

**FIRST AMENDMENT
TO COMMUNITY BASED AGENCY CONTRACT**

THIS FIRST AMENDMENT is made as of the _____ day of _____ 2018, by and between Palm Beach County, a political subdivision of the State of Florida, by and through its Board of County Commissioners, hereinafter referred to as the COUNTY and Prime Time Palm Beach County, Inc., a not-for-profit corporation, authorized to do business in the State of Florida, hereinafter referred to as the AGENCY, whose Federal I.D. is 65-1071628.

WITNESSETH:

WHEREAS, the parties entered into a Community Based Agency Contract (Contract) dated September 26, 2017, (R2017-1394) in the amount of \$275,984, to fund afterschool programs throughout Palm Beach County schools, from October 1, 2017, through September 30, 2018, and with two (2) one-year renewal options; and

WHEREAS, the parties desire to extend the original Contract to September 30, 2019, and increase the Contract by \$275,984, for a new total not to exceed amount of \$551,968.

NOW THEREFORE, the parties mutually agree that the Contract is amended as follows:

1. The foregoing recitals are true and correct and incorporated herein by reference.
2. **ARTICLE 2 – SCHEDULE**, Paragraph A and Paragraph B are hereby replaced with the following:
 - A. The AGENCY shall commence services on October 1, 2017, and complete all services by September 30, 2019.
 - B. Reports and other items shall be delivered or completed in accordance with the detailed schedule set forth in Article 12.
3. **ARTICLE 3 – PAYMENTS TO THE AGENCY**, the first sentence of Paragraph A is hereby replaced with the following:
 - A. The COUNTY shall pay to the AGENCY for services rendered under this Contract not to exceed a total amount of FIVE HUNDRED FIFTY-ONE THOUSAND NINE HUNDRED AND SIXTY-EIGHT DOLLARS (\$551,968).
4. **ARTICLE 6 – INSURANCE**, Paragraph A is hereby replaced in the entirety with the following:
 - A. Commercial General Liability - AGENCY shall maintain, on a primary basis, Commercial General Liability insurance at a limit of not less than \$500,000 each occurrence. Policy shall not contain any endorsement(s) limiting or excluding coverage for Contractual Liability, or Cross Liability. Should policy limit or exclude coverage for Sexual Abuse/Molestation to less than \$250,000 per occurrence, a separate policy for such

coverage shall be obtained so that a minimum of \$250,000 coverage per occurrence is provided.

5. **ARTICLE 10 – NON-DISCRIMINATION**, is hereby replaced in its entirety with the following:

The COUNTY is committed to assuring equal opportunity in the award of contracts and complies with all laws prohibiting discrimination. Pursuant to Palm Beach County Resolution R2017-1770, as may be amended, the AGENCY warrants and represents that throughout the term of the Contract, including any renewals thereof, if applicable, all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, gender identity or expression, or genetic information. Failure to meet this requirement shall be considered default of the Contract.

6. **ARTICLE 12 – AGENCY’S PROGRAMMATIC REQUIREMENT**, Paragraph H is hereby amended to add the following:

4. Review the accuracy of their program information listed on the *Birth to 22: United for Brighter Futures* directory and ensure information is maintained correct.

7. **ARTICLE 31** is hereby added as follows:

ARTICLE 31 - PUBLIC RECORDS

Notwithstanding anything contained herein, as provided under Section 119.0701, Florida Statutes, if the AGENCY: (i) provides a service; and (ii) acts on behalf of the COUNTY as provided under Section 119.011(2) Florida Statutes, the AGENCY shall comply with the requirements of Section 119.0701, Florida Statutes, as it may be amended from time to time. The AGENCY is specifically required to:

- A. Keep and maintain public records required by the COUNTY to perform services as provided under this Contract.
- B. Upon request from the County’s Custodian of Public Records, provide the COUNTY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 or as otherwise provided by law. The AGENCY further agrees that all fees, charges and expenses shall be determined in accordance with Palm Beach County PPM CW-F-002, Fees Associated with Public Records Requests, as it may be amended or replaced from time to time.
- C. Ensure that public records that are exempt, or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of this Contract, if the AGENCY does not transfer the records to the public agency.

