

**AGREEMENT BETWEEN  
THE ESCAMBIA CHILDREN’S TRUST  
AND  
PENSACOLA LITTLE THEATRE, INC.**

**I. PURPOSE**

The ESCAMBIA CHILDREN’S TRUST, hereinafter referred to as "ECT," and PENSACOLA LITTLE THEATRE, INC., hereinafter referred to as "Provider," enter into this mutual Agreement, hereinafter referred to as this “Agreement”, including all attachments referred to herein for the provision of services on behalf of children in Escambia County. This Agreement is a cost-reimbursement agreement.

**II. TERM**

The initial term shall be for a period of one (1) year commencing on March 1, 2023 and extending through February 29, 2024. This Agreement does not take effect, and ECT has no responsibility for any of its obligations hereunder, until this Agreement is executed by all parties to this Agreement. There shall be no reimbursement for any expenses occurring outside of the effective dates of this Agreement.

**III. RENEWAL**

This Agreement is eligible for an annual renewal for a maximum of three (3) years. Renewals are subject to ECT board approval and shall include an evaluation of Provider’s performance to include an evaluation of monitoring reports, a history of expenditures, a review of fiscal and programmatic monitoring results, and submission of a new annual budget.

No less than sixty (60) days prior to the contract term date, ECT staff will perform the necessary review and make a recommendation to the ECT board regarding renewal. The proposed renewal or termination shall be on an ECT board agenda at least forty-five (45) days prior to the termination date.

**IV. ENTIRE AGREEMENT**

This Agreement contains all the terms and conditions agreed upon by the parties with respect to the subject matter of this Agreement. No other agreements regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

**V. PROVIDER AS INDEPENDENT CONTRACTOR**

The Provider agrees that it shall be an independent contractor and that its officers, employees,

or representatives shall not be considered employees of ECT. The Provider will be fully responsible for all social security payments, withholding taxes, workers' compensation insurance and liability insurance for the Provider, its officers, employees and representatives, and ECT shall have no responsibilities for such items.

#### **VI. STAFF**

Provider agrees to employ staff, at its own expense, to execute services provided in accordance with this Agreement. Such individuals shall not be considered employees of ECT, and are subject to the supervision, personnel practices, and policies of the Provider. Unless otherwise approved by ECT, all Provider staff shall meet qualifications as stated in the approved position profile on file at ECT and any approved revisions. The position profiles shall be provided to ECT prior to the execution of this Agreement and are attached hereto as **Exhibit F**.

#### **VII. CONTINUING OBLIGATION TO KEEP ECT INFORMED**

The parties agree that their relationship will be enhanced and the possibility of misunderstandings or disputes will be reduced if they communicate periodically. In particular, the Provider acknowledges the importance in keeping ECT informed relative to the services it is providing. The Provider will promptly notify ECT prior to any significant change(s) in the delivery of the services as set forth in its proposal. Significant changes that would require notification to ECT would include, but not be limited to, the commencement or conclusion of employment of key staff, such as the executive director or program coordinator. In addition, the Provider must notify and obtain ECT's approval prior to effectuating any material change(s) in the delivery of services set forth in its proposal. Material change(s) would include, but not be limited to, location of facilities where services are being provided, the number of staff assigned to a service delivery site, or any unanticipated budgetary impacts such as changes to staffing, supply costs, or changes that otherwise impact the cost of services. The Provider agrees to permit ECT and its staff to conduct site visits.

#### **VIII. SHARING INFORMATION**

The Provider agrees to share with ECT, and other agencies as specified by ECT, such information and data, which ECT determines is appropriate. The information and data to be collected is outlined in the attached Data Collection Requirements, attached hereto as **Exhibit C** and incorporated herein by reference. To facilitate this sharing of information, the Provider agrees to have an appropriate release form signed by the parent or guardian of each client being served through the ECT's funding. Minimum demographic information will include client unique identifier, street address, zip code, sex, race, age, if a teen parent, if family is served, primary service component, and outcomes. Data will be shared via ECT's website, electronic database, or spreadsheet (as applicable). All shared information is subject to the Confidential Information and Public Records provisions contained in this Agreement.

## **IX. SERVICES/SCOPE OF WORK**

Provider agrees to deliver services as stated in the attached ECT approved Solicitation Response or Unsolicited Grant Application Form, attached hereto as **Exhibit A**, and incorporated herein by reference. Provider agrees to accomplish Performance Measures outlined in the Performance Measurements attached hereto as **Exhibit B**, and incorporated herein by reference. Exhibits A and B together form the Scope of Work for this Agreement. A Scope of Work update, or certification that no updates are needed, is due for submission prior to execution of this Agreement. Any proposed changes in service delivery after execution of this Agreement, must be approved in writing by ECT in advance of making those changes, and Scope(s) of Work shall subsequently be updated within ten (10) calendar days of that approval. See Section XV. General Conditions, subparagraph 31, Amendments. Costs associated with any unapproved changes in service delivery may not be reimbursed.

## **X. METHOD OF PAYMENT**

1. ECT agrees to reimburse up to **\$144,681.00** for services rendered pursuant to this Agreement, for actual costs incurred for services rendered pursuant to this Agreement.
2. All requests for reimbursement must be certified true and correct by the Provider and must be accompanied by the appropriate documentation as prescribed by ECT which may include but not be limited to receipts, purchase orders, cancelled checks, price quotes, or other supporting information to document that the expenditure was reasonable, allocable, and allowable.
3. Requests for reimbursement shall be made using the ECT Reimbursement Request Form, attached hereto as **Exhibit D**, until such time as the SAMIS Client Relationship Management portal is launched. Once the SAMIS Client Relationship Management portal is launched, ECT shall notify the Provider and all subsequent requests for reimbursement shall be submitted electronically through SAMIS .
4. Requests for reimbursement are due to ECT by the 20<sup>th</sup> day of the month following the date the related expenses are incurred.
5. The Provider shall submit a request for payment at a minimum of once a month. No more than two (2) requests for reimbursement may be submitted per month.
6. Reimbursement requests shall be submitted timely and only for amounts actually incurred that should properly be reimbursed per this Agreement within reasonably needed amounts based on the budget and other funding sources.
7. ECT issues reimbursements within 21 days of receipt of a request for reimbursement. Reimbursements shall be made on pace throughout the fiscal year in order to allow for a consistent and orderly delivery of services.
8. ECT has the right to withhold or suspend payment if the Provider has not met the performance measures contained within this Agreement.

## **XI. TERMINATION**

1. It is the intent of ECT to ensure a consistent and orderly delivery of services. It is the further intent of ECT to terminate Agreements in those situations where such action is essential to the protection of its interests and the interests of children and families served by ECT, as determined solely by ECT.
2. In the event funds to finance this Agreement become unavailable, ECT may terminate this Agreement upon no less than twenty-four (24) hours' notice in writing to the Provider. Said notice shall be delivered by certified mail, return receipt requested.
3. ECT shall endeavor, whenever possible and consistent with its legal obligations and principles of prudent management, to provide thirty (30) days' notice for termination due to lack of funds. ECT shall be the final authority as to the availability of funds and extension of notice beyond the minimum time herein stated.
4. This Agreement may be terminated by ECT for any breach of terms by the Provider upon twenty-four (24) hours written notice. Said notice shall be delivered by certified mail, return receipt requested.
5. Provider shall only be compensated for services performed prior to the termination date. Provider may only terminate this Agreement upon thirty (30) calendar days' written notice to ECT delivered by certified mail, return receipt requested.
6. The above provisions shall not limit ECT's right to remedies at law or to damages.
7. ECT has the right to terminate this Agreement if the Provider fails to meet the performance measures specified in this Agreement.
8. Termination of this Agreement shall not affect any rights, obligations, and liabilities of the parties arising out of transactions which occurred prior to termination.
9. Provider understands and acknowledges that the funding will only be for the term stated herein.

## **XII. APPROPRIATION OF FUNDS**

1. ECT's performance and obligation to pay under this Agreement are contingent upon an annual appropriation for its purpose by ECT. In the event funds to finance this Agreement become unavailable or are not appropriated, ECT, at ECT's sole discretion, may terminate this Agreement upon no less than twenty-four (24) hours' notice, in writing by certified mail, return receipt requested, to the Provider.
2. Notwithstanding anything herein to the contrary, the parties agree that the dollar amount set forth in Section X, Method of Payment, Paragraph 1 above may be reduced in the event that ECT determines that the Provider will not spend the entire amount allocated during the term of this Agreement. This determination may be made (a) based upon ECT's review of Provider's program and its expenditure history or (b) during the course of reviewing a budget revision submitted by the Provider pursuant to ECT's procedures. Before any such reduction becomes final, the Provider will be notified in writing of the proposed action and shall have the opportunity to address ECT regarding the proposed reduction. Such written notification shall occur not less than ten (10) days prior to the Board meeting where such action is to be considered.

Any proposed reduction will be determined by the ECT Board. The decision of ECT on this issue shall be within its sole discretion and shall be final.

### **XIII. COMMENCEMENT OF PAYMENT**

Payment shall not be made for services rendered prior to the commencement date of this Agreement.

### **XIV. AUTHORITY**

Each party represents and warrants to the other party that it has full power and authority to enter into and is fully licensed and able to perform its obligations under this Agreement, and this Agreement constitutes a legal, valid and binding obligation, enforceable in accordance with its terms.

### **XV. GENERAL CONDITIONS**

#### **1. Agreement Revisions**

This Agreement and its attachments constitute the contractual relationship between the Provider and ECT. If there is any discrepancy between program-related documents, this Agreement preempts all other documents. No amendment to this Agreement or its attachments may be made without the prior written approval of ECT and Provider. See subparagraph 31, Amendments, contained herein.

#### **2. Fiscal Responsibility**

- a. Provider agrees to maintain books, records, and documents (including electronic storage) in accordance with generally accepted accounting principles and practices which accurately and appropriately reflect all expenditures of funds listed in the approved budget attached hereto as **Exhibit E** and incorporated herein by reference.
- b. Provider agrees that all financial records and supporting documentation shall be subject at all times to inspection, review, or audit by ECT personnel or its duly authorized agent.
- c. Provider agrees to maintain and file with ECT in a timely fashion, reports related to services provided under this Agreement.
- d. Provider agrees to retain all financial records, supporting documentation, statistical records, and any other documents pertinent to this Agreement for a period of five (5) years after termination of this Agreement. If an audit has been initiated and audit findings have not been resolved at the end of five (5) years, all records shall be retained until resolution of audit findings.
- e. Provider shall provide supporting documentation (board meeting minutes, etc.) for all salary adjustments.
- f. ECT shall not reimburse expenses not previously approved by ECT. All expenses must

be specified within the approved budget, based on the scope of work, reasonable, allocable to the project, and accompanied by appropriate backup documentation.

- g. Provider shall include all audit and recordkeeping requirements of this Agreement in all approved subcontracts and assignments hereunder.

### **3. Audit and Management Letter**

ECT is committed to assurances that all funds provided are being used consistent with its policies and in the best interest of the children and taxpayers of Escambia County.

- a. An independent audit is required for organizations receiving annual contributions of \$1,000,000 or more. If Provider receives annual contributions of \$1,000,000 or more: Upload three most recent years of audited financial statement summaries and disclosures to include internal control reports and any accompanying management letters, OR individual tax returns and personal financial statement of net worth for the most recent year if Proposer is an individual proprietor. Privately held companies wishing to maintain confidential financial information must have Dunn & Bradstreet Reports (D&B). If any of these statements include a material weakness or significant deficiency, include a letter of explanation.
- b. For those with annual contributions of at least \$500,000 but less than \$1,000,000, the organization's financial statements may be reviewed or audited by an independent CPA. If Provider receives annual contributions of at least \$500,000 but less than \$1,000,000: Upload three most recent financial statements reviewed or audited by an independent CPA.
- c. For those with less than \$500,000 in annual contributions, a compilation, audit, or review of the financial statement is optional under Florida statute, but ECT requires that programs with revenue of less than \$500,000 undergo either an audit or a fiscal review each fiscal year. The review shall be performed consistent with the American Institute of Certified Public Accountants (AICPA) Standards for Government/Non-Profit Organizations, or other mutually agreed upon standards. If Provider receives less than \$500,000 in annual contributions: Upload three most recent 990s, compilations, audits, or reviews of financial statements.

The Provider agrees to submit to ECT a fiscal review or an independent audit of the financial statements of the entity in its entirety and any accompanying management letter(s) immediately upon receipt by the Provider's board, but within a period not to exceed one hundred and eighty (180) calendar days of the close of the Provider's fiscal year. The audit must be performed by a firm licensed to perform audits in the State of Florida and conducted in accordance with generally accepted auditing standards and standards established by the American Institute of Certified Public Accountants (AICPA). The Provider is required to engage an audit firm or CPA that follows Government/Non-Profit Audit Standards when conducting the financial audit and that shows evidence of a peer review report completed every three (3) years.

