

**EXHIBIT A**  
**SCOPE OF SERVICES**

- INTRODUCTION

The Denver Department of Parks and Recreation will provide \$125,500 per year to Summer Scholars to implement the Summer Scholars/Scholar After School Recreation Programs, a project in conjunction with the Summer Scholars/Scholars After School literacy programs, geared toward enhancing summer and after school recreation opportunities for youth in Denver. This sub recipient non-profit organization will operate its project activities that will principally benefit low- and moderate- income persons during the contract term.

- PROJECT DESCRIPTION

Summer Scholars will act as the contractual entity. The goal of the project is to implement the Summer Scholars/Scholars After School Recreation Programs, held in the afternoons in conjunction with the Summer Scholars/Scholars After School literacy programs. The Summer Scholars/Scholars After School Recreation Programs are intended to serve as an incentive for students to participate in literacy programming and as a complement to the academic nature of the Summer Scholars programs. Participants in the Summer Scholars programs are primarily low-income youth who are in need of extra help with reading. Participants in Summer Scholars read below established grade levels, and academic failure in elementary school is an established risk factor for later issues related to juvenile delinquency, teen pregnancy, and substance abuse. Furthermore, a lack of access to recreation services is another risk factor for low-income youth. Summer Scholars' literacy and recreation programs seek to offset the risk factors of academic failure and lack of access to recreation services.

Community Recreation operates recreation programs in conjunction with some Summer Scholars program sites, but Community Recreation does not have the capacity to operate the programs at all of the sites. Summer Scholars will administer the recreation programs at sites not coordinated by Community Recreation. The Summer Scholars/Scholars After School Recreation Programs will be coordinated with the recreation programs provided by Community Recreation, and will complement Community Recreation Programs by adding overall capacity to serve youth in Northeast Denver.

Summer Scholars will provide recreation services in conjunction with its summer and after school literacy programs at multiple Denver Public Elementary School partners for 50-100 students per site. The summer program will operate daily for six to seven weeks during June and July. Hours of operations will be 11:30am – 4:00pm. The after school program will operate daily for 30 weeks, starting in September and ending in May. Hours of operation vary, depending on bell schedules, but typically are between the hours of 3:00pm – 6:00pm. The recreation program will be a licensed child care program. Summer Scholars will provide overall administration, hiring and supervision of staff, program development and implementation, maintenance of child care licensure, and liaison with other program components.

Summer Scholars will also provide swimming lessons to the participants in both Summer Scholars and Parks and Recreation programs offered in conjunction with the Summer Scholars summer literacy program. Lessons will be held at an available Denver Public School or community pool that satisfy programming requirements and will follow the format of Red Cross approved swim lessons. Students will participate in 6 or more half hour lessons during a two week swim lesson session. Instructors will be swim lesson certified and will provide instruction based on the scope and sequence of Red Cross

lessons and the student's abilities. Students will be transported from their recreation program site to the pool for lessons.

Here is a sample of weekly activities in the Summer Scholars/Scholars After School Recreation Programs:

SUMMER  
SCHOLARS  
WEEKLY SCHEDULE

SITE: \_\_\_\_\_ WEEK: \_\_\_\_\_

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	Healthy Breakfast				
8:30	Literacy	Literacy	Literacy	Literacy	Literacy
11:30	Healthy Lunch				
12:15	Supervised Recreation				
12:30	Enrichment	Enrichment	Enrichment	Enrichment	Enrichment
1:30	Enrichment	Enrichment	Enrichment	Enrichment	Enrichment
2:30	Enrichment	Enrichment	Enrichment	Enrichment	Enrichment
3:30	Supervised Recreation				
4:00	Adjourn for the Day				

SCHOLARS AFTER  
SCHOOL  
WEEKLY SCHEDULE

SITE: \_\_\_\_\_ WEEK: \_\_\_\_\_

Time	Monday	Tuesday	Wednesday	Thursday	Friday
3:15	Healthy Snack, Supervised Recreation Time and Transition				
3:45	Literacy	Literacy	Literacy	Literacy	Enrichment/Recreation Clubs (student choice)
4:30	Transition				
4:40	Enrichment	Enrichment	Enrichment	Enrichment	
5:30	Homework Help	Homework Help	Homework Help	Homework Help	
5:45	Adjourn for the day				

Field trips provided by Summer Scholars will include activities such as:

Apex Ice Arena – Apex Ice Arena in Jefferson County closes off one of its ice skating rinks for Summer Scholars students to use for two hours. This is a “first” for many of our students and a rare treat for many others. It is a good time remembered by everyone.

Plains Conservation Center – Journey out to the Colorado plains east of Denver and back in time to Cheyenne camps and sod villages on this unique trip to the Plains Conservation Center. Students will take a wagon ride out onto the plains where prairie dogs, pronghorn, and meadowlarks are commonly

seen. Next students will explore an 1837 Cheyenne Indian camp of tipis and game of skill. An 1887 sod home completes the day with playing games, feeding chickens, and marveling at home construction.

The daily recreation program is augmented by enrichment activities offered by external service providers, such as:

Children's Chorale – Student will practice and perform musical selections complete with actions. This is a good time to invite parents to the final performance.

Sticky Fingers – Every child – even the pickiest eaters – learns how to prepare and enjoy healthy, fresh food with Sticky Fingers. Through our before, during, and after school enrichment classes, camps, birthday parties, and special events, Sticky Fingers Cooking has encouraged thousands of young chefs to explore exciting new tastes and learn kid-safe culinary skills (that they can put to use in family kitchens!).

Girl Scouts – For girls only of all ages, the day will consist of a two hour program on math and science technology. All girls will meet for the entire time and be broken into smaller groups with each of the Scout provided staff.

