

# (ATTACHMENT 22) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

## MILWAUKEE BOARD OF SCHOOL DIRECTORS PROFESSIONAL SERVICES CONTRACT

This Contract is being entered into this \_\_\_ day of \_\_\_\_\_ 2023, by and between \_\_\_\_\_ (“Contractor”) and Milwaukee Board of School Directors d/b/a Milwaukee Public Schools (“MPS”).

### 1. SCOPE OF SERVICES

Contractor shall specifically perform the following services under this Contract:

The Partnership for the Arts & Humanities expands access to arts and humanities programs during out-of-school time by providing funds to community-based organizations to serve city of Milwaukee children, youth, and families.

Contractor was selected pursuant to its submission to the 2023-25 Partnership for the Arts and Humanities Application. Contractor’s specific performance requirement is as submitted in Contractor’s “2023-25 Partnership for the Arts and Humanities Application,” and shall be incorporated into the Contract.

Contractor shall provide, at its own expense, all personnel, supplies, and equipment required to perform the services under this Contract. Unless otherwise indicated, all services are in-person.

### 2. TERM

This Contract shall be in effect on August 16, 2023, through September 30, 2025 (“Contract Term”).

Services during the first funding cycle shall be performed between September 1, 2023, and August 31, 2024. Pending Contractor’s satisfactory performance review and MPS’s approval, services during the second funding cycle shall be performed between September 1, 2024, and August 31, 2025. A final program report and final cost report are due by September 30, 2025.

**No work** shall commence before a Contractor receives a fully executed Contract and has been given approval to proceed. Any work performed by the Contractor prior to obtaining a fully-executed Contract with approval to proceed shall not be compensated pursuant to this Contract. Any continuation of the Contract beyond this term must be set forth in writing and signed by the original signatories to the Contract.

### 3. COMPENSATION

Total compensation under this Contract shall not exceed \$ \_\_\_\_\_. Contractor shall be compensated in an amount not to exceed \$ \_\_\_\_\_ for each funding cycle. Funds cannot be rolled over from the first funding cycle to the second funding cycle. Additional guidelines and requirements regarding compensation are identified in **Attachment A, Section B.**, and its referenced attachments.

MPS does not pay in advance for services. MPS reserves the right to determine in its sole discretion whether services have been adequately and fully delivered; to withhold payment until services are fully and adequately delivered, or to disallow a pro-rata share of payments for services not fully and adequately delivered.

No payment shall be made until a properly submitted invoice/Cost Report(s) pursuant to **Attachment A, Section B**, is approved. Said invoice/Cost Report(s) shall be submitted to:

Milwaukee Public Schools  
Department of Recreation & Community Services  
ATTN: Michelle Porter  
5225 W. Vliet Street, Rm 162  
Milwaukee, WI 53208  
Copied to Email: waltermm@milwaukee.k12.wi.us

As a matter of practice, MPS attempts to pay all invoices/cost reports in 45 days. It is mutually agreed that State Prompt pay law does not apply to this Contract.

Unless otherwise specified, MPS shall not pay cost reports/invoices submitted more than 15 days after the reporting period. In the case of grant funding, no payments shall be made after grant close out. Final cost reports/invoices must be marked as such.

### 4. NON-APPROPRIATION OF FUNDS

## (ATTACHMENT 22) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

This Contract is contingent upon the appropriation of sufficient funds by appropriate MPS officials. If funds are not appropriated, Contractor agrees to take back any commodities furnished under the Contract, terminate any services supplied to MPS under the Contract, and relieve MPS of any further obligations under the Contract.

### 5. NON-DISCRIMINATION

In the performance of work under this Contract, Contractor shall not discriminate in any way against any employee or applicant for employment on the basis of a person's sex, race, age, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, disability, or socio-economic status. This prohibition includes but is not limited to employment; promotions, demotions and transfers; recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeships. Contractor shall post in conspicuous places, available for employees of Provider and applicants for employment, notices setting forth the provisions of this non-discrimination clause. Contractor is required to include a similar provision in all subcontracts to this Contract.

If MPS determines Contractor has violated this non-discrimination policy, MPS may terminate this Contract without liability for undelivered services or materials. MPS may also deem the Contractor ineligible to participate in future contracts with MPS.

### 6. INDEMNITY

Notwithstanding any references to the contrary, Contractor assumes full liability for all of its acts or omissions in the performance of this Contract, as well as the acts or omissions of its subcontractors. Contractor shall indemnify and hold harmless MPS, its agents, officers and employees against all liabilities, losses, judgments, decrees, costs, and expenses that may be claimed against MPS as a result of granting of this Contract to said Contractor, or that may result from the carelessness or neglect of said Contractor, its agents, or employees. Contractor agrees to accept tender of the defense of any claim or action against MPS falling within the scope of this indemnity. If judgment is recovered against MPS in suits of law or equity for any reason, including by reason of the carelessness, negligence, or acts or omissions of the Contractor, against such persons, firms or corporations carrying out the provisions of the Contract for the Contractor, the Contractor assumes full liability for such judgment, not only as to any monetary award, but also as to the costs, attorneys' fees or other expenses resulting therefrom.

In accordance with applicable laws, MPS shall be responsible for defending and paying judgments on behalf of its officers, employees and agents while acting within the scope of their employment or agency for any claims that may arise out of MPS's negligence for acts, policies, or directives that affect the activities covered by this Contract.

### 7. BACKGROUND CHECKS

Contractor will conduct, at Contractor's expense, a criminal information records background check, (hereinafter referred to as "background check"), through the Wisconsin Department of Justice and other appropriate states' agencies, on all current and potential administrators, board members, officers, and employees (full-time and part-time), and volunteers who have, or who are anticipated to have, "direct, unsupervised contact" with MPS students in the performance of this Contract. (Note: No background checks are required for youth mentors/workers who are under the age of 18.)

