterior doors are locked at each site with the exception of the main entrance. All visitors must enter each site through the main entrance. Additionally, both sites feature magnetic locking doors. Visitors to those sites will be “buzzed” in by front office staff.

Both sites have an average of 30 classrooms, computers in classrooms, computer labs and/or mobile labs, library, a gymnasium, playgrounds, and cafeteria which will allow for the proposed number of students at each site. Each school meets all required safety and accessibility standards required by the State of Georgia for public schools, including the Americans with Disabilities Act.

Emergency Preparedness plans are located in each classroom and the front office. A minimum of three (fire, severe weather, and intruder) safety drills each semester will be held.

Students are dismissed from the regular school day and are escorted to the cafeteria at each site. Attendance is taken at this time. Site coordinators have access to the student information system used by Rabun County Schools to check for absences and/or checkouts from the regular school day. In addition, regular school day office staff and administrators are available to contact for verification of student absences.

Classroom teachers and paraprofessional escort their respective classes from the cafeteria to the appropriate classroom. Class rosters are provided and utilized by each teacher and paraprofessional to verify student attendance. Students are always monitored by a staff member.

Anyone who picks up students early must be on the approved contact list. No student is allowed to leave with anyone who is not designated. After school staff will have access to custody documents or will be made aware of other issues that could affect student safety.

If picked up early, parents have to come inside and sign the student check-out sheet and provide identification. If picked up during regular dismissal time at the primary and elementary grades, supervisors deliver them to their respective cars and buses to ensure student safety.

The Rabun County School System employs five school resource officers as well as a district level Safe Schools Coordinator. The school resource officers share after school duties and while they might not be at a particular site, all schools in the system are located on the same campus. Consultation occurs with the SROs and Safe Schools Coordinator throughout the year.

All sites are housed at the regular school day site of students and do not require transportation to the site. Transportation from the site will be provided by Rabun County school buses which meet Georgia school bus standards. In addition, if any field trips are taken students will be transported on Rabun County school buses. All bus drivers for the Rabun County School System must undergo 12 hours of classroom training, 6 hours of driving without students and 6 hours of driving with students. They are then required to pass the state-mandated test for certification. RCSS bus drivers also are randomly drug tested every three months. The Rabun County LEA Board Policy, also requires a national criminal background check be conducted on any person working in the Rabun County School System.

The program’s transportation system will be designed and directed by the school system’s Director of Transportation. After registration is completed, the director maps home and school locations to create bus routes for transporting the students attending each of the after school sites and summer school sites. After school program transportation should require 4 buses and 4 drivers operating from 5:40 p.m. to 6:15 p.m. with no student being transported for more than one hour. Summer transportation is not provided and all students are transported by parents. Bus monitors will be available to ride buses, if necessary. Notification for transportation services will be sent home via a letter from the Program Director. The letter will provide pertinent information to the designated pick-up and drop-off sites along with times for each bus route. Parents can accept or refuse transportation services. Once the registration process is complete a database will be created with all student information, including phone numbers, addresses, contact information, etc. Every bus driver,

site coordinator, and program director will have access to this information. All transportation records will remain on file and updated as needed.

Georgia School Boards Association Risk Management Fund (GSBA-RMF) is an interlocal risk management agency established under the authority of the Official Code of Georgia Annotated 20-22001 et. seq. It is a risk sharing arrangement amongst Georgia school districts. Our Member Coverage Agreement

# 719-070108 provides the following coverage: General Liability, School Leaders Liability, Automobile Liability, Property, Automobile Physical damage, Mechanical Breakdown, Workers Compensation, and Crime.

*(Word count is 779)*

Program Name: Rabun County 21st Century Community of Learners

#### **H. Sustainability Plan (6 Points)**

A preliminary sustainability plan must be developed as part of the application to show how the community learning center will continue the same level of service once the funding has been reduced to 90% in year 4, 80% in year 5, and ultimately, after 21st CCLC funding ends. This sustainability plan must indicate how the program will identify and engage in collaborative partnerships that will contribute to developing a vision and plan for financial capacity to support, and eventually sustain, the program after the five-year grant funding ends. The plan must include a specific description of the investments that each partner will make in the program and the associated timeframes for securing each contribution. Please note that subgrantees are not allowed to reduce services in years 4 and 5 to accommodate the reduction in funding.

