

College Reach-Out Program

Deliverable/Activity Schedule

Scope of Work Tasks/Activities Due Date	Deliverables (product or service)	Evidence (verification)	Unit Cost
Activity Report: <i>Pre-planning efforts</i> November 9, 2021	<p>The project will provide a descriptive summary of pre-planning activities. The summary may include activities such as recruiting students, marketing the program, meetings with the advisory committee members or establishing partnerships within the community to support the project with meeting the objectives of the program.</p> <p>The submission must include measurable details of the activities conducted that directly relate to the identified task.</p>	<p>To fulfill the requirements for this task, projects must complete and submit the following items:</p> <ul style="list-style-type: none"> • Q1CROP22 • Updated <i>Project Performance and Accountability Form</i> • Student and/or participant Sign-in Sheets • Supporting documents 	25 percent of the award
Activity Report: <i>Tutoring and/or Academic support</i> February 11, 2022	<p>The project will provide a descriptive summary of tutoring services and/or any academic support activities that are provided to student participants to enhance their academic outcomes.</p> <p>The submission must include measurable details of the activities conducted that directly relate to the identified task.</p>	<p>To fulfill the requirements for this task, projects must complete and submit the following items:</p> <ul style="list-style-type: none"> • Q2CROP22 • Updated <i>Project Performance and Accountability Form</i> • Student and/or participant Sign-in Sheets • Supporting documents 	25 percent of the award
Interim Report February 11, 2022	<p>Required by Section 1007. 34(10), F.S., <u>each participating institution</u> will submit an Interim Report that must contain program expenditures and specific performance measures of student participants.</p> <p>Each postsecondary educational institution will submit a report that must include the requested outcome results regarding the performance measures that are identified within this RFP. Report includes five sections.</p>	<p>To fulfill the requirements for this task, projects must complete the document entitled IR22CROP.</p>	
Activity Report: <i>Parent Workshops</i> May 10, 2022	<p>The submission must include a descriptive summary of activities that focus on informing parents of the benefits of their student enrolling and completing a postsecondary education. The submission must also include a description of activities in which parents are informed of the academic requirements to earn a high school diploma.</p> <p>The submission must include measurable details of the activities conducted that directly relate to the identified task.</p>	<p>To fulfill the requirements for this task, projects must complete and submit the following items:</p> <ul style="list-style-type: none"> • Q3CROP22 • Updated <i>Project Performance and Accountability Form</i> • Student and/or participant Sign-in Sheets • Supporting documents 	25 percent of the award
Activity Report: <i>Summer Program</i> July 15, 2022	<p>An on-campus academic summer program must be provided to student participants. Universities or consortiums involving universities must provide students with an opportunity to live on campus for <u>at least one week</u>. This on campus experience must also include opportunities for student participants to interact with college and university students as mentors, tutors or role models.</p> <p>The submission must include measurable details of the activities conducted that directly relate to the identified task.</p>	<p>To fulfill the requirements for this task, projects must complete and submit the following items:</p> <ul style="list-style-type: none"> • Q4CROP22 • Updated <i>Project Performance and Accountability Form</i> • Student and/or participant Sign-in Sheets • Supporting documents 	25 percent of the award
End-of-Year Report July 15, 2022	<p>Required by Section 1007. 34(11), F.S., <u>each postsecondary educational institution</u> will complete an end-of-year report on the effectiveness of their participation in the program.</p> <p>Each postsecondary educational institution will submit a report that must include the requested outcome results regarding the performance measures identified within this RFP. Report includes seven sections.</p>	<p>To fulfill the requirements for this task, projects must complete the document entitled EOY22CROP.</p>	