An out-of-state background check should be completed in the state(s) in which the individual resided for at least six (6) months within the last 10 years and was eighteen years or older at the time.

For purposes of this Contract, a volunteer is any non-paid person who provides services on a regular and ongoing basis for more than five hours a week. A volunteer is not a parent or other adult who is a one-time volunteer for a field trip or other one-time only activity. Provider will use good judgment in accepting the services of a volunteer, and will be familiar with the volunteer before accepting services of that volunteer.

No later than one month before programming with MPS students begins, Contractor will submit to MPS's Department of Employment Relations (DER), utilizing the Smartsheet link provided herein: <https://tinyurl.com/yc3pu8mj>, all completed background checks. Such records will be reviewed and MPS will notify Contractor of any individual(s) who, based on MPS standards, are unfit and should not have contact with MPS students. All determinations made by MPS with regards to whether an individual is fit to provide services pursuant to this Contract are made in MPS's sole discretion. More information about the background check process can be found in the 2023-25 Partnership for the Arts and Humanities Guidebook for Grantees.

The following will each be a material failure to comply with the terms of this Contract and cause for immediate termination of this Contract by MPS: failure to perform background checks as outlined in this Section 7; failure to submit background checks to MPS as outlined in this Section 7; allowing services to be provided by an individual who has not be subjected to a background check; and allowing services to be performed by an individual who has been determined to be unfit by MPS as outlined in this Section 7.

## (ATTACHMENT 22) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

### 8. INSURANCE AND PROOF OF FINANCIAL RESPONSIBILITY

Contractor understands and agrees that financial responsibility for claims or damages to any person, or to Contractor's employees and agents, shall rest with the Contractor. Contractor and its subcontractors shall effect and maintain any insurance coverage, including, but not limited to, Workers' Compensation, Employers' Liability, General Liability, Contractual Liability, Automobile Liability and Umbrella Liability to support such financial obligations. The indemnification obligation, however, shall not be reduced in any way by existence or non-existence, limitation, amount or type of damages, compensation, or benefits payable under Workers' Compensation laws or other insurance provisions.

The minimum limits of insurance required of the Contractor by MPS shall be:

Workers' Compensation	Statutory Limits
Employers' Liability	\$100,000 per occurrence
General Liability	\$1,000,000 per occurrence/\$2,000,000 aggregate
Auto Liability	\$1,000,000 per occurrence
Umbrella (excess) Liability	\$1,000,000 per occurrence

Commercial General Liability shall be on an occurrence form covering the risks associated or arising out of the services provided under this Agreement. This insurance is not to have any exclusions, sub-limits, or restrictions as respects coverage for sexual abuse and molestation, corporal punishment, athletic events, and use of gymnasium equipment.

The Milwaukee Board of School Directors shall be named as an additional insured under Contractor's and subcontractors' general liability insurance and umbrella liability insurance. Evidence of all required insurances of Contractor shall be submitted electronically to MPS via its third party vendor, EXIGIS Risk Management Services. Waivers and exceptions to the above limits will be in the sole discretion of MPS and shall be recorded in the EXIGIS system, which records are incorporated into this Contract by reference. The certificate of insurance or policies of insurance evidencing all coverages shall include a statement that MPS shall be afforded a thirty (30) day written notice of cancellation, non-renewal or material change by any of Contractor's insurers providing the coverages required by MPS for the duration of this Contract.

### 9. SHIPPING /TAXES

If goods are provided pursuant to this Contract, please note that MPS is exempt from Federal Excise and Wisconsin Sales Taxes. All vendor quotes, bids and invoices must include delivery FOB destination to the MPS location receiving the goods and freight must be prepaid. This means any freight, shipping, processing, handling or like charges must be part of a unit price. Any separate line items for freight, shipping, processing, handling or like charges listed on an invoice will be deleted and NOT PAID.

All textbook purchases shall be governed by the terms and conditions in the Milwaukee Board of School Directors' Textbook Contract, which provides that textbooks shipped to MPS or its schools must be done at no additional charge to MPS or its schools.

MPS reserves the right to reject any items that do not conform to the bid, quote or Purchase Order. All return freight charges associated with the rejected materials shall be borne by the vendor.

### 10. IRREPARABLE HARM

It is mutually agreed the breach of this Contract on Contractor's part shall result in irreparable and continuing damage to MPS for which money damages may not provide adequate relief. Therefore, the breach of this Contract on Contractor's part shall entitle MPS to both preliminary and permanent injunctive relief and money damages insofar as they can be determined under the circumstances.

### 11. TERMINATION BY CONTRACTOR

Contractor may, at its option, terminate this Contract upon the failure of MPS to pay any amount, which may become due hereunder for a period of sixty (60) days following submission of appropriate billing and supporting documentation. Upon said termination, Contractor shall be paid the compensation due for all services rendered through the date of termination including any retainage.

### 12. TERMINATION BY MPS - BREACH BY CONTRACTOR

If Contractor fails to fulfill its obligations under this Contract in a timely or proper manner, or violates any of its provisions, MPS shall thereupon have the right to terminate it by giving 10 days written notice before the effective date of termination of the Contract, specifying the alleged violations, and effective date of termination. The Contract shall not be terminated if, upon receipt of the notice, Contractor promptly cures the alleged violation with 10 days. In the event of termination, MPS will only be liable

## **(ATTACHMENT 22) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS**

for services rendered through the date of termination and not for the uncompleted portion, or for any materials or services purchased or paid for by Contractor for use in completing the Contract. However, MPS shall recover all funds paid to Contractor under this Contract to which Contractor is not entitled. The decision of MPS will be final.