The continuation of our after school and summer school program is supported by our local Board of Education and community because of the tremendous impact it has on our students and families. Additional funding for this program will come from the following sources:

The LEA will provide for both programs:

- Transportation – fuel and maintenance of buses and bus driver salaries
- Salaries - Program Director, Data Manager
- Maintenance and Operation- for the two after school sites and summer school site
- Supper program for the after school participants
- Breakfast and lunch for the summer school participants

In years 4 and 5, the LEA will continue to provide the above and we will operate as outlined in the grant using LEA funds. After the grant ends, our LEA will provide financial support, however, the program may be significantly decreased due to financial limitations.

*(Word count is 143)*

Program Name: Rabun County 21st Century Community of Learners

#### **IV. Evaluation (10 Total Points)**

All subgrantees must use an external evaluator to conduct the ongoing evaluation component of their programs. For the purpose of this application, an external evaluator is an individual, agency, or organization, with **no** vested interest in the 21st CCLC program. This requirement excludes the original application writer(s); family members of applicants, participants, and partners; employees of applicant; and the applicant's partners. Contracts with external evaluators must be limited to an individual fiscal year with renewal options for each subsequent year of the grant term. **The amount to be paid to the evaluator from grant funds cannot exceed 3% of the annual grant award amount.** If the amount to be paid exceeds 3% of the grant award, the outstanding balance must come from other non-21st CCLC sources.

The narrative must include a description of the qualifications of the evaluator. Please note it is not necessary or expected that the applicant know the identity of the evaluator at this time, however, the applicant must address the qualifications it will seek in an evaluator. The applicant must continue by providing a detailed explanation as to how it will implement an evaluation plan for continuously assessing progress towards meeting each of the proposed objectives and revising and strengthening the program based upon the continuous assessments. The plan must be based on established performance measures previously identified in the *Goals, Objectives, Activities, and Timeframe* table. In addition, the evaluation plan should address the requirements detailed in the *GaDOE's expected reporting outcomes* section of this RFP. Importantly, the plan must address how the applicant will ensure it will have access to the data necessary to analyze its objectives, including such factors as the detailed methods anticipated for data collection and the proposed timeline for collecting data to establish continuous and overall assessment of objective progress. Finally, the

applicant must explain how it will make the results of its evaluation available to its stakeholders periodically and to the public upon request.

The Rabun County Community of Learners will use an external evaluator to monitor and evaluate the program. The evaluator must meet the following qualifications:

- Minimum of a bachelor's degree with background experience in education
- No vested interest in the program
- Ability to visit and work with each site at a minimum of twice a semester
- Ability to assist in data collection in order to produce an extensive and comprehensive representation of each program with data driven recognition of success as well as areas for improvement.
- Ability to pass a national criminal background check.
- Experience in evaluation of 21st Century After School Programs is preferred, but not required.

While it is important to maintain the distinction between project evaluators and project administrators, evaluators will advise project staff and administrators on findings and data indicators that have potential to improve the project. As objective evaluators with no vested interest in project outcomes, staff of the evaluator will function as a “critical friend” of project staff and administrators. Evaluators will fill the critical and delicate role of informants who provide information that can enhance the project and as outcome evaluators who objectively report outcomes and success or failure to the Georgia Department of Education and the United States Department of Education.

Evaluators will establish and document a schedule of reporting meetings with project administrators and staff at which formative and summative findings will be presented. Findings presented will always reflect the project's contribution toward both attainment of specific project objectives and attainment of program targets. A signed MOA with each site listed and the school district ensure that the after school program has access to student grades and assessment scores as needed for evaluation purposes.

Grades and benchmark testing will be reviewed at a minimum of one a nine week period. Site staff monitor grades and benchmark testing throughout the year to best serve students academic needs. This data is used to drive small groups and focus classes.

The results of both formative and summative findings will be posted on the Rabun County Schools After School webpage and be available at each site if requested.

*(Word count is 353)*

#### 21st CCLC Competitive Priority Worksheet FY20

EACH applicant MUST complete the Competitive Priority Worksheet FY20, regardless of whether they are claiming a priority or not. Please check each item that applies to this application.

**Fiscal Agent's Name:** Rabun County Schools

[Co-Applicant Guidance](#)

[School Designations](#)

[List of Counties Eligible for Priority 4](#)

- No Priority Claimed (0 points)

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Competitive Priority Points will be assigned only after an applicant has received the minimum absolute score of 240.