Gray Matters – Science will never be the same after marshmallow molecules and cookie rocks. Please provide crayons, scissor, paper, rulers, and blackboards with students divided into smaller groups by age.

Magic with Gary Outlaw – Gary is a clown school graduate who uses magic and juggling in his acts. His classes will introduce students to different types of magic tricks. Students will learn to perform several tricks and will make tricks to take home. They will also try some juggling and explore the types and meaning of different clown faces.

Additionally, Community Recreation and Summer Scholars will meet prior to each program year, to determine if there are opportunities for Community Recreation staff to implement enrichment clubs within Summer Scholars/Scholars After School Recreation Programs, above and beyond the traditional recreation programming provided.

- **WORKING RELATIONSHIPS**

Both Summer Scholars and Community Recreation will take a collaborative approach toward programming. This includes, but not limited to, determining potential program locations, making staffing decisions, establishing program needs and/or changes, communicating with school administration/staff, designing and delivering staff trainings, and reviewing upcoming grants and their required outcomes.

Furthermore, Summer Scholars will meet with Community Recreation at least quarterly to inform them about ongoing grant and program updates. Summer Scholars literacy program format changes or scheduling changes must be communicated to Community Recreation at a minimum of 14 days prior to implementation. Community Recreation reserves the right to decline coordinating a site if determined the resources could be better utilized.

- PROJECT IMPLEMENTATION TIMELINE, KEY MILESTONES, AND PERFORMANCE MEASURES

March – June

- Plan programming and logistic components of recreation program;
- Apply for or renew child care licensure;
- Recruit and select recreation staff, including site leaders and instructors;
- Coordinate staff training planning with Community Recreation;
- Schedule enrichment activities and swim lessons.

June – July

- Administer the Summer Scholars Recreation Program.

August

- Plan programming and logistic components of recreation program;
- Apply for or renew child care licensure;
- Recruit and select recreation staff, including site leaders and instructors;
- Coordinate staff training planning with Community Recreation;
- Schedule enrichment activities.

September – (mid) May

- Administer the Scholars After School Recreation Program;
- Submit a comprehensive narrative report on the planning, implementation, results, and evaluation of the project to the Community Recreation Department/Denver Parks and Recreation by September 30<sup>th</sup> of each year.

- METHOD OF PAYMENT

Summer Scholars must comply with insurance requirements as stated in the City's contract agreement. No funds will be disbursed by the City without insurance documentation. Summer Scholars may submit payment requests twice per year to the Denver Parks and Recreation Department on a reimbursement basis. Payment requests must contain the following information:

- A cover letter on Summer Scholars' letterhead stating the total amount of reimbursement requested and the time period for which the draw is requested. The cover letter must be signed by the same individual who has signed the City's contract agreement with the organization, unless written notification by the original signatory has been sent to Denver Parks and Recreation with the name, position, and signature of the designated person delegated the authority to sign on his/her behalf (e.g. cover letters for draws requests, timesheets, and correspondence).
- Written narrative of accomplishments during the billing period.

The Summer Scholars Recreation budget is detailed in Exhibit "B". Budget line item adjustments may be requested through written request(s) submitted to Denver Parks and Recreation for approval (before expenditure of funds). The individual budget line items may be adjusted, but cannot exceed their respective amounts. Any additional salary cost, fringe benefits, and taxes beyond this budget line item are the responsibility of Summer Scholars.

- AUDIT REQUIREMENT

Pursuant to the Single Audit Act of 1984, P.L. 98-502, and the Single Audit Act Amendments of 1996, P.L. 104 – 156: Sub recipients that expend \$300,000 or more within a sub recipient’s fiscal year in federal awards shall have an audit performed by an independent certified public accountant under the requirements of OMB circular A-133. Federal awards from all sources may be in the form of grants, loans, property of other assistance provided by a federally funded grantee to carry out a program. The total of all federal assistance is taken into consideration. Therefore, even if Denver Parks and Recreation’s award is less than \$300,000, a sub recipient may be subject to the audit requirement.

- BUDGET – Please see **Exhibit “B”**

**EXHIBIT B  
BUDGET**

**Community Recreation/Summer Scholars Budget**

Position	#	Training Hours	Staff Hours	Total Hours	Rate	Total Cost	Notes
Site Coordinator	4	40	128	168	15.00	10,080.00	Summer Sites
Youth Development Instructor	12	40	64	104	12.60	15,724.80	Summer Sites
Program Management						8,871.34	Summer Sites
Benefits/Taxes						4,568.26	Summer Sites
Site Coordinator	4	40	128	168	15.00	10,080.00	After School Sites
Youth Development Instructor	20	30	64	94	12.60	23,688.00	After School Sites
Program Management						8,871.34	After School Sites
Benefits/Taxes						4,568.26	After School Sites
Swimming Supervisor	1	4	135	139	24.00	3,336.00	Summer swimming lessons
Swimming Instructors	4	4	135	139	14.50	8,062.00	Summer swimming lessons
<b>Total Personnel Expenses</b>						97,850.00	
<b>Other Expenses</b>							
Enrichment Providers						10,000.00	1/2 After School & Summer Sites
Field Trips						7,500.00	1/2 After School & Summer Sites
Rec & Enrichment Supplies						5,000.00	1/2 After School & Summer Sites
<b>Total Other Expenses</b>						22,500.00	
<b>Swimming Lessons Budget</b>							
Transportation						5,000.00	Summer swimming lessons
Supplies/Equipment						150.00	Summer swimming lessons
<b>Total Swimming Lessons</b>						5,150.00	
<b>GRAND TOTAL</b>						<b>125,500.00</b>	