Contractor shall meet or exceed all federal, state, and local laws, regulations, and ordinances and shall meet the standards set by any federal, state, or local agency which may have regulatory or administrative control over such party, its facility, and/or activity. The failure of Provider to meet such standards may result in the automatic termination of this Contract.

### **13. TERMINATION BY MPS**

MPS further reserves the right to terminate this Contract at any time for any reason by giving Contractor written notice by Registered or Certified Mail of such termination. MPS will attempt to give Contractor 30 days' notice, but reserves the right to give immediate notice. In the event of said termination, Contractor shall reduce its activities hereunder, as mutually agreed to, upon receipt of said notice. Upon said termination, Contractor shall be paid for all services rendered through the date of termination, including any retainage. This section also applies should the Milwaukee Board of School Directors fail to appropriate additional monies required for the completion of the Contract.

Nothing in this, or any other, section shall prevent MPS from immediately terminating this Contract if it determines, in its sole discretion, that continuing this Contract would cause an immediate and incurable threat to the safety of the participants in the Summer Recreation Program.

### **14. INDEPENDENT CONTRACTOR**

Contractor agrees and stipulates that in performing this Contract, it is acting as an Independent Contractor, and that no relationship of employer and employee, partnership or joint venture is created by this Contract. Contractor's engagement with MPS is limited solely to the operation of the 21<sup>st</sup> Century Community Learning Centers as outlined in this Contract. Contractor has exclusive control over work hours, location, and other details of such services, and MPS's sole interest is to ensure that said service shall be performed and rendered in a competent, safe, efficient, timely and satisfactory manner in accordance with the terms of this Contract.

Contractor has the sole obligation to provide for and pay any contribution or taxes required by federal, state or local authorities imposed on or measured by income. Contractor specifically covenant not to file any complaint, charge, or claim with any local, state or federal agency or court in which Contractor claims to be or to have been an employee of MPS during the period of time covered by this Contract and that if any such agency or court assumes jurisdiction of any complaint, charge or claim against MPS on Contractor's behalf, Contractor will request such agency or court to dismiss such matter. MPS shall not be charged any obligation or responsibility whatsoever of extending any fringe benefits which may be extended to MPS employees, including any insurance, or pension plans.

Contractor further agrees that MPS is not to be charged with the obligation or responsibility of extending any fringe benefits such as hospital, medical and life insurance, or pension plans which may be extended to employees of MPS from time-to-time and further agree to indemnify and hold harmless MPS and all its employees, officers and agents from any liability for personal injuries, including death, or for damage to or loss of personal property, which might occur as a result of the performance of the services provided for under this Contract.

### **15. ASSIGNMENT LIMITATION**

This Contract shall be binding upon and inure to the benefit of the parties and their successors and assigns; provided, however, that neither party shall assign its obligations hereunder without the prior written consent of the other.

### **16. PROHIBITED PRACTICES**

- A. Contractor during the period of this Contract shall not hire, retain or use for compensation any member, officer, or employee of MPS to perform services under this Contract, or any other person who, to the knowledge of Contractor, has a conflict of interest.
- B. Contractor hereby attests it is familiar with MPS's Code of Ethics, providing in pertinent part, "[a]n employee of Milwaukee Public Schools may not accept any gift or gratuity in excess of \$25.00 annually from any person, persons, group or any firm which does business with or is attempting to do business with MPS."
- C. No person may enter into this Contract for services that the MPS employee would otherwise perform as an employee.

**(ATTACHMENT 22) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS**

- D. No current or former MPS employee may perform services on a professional services contract without the prior written consent of the MPS Chief Human Capital Officer or his/her designee.
- E. If Contractors intends to use funds hereunder to purchase apparel for \$5,000.00 or more, the Provider agrees to provide only items manufactured by responsible manufacturers as that term is defined in MPS’s Administrative Policy 3.09(18)(B)4. Provider is required to include this provision in all subcontracts to this Contract.
- F. Contractors shall be nonsectarian in its programs, admissions policies, employment practices and all other operations. Contractor will regularly monitor the activities of its subcontractors, and any individual who participates in the providing of the CLC, to ensure compliance with this requirement.

**17. LIVING WAGE REQUIREMENT**

Contractor shall comply with, and ensure its sub-contractors performing work under this Contract comply with Milwaukee Board of School Directors’ Administrative Policy 3.09(17), which requires that employees be paid a “living wage”. If MPS determines in its sole discretion, Contractor has violated this living wage policy, MPS may terminate this Contract without liability for undelivered services or breach of contract. MPS may also deem Contractor ineligible to participate in future contracts with MPS.

**18. NOTICES**

Notices to either party provided for in this Contract shall be sufficient if sent by Certified or Registered mail, postage prepaid, addressed to the signatories on this Contract, or to their designees.

To: Lynn A. Greb, Senior Director  
 Milwaukee Public Schools  
 Department of Recreation & Community Services  
 5225 W. Vliet Street, Room 162  
 Milwaukee, WI 53208

To: Provider:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Copy To: Director of Procurement & Risk Management  
 Milwaukee Public Schools  
 5225 W. Vliet Street, Room 160  
 Milwaukee, WI 53208

**19. WAIVER**

The waiver or failure of either Party to exercise in any respect any rights provided for in this Contract shall not be deemed a waiver of any further right under this Contract.

**20. INTEGRATION / SEVERABILITY**

This Contract and its attachments and appendixes, if any, constitute the entire Contract among the Parties with respect to the subject matter hereof and supersede all prior proposals, negotiations, conversations, discussions and Contracts among the Parties concerning the subject matter hereof. No amendment or modification of any provision of this Contract shall be effective unless the same shall be in writing and signed by both Parties.