The Provider's auditor must comply with the Independence Rule and comply with the General Requirements for Performing Nonattest Services and Documentation Requirements When Providing Nonattest Services. Such nonattest services include: (1) financial statement preparation; (2) cash to accrual conversions; (3) reconciliations; (4) advisory services; (5) appraisal, valuation and actuarial services; (6) benefit plan administration; (7) bookkeeping, payroll and other disbursements including proposed standard, adjusting or correcting journal entries; (8) preparation of depreciation schedules; (9) business risk consulting; (10) corporate finance consulting (11) executive or employee recruiting; (12) forensic accounting; (13) hosting services; (14) information systems design, implementation or integration; (15) internal audit; (16) investment advisory or management; (17) tax services.

#### **4. Other Financial Support**

- a. Provider shall report within thirty (30) calendar days any major changes in non-ECT revenue which would impact targeted service levels in ECT funded programs during the fiscal year.
- b. ECT funds shall not be used to supplant other sources of revenue.
- c. Revenues earned by an ECT funded program must remain in that program as a condition of funding. ECT funding may not result in a prohibited private benefit (i.e., a profit) for the Provider.
- d. Provider may not charge any fee or tuition for services or programs funded by ECT.

#### **5. Program Monitoring and Data Quality**

Provider agrees to assign appropriate staff as necessary to attend meetings with ECT and/or staff to discuss issues and recommendations including, but not limited to, quality of service, service delivery systems, coordination of services, client satisfaction, records, maintenance, and funding maximization.

Provider agrees to submit monitoring, site visit, accreditation, and licensing reports supplied by funding, accreditation, and licensing entities, as applicable, to ECT no more than thirty (30) calendar days following Provider receipt.

Provider agrees to submit quarterly progress reports no later than the end of each quarter and other information in such format and at such times as may be prescribed by ECT (including via SAMIS, Secure Portals, and Provider specific data collection systems), and to cooperate in monitoring activities including, but not limited to, access to sites, staff, fiscal and participant records, logs, participant rights and responsibilities policies, participant handbooks, grievance and complaint procedures, and the provision of related participant and participant rights information. Provider agrees to respond to any monitoring findings within the time frame specified therein. Provider shall maintain and have available for audit inspection participant records for five (5) years post termination of services. Provider agrees to abide by the ECT policies regarding program monitoring.

Provider agrees to provide ECT representatives access, without presence of the Provider supervisor, to staff or program participants during any monitoring, with or without advance notice. Youth participants will be interviewed only in group settings or with Provider staff present unless parental consent is obtained.

Provider staff shall adhere to ECT's performance reporting and data collection requirements and ECT's financial policies and procedures for funded programs. All staff who have any responsibility (supervisory or direct) for data entry shall be trained within thirty (30) calendar days of hire. The Provider is responsible for maintaining written policies and procedures for providing data to ECT in a timely manner. The Provider is responsible for reviewing SAMIS permissions to ensure that all users are active employees with access to appropriate data systems and modules as required. The Provider is responsible for implementing appropriate procedures into their data policies to protect data and prevent accidental or malicious disclosure of participant information. The Provider is responsible for maintaining fiscal access and workflow approval throughout the fiscal year.

Provider shall notify ECT no less than ninety (90) days prior to implementation of data system(s) used for participant and/or financial information that are used to share data with ECT.

ECT and Provider shall maintain the confidentiality of client services and records in full accordance with any federal or state laws or federal regulations mandating such confidentiality.

## **6. Board Members**

Within thirty (30) calendar days of approval or a change of board composition, Provider shall submit to ECT an updated list of board members to include the start date of all members and, for board chair only, the email and physical address, phone number, and place of employment.

## **7. Nondiscrimination**

Provider shall not discriminate against an employee, volunteer, or participant of the Provider on the basis of race, color, gender, religion, national origin, citizenship, disability, marital status, age, veteran status, sexual orientation, pregnancy, and genetic information, or any other legally protected category except that programs may target services for specific participant groups as defined in the application. Additionally, Provider shall demonstrate the standards, policies, and practices necessary to render services in a manner that respects the worth of the individual and protects and preserves the dignity of people of diverse cultures, classes, races, religions, and ethnic backgrounds.

## **8. Publicizing of ECT Support - Endorsements**

Provider shall distribute a press release announcing that it has been awarded funding by

Escambia Children's Trust.

Provider website shall include the ECT logo that links to the ECT website landing page at [www.escambiachildrenstrust.org](http://www.escambiachildrenstrust.org).

ECT's logo must be visible at Provider's administrative and program sites, be featured on the Provider's website, and be present on the following Provider materials as an acknowledgement of support:

- Annual report
- Program brochures and marketing materials

## **9. Assignments and Subcontracts**

The Provider shall be prohibited from subcontracting, selling, assigning, or otherwise transferring its interest in this Agreement to any other person, governmental entity, firm or corporation except upon prior written agreement of ECT, which ECT may withhold in its sole discretion, ECT and the Provider each binds itself and its partners, successors, executors, administrators and assigns to the other party and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement.

No such approval by ECT of any assignment or subcontract shall be deemed in any event or in any manner to provide for the incurrence of any obligation by ECT in addition to the total dollar amount stated in this Agreement. ECT shall have the right to require the Provider to replace any Subcontractor found, in the reasonable judgment of ECT, to be unacceptable.

All such assignments or subcontracts shall be subject as applicable to the terms and General Conditions of this Agreement and to any conditions of approval that ECT shall deem necessary. Subcontracts for program service delivery described in the approved program methodology must be reviewed according to the Subcontract Assessment. The assessment outlines elements that must be included in subcontracts. Subcontracts and the corresponding Subcontract Assessment shall be submitted to ECT within thirty (30) calendar days of the effective date of this Agreement and upon revision, amendment, and execution of the subcontract thereafter.

Provider shall have full responsibility for the successful performance and completion of all subcontracted duties under this Agreement to the same extent as if the Provider performed such duties. The Provider shall be the sole point of contact for subcontracts with regard to all matters under this Agreement. Provider is responsible for monitoring subcontracts of ECT funded programs unless otherwise specified in a Special Condition of this Agreement. Documentation of monitoring of subcontracts shall be submitted to ECT no more than thirty (30) calendar days following completion of the monitoring activities.

## **10. Confidential Information**

Provider must follow all laws regarding confidentiality of information including, but not limited to, HIPAA. Provider shall not use or disclose any information which specifically identifies a recipient of services under this Agreement, and shall adopt appropriate procedures for employees' handling of confidential data with the following exceptions: a) such information may be revealed as may be necessary to conform to Fiscal Responsibility and Program Monitoring requirements as stated in the General Conditions of this Agreement; b) such information may be revealed as may be necessary pursuant to applicable federal, state, or local law and related regulations; and c) such information may be revealed with the written consent (authorization) of the recipient, or the recipient's responsible parent or guardian, where authorized by law. Provider is responsible to adopt appropriate policies, notifications, authorizations, and other relevant information that allows for the sharing of confidential information with ECT.

The Provider shall also maintain in participant files a completed copy of a ECT-approved form for authorizing client consent to release information for each participant receiving services. As allowed by law and Provider policy, the Provider shall add ECT to consent forms including HIPAA consent forms to facilitate data sharing and implement the Fiscal Responsibility and Program Monitoring requirements as stated in the General Conditions of this Agreement and advise ECT within two (2) business days if a participant has withdrawn consent to share data and note this withdrawal of consent in the case file. ECT has full discretion as to the use of data and ECT owns all data once transferred to ECT.

Provider shall obtain permission and license for the use of any and all photographs, videotaping, audio recordings, or written interviews/stories of participants, to include use of name, image and other identifiable information in connection with a press release, news story, testimonial, or story that may be viewed by the general public, and that the participant will not receive compensation for participation in the use of this information. For youth under the age of eighteen (18), Provider will obtain the signature of a parent or legal guardian.

In no event should participant identifying information ever be emailed or faxed to ECT.

In the event of an improper disclosure of participant information by Provider, Provider shall inform ECT of the improper disclosure and extent thereof within two (2) business days of becoming aware of the improper disclosure. Provider shall cooperate fully with ECT and take all necessary steps to correct and remedy any damage caused by the Provider's improper disclosure and to prevent future improper disclosure. Provider shall defend, indemnify and hold harmless ECT from any and all damages caused by the improper disclosure of any confidential information as defined by law including, but not limited to, Protected Health Information under HIPAA and any and all costs associated with remedying the disclosure. Provider shall defend, indemnify and hold harmless ECT from any and all damages caused by the improper disclosure as defined by law of any information including but not limited to personally identifiable information (PII) and protected health information (PHI) as required

under HIPAA, HITECH and FIPA regulations or other information that is confidential and/or exempt from disclosure per F.S. 119. This provision shall survive the termination of this Agreement.

Likewise, in the event of an improper disclosure of Provider's participant information by ECT, ECT shall inform Provider of the improper disclosure and extent thereof within two (2) business days of becoming aware of the improper disclosure. ECT shall cooperate fully with Provider and take all necessary steps to correct and remedy any damage caused by ECT's improper disclosure and to prevent future improper disclosure.

## **11. Public Records**

ECT is a public entity subject to Florida's Public Records Law, which includes provisions relating to records retention, production, and confidentiality. Provider subcontracts that arise out of this Agreement must apply the entirety of this public records condition to the Subcontractor.

**IF THE PROVIDER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE PROVIDER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

**Escambia Children's Trust**  
**1000 College Boulevard, Ste. 1100-H**  
**Pensacola, FL 32504**  
**(850) 475-4980**  
[info@escambiachildrenstrust.org](mailto:info@escambiachildrenstrust.org)

Provider must comply with 119.0701 and must:

- a. Keep and maintain public records required by ECT to perform the service.
- b. Upon request from ECT's custodian of public records, provide ECT 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 F.S. 119 or as otherwise provided by law.
- 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 the contract if the Provider does not transfer the records to the public agency.
- d. Upon completion of the contract, transfer, at no cost, to ECT all public records in possession of Provider or keep and maintain public records required by ECT to perform the service. If the Provider transfers all public records to ECT upon completion of the contract, Provider shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Provider keeps and maintains public records upon completion of the contract, the Provider shall meet all applicable requirements for retaining public records. All records stored

electronically must be provided to ECT, upon request from ECT's custodian of public records, in a format that is compatible with the information technology systems of ECT.

In addition, Provider should be aware that Social Security numbers are confidential and exempt from disclosure (119.071(5)) and personal identifying information of a child or the parent or guardian of the child held by ECT or service provider under contract with ECT is exempt from disclosure (125.901(11)). There are many other exemptions in the law that Provider should be cognizant exist. However, for Provider, any and all contracts between ECT and Provider, program methodology, budgets, requests for reimbursements, emails, other written correspondence and any other documents exchanged between the Provider and ECT are generally public records and will be disclosed in the sole discretion of ECT and must be retained in accordance with Florida's record retention policy. Providers should not provide any documents to ECT containing Trade Secrets, as defined by F.S. 812.08, or exempt or confidential and exempt information to ECT without specifically marking such document. By submitting any documents or information whatsoever to ECT, Provider agrees that ECT may use and disclose all information and documents submitted for any purpose ECT sees fit and that it is within ECT's sole discretion to determine if any information submitted is exempt from disclosure.

Any Provider who receives a public records request for records pertaining to ECT or services funded by ECT, must advise ECT within two (2) business days of the records request and ECT and Provider will work together to respond to any such request. This provision shall survive termination of this Agreement.

## **12. Return of Funds**

Provider agrees to return to ECT any overpayment due to costs not incurred or costs disallowed pursuant to the terms of this Agreement and such funds shall be considered ECT funds and shall be refunded to ECT in accordance with its instructions. Should Provider fail to return said funds, Provider shall be responsible for all costs and fees of collection incurred by ECT - including, but not limited to, attorney fees and court costs including any pre-suit collections fees and costs. This provision survives termination of this Agreement and return of funds for overpayment or disallowance will be required even if the overpayment or disallowance is discovered after this Agreement is terminated.

## **13. Special Situations and Incidents**

Provider agrees to inform ECT in writing within one (1) business day of any circumstances or events which may reasonably be considered to jeopardize its capability to continue to meet its obligations under the terms of this Agreement. Participant incidents are required to be reported for situations that occur only while under the Provider's care and includes anything that may reflect negatively or critically upon ECT.

Certain personnel are mandated by law to report their suspicions of child abuse, neglect, or

abandonment to the Florida Abuse Hotline (1-800-96-ABUSE). All concerns regarding suspected abuse, neglect, or abandonment of a child or vulnerable adult by the Provider shall first be reported to the Florida Abuse Hotline and then reported to ECT. Incident reporting does not preclude mandated reporting requirements.