- D. Upon completion of this Contract, the AGENCY shall transfer, at no cost to the COUNTY, all public records in possession of the AGENCY unless notified by COUNTY'S representative/liason, on behalf of the County's Custodian of Public Records, to keep and maintain public records required by the COUNTY to perform the service. If the AGENCY transfers all public records to the COUNTY upon completion of this Contract, the AGENCY shall destroy any duplicate public records that are exempt, or confidential and exempt from public records disclosure requirements. If the AGENCY keeps and maintains public records upon completion of this Contract, the AGENCY shall meet all applicable requirements for retaining public records. All records stored electronically by the AGENCY must be provided to COUNTY, upon request of the County's Custodian of Public Records, in a format that is compatible with the information technology systems of COUNTY, at no cost to COUNTY.

Failure of the AGENCY to comply with the requirements of this article shall be a material breach of this Contract. COUNTY shall have the right to exercise any and all remedies available to it, including but not limited to, the right to terminate for cause. AGENCY acknowledges that it has familiarized itself with the requirements of Chapter 119, Florida Statutes, and other requirements of state law applicable to public records not specifically set forth herein.

IF THE AGENCY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AGENCY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, PLEASE CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT RECORDS REQUEST, PALM BEACH COUNTY PUBLIC AFFAIRS DEPARTMENT, 301 N. OLIVE AVENUE, WEST PALM BEACH, FL 33401, BY E-MAIL AT RECORDSREQUEST@PBCGOV.ORG OR BY TELEPHONE AT 561-355-6680.

8. **ARTICLE 32** is hereby added as follows:

ARTICLE 32 - SCRUTINIZED COMPANIES

- A. As provided in F.S. 287.135, by entering into this Contract or performing any work in furtherance hereof, the AGENCY certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the Scrutinized Companies that boycott Israel List, or is engaged in a boycott of Israel, pursuant to F.S. 215.4725.
- B. **When contract value is greater than \$1 million:** As provided in F.S. 287.135, by entering into this Contract or performing any work in furtherance hereof, the AGENCY certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the Scrutinized Companies With Activities in Sudan List or Scrutinized Companies With Activities in The Iran Petroleum Energy Sector List created pursuant to F.S. 215.473 or is engaged in business operations in Cuba or Syria.

If the County determines, using credible information available to the public, that a false certification has been submitted by AGENCY, this Contract may be terminated and a civil penalty equal to the greater of \$2 million or twice the amount of this Contract shall be

imposed, pursuant to F.S. 287.135. Said certification must also be submitted at the time of Contract renewal, if applicable.

9. **Exhibit A** with **Attachments A.1, A.2 and A.3**, are hereby replaced with **Exhibit A-1; Exhibit A-1, Attachment A.1; Exhibit A-1, Attachment A.2; Exhibit A-1, Attachment A.3**.
10. **Exhibit B** is hereby replaced in its entirety with **Exhibit B-1**.
11. All other provisions of the Contract not modified in this First Amendment remain unchanged and in full force and effect.

{Remainder of page left blank intentionally}

IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida has made and executed this First Amendment on behalf of the COUNTY and AGENCY has hereunto set its hand the day and year above written.

ATTEST:

COUNTY:

SHARON R. BOCK
CLERK AND COMPTROLLER

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

By: _____
Deputy Clerk

By: _____
Melissa McKinlay, Mayor

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

APPROVED AS TO TERMS
AND CONDITIONS

By: Deleene C. Berijnd
County Attorney

By: Gr Jacobson
Youth Services Department

WITNESS:

AGENCY:

dejo b.
Signature

Prime Time Palm Beach County, Inc.
Company Name

DEANA JO BOOKER
Name (type or print)

Suzette Harvey
Signature

Suzette L. Harvey
Typed Name

President/Chief Executive Officer
Title

(corp. seal)

**EXHIBIT A-1
SCOPE OF WORK
2018-2019**

PROJECT DESIGN

Quality Improvement

The PBC-PQA measures how well out-of-school time programs adhere to the Palm Beach County Quality Standards for Afterschool (Exhibit A-1, Attachment A.1). Developed more than a decade ago by Prime Time and local community stakeholders, the standards address essential elements found in high quality programs. A high quality out-of-school time program:

- 1) has a solid organizational framework;
- 2) fosters supportive ongoing relationships for youth;
- 3) creates positive and inclusive environments;
- 4) offers challenging learning experiences; and
- 5) conducts outreach to families.