College Reach-Out Program

Template Document: Q1CROP22 Activity Report

Project Name: <i>(If a consortium, name all of the institutions within your consortium)</i>	Quarter 1 Indicate the Total number of pages submitted _____ Performance Period: September 1, 2021 to October 29, 2021 Due by November 11, 2021
Project #:	
Deliverables submitted by person(s)/title(s):	
Scope of Work: The project will provide in detail a summary of their pre-planning and recruitment efforts /activities during the 1 st quarter. Activities must support the goals of the College Reach-Out Program.	
Pre-planning and Recruitment efforts /activities	
Pre-planning: Meetings with school and CROP staff	Pre-planning: Student Retention efforts
Example: <i>"The (named institution) College Reach-Out Program staff engaged in recruitment efforts while participating in a meeting with the CROP coach at Somerset Middle School. During this meeting CROP staff discussed the vision for the academic year for CROP."</i>	Example: <i>"The (named institution) College Reach-Out Program staff continues its retention efforts while providing tutoring and supplemental education every Tuesday – Thursday, at The Middle School to student participants (Identify the number of students seen during the time period)."</i>
Pre-planning: Goals outlined	Pre-planning: Community Partners
Example: <i>"As required in 1007.34, Florida Statutes, The (named institution) College Reach-Out Program staff made efforts to strengthen students' and parents' understanding of the benefits of postsecondary education. Evidence of this effort was through the (named institution) CROP staff conducting a 2015 CROP Kick Off event for the school district at (Name the school district). During this event CROP staff met with parents and students to discuss CROP, introduce CROP staff, complete updated contact information and applications, discuss activities for the semester, and provide calendar for events. (how many students and parents participated) (Include the # students recruited during this event)."</i>	Example: <i>"As required in 1007.34, Florida Statutes, the (named institution) CROP staff made efforts to use its resources to meet program objectives. (name the institution)CROP staff met and finalized a partnership with the local transportation system. This partnership agreement included free transportation to all CROP students and their families. This partnership will increase activity participation and recruitment efforts of students."</i>

College Reach-Out Program

Template Document: ACTss2022

Activity Sign-in Sheet

(Name of Institution)_____ Date_____

Activity : <i>(Name of the Activity)</i>		Location of Activity:		
Duration of Activity:				
Purpose: <i>(Describe the purpose of the activity and how it aligns to the goal(s) of the College Reach-Out Program, according to Section 1007.34, Florida Statutes.)</i>				
<p>If activity is a joint activity with another program, please make sure that ONLY CROP students are listed below. Therefore, you MUST use a separate sign- in sheet for non-CROP participants.</p> <p>*** If using a student identification number, please use the last five (5) digits</p> <p>*** If using a SSN, please use the last four (4) digits with an X at the end</p>				
Student Name (Please print)	Grade	School	Student Identification Number***	Student Signature
1.				
2.				
3.				
4.				
5.				
6.				
7.				

College Reach-Out Program

Template Document: Q2CROP22

Activity Report

Project Name: Project #:		Quarter 2 Indicate the Total number of pages submitted _____ Performance Period: November 1, 2021 to January 31, 2022 Due by February 11, 2022	
Deliverables submitted by person/title:		Purpose of Deliverable: In accordance with the Section 1007.34 (e)(1-4), Florida Statutes, the activities implemented by participating projects should support the following College Reach-Out Program goals:	
Scope of Work: The project will provide a descriptive summary of activities conducted to student participants to enhance their academics (<i>Tutoring or other academic support services</i>). The response provided should align with the project outcomes as described in the approved contract and <i>Project Performance Accountability Form</i> DELETE the examples below BEFORE submission.		<ol style="list-style-type: none"> 1. <i>Motivate students to pursue a postsecondary education.</i> 2. <i>Enhance students' basic learning skills and performance.</i> 3. <i>Strengthen students' and parents' understanding of the benefits of postsecondary education.</i> 4. <i>Foster academic, personal, and career development through supplemental instruction.</i> 	
1 Goal: Motivate students to pursue a postsecondary education	2 Goal: Enhance students' basic learning skills and performance	3 Goal: Strengthen students' and parents' understanding of the benefits of postsecondary education	4 Goal: Foster academic, personal, and career development through supplemental instruction
<i>Example: The CROP staff from (name the institution) visited the following middle and high schools (name the schools) and met with students (provide the total number of the students) to discuss the importance of taking the ACT and SAT (Include how many visits occurred with all of the schools). CROP staff used these opportunities to motivate students to pursue a postsecondary education.</i>	<i>Example: The CROP staff from (name the institution) visited the following high schools (name the schools) and met with students in grade levels 10-12th (provide the total number of the students) to discuss the dates of tutoring opportunities to prepare students for the ACT and SAT (Include how many visits occurred with all of the schools). The outcome of these activities provided opportunities for CROP staff to review specific areas that would be included on each of the assessments. The students being made aware of the academic areas that would be covered within the assessments increased their awareness on the specific areas that they needed to focus more on than other areas, to improve their academic performance on the assessments.</i>	<i>Example: The CROP staff from (name the institution) created a pamphlet for students and parents to inform them about the following information:</i> <ul style="list-style-type: none"> o List of dates and deadline to sign up for this year's ACT and SAT. o The purpose and benefits of taking these assessments. o Tutoring opportunities to assist in students' success on these assessments. o Additional resources, including online assistance to practice taking these assessments. <i>These pamphlets were provided to the schools that the project serves (name the institution and the specific schools who received the pamphlets). These pamphlets provided a clear description of the importance of students taking these assessments and how these assessments are used for the admission to most universities and colleges.</i>	<i>Example: The CROP staff from (name the institution) conducted several tutoring sessions related to reading, writing, math, and science. The sessions (indicate how many sessions) were conducted three times a week at three locations in the service areas that serve majority of our targeted student population. (How many students participated and which grade levels?) # Students participated. In addition to CROP staff, three students from the local community college assisted with our tutoring efforts. These activities provided the CROP students an opportunity to not only get the academic support they needed to increase their academic performance but it also provided an opportunity for CROP students to develop personal relationships with students who were current students in a postsecondary educational setting.</i>