Critical Incidents are defined as follows:

- a. Abduction - An incident in which an individual who does not have care and custody of a child has taken the child. Concerns of child abductions shall immediately be reported to the appropriate law enforcement personnel.
- b. Abuse or Neglect - Reasonable cause to suspect that a child has been harmed or is believed to be threatened with harm while in the Provider's care.
- c. Breach of Information - Sensitive, protected or confidential data has potentially been viewed, stolen or used by an individual unauthorized to do so.
- d. Elopement- When a minor participant leaves a setting without permission or authorization.
- e. Employee Arrest - Employee conduct or activity that results in potential liability to the Provider or ECT, death or harm to a participant, or results in a law violation, including falsification of official records. If an arrest is made for a potentially disqualifying offense under Level 2 background screening requirements, or if the arrest occurred while in the performance of an employee's official duties, the incident should be reported immediately.
- f. Investigation or Lawsuit - Any formal investigation or legal action brought against Provider which relates to the services funded by ECT or which may reasonably be considered to jeopardize its capability to continue to meet its obligations under the terms of this Agreement.
- g. Media Coverage or Public Inquiry - Media coverage or public reaction that may have an impact on the Provider or ECT's ability to protect and serve its participants, or other significant effect on the Provider or ECT.
- h. Participant Death - The death of any participant receiving ECT services, regardless if the death occurred while under Provider's care.
- i. Participant Illness - An illness of a participant requiring a response by Emergency Medical Services AND transport to a medical facility due to the severity of the illness while participant is attending the program.
- j. Participant Injury - A medical condition of a participant requiring a response by Emergency Medical Services AND transport to the hospital due to the severity of the medical condition or injury while the participant is attending the program. *Note in both instances of Participant Illness and Participant Injury the parents may use Emergency Medical Services as transportation to the hospital - if it is used solely for this purpose an incident report is not required. In the event that the participant leaves the program and requires emergency care due to an injury or illness incurred at the program, an incident report should be completed when the program becomes aware.*
- k. Sexual Battery - An allegation of sexual battery involving a participant or employee as evidenced by medical evidence or law enforcement involvement. Sexual battery

includes participant on participant incidents, employee, agent or volunteer on participant, and participant on employee, agent or volunteer.

- I. Suicide Attempt - An act which clearly reflects the physical attempt by an active participant to cause his or her own death, which results in bodily injury requiring medical treatment by a licensed health care professional.

In addition, the Provider shall notify ECT immediately upon knowledge of any action or incident involving Provider staff or volunteers that could potentially jeopardize the terms of this Agreement which includes misconduct, malfeasance during working hours, or any conduct that results in the arrest of a staff member or volunteer after hours.

Within one (1) business day, the Provider must submit electronically by email to [info@escambiachildrenstrust.org](mailto:info@escambiachildrenstrust.org) a completed Incident Report to ECT with full details and disposition of the incident, excluding identifying information such as name, date of birth, and address. In the event of a participant death, please contact by phone the ECT Executive Director within three (3) hours of knowledge of the incident.

All email communications made or received by ECT members or staff are considered public records and are retained and, upon request, made available to the public and media in accordance with Chapter 119, Florida Statutes.

Provider must adhere to the reporting requirements hereunder after the termination of this Agreement if Provider becomes aware of a Critical Incident after the termination of the Agreement if the Critical Incident occurred during the term of the Agreement and/or relates to the services funded by ECT.

#### **14. Provider Staff Membership on Board**

Provider agrees that Provider staff shall not serve as voting members of the Provider's governing board.

#### **15. Provider & Program Data Maintained In 2-1-1 Database**

Provider agrees to maintain accurate and up-to-date Provider and program data in the 2-1-1 Northwest Florida database. The Provider will review and update (as necessary) this data at least once annually. The Provider will list data for newly funded program(s) within thirty (30) calendar days of the date that ECT funds the program. This requirement applies to all programs accepting 2-1-1 referrals.

#### **16. Provider Staff Background Checks**

All program staff and Provider staff (including employees, independent contractors, and staff of subcontractors), volunteers and those who may have access to youth participants are required to undergo and pass a national Level 2 background check that complies with the standards set forth in F.S. 435. Those individuals must have no disqualifying offenses listed in

F.S. 435.04. for which they have not received an exemption in accordance with Florida law. All staff and volunteers must continue to qualify to pass a Level 2 screening at all times and must notify their employer if at any time they no longer qualify to pass a Level 2 screening. Proof of Level 2 background clearance, including current executed affidavits/attestations of good moral character, must be maintained at all times in the appropriate files and the screening repeated every five (5) years or more often in accordance with law or as requested by ECT. This requirement applies to employees regardless of the funder supporting the position and all volunteers and subcontractors who may have access to youth. Volunteers and subcontractors who assist on an intermittent basis for less than ten (10) hours per month do not have to be screened if a person who meets the screening requirement of this section is always present and has the volunteer and subcontractor within his or her line of sight. The Provider is required to clearly document which volunteers meet the criteria for a Level 2 background screening and affidavits of good moral character, and which are exempt according to the terms of this Agreement. The Provider's policy and practice for background screening must provide for adequate protection and must comply with all applicable laws and implementing regulations including, but not limited to F.S. 435.

The Florida Department of Children and Families provides an exemption process under this statute. ECT does not provide an exemption or waiver process.

Should a Provider not be statutorily authorized to receive a national Level 2 background check in accordance with F.S. 435, the Provider must still comply with the standards set forth in F.S. 435 through VECHS background screening. Only in the event the Provider does not qualify to receive a national Level 2 background check in accordance with F.S. 435 and is not eligible to participate in VECHS, then the Provider must engage a third-party vendor to conduct a national background check and must comply with the standards as set forth in F.S. 435.

Providers using VECHS, or any other third-party vendor which does not allow the release of background screening results to ECT, must sign and provide to ECT an affidavit which ensures compliance with the entirety of this section. This affidavit must be renewed annually by the Provider's Executive Director or equivalent and submitted within thirty (30) calendar days of the effective date of this Agreement and upon change of staff in this position. Provider must also provide a written procedure within thirty (30) calendar days of the effective date of this Agreement which outlines the process by which compliance is ensured with the entirety of this section, including the person responsible for conducting verification between results of VECHS information and the disqualifying offenses according to F.S. 435. Personnel and volunteer files shall reflect who verified whether the employee or volunteer candidate passed the background screening according to F.S. 435.04.

Provider agrees to submit to monitoring of personnel and volunteer files and other required documents to ensure compliance with this section. Monitoring will include, but not be limited to, review of training logs, position descriptions, applications, resumes and Provider verification of staff credentials. Providers shall not release PHI to ECT and shall keep this

information separated from personnel and volunteer files. Parental consent for ECT monitoring activities must be evident in the participant files of minor children.

#### **17. Attendance**

Provider is required to keep attendance records. Attendance may be tracked in the ECT SAMIS Database or other approved data system.

#### **18. Drug-Free Workplace**

The Provider shall have and enforce a Drug and Alcohol Free Workplace Policy. Provider agrees to submit to monitoring of its policy to ensure compliance with this section.

#### **19. Public Entity Crimes**

Per Section 287.133, F.S., a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with a public entity, and may not transact business with a public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

#### **20. ECT Policies and Procedures**

Provider agrees to follow all ECT policies and procedures which can be located on the ECT website at [www.escambiachildrenstrust.org](http://www.escambiachildrenstrust.org) and which are incorporated into this Agreement in their entirety. Said policies include, but are not limited to, all Board policies, funding policies, ECT financial policies and procedures for funded programs, research policies, security policies, ECT data quality guidance, and policies that may be promulgated by ECT within its sole discretion from time to time. ECT reserves the right to change these policies from time to time within its sole discretion. ECT will provide a minimum of thirty (30) calendar days' notice to the Provider and it is the responsibility of the Provider to be in compliance with all policies and procedures at all times.

#### **21. Accreditation**

Provider is encouraged to provide certification of current accreditation by a recognized national accrediting body appropriate to the programming funded by ECT.

Regardless of accreditation, the Provider must meet the highest professional standards established through its specific field.

## **22. Conflict of Interest**

The Provider must have no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance or services required hereunder. The Provider further represents that no person having any such interest shall be employed or subcontracted by the Provider during the Agreement term and any extensions.

The Provider shall promptly notify ECT, by email to [info@escambiachildrenstrust.org](mailto:info@escambiachildrenstrust.org), of all potential conflicts of interest for any prospective business association, interest, or other circumstance, which may influence or appear to influence the Providers judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the Provider may undertake and request an opinion of the ECT Executive Director as to whether the association, interest or circumstance would, in the opinion of ECT, constitute a conflict of interest if entered into by the Provider. ECT agrees to notify the Provider of its opinion, in person, or by email, regular mail or delivery service, within thirty (30) days of receipt of notification by the Provider.

## **23. Insurance Requirements**

Prior to commencing any services under this Agreement, the Provider shall provide one copy of certificates evidencing insurance coverage as required hereunder. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The certificates shall clearly indicate that the Provider has obtained insurance of the type, amount, and classification as required for compliance with this provision and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to ECT. Compliance with this provision shall not relieve the Provider of its liability and obligations under this Agreement.

- a. The Provider shall maintain, during the life of this Agreement, commercial general liability, including contractual liability insurance in the minimum amount of \$1,000,000 per occurrence to protect the Provider from claims for damages for bodily and personal injury, including wrongful death, as well as from claims of property damages which may arise from any operations under this Agreement, whether such operations be by the Provider or by anyone directly employed by or contracting with the Provider.
- b. The Provider shall maintain, during the life of this Agreement, comprehensive automobile liability insurance in the minimum amount of \$1,000,000 combined single limit for bodily injury and property damages liability to protect the Provider from claims for damages for bodily and personal injury, including death, as well as from claims for property damage, which may arise from the Provider's ownership, use, and/or maintenance of automobiles, including rented automobiles, for the provision of services under this Agreement or arising out of this Agreement. Proof of appropriate automobile liability insurance is required for any Provider employee or contractor who utilizes a privately owned automobile in order to provide the services detailed in its

- proposal to ECT or arising there-from.
- c. The Provider shall carry Workers' Compensation Insurance as required by Florida Statutes. In the event Provider does not carry Workers' Compensation Insurance and chooses not to obtain same, then Provider shall in accordance with Section 440.05, Fla. Stat., apply for and obtain an exemption authorized by the Department of Insurance and shall provide a copy of such exemption to ECT.
  - d. Depending on the services to be provided, the Provider may be required to maintain, during the life of this Agreement, professional liability insurance or errors and omissions liability insurance in the minimum amount of \$1,000,000 per occurrence to protect the Provider from claims which may arise from or relate to any services provided under this Agreement, whether such services are by the Provider or by anyone directly employed by or contracting with the Provider.
  - e. The Provider is also required to maintain any other insurance coverage deemed reasonably necessary during the life of this Agreement.
  - f. Agencies of the State of Florida are exempt from specific insurance coverage levels. Such agencies must submit proof of statutory insurance coverage but are exempt from the specific levels of coverage proscribed herein.
  - g. All insurance, other than Worker's Compensation and Professional Liability/Errors and Omissions (if required), to be maintained by the Provider shall specifically include ECT as an "Additional Insured". Each renewal of the respective certificate of insurance provided for above shall be submitted to ECT upon receipt by Provider. Failure to have and/or maintain the required insurance under this Agreement shall not relieve Provider of any obligation under this Agreement including without limitation indemnification of ECT.

#### **24. Transportation**

If children are being transported by, or on behalf of, the Provider, whether in Provider owned, rental or non-owned vehicles, the Provider must comply with the following requirements:

- a. All drivers must have a valid driver's license with the appropriate class certification (if applicable). A copy of each driver's license must be on file with the Provider.
- b. All vehicles must be insured as specified in Section 24, and
- c. A Transportation Permission Form must be signed by the parent or guardian of each child being transported. A copy of each Transportation Permission Form must be on file with the Provider.

#### **25. Use of Trust Funds for Inherently Religious Purposes Prohibited**

In accordance with the Establishment Clause of the First Amendment to the United States Constitution and the No Aid provision of Article 1, Section 3 of the Constitution of the State of Florida, the use of ECT funds for inherently religious purposes or to otherwise advance a religion is prohibited. The Provider shall not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the services provided and funded

by ECT under this Agreement. The Provider agrees, as set forth in this Agreement, to provide ECT full access to its books and records, and to permit ECT to monitor its activities and literature to ensure that ECT funds are not being used for inherently religious purposes or to otherwise advance a religion. Failure to comply with this provision will result in a reduction or denial of a reimbursement request or termination of this Agreement for cause as determined in the sole discretion of ECT.