In the event Contractor seeks minor modifications to the programming set forth in the Contract, Contractor shall electronically submit a signed letter requesting such approval with a detailed explanation for the requested change to the Recreation Supervisor of Afterschool Arts & Humanities. Minor modifications may include, but are not limited to, a change in school(s) to be served, a change in community partners, or other deviations from the originally proposed services which closely follow the intent of the programming approved by MPS.

Whether such modifications are acceptable to MPS shall be in the sole discretion of MPS. Modifications will be accepted if found to be in the best interests of MPS and its partners. Contractor shall not implement any changes unless and until it receives confirmation from MPS, in writing, that such modifications are acceptable. MPS reserves the right to request additional information, including a revised budget, prior to making a determination.

The District shall not be bound by any terms and conditions included in of Contractor’s packaging, service catalog, brochure, technical data sheet or other document which attempts to impose any conditions at variance with or in addition to the terms and conditions contained herein.

## (ATTACHMENT 22) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

If any term or provision of this Contract will be found by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, the same will not affect the other terms or provisions hereof of the whole of this Contract, but such term or provision will be deemed modified to the extent necessary in the court's opinion to render such term or provision enforceable, and the rights and obligations of the parties will be construed and enforced accordingly, preserving to the fullest permissible extent the intent and agreements of the parties herein set forth.

### 21. CHOICE OF LAW & FORUM

The state courts of Wisconsin shall be the sole forum for all disputes arising of this Contract. The validity, construction, enforcement and effect of this Contract shall be governed solely by the laws of the State of Wisconsin.

### 22. TIMING

Time is of the essence in this Contract.

### 23. CERTIFICATION REGARDING DEBARMENT OR SUSPENSION & LOBBYING RESTRICTIONS

Contractor certifies that neither Contractor or its principals; its subcontractors or their principals; the sub-recipients (if applicable) or their principals are suspended, debarred, proposed for debarment, voluntarily excluded from covered transactions, or otherwise disqualified by any federal department or agency from doing business with the Federal Government pursuant to Executive Orders 12549 and 12689. Contractor specifically covenants that neither the Contractor or its principals, its sub-contractors or their principals, or the sub-recipients (if applicable) or their principals are included on the Excluded Parties List System ("EPLS") maintained by the General Services Administration ("GSA").

Concurrently with signing this Contract, Contractor will provide MPS with a certification which certifies that neither Contractor nor its principals and its subcontractors nor their principals are listed as debarred or suspended in the System for Award Management (SAM), the government-wide exclusion list maintained by the federal government. Provision of this certification is a material term of this Contract and condition precedent to any payment of compensation. If during the term of this Contract, Contractor, its principals or its subcontractors, are listed on SAM, Contractor has a duty to inform MPS of the same, at which time MPS will have the right to immediately terminate this Contract. In the event of such a termination, MPS will only be liable for services rendered through the effective date of termination. MPS will not be liable for any uncompleted portion of this Contract or for any goods or services purchased or paid for by Contractor for use in completing the Contract.

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

### 24. FORCE MAJEURE

MPS will not be liable to pay Contractor for any work that the Contractor is unable to perform due to act of God, riot, war, civil unrest, flood, earthquake, outbreak of contagious disease or other cause beyond MPS's reasonable control (including any mechanical, electronic, or communications failure, but excluding failure caused by a party's financial condition or negligence).

### 25. STUDENT DATA

Contractor acknowledges that student data is protected by both federal and state law. *See* Wis. Stat. § 118.125; 20 U.S.C. § 1232g(b); 34 C.F.R. § 99.1 *et seq.* If MPS determines that Contractor has disclosed any student record information in violation of either federal or state law, without prejudice to any other rights or remedies the MPS may have, MPS shall be entitled to immediately terminate this and every other existing Contract without further liability. Moreover, MPS may bar Contractor from future MPS contracts for varying periods up to and including permanent debarment.

### 26. NON-DISCLOSURE & OWNERSHIP

Absent prior written consent, Contractor shall not: (1) disclose, publish, or disseminate any information, not a matter of public record, that is received by reason of this Contract, regardless of whether the Contractor is or is not under contract at the time of the disclosure; or (2) disclose, use, publish, or disseminate any information or work product developed for MPS under this

## (ATTACHMENT 22) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

Contract for its own or any third party's benefit. Contractor agrees to take all reasonable precautions to prevent any unauthorized use, disclosure, publication, or dissemination of the same information.

All information and any derivatives thereof, whether created by MPS or Contractor under this Contract remains the property of MPS and no license or other rights to such information is granted or implied hereby. For purposes of this Contract, "derivatives" shall mean: (i) for copyrightable or copyrighted material, any translation, abridgment, revision, or other form in which an existing work may be recast, transformed, or adapted; and (ii) for patentable or patented material, any improvement thereon.

Within ten business days of the earlier of receipt of MPS' written or oral request, or final payment, Contractor will return all documents, records, and copies thereof it obtained during the development of the work product covered by this Contract. Notwithstanding the previous statement, Contractor shall maintain all program records for at least seven (7) years from the end of the Contract term, if not returned to MPS.

### **27. MPS LOGO/PUBLICITY**

No Contractor shall use the MPS Logo in its literature or issue a press release about the subject of this Contract without prior written notice to and written approval of Milwaukee Recreation.

All promotional materials and publicity of Partnership for the Arts and Humanities Programs and services as outlined in this Contract must include reference to "*Milwaukee Public Schools*" or "*Milwaukee Recreation*," along with "*Partnership for the Arts & Humanities*." Notwithstanding the foregoing, prior to releasing any promotional materials relating to this Contract, Contractor shall submit a copy and inform the Milwaukee Recreation.