(Use additional pages as needed)

College Reach-Out Program

Template Document: Q3CROP22
Activity Report

Project Name:		Quarter 3 Indicate the Total number of pages submitted_____
Project #:		
Deliverables submitted by person/title:		Performance Period: February 1, 2022 to April 29, 2022 Due by May 10, 2022
Scope of Work: The project will provide a descriptive summary of the activities conducted that informed parents of the benefits of their student enrolling and completing a postsecondary education. The submission must also include a description of the activities which parents were informed of the academic requirements that are needed for their student to earn a high school diploma. The response provided should align with the project outcomes as described in the approved contract and <i>Project Performance Accountability Form</i> .		Purpose of Deliverable: All postsecondary educational institutions that participate in the program are to implement programs that will strengthen the motivation, preparation and understanding of students and their parents for a postsecondary education.
Workshop title	Purpose	
Indicate the title of the activity/workshop.	Provide a detail description of each activity/workshop conducted and how it will be used to increase the academic performance and college readiness of student participants.	

(Use additional pages as needed)

College Reach-Out Program

Template Document: Q4CROP22

Activity Report

Project Name:	Quarter 4 Indicate the Total number of pages submitted _____ Performance Period: May 2, 2022 to July 15, 2022 Due by July 20, 2022
Project #:	
Deliverables submitted by person/title:	Purpose of Deliverable: According to Section 1007. 34(8), F.S., proposals must be funded competitively in accordance with the methodology that includes the provision of a summer residency program of at least 1 week in duration.
Scope of Work: Summer Residency The task identified for this deliverable must include evidence of an academic summer residency program for at least 1 week in duration. This on campus experience for student participants must include opportunities for student participants to interact with college and university students as mentors, tutors, or role models. The response provided should align with the project outcomes as described in the approved contract and <i>Project Performance Accountability Form</i> .	
Summer Program Include a detailed description of the summer program provided to student participants. Indicate the location and dates of the summer program.	Purpose Describe how the activities and services provided will increase the academic performance and college readiness of student participants.

(Use additional pages as needed)

College Reach-Out Program

Template Document: IR22CROP

Interim Report (1-5 sections)

Section 1: Institutional Signature Page

(1) Institution:	(2) Project Director's Name and Title:	(3) Project Director's Phone & Email:
(4) Document was completed by:	(5) Phone/Email of individual completing document:	(6) Project Tracking Agent:
(7) Tracking Agent's Phone & Email:	(8) Project Fiscal Agent's Name and Title:	(9) Fiscal Agent's Phone & Email
(10) I hereby certify that I have reviewed all facts, figures, and representations made in this Interim Report are true and correct.		
<hr/> Signature of Project Director or Authorized Individual on behalf of the Project Director		
<hr/> Date		

College Reach-Out ProgramTemplate Document: IR21CROP
Interim Report**Section 2: Participant information**

(Name of Institution)_____

* If additional space is needed to complete a response, please make copies of the page(s) and provide additional page(s) as an attachment to include in your final submission.