## **26. Indemnification**

Provider shall defend, indemnify, and hold harmless ECT, its agents, and employees from and against any and all liabilities, claims, judgments, or actions including, but not limited to, attorney's fees and all costs that may hereafter at any time be made or brought by any person or entity on account of any claim including but not limited to, personal injury, property damage, loss of monies, civil rights violation, or discrimination allegedly caused in whole or part by any act or omission, including but not limited to, breach of contract, negligent act, wrongful act, intentional act, omission, and any acts of fraud or defalcation, of the Provider, its agents, employees, or subcontractors, arising out of or relating to its performance of this Agreement or for Provider's improper disclosure of confidential and/or exempt information, or failure to comply with F.S. 119 or any other applicable law, rule or regulation. In no event will the Provider be liable for or have any obligation to defend ECT against such liability, claims, judgments, or actions, including costs and attorney's fees, arising out of the sole negligent acts of ECT. This provision survives termination of the Agreement.

## **27. Time**

Time is of the essence in all respects under this Agreement.

## **28. Compliance with Laws**

In performing its obligations hereunder, each party agrees to comply in all material respects with all applicable laws. During the term of this Agreement, the Provider shall ensure that it is duly organized, validly existing and in good standing under the laws of Florida. If ECT becomes aware that a Provider's corporate status is administratively dissolved, ECT may terminate the Agreement if the Provider does not have its corporate status reinstated within 30 days' written notice by ECT.

## **29. Contract Documents and Controlling Provisions**

This Agreement consists of the terms and conditions herein and Provider's incorporated proposal. To the extent that there exists a conflict between this Agreement's terms and conditions and the Provider's incorporated proposal, the terms and conditions of this Agreement shall prevail. Wherever possible, the provisions of such documents shall be construed in such a manner as to avoid conflicts between provisions of the various documents.

### **30. Applicable Law, Venue**

This Agreement shall be interpreted and construed in accordance with the laws of the State of Florida and venue for any litigation commenced relating to this Agreement shall be in Escambia County, Florida.

### **31. Amendments**

This Agreement may only be amended by mutual agreement of the parties, provided that the amendment is in writing and is executed by both parties.

Amendments shall not compromise the original intent or intended outcome(s) of the funded project.

Any changes to the Performance Measurements, Scope of Work, or Budget require prior written approval from ECT and shall follow the adopted policies and procedures of ECT.

### **32. Assignment; Successors and Assigns**

The Provider shall be prohibited from sub-contracting, selling, assigning, or otherwise transferring its interest in this Agreement to any other person, governmental entity, firm or corporation except upon prior written agreement of ECT, which ECT may withhold in their sole discretion. The ECT and the Provider each binds itself and its partners, successors, executors, administrators and assigns to the other party and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement.

### **33. Waiver**

No express or implied consent to or waiver of, any breach or default by the other party, in the performance of the obligations hereunder, shall be deemed or construed to be a consent to, or waiver of, any other breach or default in the performance by such hereunder. Failure on the part of either party to complain of any act of the other in default, irrespective of how long such failure continues, shall not constitute a waiver of a party's rights hereunder.

### **34. Severability; Survivability; Preparation**

If any provision of this Agreement or the application thereof to any person or circumstances shall be invalid or unenforceable to any extent, the remainder of this Agreement and the application of such provisions to other persons or circumstances shall not be affected thereby and shall be enforced to the greatest extent permitted by law. Any provision of this Agreement which is of a continuing nature or imposes an obligation which extends beyond the term of the Agreement shall survive its expiration or earlier termination. This Agreement shall

not be construed more strongly against either party regardless of who was more responsible for its preparation.

### **35. No Third-Party Benefits**

The parties to this Agreement do not intend any provision of this Agreement to create any third-party beneficiaries or to confer any benefit or enforceable right upon anyone other than the parties hereto.

### **36. Sovereign Immunity**

This Agreement shall not be construed as constituting a waiver of any rights to sovereign immunity granted to ECT under the laws or Constitution of the State of Florida. This Agreement shall not be construed as granting or extending the sovereign immunity to which ECT is entitled to the Provider or any other third-party.

### **37. Notices**

All notices, including changes in the following addresses, required to be given pursuant to this Agreement shall be given by mail, certified or registered, and return receipt requested, or by personal delivery, evidenced by a receipt signed by the recipient of such personal delivery, and shall be effective when deposited in the mail.

If to ECT, address to the Executive Director of the ESCAMBIA CHILDREN'S TRUST, 1000 College Blvd., Suite 1100-H, Pensacola, Florida, 32504.

If to the Provider, address to the Executive Director of PENSACOLA LITTLE THEATRE, INC., 400 S Jefferson Street, Pensacola, Florida 32502.

### **38. Waiver of Jury Trial and Remedies**

To encourage prompt and equitable resolution of any litigation, each party hereby waives its rights to a trial by jury in any litigation related to this agreement. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

### **39. Scrutinized Companies**

In compliance with F.S. 287.135(a), a Provider is ineligible to and may not enter into a contract with ECT if the Provider is on the Scrutinized Companies that Boycott Israel List, created pursuant to s. 215.4725 or is engaged in a boycott of Israel. In compliance with F.S. 287.135(b),

for contracts of \$1 million or more, a Provider is ineligible to and may not enter into a contract with ECT if the Provider (1) is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Section List, created pursuant to s. 215.473 or, (2) is engaged in business operations in Cuba or Syria. By entering into this Agreement, you are certifying that you are eligible to contract with ECT and are not participating in a boycott of Israel, are not on the Scrutinized Companies with Activities in Sudan List, are not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List and that you do not have business operations in Cuba or Syria. In addition, this Agreement may be terminated if Provider (1) has found to have submitted a false certification, (2) has been placed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel, (3) has been placed on the Scrutinized Companies with Activities In Sudan List or the Scrutinized Companies with Activities in The Iran Petroleum Energy Sector List; or (4) has been engaged in business operations in Cuba or Syria.

The Provider agrees to observe the above requirements for applicable subcontracts entered into for the performance of work under this Agreement.

The Provider agrees that the certifications in this section shall be effective and relied upon by ECT for the term of this Agreement, including any and all renewals.

The Provider agrees that if it or any of its subcontractors' status changes in regard to any certification herein, the Provider shall immediately notify ECT of the same.

As provided in Subsection 287.135(8), Florida Statutes, if federal law ceases to authorize the above-stated contracting prohibitions then they shall become inoperative.

#### **40. E-Verify**

In accordance with F. S. 448.095, no later than the first date of the term Agreement, Provider must register with and use the U.S. Department of Homeland Security's E-Verify system, <https://e-verify.uscis.gov/emp>, to verify the work authorization status of all employees hired on or after the first date of the term Agreement and during the remainder of the term of this Agreement. Evidence may consist of, but is not limited to, providing notice of your E-Verify number. The link for instructions on how to provide proof of participation/E-Verify enrollment is <https://www.e-verify.gov/faq/how-do-i-provide-proof-of-my-participationenrollment-in-e-verify>.

The statute also applies to subcontractors performing work under this Agreement. The subcontractor must use the E-Verify system for any employees it may hire during the term of this Agreement. The Subcontractors must provide affidavits stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, as defined by F.S. § 448.095(k). Subcontractors are defined in Florida Statute as both individuals and legal entities. Provider must maintain copies of all subcontractor affidavits for the duration of the ECT Agreement and these affidavits shall be subject at all times to inspection, review, or audit by

ECT personnel or its duly authorized agent.

Notwithstanding any other terms of this Agreement, if ECT has a good faith belief that you have knowingly hired, recruited or referred an alien who is not duly authorized to work by the immigration laws or the Attorney General of the United States, ECT shall terminate this Agreement. Provider may be liable for all costs associated with ECT securing the same services, inclusive, but not limited to, higher costs for the same services and rebidding costs (if necessary). Any challenge to termination under this provision must be filed in the Circuit Court no later than 20 calendar days after the date of termination. If this Agreement is terminated for a violation of the statute, Provider may not be awarded a public contract for a period of one (1) year after the date of termination.

**THIS SPACE INTENTIONALLY LEFT BLANK.**

**XVI. SIGNATURES**



Tammy D. Geer, Executive Director  
Escambia Children's Trust



Sidney Williams, Executive Director  
Pensacola Little Theatre, Inc.

March 6, 2023

Date

03/06/2023

Date

Approved as to legal sufficiency:



## APPENDIX 1: COVER PAGE

### RFP#2022-03 / Out-of-School Time Program

The undersigned, as Proposer, does declare that no other persons other than the Proposer herein named has any interest in this proposal or in the contract to be taken, and that it is made without any connection with any other person or persons making a proposal for the same articles, and it is in all respects fair and without collusion or fraud. The undersigned further declares that he has carefully examined the specifications and is thoroughly familiar with their provisions and penalties.

Organization Name:	<b>PENSACOLA LITTLE THEATRE</b>		
Telephone:	<b>850.432.2042</b>	Federal EIN:	<b>59-0906711</b>
Street Address:	<b>400 SOUTH JEFFERSON STREET</b>		
City, State, Zip Code	<b>PENSACOLA, FL 32502</b>		
Escambia County District #:	<b>2</b>		
Contact person:	<b>SID WILLIAMS-HEATH</b>		
Title of contact person:	<b>EXECUTIVE DIRECTOR</b>		
Contact person e-mail:	<b>EXECUTIVE@PENSACOLALITTLETHEATRE.COM</b>		
Proposed programming period: MM/DD/YYYY – MM/DD/YYYY	<b>09/11/2023 – 11/07/25 (AND THEN CONTINUES)</b>		
Proposed number of Escambia County children and youth served by the organization during the grant period:			
Participant age range:	<b>7-15</b>		
Amount requested:	<b>\$265,000</b>		
Total organizational budget:	<b>\$1,200,00.00</b>		
Total program budget for this RFP:	<b>\$307,866</b>		
# of full-time employees employed for OST program(s):	<b>2</b>		
# of part-time employees employed for OST program(s):	<b>6</b>		
# of AmeriCorps, Senior Corps or other service members engaged in OST program(s):	<b>2</b>		
# of volunteers engaged in OST program(s):	<b>84</b>		

Authorized Signature: 

Name: Sid Williams

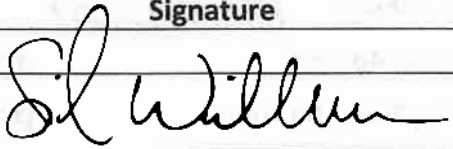
Title: Executive Director

**To receive consideration for award, this page must be returned as part of your application.**

## APPENDIX 2: ACKNOWLEDGEMENT OF ADDENDA

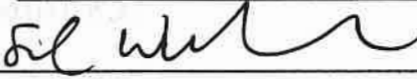
### RFP#2022-03 / Out-of-School Time Program

The Proposer shall acknowledge receipt of any addenda issued to the RFP by completing the table below and including it in the proposal. Failure to acknowledge an addendum that has a material impact on the RFP may negatively impact the responsiveness of your proposal. Material impacts include but are not limited to changes with specifications, scope of work, delivery time, performance period, insurance, qualifications, etc.

Addendum Number	Date	Signature
Addendum 1	10/31/2022	

☐ No Addendum was released

Organization: Pensacola Little Theatre

Signature: 

Name: Sid Willians

Title: Executive Director

### APPENDIX 3: CAPACITY CHECKLIST

#### RFP#2022-03 / Out-of-School Time Program

An organization must have the infrastructure to manage the requirements associated with a contract prior to receiving Escambia Children's Trust (ECT) funding. This includes having the ability to collect and report data and having the cash on hand to pay for expenses prior to invoicing the ECT using a cost reimbursement model.

Please review the full Request for Proposals prior to applying for ECT funding. Agency infrastructure costs of up to 15% of the total direct expenditures can be budgeted in the administrative/indirect cost budget line.

The following are some of the infrastructure items associated with having the resources to be successful when making application for funding from the ECT. If your agency is not prepared structurally, please contact the ECT for referrals for assistance.