All apparel, (e.g., t-shirts, etc.), and printed items, (e.g., flyers, banners, etc.), purchased with Partnership for the Arts & Humanities funds must include reference to the "*Partnership for the Arts & Humanities*," and "*Milwaukee Recreation*" or include the Partnership for the Arts & Humanities logo. In the event apparel is purchased by Contractor, the Contractor shall comply with the standards set forth in MPS Board of School Directors' Administrative Policy 3.09(18) and **Section 16(E)** above.

### **28. ORDER OF PRIORITY**

Should Contractor and MPS sign Contractor's Contract in addition to this Contract, the terms set forth in this Contract shall govern in the event of a conflict. Order of priority of all documents are outlined in **Attachment A, Section A.1.a**.

### **29. PUBLIC RECORDS**

Both parties understand that the Board is bound by the Wisconsin Public Records Law, and as such, all of the terms of this Contract are subject to and conditioned on the provisions of Wis. Stat. § 19.21, *et seq.* Contractor acknowledges that it is

obligated to assist the Board in retaining and producing records that are subject to Wisconsin Public Records Law, and that the failure to do so shall constitute a material breach of this Contract, and that the Contractor must defend and hold the Board harmless from liability under the law. Except as otherwise authorized, those records shall be maintained for a period of seven years after receipt of final payment under this Contract.

### **30. CONTRACT COMPLIANCE REQUIREMENT**

The HUB requirement on this Contract is 0%. The student engagement requirement of this Contract is 0 hours. The Career Education requirement for this Contract is 0 hours. Failure to achieve these requirements may result in the application of some or all of the sanctions set forth in Administrative Policy 3.10, which is hereby incorporated by reference.

**(ATTACHMENT 22) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS**

IN WITNESS WHEREOF, the parties here to have executed this Contract on the day, month and year first above written.

**CONTRACTOR (Vendor #: )**

**MILWAUKEE BOARD OF SCHOOL DIRECTORS**

By: \_\_\_\_\_  
Authorized Representative

By: \_\_\_\_\_  
*Janine Adamczyk, Director  
Procurement & Risk Management*

Date: \_\_\_\_\_

Date: \_\_\_\_\_

VENDOR  
ADDRESS  
CITY, STATE, ZIP  
PHONE

By: \_\_\_\_\_  
*Keith P. Posley, Ed.D.  
Superintendent of Schools*

Date: \_\_\_\_\_

SSN / FEIN:

Budget Code:

By: \_\_\_\_\_  
*Marva Herndon, President  
Milwaukee Board of School Directors*

Date: \_\_\_\_\_

*Reviewed by Insurance Compliance:*

By: \_\_\_\_\_

Date: \_\_\_\_\_



ATTACHMENT A

**2023-25 MILWAUKEE RECREATION PARTNERSHIP FOR  
THE ARTS & HUMANITIES PROGRAM**

This Attachment between [INSERT ORGANIZATION NAME HERE] (hereinafter referred to as “Contractor”), and the Milwaukee Board of School Directors, d/b/a Milwaukee Public Schools (hereinafter referred to as “MPS”) shall be incorporated into Professional Service Contract, [insert contract number], (hereinafter referred to as “PSC” or collectively “Contract”).

**A. PROGRAM REQUIREMENTS**

1. General Program Compliance.

- a. Contractor shall perform services set forth in accordance with the Contract, this attachment, the 2023-25 Partnership for the Arts and Humanities Guidebook for Grantees, found here: <http://www.milwaukeerecreation.net/artsandhumanities/>, incorporated by reference, and Contractor’s submitted 2023-25 Partnership for the Arts & Humanities Application. In the event of a conflict between the documents, the order of priority shall be as follows: (1) the PSC; (2) this attachment; (3) 2023-25 Partnership for the Arts & Humanities Guidebook for Grantees; (4) Contractor’s submitted 2023-25 Partnership for the Arts & Humanities Application.

2. Meetings, Workshops, and Site Visits.

- a. Information Sessions. All Contractors are required to attend one (1) information session prior to the start of the Contract Term. The information sessions will cover all Contractor’s requirements under this Contract. The information sessions are scheduled to take place on Wednesday, August 16, 2023. Contractors must attend one of two sessions: 10:00 – 11:30 AM or 1:00 – 2:30 PM (location TBD). An RSVP form will be distributed in early August 2023.
- b. Cost Report Workshops. New Contractors (those that have not participated in the Partnership for the Arts & Humanities program before the 2023-25 funding cycle) are required to attend a Cost Report Workshop at the date specified herein this section. Detailed cost reporting expectations and procedures will be covered at this workshop. The workshop will take place on Tuesday, October 3, 2023, from 1:00 – 3:30 PM (location TBD). An RSVP form will be distributed in early September 2023. Contractors that have participated in the Partnership for the Arts & Humanities program in the past may be required to attend a refresher Cost Report Workshop.
- c. Outcome Monitoring Workshop. New Contractors (those that have not participated in the Partnership for the Arts & Humanities program before the 2023-25 funding cycle) are required to attend an Outcome Monitoring Workshop at the date specified herein this section. Outcome monitoring tools and procedures will be covered at this workshop. The workshop will take place on Wednesday, September 13, 2023, from 10:00 – 11:30 AM (location TBD). An RSVP form will be distributed in early September 2023. Contractors that have participated in the Partnership for the Arts & Humanities program in the past may be required to attend a refresher Outcome Monitoring Workshop.