Targeted Population Summary

(1) Total number of students served by institution as of January 31, 2021: _____

(2) Indicate the number student served in each grade level: 6th _____ 7th _____ 8th _____ 9th _____ 10th _____ 11th _____ 12th _____

(3) What percent of the total students served participate in the activities provided by your institution: _____

(4) Service Area(s) served: (name the school districts and schools that your institution serves)

(5) With regards to the response provided above for number (3), what factors may have contributed to the level of participation of participants?

College Reach-Out Program

Template Document: IR22CROP Interim Report

Section 3: Academic Performance

(Name of Institution) _____

College planning and preparation status	
College admission assessments The SAT and ACT are the two most common admission assessments by all US colleges and universities. Provide the number of participants who have taken these assessments as of January 31, 2022.	Financial Aid Financial Aid funding will assist students in participating in a postsecondary education.
Provide the # of student participants who have taken the identified assessment. SAT _____ ACT _____ PSAT _____	Provide the # of students who have accomplished the following: Attended a Financial Aid event Completed a FASFA form *Briefly describe how your project has provided assistance to students and their parents with understanding and preparing for financial aid, which may include scholarships, grant aid, and work-study awards. (Use additional pages to provide a response)
Grade Point Average (GPA) A student must earn a cumulative grade point average (GPA) of 2.0 on a 4.0 scale to receive a high school diploma. For students in grade nine through grade 12, provide the # of participants with the following GPAs: 3.5 and up _____ between 3.4 and 2.5 _____ between 2.4 and 2.0 _____ below a 2.0 _____ *If your project has participants with GPAs below a 2.0, describe how your project plans to assist these students in achieving a GPA above a 2.0. (Use additional pages to provide a response)	Courses Section 1007.261(1)(a), Florida Statutes, requires students to earn at least two credits of sequential foreign language instruction at the secondary level as a prerequisite for admission to all Florida state colleges and universities. For each of the grade levels below, indicate the # of student participants that are enrolled in a foreign language course: 6 th _____ 7 th _____ 8 th _____ 9 th _____ 10 th _____ 11 th _____ 12 th _____
Academic Performance Students in middle and high school are required to successfully complete courses, as specified in Sections 1003.4156 and 1003.4282, Florida Statutes.	
For students in grade sixth through grade nine, provide the # of students who have earned a "C" or better in the following academic courses: English Language Arts (ELA) _____ Mathematics _____ Science _____ Social studies _____ For students in grade 10 through grade 12, provide the # of students who have earned a "C" or better in the following academic courses: English Language Arts (ELA) _____ Mathematics _____ Science _____ Social studies _____	

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Template Document: IR22CROP
Interim Report

Section 4: Project Activity information

(Name of Institution)_____

Barriers and Successes: Provide an overall response to what may have contributed to the performance of the project in accomplishing the activities (*activities conducted from September 1, 2021 through January 31, 2022*) as intended and described on the project's approved *Project Performance Accountability Form*.

College Reach-Out ProgramTemplate Document: IR22CROP
Interim Report**Section 5: Expenditure information**

(Name of Institution) _____

(A) Total Project amount	(B) Amount spent as of January 31,2022	(C) Remaining Balance
\$ _____	\$ _____	\$ _____

*Briefly describe the biggest cost item(s) within the amount identified in (B):

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Template Document: EOY21CROP

End- of-Year Report

Project Name:	Due no later than July 15, 2022 Indicate the Total number of pages submitted _____
Deliverable submitted by person/title:	Scope of Work: End- of-Year Report
Purpose of Deliverable: In accordance with Section 1007.34(e)(1-4), Florida Statutes, postsecondary educational institutions participating in the program shall submit to the Department of Education program office an end-of-the-year report on the effectiveness of their participation in the program.	
Submission Requirements	
1) The final report must be completed and submitted by <u>each institution</u> . The submission must be sent electronically to the Department's program office at misty.bradley@fldoe.org and robin.phillips@fldoe.org . 2) The end-of-the-year report includes 7 sections: 1) Contribution Summary 2) College Admissions/Placement Assessments 3) Florida Standards Assessments 4) Grade Point Average 5) Foreign Language Course 6) Academic Performance 7) College Admission and Enrollment. 3) Additionally, the Certificate of Expenditures Form and the DOE 399 form, with original signatures, must be uploaded in Sharefile by <u>August 19, 2022</u> . Please send an electronic copy to robin.phillips@fldoe.org .	
1) Contribution Summary: List the monetary (cash) and non-monetary gifts that your project received from organizations or units other than your institution. If your project received non-monetary gifts, provide the estimated value of the non-monetary gifts received. (If needed, use additional pages)	