GENERAL ORGANIZATIONAL INFORMATION	YES	NO
Is the organization a 501(c)3 non-profit, governmental entity, or incorporated not-for-profit qualified to do business in the State of Florida?	X	
Do you have an active Board of Directors that meet regularly?	X	
Do you keep minutes of each board meeting?	X	
Can you describe the composition of the Board, and do they have the skills that complement the needs of the organization?	X	
Is the staff of your organization representative of the demographic make-up of Escambia County and/or the client population served?	X	
Are background checks required of all direct service employees?	X	
Do you have an organizational chart that depicts lines of authority?	X	
Does the organization have a website?	X	


INSURANCE REQUIREMENTS	YES	NO
Does your organization have the insurance coverage as referenced in the RFP in place as required to contract with the ECT?	X	

DATA COLLECTION AND REPORTING	YES	NO
Is the organization capable of collecting and reporting on multiple elements of demographic and measurable outcome data if awarded funding from the ECT?	X	
Does the organization have the information technology resources to collect and report on data including the use of internet?	X	
Does the organization use standardized tools or surveys to collect data from consumers?	X	
Does the organization use an evidence based or evidence informed curriculum or practice?	X	
Does the organization currently have dedicated staff to collect and report on outcomes?	X	

FINANCIAL CAPACITY	YES	NO
Does your organization have a budget for the current year?	X	
Does your organization have a budget narrative and summary?	X	
Does your organization have the cash on hand to pay for and invoice the ECT using the cost reimbursement model?	X	
Does your organization have a current audit including a management letter and most recent financial statements?	X	
Does the organization have written financial policies and procedures?	X	
Does the organization have internal controls in place?	X	
Does the organization have a process to approve expenses prior to submitting a reimbursement request?	X	
Does the organization have a financial planning and analysis process?	X	

Sid Williams, Executive Director  
Name and Title

4/4/2022  
Date Completed

  
Signature

## APPENDIX 4: GOALS AND OUTCOMES CHART

### RFP#2022-03 / Out-of-School Time Program

Project Goals and Outcomes		
<p>Organization Name: Pensacola Little Theatre</p> <p>Program Name: Character Building through Building Characters at Pensacola Little Theatre (with additional details on timeline and outcomes listed in the Project Narrative)</p>		
Goals <i>Please list each goal that you plan to meet with this funding</i>	How will you achieve this goal? <i>Include process, planning, timeframe (month and year)</i>	What are the expected outcomes? <i>For each outcome listed, please include specific metrics and timeframes for how you will measure the success of that outcome.</i>
<p><b>Goal 1:</b> Children will develop fundamental public speaking skills and foster effective communication and sense of voice with an increased ability to communicate their opinions clearly and effectively, listen, and work collaboratively with their peers and adults.</p>	<p><b>Timeframe: September 2023–November 2025</b> (with 6-week classes at a time)</p> <p>Students will rehearse lines aloud in front of their classmates and teachers in a comfortable, safe environment</p> <p>Weekly one-on-one meetings between program staff and youth</p> <p>Weekly public speaking assignments as well as listening metrics</p>	<p>85% of educators surveyed after each session will report students enhanced ability to harness the skills to be able to articulate themselves to peers and instructors confidently.</p> <p>95% of students surveyed in after each session will report positively on outcomes such as feelings of belonging, their ideas count, and that they have a voice worth hearing and able to use</p>
<p><b>Goal 2:</b> Children will improve reading comprehension and fluency while changing their behavior and attitude toward reading</p>	<p><b>Timeframe: September 2023–November 2025</b> (with 6-week classes at a time)</p> <p>Each week, students will read through scripts as they are translated from books to better understand plot, characters, and story line in a meaningful way.</p> <p>Using creativity to research new words for expression to increase their vocabulary</p>	<p>By the end of each session, 80% of students will have been reported as having obtained a larger vocabulary for ELA classes in the upcoming school year</p> <p>100% of students will possess an increased understanding of story structure and plot, with the knowledge of how to identify words on paper with the characters they brought to life as reported through survey by educators</p>

	Physically acting out parts and dialogue to better understand plot and storyline	
Goal 3: PLT staff will utilize and educate youth-led program volunteers in script analyzation and translation while working with at-risk students. All engaging with students will receive necessary certifications to be successful and ethical	<p><b>Timeframe: September 2023-November 2025</b> (with 6-week classes at a time)</p> <p>PLT staff and OTS experts will train volunteers to prepare assignments on the language arts aspects of theatre</p> <p>Participating in training and development in void areas based on participant</p>	<p>100% of volunteers will grow their knowledge of working with at-risk students to be able to put into place outside of the PLT setting. Through program staff surveys administered at the end of each session, PLT will find that 100% of staff feel confident in their ability to impart leadership skills, and 100% of staff feel professional development opportunities are relevant to their work</p> <p>100% of volunteers and staff will report feeling be more uniquely qualified and understanding of the needs of at-risk youth locally having completed 3 sessions in Year 1</p>
Goal 4: Children will develop techniques and alterative interests to help the avoidance of risky behavior and coping with traumatic situation while simultaneously better understanding healthy breathing and eating habits	<p><b>Timeframe: September 2023-November 2025</b> (with 6-week classes at a time)</p> <p>Using strategic book content that centers on resilience, healthy lifestyle choices, and ethics in an engaging manner</p> <p>Experiencing breathing trainings, healthy snacks, and health professionals</p>	<p>At the end of the six-week session, teachers will report a change in behavior and attitude in 75% of participating students</p> <p>100% of students will receive healthy snacks for education and satiation in each class</p> <p>80% of guardians will report a decrease in risky behavior in students within the program</p>
Goal 5: PLT programming will foster lasting relationships between Pensacola Little Theatre and the Escambia County Public School System and its students and educators while engaging donors on the success of the program.	<p><b>Timeframe: September 2023-November 2025</b> (with 6-week classes at a time)</p> <ul style="list-style-type: none"> <li>• Develop sustainability plan for the continuity of the new position beyond the end of the grant period</li> <li>• Leadership will deepen existing relationships with and develop an outreach plan for underserved communities</li> </ul>	<p>By early September 2024, the program will grow by 5%</p> <p>Additional funds will be secured to make the expansion permanent</p>

	<ul style="list-style-type: none"> <li>• Leadership will form at least one new relationship with an underserved community</li> </ul>	
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**APPENDIX 5: BUDGET - ATTACHED**  
**RFP#2022-03 / Out-of-School Time Program**

*Please see the separate template provided.*

**APPENDIX 6: SAMPLE MONITORING VISIT CHECKLIST**  
**RFP#2022-03 / Out-of-School Time Program**

All grantees are subject to scheduled and unscheduled monitoring and quality site visits throughout the grant period. During a prearranged monitoring visit, a member of the ECT partner team must have access to the following items:

**Personnel files for all ECT-funded staff (paid and volunteers)**

- ☐ FBI fingerprint and background check
- ☐ Results from National Child Sex Offender Registry
- ☐ DCF Criminal Background Check
- ☐ Certificate of Completion of Mandated Reporter Training
- ☐ Mandated Reporter Policy
- ☐ CPR/First Aid Certification

**Policies and Procedures**

- ☐ Sign-in or attendance procedures
- ☐ Exit and pick-up procedures
- ☐ Field trip procedures
- ☐ Code of Conduct
- ☐ Confidentiality
- ☐ Incident reports
- ☐ Conflict resolution/behavior management plan or procedure
- ☐ Bullying Prevention Policy

**Safety**

- ☐ Emergency Plan
- ☐ All exits and entrances are clear from obstruction
- ☐ Physical space is adequate for youth programming and meets Americans with Disabilities Act requirements
- ☐ Emergency contacts for youth and important health information (allergies, medications, etc.)
- ☐ Procedure for handling health emergencies

**Insurance**

- ☐ General Liability Insurance coverage of \$1,000,000 per occurrence and \$2,000,000 aggregate
- ☐ Certificate of Insurance for Comprehensive Automobile (if appropriate) and Worker's Compensation

**Financial Records**

- ☐ Payroll records for all staff costs billed to ECT
- ☐ Back-up for any expenditures (receipts, invoices, etc.)
- ☐ Financial policies
- ☐ Procurement documents in accordance with agency policies

# **Character Building through Building Characters at Pensacola Little Theatre**

## **Proposal Narrative**

"Art does not solve problems, but makes us aware of their existence," sculptor Magdalena Abakanowicz said.

Arts education, on the other hand, does solve problems. Decades of research shows that arts education is closely linked to almost everything we say we want for our children and demand from our schools: academic achievement, social and emotional development, civic engagement, and equitable opportunity. That need is not met for all children in our community.

Strong arts programming helps build community cohesion, and access to affordable, quality drama-based programs helps instill foundational skillsets in all children - not just the ones who are afforded cultural experiences. While some parents are able to expose their children to the arts whether or not schools provide them, low-income and/or at-risk children often do not.

Pensacola Little Theatre makes access to arts education a priority to enable children from diverse backgrounds to have a more level playing field with access to cultural experiences locally. With more than 80 years of experience in helping mold developmental skillsets in children that extend beyond academics – traits like self-confidence, public speaking, perspective, curiosity, collaboration, classroom readiness,

alternative approaches to better reading comprehension, physical movement, and passion for further studies – PLT's education department is uniquely qualified to serve children from underserved communities in building character through the art of storytelling.

That's why PLT exists – to enrich and educate. We do so by telling stories - stories of people who look and live like you; stories of people who don't. We use volunteers and educational outreach to tell those stories - your stories - to help progress the community's artistic and cultural climate and nurture children in their developmental years to reach their fullest potential. Regardless of whether students go on to be athletes, educators, medical professionals, parents, or yes – even performers – PLT uses creativity in an out-of-school classroom setting to strategically engage with school-age children in a time when their engagement could be otherwise detrimental to their personal and professional futures.

The art of storytelling starts with art, which we recognize all too well as predominately offered outside of normal school hours and often extremely expensive for parents to partake in for their children. This project aligns with our mission to use the creative classroom during non-school hours to develop a foundation of meaningful roles in children during their early development and to continue fostering that education through adulthood to enrich the quality of life for the community - or at least the quality of life for that one human.

Access and awareness continue to be the boundaries we must cross to strategically grow the impact of arts education in our at-risk youth, and through an expansion and

adaptation of our current out-of-school programming, Pensacola Little Theatre can bolster our capacity to serve more children in our community in an engaging and meaningful way.

As it exists currently, PLT offers more than 35 classes throughout the year to various age groups - ranging from four-years-old to high-school-aged children with every genre to appease their interests in-between. Classes range from Broadway Babies, improv for middle schoolers, technical theatre for teens, summer stars for high school, musical theatre for toddlers, and beyond. The current program offers these classes for a heavily reduced tuition fee.

To further the impact of that program, our outreach program *Beyond Boundaries* then takes shows on the go outside of the building and into Title I schools, community centers, libraries, and after-school programs to offer access to at-risk children to experience the quality-of-life the arts can bring. This outreach has overwhelmingly surpassed all goals and expectations set for the program, and evaluation of that outreach through survey and feedback from educators has shown that not only do these at-risk children rapidly shift in behavior, but that the requests from guardians of these children for consistent access to drama workshops is unprecedented.

**This project bridges that gap between external outreach and programming offered within our walls:** a next step to access to consistent arts education to help foster creative learning in students to improve both their immediate and future academic performance. In short, as we continue to impact children through our outreach department, we need more physical space accessible in-house to offer additional free

programming specifically targeted toward these at-risk students once they have a taste of the arts in their own schools or community centers. This project creates that space and reimagines our current tuition-based programming to offer free-of-charge drama-based programs out of school hours.

### **The Program**

At Pensacola Little Theatre, we recognize that not all children learn in the same way or at the same speed. That's why we use drama-based instruction to improve students' comprehension while encouraging student engagement. Imagine – a student reads a book alone at night sitting at the kitchen table, rereading each sentence in an effort to process the content before them. Now imagine – students then taking that same book and bringing it to life right before them – not just using their imagination, but using an engaging drama-based instruction to examine the text in a deeper level – experiencing the story using their whole body and voice, exploring complex themes, and making correlations to their own experiences with the characters.

Using theatre techniques to bring these stories to life from the books they often struggle to read, PLT facilitates character building by building characters for students who grapple with academic achievement and their attitude toward learning in a way that isn't conducive to their cognitive thinking. This creative classroom has proven to change that behavior and keep struggling readers and communicators from regressing.

By entering the story rather than simply reading it from the other side, students become the characters. They interrogate and interview the people they read about. They empathize with them. They explore multiple perspectives and cultures surrounding

them. It's proven that through drama-based instruction, children demonstrate greater academic achievement and higher test scores once a child is able to "find" their way through a text to become a part of the story – creating a sense of appreciation and ability toward reading it, which simultaneously impacts both the attitude and support of the student and their guardian(s). While reading comprehension is often the goal, even greater comprehension is nearly always the result.

As evidenced by the American Alliance for Theatre and Education, studies demonstrate a correlation between drama involvement and academic achievement. In addition to having higher standardized test scores than their peers who do not engage with the arts, students who participate in drama often experience improved reading comprehension, maintain better attendance records, and stay generally more engaged in school than their non-arts counterparts. Schools with an affiliation with an arts-integrated programs, even in low-income areas, report high academic achievement.

Educators often believe that classroom drama is comparable to putting on a full theatrical production and likely avoid it with the fear it will involve time-consuming planning, use of props, expensive scripts, etc. That's why once children are out of school, they come to Pensacola Little Theatre – and that's why we need the help of the Escambia Children's Trust.

### **The Need**

51% of students in Escambia County are reported as not proficient in reading. As we know firsthand in the non-profit world – the best way to fix a problem is to get by with a little help from our friends.

As a collaboration with Escambia County Schools, our program specifically targets those students who are below grade level in reading, fusing arts education and core curriculum to help students improve reading scores, strengthen social development, and improve overall testing in general. Our program fills the gap that students have in reading by making stories come alive using existing assigned reading and/or teacher-recommended works. As outlined in our programming schedule details, PLT instructors and youth-led volunteers help collaboratively create a script with these students to help make the characters and storyline stick.