Priority 1: Proposal is submitted **jointly/collaboratively** between at least one LEA and at least one eligible entity. Please see page 15-16 of this RFP for detailed information Competitive Priority criterion. (Maximum of 5 points)

Priority 2: Program is proposing to serve participants that attend schools that have been designated as Comprehensive Support and Improvement (CSI), 4 points, or Targeted Support and Improvement (TSI), 3 points. (Maximum 10 points). Please see page 16 of this RFP and refer to [Supplemental Form G](#) for more information.

Priority 3: Program is proposing to serve students in grades 9, 10, 11, and 12. (Maximum of 5 points)

Priority 4: Program is proposing to serve participants in a county that is currently not receiving

21st CCLC funding in FY19. Please see [Supplemental Form F](#) for list of counties eligible for priority. (Maximum of 5 points)

- Priority 5: Program is proposing to operate a summer program, during each year of the award, for a total number of 60 hours for a minimum period of three consecutive weeks during each summer recess. (Maximum of 5 points)

21st Century Community Learning Centers ("CCLC")  
Specific Program Assurances for Subgrantees

\*\* Please note: The Georgia Department of Education (GaDOE) considers the applicant to be the fiscal agent for the grant. Therefore, any grants awarded will be in the name of the fiscal agent.

**Official Entity Name for Fiscal Agent/Subgrant Award Recipient:** Rabun County Schools

**Program Name:** Rabun County 21st Century Community of Learners      **Funding Amount:** \$0.00

Number	Initial Each Box Below	Assurances
1	<input type="text" value="mw"/>	The Subgrantee assures that it has the necessary legal authority to apply for and receive the 21st CCLC subgrant(s).
2	<input type="text" value="mw"/>	The signatory for these assurances certifies that he has the authority to bind the Subgrantee.
3	<input type="text" value="mw"/>	Subgrantee certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
4	<input type="text" value="mw"/>	The Subgrantee certifies that the community was given timely notice of its intent to submit its application(s) and that the application(s) and any waiver request(s) were available for public review and comment after submission.
5	<input type="text" value="mw"/>	The 21st CCLC program(s) was developed, and will be carried out; in active collaboration with the schools the students attend.
6	<input type="text" value="mw"/>	The Subgrantee engaged in timely and meaningful consultation with private school officials during the design and development of the 21st CCLC program(s).
7	<input type="text" value="mw"/>	The 21st CCLC program will primarily target students who attend Title I schools or schools eligible for Title I schoolwide programs and their families.
9	<input type="text" value="mw"/>	The 21st CCLC program will take place in a safe and easily accessible facility. It is the responsibility of the Subgrantee to ensure that it meets all requirements, including but not limited to, child-care licensing, occupancy, fire, water, and transportation of students.
10	<input type="text" value="mw"/>	The 21st CCLC program will be administered in accordance with all applicable statutes, regulations, program plans, and applications.
11	<input type="text" value="mw"/>	The 21st CCLC instructional program offered to students will be carried out as proposed in the application.
12	<input type="text" value="mw"/>	Funding for subsequent years are dependent upon successful program implementation and progress aligned with the components of the request for application submitted. The subgrantee understands that if any of the following requirements are not adhered to, the subgrantee may forfeit future funding or received reduced funding: <ul style="list-style-type: none"> <li>• Attendance at orientation, training, and other required meetings</li> <li>• Proposed weekly number of hours of operations (minimum of 12 hours/week)</li> <li>• Program academic content aligned with stated goals, objectives, and the Georgia Standards of Excellence</li> <li>• Sound fiscal management including following reimbursement process requirements of the grant</li> </ul>
13	<input type="text" value="mw"/>	Prior to any material change affecting the purpose, administration,