College Reach-Out Program

(Name of Institution) _____

COLLEGE PLANNING AND PREPARATION STATUS
EOY22CROP

2. College Placement Assessments

Most colleges and universities use the ACT/SAT and other standardized tests as the sole assessment tool for college and university admissions and/or placement.

From February 1, 2022 to July 20, 2022, indicate the number of participants in each grade level who have taken any of the assessments below:

SAT 10th _____ 11th _____ 12th _____

ACT 10th _____ 11th _____ 12th _____

3. Florida Standards Assessments

Students enrolled in Algebra 1, Geometry, Biology 1, U.S. History, or Civics must take the appropriate corresponding EOC assessment.

Indicate the # students who earned the achievement levels identified below:

Assessment	Level 1	Level 2	Level 3	Level 4	Level 5
Algebra 1					
Geometry					
Biology 1					
U.S. History					
Civics					

For guidance on achievement levels, refer to following Fact Sheets:
<http://www.fldoe.org/core/fileparse.php/5663/urlt/Grade-LevelFS2021.pdf>

<http://www.fldoe.org/core/fileparse.php/5663/urlt/EOCFS2021.pdf>

College Reach-Out Program

(Name of Institution) _____

COLLEGE PLANNING AND PREPARATION STATUS
EOY22CROP
4. Grade Point Average (GPA)

A student must earn a cumulative grade point average (GPA) of 2.0 on a 4.0 scale to receive a high school diploma.

For student participants in grade nine through grade 12, indicate the # of participants that have ended the academic school year with the following GPAs:

3.5 and up _____

between 3.4 and 2.5 _____

between 2.4 and 2.0 _____

below a 2.0 _____

Number of participants below a 2.0 in 11th grade _____

Number of participants below a 2.0 in 12th grade _____

5. Foreign Language Course

Section 1007.261(1)(a), Florida Statutes, requires students to earn at least two credits of sequential foreign language instruction at the secondary level as a prerequisite for admission to all Florida state colleges and universities.

Provide the requested information for the student participants that have completed and earned a credit for a foreign language course this program period:

9th # _____ % _____

10th # _____ % _____

11th # _____ % _____

12th # _____ % _____

College Reach-Out Program

(Name of Institution) _____

COLLEGE PLANNING AND PREPARATION STATUS
EOY22CROP
6. Academic Performance/ Outcome results

Students in grade 6 through grade 12 are required to successfully complete courses, as specified in Sections 1003.4156 and 1003.4282, Florida Statutes.

For students in grade sixth through grade nine:

Provide the # of students who have earned the grade of a "C" or better in the following academic courses:

English Language Arts _____

Mathematics _____

Science _____

Social studies _____

For students in grade 10 through grade 12:

Provide the # of students who have earned the grade of a "C" or better in the following academic courses:

English Language Arts _____

Mathematics _____

Science _____

Social studies _____

7. College admission and enrollment

In accordance with Section 1007.34(e)(1-4), F.S., postsecondary educational institutions must provide services to participants that motivate them to pursue a postsecondary education.

% _____ Out of all of your grade 12 students, provide the percentage of these students who have successfully completed all of the graduation requirements and have received their high school diploma.

% _____ Out of all of your grade 12 students, provide the percentage of these students who have applied to a postsecondary educational institution.

_____ % _____ of students accepted in a postsecondary educational institution.

_____ % _____ of students who will receive scholarships, grant aid, and/or work-study awards.

_____ % _____ of students who enroll in a postsecondary educational institution.

_____ % _____ of participants who have recently completed their first year at a postsecondary educational institution, provide the number and percentage of them who have earned a minimum cumulative 2.0 grade point average on a 4.0 scale by the end of their second semester.