The Palm Beach County Quality Standards for Afterschool have been the leading catalyst for the QIS for afterschool. The QIS is recognized as one of the most established quality improvement systems across the country with 148 afterschool programs enrolled and has well-developed services and incentives to support program staff in their efforts to deliver best practice strategies. (Middle school QIS sites Exhibit A-1, Attachment A.2)

Middle school programs participating in this initiative are encouraged to be active participants in the Palm Beach County's Quality Improvement System. Based on the Palm Beach County Quality Standards for Afterschool, Prime Time's QIS uses the PBC-PQA tool; one-on-one consultation, coaching and technical assistance; and specialized trainings to help programs effectively develop and deliver high-quality OST experiences for children, youth and their families.

Active participation in the QIS is defined by: signing a Memorandum of Agreement to participate in QIS, completion of annual external assessments; quarterly progress checks documented by a Prime Time quality advisor; participation in the self-assessment process and completion of a Program Improvement Plan within 90 days of external assessments.

Programs assessed using the PBC-PQA receive their results, then meet with their assigned Prime Time quality advisor to review the data and create a plan to address areas where they scored the lowest on the tool. The quality advisors will conduct progress checks at least once per quarter with each participating program to review the process toward goals in their improvement plan. During the progress checks, the quality advisors meet with staff to discuss challenges, model youth development strategies and/or conduct independent and joint observation sessions with the program director. The implementation of the QIS process and coaching for both elementary and middle school afterschool programs in the QIS is a responsibility shared across the Quality Improvement team members as they strive to support programs to achieve maintenance-level status, the highest quality level in the QIS.

Professional Development

Complementary professional development and trainings have been and continue to be tailored to meet the needs of the middle school OST programs by a Prime Time professional development specialist. This individual serves as a link to the other components of Prime Time's Professional Development system. These components include scholarships to encourage continuation and/or completion of education, guidance from a career advisor for those interested in completing individual career plans, including trainings and coursework, monetary

incentives for completion of educational milestones and access to the Out-of-School Time Registry, which is a depository for the practitioners' professional and educational achievements.

The new trainings address the core competencies for afterschool practitioners and are focused on specific topic areas that are relevant to the middle school community. Based on data that has been collected through focus groups with middle school practitioners, these trainings include or will include the following topic areas:

- College and career readiness;
- Health and wellness;
- STEM (science, technology, engineering and math) programming;
- Social skills/behavior management;
- Families/Family Involvement;
- Youth leadership programming and Youth Advisory Councils;
- Creation of positive social-emotional environments for staff;
- Teen engagement.

Practitioners will also have access to other professional development training opportunities available on Prime Time's training calendar (Exhibit A-1, Attachment A.3). From time to time Exhibit A-1, Attachment A.3 may be revised and provided to the County's representative without a formal contract amendment.

All Prime Time trainings are created in an outcomes-driven approach and are directly linked to the Palm Beach County Core Competencies for Afterschool Practitioners. The approach is hands-on to give the practitioners the opportunity to practice implementation of key concepts in real time and in a supportive environment. As a result, they become more comfortable with implementing activities with youth when they return to their sites. Curricula are also being suggested but not prescribed. Rather, practitioners are encouraged to adopt concepts and create their own lesson plans based on their knowledge of the youth they supervise. In this way, the professional development specialist assists in developing the skills and competencies of the practitioner so that change may be sustained over time.

Trainings are being offered in a variety of modalities and locations to accommodate as many learning styles and schedules as possible. The trainings are held in group settings as well as delivered on-site at the programs. Prime Time is also developing a new online training platform to broaden our reach to practitioners. A STEM-specific blended learning course will be offered with an online and in-person component and will incorporate a community of practice model in order to keep practitioners engaged long after they have participated in the training. Prime Time is also working on a system of micro-credentialing (which entails a point system and electronic badging) for completion of these online and blended learning opportunities. Micro-credentialing will be used to engage and excite practitioners and encourage them to continue along their professional development journeys.

In addition to the informal education offered through these trainings, Prime Time has worked with Palm Beach State College to develop both credit and non-credit educational pathways for out-of-school time professionals. The School Age Professional Certificate, which is part of the non-credit educational pathway, provides students with an option to articulate three college credits toward the Youth Development College Credit Certificate, which can then lead to an Associate's degree in Human Services from the college. If practitioners wish to continue their education, the Associate's degree in Human Services leads directly into the Bachelor of Applied Science degree in Supervision and Management. Prime Time has invested substantial time and resources in developing these educational pathways as research has shown that the professional development of out-of-school time staff has a substantial impact on program quality.