		organization, budget, or operation of the 21st CCLC Program, the Subgrantee agrees to submit an appropriately amended application to GaDOE for approval.
14	<input type="checkbox"/> mw	The Subgrantee agrees to notify the GaDOE, in writing, of any change in the contact information provided in its application.
15	<input type="checkbox"/> mw	The activities and services described in the application shall be administered by or under the supervision and control of the Subgrantee. The Subgrantee shall not assign or subcontract, in whole or in part, its rights or obligations without prior written consent of GaDOE. Any attempted assignment without said consent shall be void and of no effect.
16	<input type="checkbox"/> mw	The Subgrantee agrees that its program will be fully operational within 60 days of the receipt of their award letter.
17	<input type="checkbox"/> mw	The Subgrantee will use fiscal control and sound accounting procedures that will ensure proper disbursement of and account for Federal and state funds paid to the program to perform its duties.
18	<input type="checkbox"/> mw	Funds shall be used only for financial obligations incurred during the grant period.
19	<input type="checkbox"/> mw	The Subgrantee will submit its annual budget within <b>30 days</b> of the grant award.
20	<input type="checkbox"/> mw	An annual, external audit should be submitted to GaDOE within 6 months of the end of the Subgrantee's fiscal year.
21	<input type="checkbox"/> mw	The Subgrantee will, if applicable, have the required financial and compliance audits conducted in accordance with the Single Audit Act Amendments of 1966 and 2 C.F.R. Part 2, Subpart F, "Audit Requirements".
22	<input type="checkbox"/> mw	The fiscal agent will adopt and use proper methods of administering each program, including: (A) the enforcement of any obligations imposed on agencies, institutions, organizations, and other recipients responsible for carrying out each program; and (B) the timely correction of deficiencies in program operations that are identified through audits, monitoring, evaluation and/or technical assistance.
23	<input type="checkbox"/> mw	The Subgrantee will cooperate in carrying out any evaluation of each such program conducted by or for the Georgia Department of Education, the U.S. Department of Education, or other state or Federal officials.
24	<input type="checkbox"/> mw	The Subgrantee will submit reports to GaDOE and to the U.S. Department of Education as may reasonably be required. The Subgrantee will maintain such fiscal and programmatic records and provide access to those records, as necessary, for those departments to perform their duties.
25	<input type="checkbox"/> mw	The Subgrantee will submit an annual summative evaluation report no later than June 30. If applicable, the Subgrantee will submit its summer session summative evaluation report no later than September 30.
26	<input type="checkbox"/> mw	The Subgrantee agrees that GaDOE, or any of its duly authorized representatives, at any time during the term of this agreement, shall have access to, and the right to audit or examine any pertinent books, documents, papers, and records of the Subgrantee related to the Subgrantee's charges and performance under the 21st CCLC subgrant.
27	<input type="checkbox"/> mw	The Subgrantee understands that the control of 21st CCLC grant funds and title to property acquired with 21st CCLC grant funds will be in a public agency or in a nonprofit entity, institution, organization, or Indian tribe, if the law authorizing the 21st CCLC program provides for assistance to those entities; and the public agency, nonprofit entity, institution, or organization, or Indian tribe will administer the funds and property to the extent required by the authorizing statutes.
28	<input type="checkbox"/> mw	The property (e.g., computers, equipment, classroom desks, tables, and pilferable items) purchased with the 21st CCLC grant funds must be managed in accordance with 2 C.F.R. § 200.310-316.
29	<input type="checkbox"/> mw	The Subgrantee will submit proof of its Fidelity and Liability Insurance Policy and proof of minimum liability transportation insurance to the

		Georgia Department of Education within 60 days of the grant award. (Does not apply to school districts)
30	<input type="checkbox"/> mw	The Subgrantee is responsible for ensuring that all applicable liability insurance requirements are met.
31	<input type="checkbox"/> mw	All required documentation (e.g., reimbursement requests, attendance data, student grades, test scores, etc.) will be entered and updated in a timely manner as stipulated by GaDOE.
32	<input type="checkbox"/> mw	The Subgrantee certifies that state and national criminal background checks will be conducted annually for any and all individuals acting on behalf of the Subgrantee including: regular volunteers, employees, contractors, relatives, etc. prior to their employment, whether or not they have direct contact with students. In addition, the Subgrantee agrees to develop and utilize written policies on how the criminal background check results will be used in hiring and volunteer practices.
33	<input type="checkbox"/> mw	The Subgrantee certifies that it will abide by GaDOE's Conflict of Interest and Disclosure Policy. Applicants with a conflict of interest must submit a disclosure notice.
34	<input type="checkbox"/> mw	The Subgrantee understands that 21st CCLC grant funds will not be used for lobbying the executive or legislative branches of the Federal government in connection with contracts, grants, or loans and will report payments made with unappropriated funds for lobbying purposes.
35	<input type="checkbox"/> mw	The Subgrantee will comply with the Family Education Rights and Privacy Act of 1974 (34 C.F.R. 99).
36	<input type="checkbox"/> mw	Subgrantee will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicaps; and the Age Discrimination Act of 1975, which prohibits discrimination on the basis of age, and the Americans with Disabilities Act of 1990, which prohibits discrimination on a basis of disability.
37	<input type="checkbox"/> mw	In accordance with the Federal Drug-Free Workplace and Community Act Amendments of 1989 and the Drug-Free Workplace Act of 1988, the Subgrantee understands that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, marijuana, or dangerous drug is prohibited at geographic locations at which individuals are directly engaged in the performance of work pursuant to the 21st CCLC grant.
38	<input type="checkbox"/> mw	The Subgrantee will establish and communicate to all students, parents, and staff its procedure whereby anyone suspecting fraud, waste, or abuse involving 21st CCLC funds shall call or write the appropriate authorities.
39	<input type="checkbox"/> mw	The 21st CCLC grant has been accepted adapted by the local Board of Education (LEAs) or local Board of Directors (non-LEAs).