## (ATTACHMENT 22) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

- d. Check-in Meetings. In-person meetings with the Contractor may be requested by MPS at any time throughout the Contract Term.
- e. Site Visits. Staff of the Partnership for the Arts & Humanities and/or other MPS staff will conduct site visits of Contractor programs throughout the Program Period. Each Contractor should expect at least two (2) site visits from MPS during the Program Period. Contractors are required to provide programming schedules to program staff to assist with scheduling site visits.
- f. Virtual Programming. In the event that a communicable disease or governmental regulations impacts MPS' ability to carry out the Partnership for the Arts & Humanities program in-person services, as set forth in this Contract, MPS reserves the right to make any necessary changes to the program and/or Contract. Contractor shall abide by MPS' policies regarding in-person and virtual programming. If MPS determines that there is a need for Contractor to offer virtual programming at any point during the Program Period, the Recreation Supervisor of Afterschool Arts & Humanities will request a virtual program plan from Contractor, which may include a detailed virtual programming plan and a work sample. Contractor shall not begin any virtual programming until the virtual programming plan is approved by the Recreation Supervisor of Afterschool Arts & Humanities.

In the event that a communicable disease or governmental regulations impacts MPS' ability to hold any information session, workshop, or meeting in person, the Recreation Supervisor of Afterschool Arts & Humanities will coordinate a virtual version of the event or meeting. Contractor will be provided with information on how to access the virtual event or meeting, and attendance at said virtual event shall be mandatory for any event or meeting that was mandatory per this Contract.

### 3. Program Monitoring and Reporting.

- a. Mid-Term Program Report. Contractor shall electronically submit via their SurveyMonkey Apply account a Mid-Term Program Report by August 31, 2024. The Mid-Term Program Report will detail program outcomes, challenges, successes, reach, etc., and must include information and documentation regarding Contractor's program budget, partners, and matching funds for the second funding cycle. The Mid-Term Program Report, a sample of which is included as **Appendix C**, however, submission to SurveyMonkey will not be available until one month prior to its due date. Failure to submit a timely Mid-Term Program Report will result in a forfeit of funding for the second funding cycle (2024-25).
  - i. Contractor may be required to attend a meeting following their submission of the Mid-Term Program Report or when they reach the midpoint of their program to discuss the program's progress.
- b. Performance Review. Upon receipt of Contractor's Mid-Term Program Report, MPS will conduct a Performance Review to determine if funding for the second funding cycle (at the approved amount) will be made available to the Contractor. The Performance Review, a sample of which is included as **Appendix D**, will be conducted as Mid-Term Program Reports are received and completed by mid-September. Once the Performance Review is complete, Contractor will receive official notification from MPS indicating whether or not MPS standards have been met. Failure to meet MPS standards will result in a forfeit of funding for the second funding cycle. In the event the Contractor's program begins

## (ATTACHMENT 22) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

between September 1 and September 15, and Contractor has not received notification regarding approval for the second cycle, Contractor may submit for reimbursement of expenses (on their next Cost Report) incurred while waiting for approval. If approval for the second funding cycle (beginning September 1, 2024) is not granted, MPS may reimburse Contractor for approved program-related expenses incurred between September 1 and September 15, or until receipt of official notification from MPS, whichever comes first.

- c. Final Program Report. Contractor shall electronically submit via their SurveyMonkey Apply account a Final Program Report detailing program outcomes, challenges, successes, reach, etc., no later than Friday, September 30, 2025. The Final Program Report, a sample of which is included as **Appendix E**, will be available one month prior to its due date. Failure to submit a timely Final Program Report, including completed Outcome Data Tracking Spreadsheet(s), may impact the processing and reimbursement of Cost Reports.
- d. Outcomes Monitoring. Contractor shall be responsible for outcomes monitoring, as set forth in the 2023-25 Partnership for the Arts and Humanities Guidebook for Grantees and Contractor's submitted 2023-25 Partnership for the Arts and Humanities Application. Contractor will be required to report out about progress toward outcomes on the Mid-Term and Final Program Report and submit their completed Outcome Monitoring Data Tracking Spreadsheets.

### 4. Forms.

- a. Contractor is responsible for completing and submitting forms documenting the partnerships and matching funds outlined in their 2023-25 Partnership for the Arts & Humanities Application. The information submitted in the Application covers one funding cycle (2023-24). Prior to the second funding cycle (2024-25), contractor is required to submit updated or new forms reflecting the partnerships and matching funds secured for the 2024-25 funding cycle. These forms will be submitted with Contractor's Mid-Term Program Report.
- b. Partnership Agreement Forms. Contractor is responsible for completing and submitting a Partnership Agreement Form for all partners identified in its 2023-25 Partnership for the Arts and Humanities Application. Services should not begin until all Partnership Agreement Forms have been submitted and approved (for each funding cycle). For Contractors with programs beginning September-April, Partnership Agreement Forms are due September 1, 2023 and must submit their Mid-Term Program Report in August 2024. For Contractors with summer-only programs, Partnership Agreement Forms are due May 1, 2024 and May 1, 2025. See **Appendix F** for the Partnership Agreement Form.
- c. Matching Fund Agreement Forms. Contractor is responsible for providing evidence for all matching funds (in-kind and cash) identified in its 2023-25 Partnership for the Arts and Humanities Application equal to or greater than the amount of this Contract. For sources of cash match, Contractor may submit signed Matching Fund Agreement Forms or official correspondence. The official correspondence must be on the granting agency's letterhead and include a statement indicating that the funds are intended to support the same or similar programming funded by the Partnership for the Arts & Humanities. The official correspondence must be signed by an official agency representative and include contact information. Emails containing the above information will not be accepted. For sources of

## (ATTACHMENT 22) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

in-kind match, only Matching Fund Agreement Forms will be accepted. Services should not begin until all evidence of matching funds have been submitted and are approved (for each funding cycle). For Contractors with programs beginning September-April, evidence of matching funds are due September 1, 2023 (for the first funding cycle) and with the Mid-Term Program Report due August 31, 2024 (for the second funding cycle). For Contractors with summer-only programs, Matching Fund Agreement Forms are due May 1, 2024 and May 1, 2025. See **Appendix G** for the Matching Fund Agreement Form.