As part of the professional development system of supports, Prime Time will continue to collect practitioner education data – housed in the Registry – to determine and support formal education needs of the middle school practitioners.

Professional development training hours and achievements will also be connected to monetary awards in the ACHIEVE Out-of-School Time Project. ACHIEVE OST is a tiered incentive award program that rewards practitioners for participating in trainings and earning certificates and degrees, with an emphasis on best practices in youth development. ACHIEVE OST is designed to increase afterschool program stability and improve program quality by reducing staff turnover and encouraging afterschool practitioners to continue their training and education. Children and youth benefit from continuous care from practitioners who are specialists in the out-of-school-time field, understand best practices in youth development and are sensitive to their needs. Funding would be available for scholarships opportunities for practitioners pursuing degrees or certificate programs relevant to their work in the OST field with a middle school population.

Expanded Learning Opportunities

Another significant component of the Middle School Out-of-School Time Initiative is program enrichment offered to the participating sites free-of-charge. Referred to as “expanded learning opportunities” (ELOs), these enrichment activities are delivered by content experts from partnering community organizations already contracted through Prime Time. ELOs will be offered in the following areas: Supporting school-day academic learning; Exploring technology; Caring for the whole child; Discovering arts and culture; and Leadership and career pathways.

Additional Services

Services and support to middle school out-of-school time providers will be supplemented by information shared through Prime Time’s website, e-newsletter, and through an online learning platform/ community of practice that has been developed through Facebook.

OUTCOMES

To determine the impact on the quality of the out-of-school programs and to measure the engagement of youth in programming related to Prime Time’s services, success will be gauged according to the following anticipated outcomes at both the program and youth levels.

Program Level

- Programs participating in the Quality Improvement System (Exhibit A-1, Attachment A.3) will achieve and/or maintain satisfactory program quality. At least 85 percent of programs served will attain an average score of 3.4 or above (on a scale of 1 to 5) on Form A of the current Palm Beach County Program Quality Assessment (PBC-PQA) at the point of annual assessment. From time-to-time Exhibit A-1, Attachment A.3 may be revised and provided to the County’s representative without a formal amendment.
- At least 85 percent of practitioners served will report satisfaction (defined as a rating of 8 or higher on a scale of 1 to 10) with the services and supports provided by Prime Time.

Youth Level

- Youth will develop their social and emotional skills. Social and emotional learning (SEL) will be measured with a valid, reliable and standardized assessment tool at the beginning and end of the academic year.
- Providers of ELOs will serve at least 550 duplicated youth annually in middle out-of-school time programs.
- Youth will be cognitively, behaviorally and socially/emotionally engaged in sessions with the ELO providers. On average, youth in randomly selected, sufficiently large samples participating in each ELO, will report experiencing the following, between some and most of the time:
 - 1) learning and problem solving;
 - 2) opportunities for collaboration, leadership, and choice;
 - 3) interest and enjoyment; and
 - 4) a socially supportive environment.

Reports Submission: The AGENCY shall provide quarterly data for programs funding in the Contract. The reports shall be presented in a form acceptable to the COUNTY.

Quarterly Report format (Logic Model), Exhibit A, Attachment A.4



Palm Beach County Quality Standards for Afterschool

STANDARD ONE: Solid Organizational Framework

The afterschool program is structured and organized to ensure the health and safety of children and youth in the program. The administration utilizes sound business practices and promotes the development, training, and retention of qualified staff.

Program Administration/Management

- The administration utilizes sound business practices
- Organizational logistics are effective
- The organization promotes staff development
- The organization promotes supportive social norms
- Staff education and field specific training meet county standards
- Youth have influence on structure and policy in the organization

Physical Program Environment

- The physical environment is safe and free of health hazards
- Program space and furniture/materials accommodate activities

Safety, Health and Nutrition

- Emergency and safety procedures are in place to protect youth
- Healthy Food and drink are provided



The Children's Services Council of Palm Beach County provides significant funding for Prime Time's overall operations. The Palm Beach County Youth Services Department provides support for Prime Time's Middle School Out-of-School Time Initiative.