My electronic signature below certifies that I am the authorized signatory for the Fiscal Agent and official Subgrantee, and that I have read, understand, and agree to abide by all assurances. I also understand that failure to abide by all assurances may result in loss or reduction of grant funding.

Signature of Fiscal Agency Head (required) Certified by Electronic Signature

Typed Name of Fiscal Agency Head (required) Melissa Williams

Typed Position Title of Fiscal Agency Head (required) Superintendent

Date (required) 01/14/2019 at 13:51:25

Georgia Department of Education  
Conflict of Interest and Disclosure Policy

Georgia's conflict of interest and disclosure policy is applicable to entities conducting business on behalf of and /or doing business with the Department and entities receiving a grant to implement a

program and/or project approved by the State Board of Education. This policy is applicable for entities receiving state and/or Federal funds.

Questions regarding the Department's conflict of interest and disclosure policy should be directed to the program manager responsible for the contract, purchase order and/or grant.

### **I. Conflicts of Interest**

It is the policy of the Georgia Department of Education (GaDOE) to avoid doing business with Applicants, subcontractors of Applicants who have a conflict of interest or an appearance of a conflict of interest. The purpose of this policy is to maintain the highest level of integrity within its workforce, and to ensure that the award of grant Agreements is based upon fairness and merit.

#### **a. Organizational Conflicts of Interest.**

All grant applicants ("Applicants") shall provide a statement in their proposal which describes in a concise manner all past, present or planned organizational, financial, contractual or other interest(s) with an organization regulated by the GaDOE, including but not limited to Local Education Agencies (LEAs), or with an organization whose interests may be substantially affected by GaDOE activities, and which is related to the work under this grant solicitation. The interest(s) in which conflict may occur shall include those of the Applicant, its affiliates, proposed consultants, proposed subcontractors and key personnel of any of the above. Past interest shall be limited to within one year of the date of the Applicant's grant proposal. Key personnel shall include:

- any person owning more than 20% interest in the Applicant
  - the Applicant's corporate officers
  - board members
  - senior managers
  - any employee who is responsible for making a decision or taking an action on this grant application or any resulting Agreement where the decision or action can have an economic or other impact on the interests of a regulated or affected organization.
- i. The Applicant shall describe in detail why it believes, in light of the interest(s) identified in (a) above, that performance of the proposed Agreement can be accomplished in an impartial and objective manner.
  - ii. In the absence of any relevant interest identified in (a) above, the Applicant shall submit in its grant application a statement certifying that to the best of its knowledge and belief no affiliation exists relevant to possible conflicts of interest. The Applicant must obtain the same information from potential subcontractors prior to award of a subcontract.
  - iii. GaDOE will review the statement submitted and may require additional relevant information from the Applicant. All such information, and any other relevant information known to GaDOE, will be used to determine whether an award to the Applicant may create a conflict of interest. If any such conflict of interest is found to exist, GaDOE may:
    1. Disqualify the Applicant, or
    2. Determine that it is otherwise in the best interest of GaDOE to make an award to the Applicant and include appropriate provisions to mitigate or avoid such conflict in the grant awarded.
  - iv. The refusal to provide the disclosure or representation, or any additional information required, may result in disqualification of the Applicant for an award. If nondisclosure or misrepresentation is discovered after award, the resulting grant Agreement may be terminated. If after award the Applicant discovers a conflict of interest with respect to the grant awarded as a result of this solicitation, which could not reasonably have been known prior to award, an immediate and full disclosure shall be made in writing to GaDOE. The disclosure shall include a full description of the conflict, a description of the action the Applicant has taken, or proposes to take, to avoid or mitigate such conflict. GaDOE may, however, terminate the Agreement for convenience if GaDOE deems that termination is in the best interest of the GaDOE.