In addition to reading, writing, acting, stage movement, and costume design, the theatre's program is unique to Escambia County as it embraces movement and breathing as students engage and better connect with their bodies to produce a meaningful result. From stage blocking, performance posture, directional movement, and channeling various breathing techniques, **Character Building through Building Characters** offers well-rounded programming to enhance performance in underserved youth academically, socially, emotionally, and physically. Students will also be provided healthy snacks to consume as both an educational tool to exemplify healthy eating alternatives and to satiate their hunger if they are not afforded a proper meal at home. This all-inclusive need is a void in Escambia County which Pensacola Little Theatre aims to fill through drama-based instruction out of school hours.

We also know the arts are an instrumental avenue for healing. Our program allows students who have been experienced a variety of trauma to discover methods of communication for healthy healing. As a repercussion to the pandemic, many students have decreased literacy and social interaction. Our program works to help students get back on track with reading while giving a new social environment that is a safe place to express themselves. Whether the aftermath of isolation during the pandemic or the woes that come with a student who naturally struggles with personal interaction, as students progress in their self-confidence and reconnection with effective communication techniques, they regain a sense of hope and connection to themselves as they read and learn about stories with targeted themes of resilience each week.

After completion of one six-week session, these students will be eligible for a specific scholarship opportunity to then join regular PLT arts education classes to continue pursuing their passion in drama-based study. Through the program, PLT will collect program attendance, behavior while in the program, staff and volunteer experiences and satisfaction, and through survey, will evaluate teacher's responses to school attendance, behavior in school, and the associated grades, scores, and competencies as a result of the program. PLT will monitor success and track progress for each session through customized survey; focus groups; parent, educator, and OTS professional surveys; and program observations to clearly define the successes and weaknesses in meeting our goals, changes in behavior, academic improvement, and attitude changes in students.

The specific activities and services provided through this project will sustain our current programming while affording more accessibility, functionality, and potential for impact in

an out-of-school creative classroom setting. Because of this trailblazing renovation and expanded programming

- 180 arts education out-of-school programs will be offered, impacting more than 580 new students throughout the grant time period due to expanded, reimagined use of our building to incorporate a new area for programming
- 7 new educator positions will be made available ranging across diverse demographics and skillsets to execute the out-of-school program to help foster youth-led roles to work alongside PLT staff and OTS experts
- more than 10,000 volunteer hours will be spent within the walls of the reimagined hall growing in artistic excellence and self-confidence before stepping a foot on the stage

PLT targets at-risk students, specifically between the ages of 7-15 in Escambia County.

Pensacola has over 24,000 households, with almost 25% having children, and 23.2% of the population under the age of 18. Over 16% of the city's population lives below the federal poverty line. For those populations, PLT aims to offer access and awareness, while also ensuring we have the adequate and most beneficial space for them to learn in when they arrive. Going to these students once isn't enough. Exposing minority, low-income students of every gender and housing status to arts education and what it feels like to express themselves through drama-based programming once isn't sufficient. PLT is proud of its efforts and ability to offer outreach in schools and after-school programs, but the need for consistent out-of-school programming must be filled.

This program fills that unique need not only nurture and grow the students during their time at Pensacola Little Theatre, but to foundationally support and grow these students to connect with the larger community beyond our walls to become educated, emotionally intelligent, responsible citizens who better understand differing viewpoints, self-worth, and the meaningful roles they play in the bigger picture of the community. No organization drives home the notion of how imperative your specific role is in the community than a theatre – whose mission is using character-based programming to use fictitious roles to foster actual meaningful roles.

## **The Curriculum**

### **Week 1:**

- Session A | Introduction to program; improv games; script brainstorm
- Session B | Stage movement; reading discussion; collaborative scriptwriting

### **Week 2:**

- Session C | Creating a Character lesson; collaborative script writing; acting exercises
- Session D | Creating a Character lesson; script finalization; readthrough of script; assign roles

### **Week 3:**

- Session E | Character analysis; costuming; reading comprehension activity; stage movement
- Session F | Reading comprehension activity; improv games; blocking and walk-through rehearsal; student reflection on how characters in the story are resilient with OTS professional

### **Week 4:**

- Session G | Student presentations of how their character displays resilience; character analysis,
- Session H | Costume fitting; reading comprehension exercise; fluency practice

### **Week 5:**

- Session I | Full run-through of script; SFX makeup workshop
- Session J | Writing assignment: A time you felt resilient; run-through of play

### **Week 6:**

- Session K | Full rehearsal; verbal reflection on process with OTS professional
- Session L | Final rehearsal; full performance; extension activities; evaluation and celebration

### **The Schedule**

#### **Fall 2023 | Tuesday/Thursday from 2-4pm**

Session 1 | Ensley Elementary - 35 students // Grade 5

*September 11 – October 20 (6 weeks)*

Session 2 | Oakcrest Elementary - 35 students // Grade 5

*October 23 – December 1 (6 weeks)*

\*note: both schools dismiss at 1:25pm

#### **Spring 2024 | Tuesday/Thursday from 5-7pm**

Session 3 | Workman Middle - 35 students // Grade 8

*January 22 – March 1 (6 weeks)*

Session 4 | Ransom Middle - 35 students // Grade 8

*March 4 – April 12 (6 weeks)*

\*note: both of schools dismiss at 4:15pm

**Summer 2024 | Tuesdays/Thursdays from 1-3pm**

Session 5 - Sherwood Elementary and Montclair Elementary - 55 students // Grade 5

*June 3 – July 12 (6 weeks)*

\*note: fall 2024 sessions and beyond will be scheduled when appropriate for the next school year

In partnership with these schools listed for Year 1 programming, PLT will provide bus transportation to depart from each school to bring the children directly and safely to Pensacola Little Theatre. Based upon the goals and outcomes listed above and in the accompanying chart, PLT aims to grow this program to continue for decades even after the three-year ECT funding is expended. PLT will utilize the redesigned classroom space for rental opportunities while not in use for the programming to sustain 100% of the expenses associated with the program after the three-year ECT funding period.

## **Budget Narrative:**

Pensacola Little Theatre's program – Character Building through Building Characters – is derived of three instrumental aspects to execute the trailblazing, proven programming:

- 1) Program materials
- 2) Staffing and logistics
- 3) Classroom structure and one-time equipment

The **equipment** and **classroom structure** portions are both instrumental in the sustainability of the project and are one-time expenses before Year 1 kicks off to adequately prepare for the children to enter the program.

Within the walls of The Clark Family Cultural Center, our existing out-of-school educational classroom has a proven track record of molding the minds, morale, and motivation of school-aged children. Because of this track record, the classroom is currently nearing maximum capacity. This project takes two rooms adjacent to the arts education wing and restructures them into one additional out-of-school classroom setting to impact more children using an adaptation of our existing programming. The **construction** line item covers the redesign of this space, including the removal of interior partition between the two rooms entirely, removal and replacement of flooring, energy-efficient lighting, drywall and trim work, permanent classroom shelving, reworking of electrical and HVAC units, painting, and labor. All permits, storage, and removal is covered in the proposed budget. Without this portion of the program, PLT

cannot accommodate and serve these additional at-risk youth proposed in the grant application.

The one-time **equipment** purchases run hand in hand with the creation of the classroom space and include portable staging and a hi-resolution cinematic quality projector. For sustainability, the staging has a lifespan of 15-20 years, and the projector affords the program the opportunity to execute continuously by replacing traditional set building (new walls and building ever-changing scenes for each performance to include the wood, nails, hammers, saws, etc.). With the hi-res projection system, PLT can change the backdrop easily, quickly, and effectively with just the push of a button.

**Program materials** are broken up into one-time purchases and recurring expenses.

One-time purchases include two iMac computers for staff to use solely for this program (lesson plans, evaluation, QLab, AutoCAD, and the designing of each digital set to go alongside the projection system.); 4 portable LED stage lights; one lighting truss rig for mounting; one surround sound system permanently installed in the structure for this program; sixty chairs used both by students in the out-of-school classroom and then by patrons attending their final performance; pipe and drape for dividing the classroom appropriately when necessary; and a projection screen.

Recurring **program materials** include costumes (that rotate with the performance based upon the reading material); props; SFX makeup kits; writing kits; and the books themselves.

**Staffing** costs include the hours used for two full-time personnel directly tied to all programming (Kimberly Scott, Community Outreach Director; Topher Warren, Education Director) and the formula involved 12 classes per session; 4 hours per class; 3 sessions per year; \$20/hour; administrative staffing hours to oversee evaluation, approval of syllabi, administrative duties including AR/AP, insurance, utilities (Kathy Holsworth, Artistic Director; Sid Williams-Heath, Executive Director); contracted educators and community professionals directly paid to assist in program at \$16/hour; and security to monitor the program (4 hours for each class; 144 hours per year; \$45/hour). The associated payroll taxes have been included.

PLT will hire a charter bus system to bring the children directly to PLT from the specific school partner over each six-week session (schedule attached in Project Narrative). The charter has quoted PLT a price of \$733 for each day used (36 days each year). The charter company includes insurance in their daily fee.

**Staff Professional Development/Training** includes three professional trainings per year, averaging \$350/training. Trainings for Year 1 include professional certification in trauma and resilience; professional certification in social and emotional learning; council for at-risk student education and professional standards training

Other items, including utilities, postage, insurances, and printing are based on standard expenses incurred for existing programming that will now be directly tied to the new out-of-school programming as proposed.

## **Key Personnel**

Kimberly Wise Scott | Community Outreach Director, Pensacola Little Theatre

- B.S. Secondary Education, Speech and English Emphasis
- M.S. Curriculum and Instruction, Speech Emphasis
- Trauma Informed Care Training
- CPR
- Long Distance Track Coaching Certification
- Previously taught 6-8 Grade Language Arts, Drama & Critical Thinking Teacher, Dixon School of the Arts & Sciences

Topher Warren | Education Director, Pensacola Little Theatre

- B.F.A Musical Theatre, University of West Florida
- Previously the Director of Missoula Children's Theatre
- Previously in the administration of Atlanta's JB Studios

Kathy Holsworth | Artistic Director, Pensacola Little Theatre

- B.A. Education, University of Alabama
- M.S. Strategic Communications and Leadership, University of West Florida
- Adjudicator, Florida Theatre Conference Thespians
- Theatrical Intimacy Education Training

- American Association of Community Theatres
- Impact 100 member and previous Board of Directors

**Sid Williams-Heath | Executive Director, The Clark Family Cultural Center**

- B.A. Public Relations, University of Mississippi
- B.A. Journalism, University of Mississippi
- Certified ProAdvisor, QuickBooks
- Treasurer, Visit Pensacola
- Vice President, Stamped LGBTQIA+ Fest
- Health & Wellness Instructor, Ride Society Pensacola

## Reference List of Partners/Supporters

1. Justin Gaylard | 850.516.7164 | [jgaylard@ecsdfi.us](mailto:jgaylard@ecsdfi.us) | Partner & Supporter
  - Instructional Coach, Escambia County Public Schools Transformation Office
  - Advisory in needs of lower performing schools in Escambia County, trends in programming voids for at-risk children, liaison to all Escambia Public Schools for scheduling, monitoring, and recruiting
  - OTS Expert
2. Laynie Gibson | 850.557.2416 | [Gibson.Laynie@gmail.com](mailto:Gibson.Laynie@gmail.com) | Partner & Supporter
  - Licensed Mental Health Counselor
  - Certified Group Psychotherapist
  - Community Outreach Liaison, Stamped LGBTQIA+ Fest
  - Board of Directors, IMPROVable Cause
  - Advisory in evaluation of student behaviors, growth in programming, at-risk LGBTQIA+ needs assessment, counseling for students
3. Aurora Osborn | 850.474.2914 | [aosborn@uwf.edu](mailto:aosborn@uwf.edu) | Partner & Supporter
  - Associate Director, University of West Florida Office of Equity and Inclusion
  - Equal Opportunity Officer
  - Deputy Title IX Coordinator
  - Advisory in equity and inclusion practices, academic readiness and improvement, program accessibility, collaboration offered with UWF

4. Dr. Donna Curry | 330.606.1337 | [dr.donna.curry@gmail.com](mailto:dr.donna.curry@gmail.com) | Partner & Supporter

- Former Principal, Dixon School of the Arts and Sciences
- Advisory in programming curriculum and culture, evaluation of students pre/post programming, educational liaison to public schools, scholarship committee
- OTS expert

5. Cristina Fenger | 509.251.3861 | [oktoberfest1099@hotmail.com](mailto:oktoberfest1099@hotmail.com) | Supporter

- Community Volunteer
- Doting mother to a home-schooled student enrolled in existing PLT EDU out-of-school programming

6. Noelle Wojciehowski Poole | 917.952.8514 | [noellepoole27@gmail.com](mailto:noellepoole27@gmail.com) |

Supporter

- PTA President, Gulf Breeze Elementary School
- Board of Directors, Gulf Breeze Will Do
- Mother of student enrolled in existing PLT EDU out-of-school programming
- Program scholarship committee

7. Michaela T. Norman | 251.229.6452 | [akapg18@gmail.com](mailto:akapg18@gmail.com) | Partner

- Math Instructor, Warrington Middle School

- Trauma Informed Care Trained
- Advisory in diversity of programming, staffing of contracted educators, scholarship committee
- OTS Expert

8. Jill Traylor | 504.276.5438 | [jtraylor@eskewdumezripple.com](mailto:jtraylor@eskewdumezripple.com) | Partner

- Principal, Director of Design, Eskew Dumez Ripple Architects
- NCIDQ, IIDA, LEED Green Associate, WELL AP
- Advisory and design in classroom structure

9. Michelle Lietzau | 703.967.6376 | [michelle.a.lietzau@gmail.com](mailto:michelle.a.lietzau@gmail.com) | Partner

- M.A Public Health Nutrition, Liberty University
- Advisory in healthy snacks to offer, educating in healthy alternatives and movement, evaluation of student overall health and wellness, breathing techniques

10. Rev. Willie Gulley | 850.341.4299 | [wqulley@bellsouth.net](mailto:wqulley@bellsouth.net) | Supporter & Partner

- Milk and Honey Outreach Ministries, Outreach Director
- Existing outreach partner and advocate for consistent in-house theatre programming for at-risk students
- Advisory in transportation and accessibility

## Attachment 2

### [Character Building Through Building Characters at Pensacola Little Theatre] Performance Measurements RFP#2022-03 / Out-of-School Time Program FY 2022-2023

The Program's performance will be tracked through the performance reporting module in SAMIS for the contract period. The following Participant Level Performance Measurements will be used to assess progress.