- d. Release Forms.
  - i. Photo/Video Release Forms. Contractor shall be responsible for distributing permission forms to the parents/guardians of all participants as it relates to photo/video/social media releases. The permission forms must contain language permitting MPS to rely on the same. In the event a participant's parent/guardian does not grant consent, the participant must still be permitted to take part in all program activities, and it shall be Contractor's sole responsibility to ensure the privacy of the participant is protected at all times. MPS reserves the right to inspect and make copies of these records at any time.
  - ii. Evaluation and Other Data Release Forms. Contractor shall be responsible for distributing and collecting passive permission forms to/from the parents/guardians of all participants as it relates to evaluation and other data collection. The passive permission forms must contain language permitting MPS to rely on the same. In the event a participant's parent/guardian does not grant consent, the participant must still be permitted to take part in all program activities, and it shall be Contractor's sole responsibility to ensure the privacy of the participant is protected at all times. Contractor shall also be responsible for analyzing and assessing such data in accordance with such passive permission forms. MPS reserves the right to inspect and make copies of these records at any time.

### B. COMPENSATION

1. Services should not begin until this Contract is fully executed and all criminal background checks, partnership agreement forms, and matching fund agreement forms, as set forth in **PSC Section 7 and this Attachment A, Section 4a and 4b**, have been submitted and approved.
2. Contractor shall follow MPS reimbursement procedures as set forth in herein below and in accordance with the Cost Reporting Guidelines, found here: <http://www.milwaukeeerecreation.net/artsandhumanities/>.
  - a. Reimbursement Procedures.
    - i. Contractor shall complete and submit monthly or bi-monthly Cost Reports, a sample of which is included as **Appendix A**, throughout the Contract Term to request reimbursement for approved program-related expenses. Contractors with summer-only programs (those taking place between May-August of 2024 and 2025) are only required to submit two reports, one containing all expenses for the entire Summer 2024, and a second report containing all expenses for Summer 2025. Contractor will select which reporting schedule to follow at the beginning of the Contract Period.
  - b. Contractor shall include, with each Cost Report submitted, the following documentation:

**(ATTACHMENT 22) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS**

- i. Copies of all paid receipts/invoices submitted for reimbursement. Receipts and invoices should also be accompanied by the Schedule of Paid Costs, a component of the Cost Report, detailing the purpose of the purchase(s).
- ii. Copies of all receipts submitted by the Contractor must be legible and provide the following information:
  - 1. Name of vendor from which the item was purchased;
  - 2. Date of the purchase which coincides with the period in which the reimbursement is requested;
  - 3. Identification and quantity of items purchased; and
  - 4. Amount spent (excluding all taxes, late payment fees, penalties, etc.)
  - 5. Brief description of the reason for purchase and how it relates to the funded program
- iii. Copies of Organizational Checks used for payment of authorized expenses; and
  - 1. Copies of Payroll ledger forms and other relevant data (*i.e.*, identifying payee, check number, hourly rate, gross wages, and authorized deductions).
- iv. Any employee listed on the Cost Report who has not undergone and passed a Criminal Background Check, as outlined **PSC Section 7**, shall not be eligible for reimbursement.
- c. All purchases must include a written description of the purpose of the expenditure on the Cost Report. Any purchase that does not include a description may not be reimbursed.
- d. Contractor shall ensure the Cost Report and all documents related thereto are legible, and clearly organized in their submission. Contractor acknowledges that any required document that is not submitted or contains errors will reduce or delay the reimbursement request.
- e. Contractor shall have each Cost Report signed by the authorized organizational officer and identify the name and telephone number of the person responsible for its preparation.
- f. Cost Reports are due to MPS no later than 15 days after the end of the reporting period selected by the Contractor. Cost Report due dates for both reporting schedules are outlined in **Appendix B**. Cost Reports for Contractors with summer-only programs (those taking place between May-August of 2024 and 2025) are due on September 30, 2024 and September 30, 2025. Any Cost Report that is submitted late may, in MPS' sole discretion, be included in the next review cycle; however, MPS reserves the right to reject such report as untimely.
- g. MPS shall make reasonable efforts to reimburse Contractor for approved expenditures within 45 days of receipt of a properly submitted Cost Report (following the monthly or bi-monthly reporting schedule). Notwithstanding the foregoing, Wisconsin's prompt pay law does not apply to this Contract.

**(ATTACHMENT 22) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS**

- h. If Contractor submits a Cost Report that does not meet the requirements outlined herein **Section B.2**, and one or more expenses are denied, the Contractor will be allowed to submit a Corrective Cost Report for reimbursement of said expenses. A Corrective Cost Report should include only the items previously denied with proper documentation. The cover sheet of the Correct Cost Report should clearly indicate “Corrective Cost Report”. These reports should be submitted no later than 30 days after email notification of the denied expenses.
- i. Notwithstanding anything to the contrary herein, MPS reserves the right to withhold payment of any Cost Report submitted after the Program Period under this Contract until receipt of the Final Program Report, including completed Outcome Data Tracking Spreadsheet(s) pursuant to **Section A.3.c-d**.