STANDARD TWO: Supportive Ongoing Relationships

The afterschool program staff involves youth as partners in the program and encourages children and youth to work together.

- Session flow is planned, presented and paced for youth
- Staff effectively maintain clear limits
- Staff support youth in building new skills
- Staff support all youth with encouragement
- Youth have opportunities to participate in small groups
- Youth have opportunities to act as group facilitators and mentors
- Youth have opportunities to partner with adults

STANDARD THREE: Positive and Inclusive Environment

The afterschool program promotes psychological and emotional safety. The afterschool program staff creates a welcoming environment that fosters a sense of belonging for children and youth, families and staff.

- Psychological and emotional safety are promoted
- Staff provide a welcoming atmosphere
- Staff encourage youth to manage feelings and resolve conflicts appropriately
- Youth have opportunities to develop a sense of belonging
- Youth have opportunities to develop positive peer relationships

STANDARD FOUR: Challenging Learning Experiences

The afterschool program provides positive learning experiences for children and youth which build upon youth interest and supports active engagement in enrichment activities.

- Activities support active engagement
- Youth have opportunities to set goals and make plans
- Youth have opportunities to make choices based on their interests
- Youth have opportunities to reflect
- Program offerings tap youth's interests to build multiple skills
- The organization supports academic enrichment

STANDARD FIVE: Family Outreach and Involvement

The afterschool program promotes positive communication with families and supports parental involvement in the educational experiences of children and youth.

- The organization supports positive communication with families
- The organization supports family involvement



Middle School Afterschool Programs Participating in Prime Time Palm Beach County's
Quality Improvement System
(as of April 20, 2018)

- Achievement Centers for Children and Families Village Academy Middle School
- Bak Middle School of the Arts
- Boys & Girl Club - Naoma Donnelley Haggin Teen
- Boys & Girls Club - Belle Glade Teen Center
- Boys & Girls Club - Neil S. Hirsch Teen
- City of Greenacres Youth Programs - Cool Zone
- City of Pahokee Parks & Recreation Afterschool Program Middle School
- City of West Palm Beach - Gaines Park Teen Center
- City of West Palm Beach Parks & Recreation - Vedado Park Middle School
- Faith's Place Middle School
- For the Children Teen Center
- Milagro Center Teen Center
- Pahokee Middle School
- The Salvation Army Northwest Community Center Middle School
- Urban Youth Impact - Youth
- Western Academy Charter Middle School



Dedicated to Quality Out-of-School Time

Professional Development Training Calendar

How to select the most relevant trainings: Training topics are grouped so that practitioners can clearly see which trainings may be most beneficial for them based on the core knowledge area that is addressed. We recommend that a practitioner start his/her professional development journey with *The Progressive Afterschool Practitioner*. This training helps practitioners to navigate the *Core Competencies for Afterschool Practitioners* to create a personalized training plan. Training descriptions and their relation to core knowledge areas and competencies are on the following pages.

Register at www.primetimepbcc.org: For Afterschool Providers – Professional Development Training. Training dates are subject to change. Please check the Prime Time website for the most current information.

All trainings are held at the Children's Services Council of Palm Beach County in Boynton Beach from 9:00 a.m. – 12:00 p.m. If you do not sign-in by 9:00 a.m., you cannot participate in the training.

NOTE: Series-based trainings are color coded.

Date	Training Name	Core Knowledge Area
8/21/2018	Youth Voice	CYGD, ICY
8/22/2018	Cooperative Learning	CYGD, LEC, ICY
8/22/2018	Planning and Reflection	CYGD, LEC
8/23/2018	Building Community	CYGD, LEC, ICY
8/24/2018	Active Learning	CYGD
9/5/2018	Reframing Behavior Management - Part 1 (SERIES)	CYGD, ICY
9/5/2018	Ask-Listen-Encourage	LEC
9/6/2018	Well-being Tools for Practitioners and Youth - Part 1 (SERIES: Introduction)	ICY, PDL
09/07/18	OST Leadership - Part 1 (SERIES: Online Introduction)	PDL
9/13/2018	STEAM-1	
9/14/2018	OST Leadership - Part 2 (SERIES: Progressive Afterschool Director 1)	PDL
9/18/2018	Inspired to Empower Teens	PDL
9/21/2018	Reframing Behavior Management - Part 2 (Series)	CYGD, ICY
9/25/2018	Planning and Reflection	CYGD, LEC
9/25/2018	Well-being Tools for Practitioner and Youth - Part 2 (SERIES: Modeling)	PDL, CYGD, ICY