- **Measurement:** Identify how success will be measured such as the percentage of change, increase, or completion, etc.)
- **Value:** Specify the minimum number of the measured impact

<b>Goal 1:</b> Children will develop fundamental public speaking skills and foster effective communication and sense of voice with an increased ability to communicate their opinions clearly and effectively, listen, and work collaboratively with their peers and adults.			
Objective	Measurement	Value	Related Indicator(s)
1.1) 85% of educators surveyed after each session will report students enhanced ability to harness the skills to be able to articulate themselves to peers and instructors confidently.	Surveying will take place for all Year 1 students, which are 100% new students impacted in this new program.	85% success of all Year 1 students would be 165 students	Weekly public speaking assignments as well as listening metrics
1.2) 95% of students surveyed after each session will report positively on outcomes such as feelings of belonging, their ideas count, and that they have a voice worth hearing and able to use	Surveying will take place for all Year 1 students, which are 100% new students impacted in this new program.	185 students	Students will rehearse lines aloud in front of their classmates and teachers in a comfortable, safe environment

1.3) 100% of students will be evaluated on growth of communication skills by PLT education staff before and after completion	Surveying will take place for all Year 1 students, which are 100% new students impacted in this new program.	195 students	Weekly one-on-one meetings between program staff and youth
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## **Goal 2:**

Children will improve reading comprehension and fluency while changing their behavior and attitude toward reading

<b>Objective</b>	<b>Measurement</b>	<b>Value</b>	<b>Related Indicator(s)</b>
2.1) 100% of students will possess an increased understanding of story structure and plot, with the knowledge of how to identify words on paper with the characters they brought to life as reported through survey by educators	100% of all Year 1 students will be measured through survey of educators	195 students	Using creativity to research new words for expression to increase their vocabulary.
2.2) By the end of each session, 80% of students will have been reported as having obtained a larger vocabulary for ELA classes in the upcoming school year	100% of all Year 1 students will be measured through survey of educators	156 students	Each week, students will read through scripts as they are translated from books to better understand plot, characters, and story line in a meaningful way.
2.3) 70% of students will report a positive change of behavior toward reading	100% of all Year 1 students will be measured through survey of educators	136 students	Physically acting out parts and dialogue to better understand plot and storyline

**Goal 3:**

PLT staff will utilize and educate youth-led program volunteers in script analyzation and translation while working with at-risk students. All engaging with students will receive necessary certifications to be successful and ethical

Objective	Measurement	Value	Related Indicator(s)
3.1) 100% of volunteers will grow their knowledge of working with at-risk students to be able to put into place outside of the PLT setting.	Through program staff surveys administered at the end of each session, PLT will find that 100% of staff feel confident in their ability to impart leadership skills, and 100% of staff feel professional development opportunities are relevant to their work and plot, with the knowledge of how to identify words on paper with the characters they brought to life as reported through survey by educators	84 volunteers and 7 new staff positions	PLT staff and OTS experts will train volunteers to prepare assignments on the language arts aspects of theatre  Participating in training and development in void areas based on participant

**Goal 4:**

Children will develop techniques and alternative interests to help the avoidance of risky behavior and coping with traumatic situation while simultaneously better understanding healthy breathing and eating habits

Objective	Measurement	Value	Related Indicator(s)
4.1) At the end of the six-week session, teachers will report a change in behavior and attitude in 75% of participating students	100% of all Year 1 students evaluated through survey	146 students	Using strategic book content that centers on resilience, healthy lifestyle choices, and ethics in an engaging manner
4.2) 80% of guardians will report a decrease in risky behavior in students within the program	100% of all Year 1 students evaluated through survey	156 guardians	Using strategic book content that centers on resilience, healthy lifestyle choices, and ethics in an engaging manner
4.3) 100% of students will receive healthy snacks for education and satiation in each class	100% of all Year 1 students evaluated through survey	195 students	Experiencing, learning, and engaging from breathing trainings, healthy snacks, and contact with health professionals

**Goal 5:**

PLT programming will foster lasting relationships between Pensacola Little Theatre and the Escambia County Public School System and its students and educators while engaging donors on the success of the program.

Objective	Measurement	Value	Related Indicator(s)
5.1) By early September 2024, the program will grow by 5%	Measured in number of Year 1 students to Year 2 students	Possible increase to over 200 students in Year 2	Additional funds will be secured to make the expansion permanent
5.2) Leadership will deepen existing relationships with and further develop an outreach plan for underserved communities	Measure of existing partnership and number of programs vs. new programs	Growing outreach staffing beyond 1 PT employee	Develop sustainability plan for the continuity of the new position beyond the end of the grant period



## **Data Collection Requirements**

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Providers receiving funds from Escambia Children's Trust (ECT) will enter participant data using the SAMIS case management portal. The source of all participant data required by ECT should be supported and documented in either individual case files or other verifiable source documents or systems, which are subject to inspection and monitoring by ECT.

The provider is responsible for developing, maintaining, and adhering to confidentiality policies and procedures that govern participant files and records, protection of participants' rights, research involving participants served, privacy afforded to participants (when applicable) and release of participant information as per the ECT agreement language and any other legal requirements. These policies and procedures must be incorporated into the provider's policies to protect participant data and prevent accidental or malicious disclosure of participant information.

Provider reports and data required to be uploaded to SAMIS are due on the 15<sup>th</sup> of the month following the month services were provided unless otherwise specified in the Provider's agreement. For example, reports and data for services provided in January must be submitted via SAMIS by February 15<sup>th</sup>.

- Demographic data for all participants of programs funded by ECT must be entered into SAMIS (or an alternate, pre-approved data system), regardless of funding unless the collection of aggregate data has been approved by ECT.
- Participants' data should not be entered into SAMIS until they have signed a release of information for ECT or a data sharing agreement between the Provider and ECT exists, unless otherwise specified in the ECT agreement.
- The Provider will maintain in participant files a completed copy of an ECT-approved form for authorizing client consent to release information for each participant receiving services. As allowed by law and Provider policy, the Provider will add ECT to consent forms.
- Participants receiving services will be identified as a child or an adult on the participant profile. Each participant will be assigned a unique record ID. Participants receiving child services shall be identified as a child. A child record should always remain as a child record, even if the child turns 18 during the program enrollment. Participants receiving adult (parent) services shall be identified as an adult.

The following Data Points will be collected for all participants. These data will serve as source documents for reports used to track progress toward deliverables specified in Exhibit B of the provider's agreement, Performance Measurements.

1. Household Size – total number of adults and children in the household
2. Household Income – total annual gross income of all members in the household
3. Head of Household – member of the household who contributes more than half of the household's income or makes most of the household decisions. For a child who resides in a foster home, enter the child's name
4. Number of Adults in Household
5. Number of Minor Children in Household – *Household Arrangement – Single Parent-Female Head of Household; Single Parent- Male Head of Household; Dual Parent-Married; Dual Parent- Non-Married Female Head of Household; Dual Parent- Non-Married Male Head of Household; Other-Relative / Kinship Care – Female Head of Household; Other-Relative / Kinship Care – Male Head of Household; Other-Relative / Kinship Care – Married; Other- Non-Relative; No Dependents – Married; No Dependents – Couple, Non-Married; No Dependents – Single Female; No Dependents – Single Male*
6. Relationship of Child Participant to Head of Household – *Spouse; Biological son or daughter; Adopted son or daughter; Stepson or stepdaughter; Brother or sister; Father or Mother; Grandchild; Parent-in-law; Son-in-law or daughter-in-law; Other relative; Roomer or Boarder; Housemate or roommate; Unmarried partner; Other non-relative; Self*
7. Participant Address – Address 1, Address 2, City, State, and ZIP Code
8. Current Living Situation – *Have Physical Address; Legally Restricted from Release; Unsheltered; Sheltered; Safe Haven; Institutional Setting; Temporary Housing Situation; Potentially Permanent Housing Situation*
9. Home Phone Number
10. Cell Phone Number – for children, this should be the parent's cell phone number
11. Email Address – for children, this should be the parent's email address
12. Referred From / How Did You Hear About This Program
13. First Name, Middle Name, Last Name, Last Name Suffix
14. Date of Birth
15. Gender – *Male; Female; Gender Non-Conforming; Trans Male; Trans Female*
16. Sex – *Male; Female*
17. Race – *American Indian or Alaska Native; Asian; Black or African American; Native Hawaiian/Pacific Islander; Two or More Races; White*
18. Ethnicity – *Hispanic, Latino, or Spanish Origin; Not Hispanic*
19. Primary Language Spoken at Home
20. Education – the participant's highest level of education should be selected; for adults = *Did not graduate high school; High school diploma/GED; Some college; Associate's Degree; Bachelor's Degree; Master's Degree; Doctorate/Terminal Degree*; for children = *Age 0-5, attending Child Care Center; Age 0-5, attending Family Day Care Home; Age 0-5, not attending Center or Family Care Home; School Age, not currently enrolled; School Age –*

*select the current grade in which the child is enrolled (if in summer program, denote the grade the child will be entering for the upcoming school year)*

21. Student ID Number
22. School Name
23. Start Date – This should be the first day a participant is active within the program
24. Referred To – This field identifies referrals made for the participant throughout the program.
25. Services Type – This field includes the types of services funded, e.g., OST/afterschool, OST/summer camp, early learning care, legal services, healthcare, dental services, academic supports, capacity building, and additional categories as needed
26. Close Date – The last date the participant received services, defined as a face-to-face service, direct phone, voice contact, or telehealth; does not include voice mail, email, or written contact
27. Closing Reason – *Completed Program; Transferred to another provider prior to completion of program; Participant withdrew-with notice; Participant withdrew- health problems; Participant withdrew- lack of transportation; Participant withdrew without notice; Participant lost eligibility- aged out; Participant lost eligibility - was arrested/ incarcerated; Participant lost eligibility moved out of service area; Participant lost eligibility - violation of program rules; Participant lost eligibility - lack of progress; Participant died; Reunification; Funding Ended / Site Closed*

NOTE: Exceptions to this list must be documented in the Special Conditions section of the provider agreement.

### **Performance Measurement**

- Performance Measures must be collected as specified in the ECT agreement.
- If the agreement between the Provider and ECT requires the collection of data for performance measures, (e.g., surveys, assessments), the Provider must have written procedures to ensure the proper execution of the measure.
- Service and form (e.g., surveys, assessments) dates must be the date that the service or measurement occurred or the date the information was collected. If the measurement cannot be collected, the reason must be documented in the case file.
- All required answers must be completed for all forms.

### **Program Services/Attendance**

- A service or attendance must be entered for all participants to identify the individual and group or program-wide service for which the participant is engaged. Services are entered in SAMIS based off each service interaction.
- All attendance should be entered as soon as possible but no later than two weeks from the date of attendance.

## **Referrals**

Referrals made for participants to other programs should be recorded.