#### **b. Employee Relationships**

- i. The Applicant must provide the following information with its application and must provide an information update within 30 days of the award of a contract, any

subcontract, or any consultant agreement, or within 30 days of the retention of a Subject Individual or former GaDOE employee subject to this clause:

1. The names of all Subject Individuals who:
  - a. Participated in preparation of proposals for award; or
  - b. Are planned to be used during performance; or
  - c. Are used during performance; and
- ii. The names of all former GaDOE employees, retained by the Applicant who were employed by GaDOE during the two year period immediately prior to the date of:
  1. The award; or
  2. Their retention by the Applicant; and
  3. The date on which the initial expression of interest in a future financial arrangement was discussed with the Applicant by any former GaDOE employee whose name is required to be provided by the contractor pursuant to subparagraph (ii); and
  4. The location where any Subject Individual or former GaDOE employee whose name is required to be provided by the Applicant pursuant to subparagraphs (i) and (ii), are expected to be assigned.
- iii. Subject Individual" means a current GaDOE employee or a current GaDOE employee's father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, spouse of an in-law, or a member of his/her household.
- iv. The Applicant must incorporate this clause into all subcontracts or consultant agreements awarded under this Agreement and must further require that each such subcontractor or consultant incorporate this clause into all subcontracts or consultant agreements at any tier awarded under this Agreement unless GaDOE determines otherwise.
- v. The information as it is submitted must be certified as being true and correct. If there is no such information, the certification must so state.

c. **Remedies for Nondisclosure**

The following are possible remedies available to the GaDOE should an Applicant misrepresent or refuse to disclose or misrepresent any information required by this clause:

1. Termination of the Agreement.
2. Exclusion from subsequent GaDOE grant opportunities.
3. Other remedial action as may be permitted or provided by law or regulation or policy or by the terms of the grant agreement.

d. **Annual Certification**

The Applicant must provide annually, based on the anniversary date of Agreement award, the following certification in writing to GaDOE. The annual certification must be submitted with the grantees annual end of year program report.

**ANNUAL CERTIFICATION OF DISCLOSURE OF CERTAIN EMPLOYEE RELATIONSHIPS**

The Applicant represents and certifies that to the best of its knowledge and belief that during the prior 12 month period (**APPLICANT MUST CHECK AT LEAST ONE BOX BELOW**):

- A former GaDOE employee(s), current GaDOE employee, or Subject Individual(s) has been retained to work under the Agreement or subcontract or consultant agreement and complete disclosure has been made.
- No former GaDOE employee(s), current GaDOE employee, or Subject Individual(s) has been retained to work under the Agreement or subcontract or consultant agreement, and disclosure is not required.

**II. Disclosure of Conflict of Interest after Agreement Execution**

If after Agreement execution, Applicant discovers a conflict of interest which could not reasonably have been known prior to Agreement execution; an immediate and full disclosure shall be made in writing to GaDOE. The disclosure shall include a full description of the conflict, a description of the action the Applicant has taken, or proposes to take, to avoid or mitigate such conflict. GaDOE may, however, terminate this Agreement for convenience if GaDOE deems that termination is in the best interest of GaDOE.

**III. Incorporation of Clauses**

The Applicant must incorporate the clauses in paragraphs A, B, and C of this section into all subcontracts or consultant agreements awarded under this Agreement and must further require that each such subcontractor or consultant incorporate this clause into all subcontracts or consultant agreements at any tier awarded under this Agreement unless GaDOE determines otherwise.

Signature of Fiscal Agency Head (required) Certified by Electronic Signature

Typed Name of Fiscal Agency Head (required)	<u>Melissa Williams</u>
Typed Position Title of Fiscal Agency Head (required)	Superintendent
Date (required)	01/14/2019 at 13:51:25