Training dates continued on the next page

Date	Training Name	Core Knowledge Area
9/26/2018	Homework Help	LEC
9/26/2018	The Progressive Afterschool Practitioner	PDL
9/27/2018	Structure and Clear Limits	ICY
9/27/2018	OST Leadership - Part 3 (SERIES: Progressive Afterschool Director 2)	PDL
10/02/2018	STEAM-2	
10/03/2018	Engaging Teens	PDL
10/03/2018	Navigating the Lesson Plan	PPD, LEC
10/04/2018	Structure and Clear Limits	ICY
10/09/2018	Well-being Tools for Practitioners and Youth - Part 3 (SERIES: Youth Life Skills)	ICY, PDL
10/11/2018	OST Leadership - Part 4 (SERIES: Online Wrap Up)	PDL
10/12/2018	Progressive Too: A Deeper Look	PDL
10/16/2018	Youth Voice	PDL
10/16/2018	Building Community	CYGD, LEC, ICY
10/17/2018	Active Learning	CYGD
10/18/2018	Raising the Cultural Vibration in Out-of-School Time	ICY

Core Knowledge Area	Abbreviation	Core Knowledge Area	Abbreviation
1: Child/Youth Growth and Development	CYGD	5: Interaction With Children and Youth	ICY
2: Family and Community Relationships	FCR	6: Child/Youth Observation and Assessment	CYOA
3: Program Planning and Development	PPD	7: Professional Development and Leadership	PDL
4: Learning Environment and Curriculum	LEC	8: Health, Safety, and Nutrition	HSN



The Children's Services Council of Palm Beach County provides significant funding for Prime Time's overall operations. The Palm Beach County Youth Services Department provides support for Prime Time's Middle-School Out of School Time Initiative.



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SCHEDULE OF PAYMENTS

The Scope of Work to be completed by CONSULTANT as defined in Exhibit "A-1" consists of specific completion phases which shall be clearly identified on a phase-by-phase basis upon submission to the COUNTY of certain "deliverables"* as expressly indicated below. Compensation for the work tasks stated herein shall be in accordance with the following Schedule of Payments:

PHASE 1

Tasks to be completed:

- Continue external reassessments of QIS middle school programs using PBC-PQA.
- Develop program improvement plans based on baseline assessment scores for each participating out-of-school time program.
- Provide ongoing support and coaching by quality advisors.
- Visit programs to determine eligibility. Programs must meet the following minimum requirements to be eligible to participate in the Quality Improvement System:
 - Current license or license exempt from the Florida Department of Health with no Class I violations within the past 24 months
 - A daily attendance of at least 20 youth
 - Dedicated program staff
 - Dedicated program space
- Facilitate kick-off meeting for any new programs participating in the Quality Improvement System.
- Access current ELO programming /services for targeted middle school out-of-school time providers for entering programs or promote and offer ELO programming to middle school out-of-school time sites.
- Attend middle school youth-focused trainings or conferences to ensure project staff remains abreast of current age-appropriate curricula and coaching and training strategies for working with middle school youth in out-of-school time settings.
- Facilitate a community of practice model for training participants.
- Recruit practitioners to join Prime Time's Out-of-School Time Registry.
- Develop and deliver trainings focused on establishing youth advisory councils.
- Maintain social media supports (e.g., blog, Pinterest page, community of practice, etc.).
- Provide coaching and follow-up to practitioners implementing youth advisory councils.
- Assess the social and emotional skills of youth.

Completion Time: October 1, 2018 – December 31, 2018

Compensation for Phase 1: \$77,256

Deliverables Required:

- Quality Improvement System status report to include the reassessment dates, dates that the letters of recommendations were issued, improvement plan dates and quality advisor progress checks.
- List of new programs evaluated and selected for participation in the Quality Improvement System.
- Provide dates and agenda for relevant trainings and conferences and name of Prime Time staff who attended.
- List of proposed trainings that will be offered to the middle school practitioner population
- Dates, agendas and list of participants from kick-off meeting
- Report on the number of ELO providers, out-of-school-time programs and youth served
- List of trainings offered and attendance rosters
- Number of middle school practitioners in Registry
- Status of the community of practice
- Links to social media supports (e.g., blog, Pinterest page, community of practice, etc.)
- Report on formation of youth advisory councils and an outline of operation