1. No Referral(s) Made: an assessment of needs was completed, and no referral(s) was required. If this selection is utilized no other referral items should be selected.
2. 2-1-1 Northwest Florida: local information and referral service.
3. Adoptions: any private adoption Provider.
4. Adult & Aging: any Provider providing specialized services to adults and seniors.
5. Alcohol and/or Substance Abuse Services: any public or private Provider specializing in the treatment of or prevention of alcohol or substance abuse.
6. Basic Needs Services: any program, public or private, that assists families in meeting their basic needs in times of crisis, needs, or change or any program, public or private, that provides assistance with household items such as food, clothing, dishes, or other household goods.
7. Child Care: any public or private childcare provider.
8. Child Support Enforcement: The Department of Revenue Child Support Enforcement Program.
9. CHNF: any referral to Community Health Northwest Florida
10. Community Based Care Lead Agency: community-based care services (foster care, adoption) that are contracted for by DCF.
11. Counseling Program: any Provider, public or private, that provides counseling to individuals, families, groups including programs that provide services to the terminally ill and/or grief services to surviving family members.
12. Dental Services: any dentist for dental services.
13. Developmental Evaluation and Intervention Services: evaluation and treatment for children with suspected or identified developmental delay or neuromuscular impairment or any community Provider that deals with developmental disabilities in children (for example, mental or physical handicaps).
14. Disabilities: agencies specializing in services to people with disabilities defined as temporary or permanent reduction in function, usually a result of a physical or mental condition or infirmity. NOTE: Agencies that specialize in treating developmental disabilities should be entered under “Developmental Evaluation and Intervention Services”.
15. Domestic Violence Services: any Provider specializing in providing services to perpetrators or victims of domestic violence (including crisis sheltering).
16. Education: any academic program offered by any public or private school (including credit or non-credit courses, adult education, Special Education, and English for Speakers of Other Languages – ESOL).
17. Employment Assistance/Job Training: any Provider, public or private, specializing in vocational training or employment related services for non-handicapped persons including Florida’s Provider for Workforce Innovation program.
18. Faith-based Organization: organizations that provide social services, or religious or spiritual activities as part of their affiliation with a religious group, not including faith based parochial schools. NOTE: Referrals to a parochial school should be identified as “Education.”

19. Family Support Services: any program, public or private, that assists families in meeting their basic needs in times of crisis, needs, or change or a program that provides funds for emergency needs such as rent or utilities.
20. Financial Management/Debt Counseling/VITA: any program, public or private, that specializes in services that help people manage money, develop budgeting skills, or assist with debt management or tax preparation.
21. FL Dept of Children & Families (DCF): referred to any division of DCF including the Adult Services, Developmental Disabilities, Economic Services, Family Safety or Substance Abuse or Mental Health divisions.
22. FL Dept of Health: any referral to the Florida Department of Health / Escambia County Health Department.
23. Florida Abuse Hotline: The Florida Abuse Hotline accepts reports 24 hours a day and 7 days a week of known or suspected child abuse, neglect, or abandonment and reports of known or suspected abuse, neglect, or exploitation of a vulnerable adult. To make a report you can a) Report online at <https://reportabuse.dcf.state.fl.us/>, b) Call 1-800-962-2873, c) Use 711 for Florida Relay Services, or d) Fax your report to 1-800-914-0004. If you suspect or know of a child or vulnerable adult in immediate danger, call 911.
24. Housing: any program that provides non-crisis related short or long-term housing services.
25. Juvenile Justice: referred to any court with jurisdiction over juveniles, any Provider that serves youth involved with the justice system or any referral to any office or employee of the Florida Department of Juvenile Justice.
26. Legal Services: a Provider or program that provides legal advice or services or any licensed attorney, private law firm, or public defender.
27. Medical Services: any clinic, family physician, radiologist, ophthalmologist, optometrist, hospital, emergency room, or any health service provider excluding mental health service providers. Mental health service providers should be entered under "Mental Health Services" below.
28. Mental Health Services: any public or private organizations concerned with meeting the needs of the mentally ill or those vulnerable to mental illness or a privately practicing professional who provides guidance or problem-solving advice.
29. Neighborhood Family Center: A place in a neighborhood where families come together to meet each other, have fun together, learn together, and support each other.
30. Parenting Education: a program that provides information, resources, and or tools to promote change that improves the lives of children by supporting parents and caregivers.
31. Parent University: a specific parenting education program offered in Escambia County.
32. Recreation Program: any public or private recreation program or center.
33. Refugee/Immigrant Services: any public or private Provider specializing in services to refugees or immigrants.
34. Respite Care: a service that provides periodic relief for the family or primary care giver.
35. Shelter Services: crisis related temporary safe housing services (for example runaway or homeless) excluding domestic violence shelters which should be entered as Domestic Violence Services.
36. Support Group: a program that organizes and provides resources, peer support, and guidance to a group of people with common goals or issues.

37. Vocational Rehabilitation Services: any Provider public or private that offers training to participants who are mentally or physically disabled so they can do useful work and become more self-sufficient.
38. Youth Development Program: programs designed to support, guide and challenge young people. They are characterized by providing youth with opportunities for meaningful participation and service to others. These programs provide youth with opportunities to explore and develop values, interact with caring adults, and form considerate relationships with their peers.

DR

# EXHIBIT D



## Pensacola Little Theatre

Character Building through Building Characters at  
Pensacola Little Theatre  
Project period:

Invoice Number:						
Invoice period:						
	LINE ITEM	Budget	Previously invoiced	This invoice	Total Invoiced	Budget remaining
<b>A.</b>	<b>Personnel</b>					
A1.	Personnel	\$ 12,024.00			\$ -	\$ 12,024.00
	<i>Subtotal</i>	\$ 12,024.00	\$ -	\$ -	\$ -	\$ 12,024.00
A2.	Benefits	\$ 2,122.00			\$ -	\$ 2,122.00
	<i>Total Personnel Costs</i>	\$ 14,146.00	\$ -	\$ -	\$ -	\$ 14,146.00
<b>B.</b>	<b>Expenses</b>					
B1.	Staff Travel/Vehicle fuel/Bussing	\$ -			\$ -	\$ -
B2.	Equipment (Items > \$5,000)	\$ 11,600.00			\$ -	\$ 11,600.00
B3.	Supplies (Items < \$5,000)	\$ 63,741.00			\$ -	\$ 63,741.00
B4.	Staff Professional Development/Training	\$ 1,050.00			\$ -	\$ 1,050.00
B5.	Printing & Copying	\$ 2,500.00			\$ -	\$ 2,500.00
B6.	Postage/Shipping/Delivery	\$ 1,200.00			\$ -	\$ 1,200.00
B7.	Lease/Space Rental	\$ -			\$ -	\$ -
B8.	Utilities (internet, telephone, electricity, water, etc.)	\$ 500.00			\$ -	\$ 500.00
B9.	Insurances (Liability, Auto, etc.)	\$ 2,100.00			\$ -	\$ 2,100.00
B10.	Consultant and Professional Fees/Contract Staff	\$ -			\$ -	\$ -
B11.	Subgrants to partner Organization	\$ 26,400.00			\$ -	\$ 26,400.00
B12.	Background & Drug Screenings				\$ -	\$ -
B13.	Field Trips	\$ -			\$ -	\$ -
B14.	Meals				\$ -	\$ -
B15.	Client Transportation				\$ -	\$ -
B16.	Outreach Expenses/Marketing	\$ -			\$ -	\$ -
B17.	Vehicle Purchase				\$ -	\$ -
B18.	Participant Incentives				\$ -	\$ -
B19.	Program Scholarships	\$ 21,444.00			\$ -	\$ 21,444.00
	<i>Subtotal</i>	\$ 130,535.00	\$ -	\$ -	\$ -	\$ 130,535.00
	<i>Total - Personnel and Expense</i>	\$ 144,681.00	\$ -	\$ -	\$ -	\$ 144,681.00
<b>C.</b>	Administrative Costs (Indirect)				\$ -	\$ -
	<b>PROJECT TOTAL</b>	\$ 144,681.00	\$ -	\$ -	\$ -	\$ 144,681.00

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2122

Prepared by - Signature

Date

Approval - Signature

Date

# EXHIBIT E



## Pensacola Little Theatre

Character Building through  
Building Characters

3/1/2023 - 2/29/2024

	LINE ITEM	BUDGET
<b>A.</b>	<b>Personnel</b>	
A1.	Personnel	\$ 12,024
	<i>Subtotal</i>	\$ 12,024
A2.	Benefits	\$ 2,122
	<i>Total Personnel Costs</i>	\$ 14,146
<b>B.</b>	<b>Expenses</b>	
B1.	Staff Travel/Vehicle fuel/Bussing	\$ -
B2.	Equipment (Items > \$5,000)	\$ 11,600
B3.	Supplies (Items < \$5,000)	\$ 63,741
B4.	Staff Professional Development/Training	\$ 1,050
B5.	Printing & Copying	\$ 2,500
B6.	Postage/Shipping/Delivery	\$ 1,200
B7.	Lease/Space Rental	\$ -
B8.	Utilities (internet, telephone, electricity, water, etc.	\$ 500
B9.	Insurances (Liability, Auto, etc.)	\$ 2,100
B10.	Consultant and Professional Fees/Contract Staff	\$ -
B11.	Subgrants to partner Organization	\$ 26,400
B12.	Background & Drug Screenings	
B13.	Field Trips	\$ -
B14.	Meals	
B15.	Client Transportation	
B16.	Outreach Expenses/Marketing	\$ -
B17.	Vehicle Purchase	
B18.	Participant Incentives	
B19.	Program Scholarships	\$ 21,444
	<i>Subtotal</i>	\$ 130,535
	<i>Total - Personnel and Expense</i>	\$ 144,681
<b>C.</b>	<b>Administrative Costs (Indirect)</b>	
	<b>PROJECT TOTAL</b>	<b>\$ 144,681</b>

**Key Personnel**

Kimberly Wise Scott | Community Outreach Director, Pensacola Little Theatre

- B.S. Secondary Education, Speech and English Emphasis
- M.S. Curriculum and Instruction, Speech Emphasis
- Trauma Informed Care Training
- CPR
- Long Distance Track Coaching Certification
- Previously taught 6-8 Grade Language Arts, Drama & Critical Thinking Teacher, Dixon School of the Arts & Sciences

Job Description: The Community Outreach Director will oversee the direction and execution of the Character Building through Building Characters outreach program (CBBC). Duties include curriculum development; school system correspondence, facilitation, and scheduling; training of contracted educators; teaching classes within the program; securing of program transportation; outreach in underserved communities throughout Escambia County to grow program audience and participation; marketing of program; ordering of program materials; among other duties as assigned by the Executive Director

Topher Warren | Education Director, Pensacola Little Theatre

- B.F.A Musical Theatre, University of West Florida
- Previously the Director of Missoula Children's Theatre
- Previously in the administration of Atlanta's JB Studios

Job Description: The Education Director will oversee PLT arts education programming and work in tandem with the Community Outreach Director to incorporate CBBC students into existing EDU classes. Duties include recruitment of program contracted educators; contract creation for all educators; scholarship applications and scheduling of review with scholarship committee; teaching classes within the program; attendance monitoring and record keeping; approval of curriculum; among other duties as assigned by the Executive Director

Kathy Holsworth | Artistic Director, Pensacola Little Theatre

- B.A. Education, University of Alabama
- M.S. Strategic Communications and Leadership, University of West Florida
- Adjudicator, Florida Theatre Conference Thespians
- Theatrical Intimacy Education Training
- American Association of Community Theatres
- Impact 100 member and previous Board of Directors

Job Description: The Artistic Director will oversee the creative direction of Pensacola Little Theatre, its arts education programs, and its volunteers. Duties include monitoring and recruitment of volunteers; season production schedule; vetting pieces and materials used in the classroom and onstage; staffing schedules; teaching classes within the program; serving on the scholarship committee; evaluation of program staff; among other duties assigned by the Executive Director

Sid Williams-Heath | Executive Director, The Clark Family Cultural Center

- B.A. Public Relations, University of Mississippi
- B.A. Journalism, University of Mississippi
- Certified ProAdvisor, QuickBooks
- Treasurer, Visit Pensacola
- Vice President, Stamped LGBTQIA+ Fest
- Health & Wellness Instructor, Ride Society Pensacola

Job Description: The Executive Director will oversee all programs within The Clark Family Cultural Center. Duties include grant facilitation and communication with ECT staff; payments and reimbursement requests; compliancy, auditing, and fiscal responsibility of CBBC outreach program and grant funds; program monitoring and data quality; ordering of all supplies and equipment for CBBC program; background checks of all employees and contracted workers; overseeing the scholarship committee; grant renewal processes; other duties as needed

Contracted Educators

Job Description: Lead Character Building through Building Characters program during specified times on behalf of the Pensacola Little Theatre Education and Outreach Department. Duties include overseeing all students in CBBC classes; executing approved curriculum and class instruction; collecting data as requested by supervisor; attendance records; signing off on arrival and departure of all students; requesting of necessary materials; maintain and promote the highest standard of programming and communication within CBCC classes; among other duties as assigned.