

Instructions for completing ExCEL/SFUSD contract documents

Complete a Contracts Checklist (included in the email) per Contract package.

Please complete the following documents and return three (3) copies with original signatures to Joyce Cheung- Room2.

Single sided only. Signatures should be in BLUE ink.

After School Program Services Agreement

1. Contract Agreement

- a. W-9 Form
- b. CBC/TB Written Clearance form
- c. **CBC/TB list of staff names and valid dates (Agencies no longer need to include a TB/CBC list in the contract.)**
 - i. **By checking under the Criminal Background Clearance- More than Limited Contact and Tuberculosis Clearance- More than limited or prolonged contact, your agency certifies that the information is true and accurate. See page 32 of the contract for additional details.**
- d. Contractor's Disclosure Form Regarding SFUSD Officials- include an additional page if you need more space

2. Attachment 1: School Site ExCEL Program Summary (located in EMS under Contracts tab)

3. Attachment 2: Weekly Program Schedule

4. Attachment 3: Program Budget Detail (single or multi-funded)- agencies only need to sign the last page.

a. **Print budgets single sided with the header :**

i. **Single funded: ATTACHMENT 3 PROGRAM BUDGET-SINGLE FUNDING FY 2018-2019**

ii. **Multi-Funded : ATTACHMENT 3 PROGRAM BUDGET-MULITI-FUNDED FY 2018-2019**

5. Insurance Policy: NOTE: please be sure the review the insurance section carefully.

- Insurance is required for subcontractors. Subcontractors should be listed on the contractor's certificate of insurance or submit their own certificate of insurance.

Be sure:

1. All pages that require signatures have original signatures (blue ink)
2. All signatures are accompanied with printed name

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3. The budget is correct and all expenditures are supported by the activities in the Program Summary
4. The Weekly Program schedule has the correct number of hours/days required by the grant
5. The pagination is correct
6. All dollar amounts are typed in as such: \$xx,xxx.xx
7. Be sure there are commas in all written dollar amounts and the decimal and cents should be indicated. For example, "\$109000" should be written as: "\$109,000.00"
8. **For Central Office ONLY: K-resolution (s) are attached to Contract before submitting to Contracts Office . NOTE: If the date of approval and K-resolution is unknown, leave it blank with a line (i.e., _____) and the Contract Office will write it in.**

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I. Attachment 1: School Site Program Summary – to be completed on the EMS under the “Contracts” tab.

Section 1: School Site Information

- School site: Insert name of school
- Principal signature: Original signature required
- Print Name: Be sure to print Principal’s name
- Agency Director Signature: Original signature required
- Print Name: Be sure to print Agency Director’s name

Section 2: ExCEL Program Mission & Vision

In 2-3 sentences, please describe how your agency will provide services at the school site to provide academic tutorial, recreation, and enrichment programs to increase academic achievement and support positive youth development. Include information on how your agency’s mission aligns with the ExCEL program mission & vision.

Section 3: Academics

- Proposed Activity: In 1-2 sentences describe the academic activity to be provided. Include the curricular area to be addressed – e.g.: reading, math, writing, etc. See Appendix A for examples.
- Student Target Group: In bullet format, identify the target student group for the activity. For example, all students, specific grade level, below proficient on CST, etc.
- Academic Support: Check off the appropriate box (es) for the activity.
- Staffing positions providing instruction: Indicate the type of position providing the instruction. NOTE: If the subcontractor is providing services and the subcontractor has been identified, include the name of the subcontractor. I.e.: “Subcontractor – Reading Partners”. If the subcontractor is not identified, insert “TBD” after subcontractor i.e.: “Subcontractor – TBD”
- Student to staff ratio: Indicate student to staff ratio. This should be 20:1 minimally.
- Paid for Using ExCEL contract funds, DCYF funds or other Match: Check the boxes or boxes that apply.

Section 4: Enrichment:

- Enrichment Activity: In 1-2 words identify the title of enrichment activity to be provided
- Description: In 1-2 sentences describe the enrichment activity to be provided. Include the enrichment area to be addressed – e.g.: music, art, dance, etc . See Appendix A for examples.
- Staffing/Providing Partners: Staffing positions providing instruction: Indicate the type of position providing the instruction. NOTE: If the subcontractor is providing services and the subcontractor has been identified, include the name of the subcontractor. i.e.: “Subcontractor – Community Arts Center”. If the subcontractor is not identified, insert “TBD” after subcontractor i.e.: “Subcontractor – TBD”

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Section 5: Recreation/Physical Activity

- Recreation/Physical Activity: In 1-2 words identify the title of recreation/physical activity to be provided.
- Description: In 1-2 sentences describe the recreation/physical activity to be provided. See Appendix A for examples.
- Staffing/Providing Partners: Indicate the type of position providing the instruction. Indicate the type of position providing the instruction. NOTE: If the subcontractor is providing services and the subcontractor has been identified, include the name of the subcontractor. i.e.: “Subcontractor – Go Soccer Sports”. If the subcontractor is not identified, insert “TBD” after subcontractor i.e.: “Subcontractor – TBD”
- ExCEL contract funds or other Match: Check the boxes or boxes that apply.