PHASE 2

Tasks to be completed:

- Develop program improvement plans based on baseline assessment scores for each participating out-of-school-time program.
- Practitioners will have access to a series of STEAM trainings offered in a variety of modalities - hybrid or in-person - and will also receive support from Prime Time's STEM Professional Development Specialist as learning gains and implementation are monitored.
- Provide ongoing support and coaching by quality advisor.
- Encourage practitioner attendance at self-assessment and professional development training as outlined in their improvement plans.
- Deliver trainings on appropriate middle school program offerings and other content based on assessment results.
- Maintain social media supports (e.g., blog, Pinterest page, community of practice, etc.).
- Promote and offer ELO programming to middle school out-of-school time sites.
- Provide incentives for practitioners to continue implementing youth advisory councils at their sites.
- Award scholarships and ACHIEVE incentives awarded on an ongoing rolling basis throughout the year.

Completion Time: January 1, 2019 – March 31, 2019

Compensation for Phase 2: \$68,376

Deliverables Required:

- Quality Improvement System status report to include the date that the improvement plans were generated, the areas of focus and any progress visits conducted by the quality advisors
- List of trainings and professional development offered and attendance rosters
- Links to social media supports (e.g., blog, Pinterest page, community of practice, etc.)
- List of ELOs and the number of youth served at the participating programs
- Regular practitioner-held Youth Advisory Council meetings at participating middle school programs
- Provide information on the number of award scholarships and ACHIEVE incentives awarded

PHASE 3

Tasks to be completed:

- Provide ongoing support and coaching by quality advisors.
- Develop program improvement plans based on reassessment scores for each participating out-of-school-time program.
- Encourage staff to attend self-assessment and professional development training as outlined in their improvement plans.
- Provide trainings on appropriate middle school program offerings and other content based on assessment results.
- Maintain social media supports (e.g., blog, Pinterest page, community of practice, etc.).
- Promote and offer ELO programming to middle school out-of-school time sites.
- Administer youth surveys to measure cognitive, social, emotional, and behavioral engagement during sessions with ELO providers.
- Begin analyzing Quality Improvement System data and prepare annual summary report.
- Ongoing coaching and follow-up to practitioners implementing youth advisory councils • Provide congratulatory/achievement-based incentives for program sites that have implemented and maintained successful youth advisory councils.
- Reassess the social and emotional skills of youth.

Completion Time: April 1, 2019 – June 30, 2019

Compensation for Phase 3: \$64,926

Deliverables Required:

- Quality Improvement System status report to include the dates the program staff completed self-assessment and quality advisor progress check.
- List of trainings and professional development offered and attendance rosters
- Links to social media supports (e.g., blog, Pinterest page, community of practice, etc.)

- List of ELOs provided and the number of youth served at participating programs
- Regular practitioner-held youth advisory council meetings at participating middle school out-of-school time programs
- Provide information on the number of award scholarships and ACHIEVE incentives awarded

PHASE 4

Tasks to be completed:

- Promote and offer ELO programming to middle school out-of-school time sites
- Begin conducting PBC-PQA reassessments of middle school afterschool programs that are operational
- Develop program improvement plans based on reassessment scores for each participating out-of-school time program
- Provide ongoing support and coaching by quality advisor
- Provide ongoing coaching and follow-up to practitioners implementing youth advisory councils
- Review of QIS middle school programs eligible for maintenance level status

Completion Time: July 1, 2019 – September 30, 2019

Compensation for Phase 4: \$65,426

Deliverables Required:

- Quality Improvement System status report to include the reassessment dates, dates that the letters of recommendations were issued, improvement plan dates and quality advisor progress checks
- Results of youth engagement survey
- List of QIS middle school programs achieving maintenance status
- List of ELOs provided and the number of youth served at participating programs
- List of active youth advisory councils
- Results of social and emotional learning assessments
- Provide information on the number of award scholarships and ACHIEVE incentives awarded

** "Deliverables" shall be defined as progress reports, prepared maps, bid documents, completed drawings, specific reports, work plans, documentation of meetings attended, assessment study reports, analysis reports, summary reports, recommendation reports and related draft reports and verifiable deliverables.*