Outreach, Recruitment and Retention Plan:

In 1-2 sentences for each of the three areas: describe how Contractor’s ExCEL program will identify, recruit, and retain students for the program (i.e.: The program will identify students, by...; the program will recruit students by...; the program will retain students by.....). In 1-2 sentences, describe how parents will be notified about the program.

Facility Use:

Please complete the Application and Permit for the Use of the school property and submit to ExCEL office by the deadline. You do not have to submit with the contract documents.

- How many classrooms with your ExCEL program occupy: Indicate the number of rooms
- Please indicate the large spaces that your ExCEL program proposes to use: Check all that apply

Summer Program Plan: Complete this section for SUPPLEMENTAL contracts only.

Indicate whether or not a summer program will be offered. If a summer program will be offered, indicate whether or not the program will run the 3-hour or 6 hour option AND whether the program will run on-site or off-site.

For High School Programs only:

Indicate whether the program will offer credit recovery courses:

- Credit recovery course: Indicate the name of the course e.g.: Biology, English, etc
- # of students being served and indicate the number of students who will access the course
- Grade level: Indicate the grade level of the students that will access the course
- Days/Times: Indicate the days and times for each course
- Location (Room#): Indicate the room where the course will take place or “TBD” if the location is unknown.

II. Attachment 2: Weekly Work Plan

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Complete the weekly work plan. Be sure that the weekly work plan reflects the grant requirements of number of days and hours that a program must be open:

Elementary and Middle Schools:

- *Minimum of 15 hrs/wk and MUST remain open until at least 6:00pm every day*
- *MUST commence immediately following every regular school day*

High Schools:

- *Minimum of 15 hrs/wk & After school only*

OR

- *After school & any combination of before school, weekends, summer, intercession, and vacation.*

III. Attachment 3: Budget Program Detail

There are two budget detail form:

1. Single Funding: This form is to be completed for contracts that only receive **one** funding source.]
2. Multi Funding: This form is to be completed for contracts that receive more than one source of funding such as 21st Century base, ASES base and/or DCYF, 21st Century Supplemental and ASES supplemental.

For both forms:

- Complete the yellow sections of the document.
- “Related information” column is where you describe if there is more than one staff member assigned to that line item. For example, “3 program leaders”.

*NOTE: In the “hours per week” column, include the **total** number of hours for all staff in that position. i.e. if there are 3 program leaders who work 10 hours per week, then enter 30 hours in the “hours per week” column. The “related information” column explains that there is not 1 person working 30 hours per week.*

- Subcontractors/Consultants: Use “TBD” if the subcontractor consultant has not been identified.
- Description column for all program expenses: In 2-3 sentences, describe what the funds will be used for. NOTE: be sure that any expense in the budget is supported by an activity in the Attachment 1: School Site ExCEL Program Summary.

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Appendix A – Program Elements

The ExCEL after school program must be aligned with, and not be a repeat of, the content of regular school day and other extended learning opportunities. A safe physical and emotional environment, as well as opportunities for relationship building, must be provided. The three components are:

1. Academic Enrichment
2. Enrichment
3. Physical Activity/Recreation
4. In addition 21st Century grants must include Family literacy and related educational development services

See below of examples of activities for each of the components:

Academic Enrichment	Description
Homework Assistance	Provide homework assistance on a daily basis in one or more of the following core academic subjects: reading/language arts, mathematics, history and social studies, or science
Tutoring Services	Provide tutoring assistance to students who need specialized homework assistance in one or more of the following core academic subjects: reading/language arts, mathematics, history and social studies, or science
Reading/Language Art activities	Provide specialized reading and language arts activities to improve reading and language skills.
Language skills and for English language learners (ELL)	Provide small group assistance to improve language skills for English Language Learners
Proposed Activity	Description
Mathematics and science education activities	Provide specialized mathematics and science education workshops to improve math and science skills
Technology education activities	Provide computer /technology skill activities to improve technology skills for students
Student Learning Service	Off site program activities to promote community service such as mentorship programs with students from elementary schools.

Enrichment Activities	Description
Guitar Music workshop	Music workshop to teach beginning guitar. Students will perform for parents and community at the end of semester music night.
Art workshop	Art workshop in drawing and computer design. Students will develop a portfolio to display at After School Night showcase at end of semester
Drama workshop	Drama workshop. Students will write and/or select drama performance to perform at After School Night performances. Include off-site educational opportunities to attend drama/theater productions including films.

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Foods of the World	Cooking class to promote health and nutrition
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Physical/Recreation Activities	Description
Break Dance Club	Students will choreograph dance performance to perform at After School Night performances. Include off-site educational opportunities to attend dance productions including films.
Recreational Intramural Soccer Tournament	Intramural soccer tournament will be offered each semester
Instant recess activities will be incorporated into program to ensure all students are active	All students and staff will participate in 10 minute physical activity breaks program time
SCORES (3 days per week)	Students participate in soccer practice preparing for Saturday game.