3. Fiscal Requirements.

- a. Contractor shall submit a revised budget for approval if the Recreation Supervisor of Afterschool Arts & Humanities deems it necessary after a detailed review of the budget submitted with the Contractor’s 2023-25 Partnership for the Arts & Humanities application.
- b. Contractor agrees to spend all funds received under this Contract in accordance with the authorized expense categories identified on the Cost Report, the budget submitted and as approved by the Recreation Supervisor of Afterschool Arts & Humanities.
- c. MPS will not reimburse Contractor for any costs incurred outside of the Contract Term, September 1, 2023, to August 31, 2025.
- d. Contractor shall maintain adequate source records supporting all expenditures under this Contract, including, at a minimum: invoices; payroll records; time sheets; and receipts. Such records shall be retained by Contractor for at least seven (7) years after the termination of this Contract.
- e. Contractor shall use appropriate cash management procedures so that public funds disbursed under this Contract are discernible from other funds, including matching funds. MPS reserves the right to request documentation relating to matching funds at any time throughout the Contract Term.
- f. Subject to **Section B.3.a.**, Contractor must submit a revised budget to the Recreation Supervisor of Afterschool Arts & Humanities for written approval prior to making any adjustments to its originally approved budget at or above 10% per budget category. Variances below 10% are acceptable without prior approval.
- g. Any funds allocated to Contractor, but not expended during the Contract Term, shall remain under the jurisdiction of the Milwaukee Board of School Directors/MPS to be used for future programming.

**(ATTACHMENT 22) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS  
APPENDIX A**

**MPS Partnership for the Arts and Humanities  
2023-25 Cost Report Instructions**

Questions? Email or call Michelle Porter at: <a href="mailto:waltermm@milwaukee.k12.wi.us">waltermm@milwaukee.k12.wi.us</a> or 414-475-8101	
See tabs/sheets on the toolbar for Cost Report Cover Sheets and Schedule forms 1-10.	
<b>Step 1</b>	Complete Cost Report Cover Sheet (1) green and orange shaded areas. This information will populate future cost report cover sheets.
	<b>Contract #:</b> Enter Your Contract Number
	<b>Vendor # :</b> Enter Your Vendor Number
	<b>Organization:</b> Enter Your Organization Name Here
	<b>Contract \$ Amount:</b> Enter Dollar Amount of Your Contract (this should match the amount in C26)
<b>Step 2</b>	Complete the pink shaded areas on EACH report.
	<b>Report #:</b>
	<b>Report Start Date:</b> (first day of the first month of the report)
	<b>Report End Date:</b> (last day of the second month of the report)
	<b>Name and Date:</b> (person completing the report)
	<b>Phone/E-mail:</b> (person completing the report)
	<b>Payment Address:</b> (verify where payment should be sent)
	<b>Cost Report Due:</b> 15 days after end of monthly or bi-monthly reporting period
<b>Step 3</b>	Complete the Cost Report Cover Sheets along with the Schedule of Paid Costs (complete green shaded areas) in sequence order, i.e.: Cost Report (1) with Schedule of Paid Costs (1), THEN Cost Report (2) with Schedule of Paid Costs (2), etc.
	The Schedule of Paid Costs for EACH Cost Category (see descriptions of Cost Categories below) is on each Schedule of Paid Costs tab/sheet. Scroll down to fill in a schedule for each category in which you are requesting reimbursement. <b>Be sure you enter expenses on the schedule for the CORRECT category.</b>
	Filling in the Schedule of Paid Costs form will automatically enter your figures into the bimonthly Cost Report Cover Sheet in each Cost Category.
	After your first report the other columns (such as Previous Report, Cost-to-Date, and Budget Balance) will be filled in.
	<b>Check your figures and double check your amounts.</b>
<b>Step 4</b>	Attach documentation of all expenditures. Documentation should include proof of purchase (such as a receipt, invoice, bill, etc.) and documentation that the expense was paid (such as a receipt, credit card statement, payroll records, check copy, etc.)
<b>Step 5</b>	<b>Personally deliver, mail or email complete Cost Reports to:</b> <b>Attn: Michelle Walters</b> <b>Milwaukee Recreation</b> <b>5225 W. Vliet St. Room 162</b> <b>Milwaukee WI 53208</b> <b><a href="mailto:waltermm@milwaukee.k12.wi.us">waltermm@milwaukee.k12.wi.us</a></b>

# Appendix A

## MPS Partnership for the Arts and Humanities 2023-25 Cost Report Instructions

Questions? Email or call Michelle Porter at: [waltermm@milwaukee.k12.wi.us](mailto:waltermm@milwaukee.k12.wi.us) or 414-475-8101

COST CATEGORY	DESCRIPTION / EXAMPLES
<p><b>Personnel</b></p>	<p>Compensation provided to program employees for services rendered in the direct operation of the Partnership for the Arts &amp; Humanities funded program, including:</p> <ul style="list-style-type: none"> <li>• Direct Program Employee's Salary / Wages (Gross)</li> </ul> <p>Note: MPS requires vendors to pay adult personnel and contractors a "living wage" according to the City of Milwaukee's Living Wage table. See Appendix A on page 4.</p>
<p><b>Fringe Benefits</b></p>	<p>Benefits that employers provide in a program employee's basic compensation package. They can include, but are not limited to, the following:</p> <ul style="list-style-type: none"> <li>• Insurance (Disability, Health &amp; Dental, Life)</li> <li>• Medicare Contribution</li> <li>• Social Security Contribution</li> <li>• Unemployment Compensation</li> <li>• Workers Compensation</li> <li>• Costs of Leave</li> </ul>
<p><b>Contractual / Purchased Services</b></p>	<p>Costs associated with the purchase of professional services under a contract by a firm or individual not employed by the organization. This service or advice shall be required for the successful operation of Partnership for the Arts &amp; Humanities funded program and can include:</p> <ul style="list-style-type: none"> <li>• Expenses for program subcontractors (teaching artists/instructors, including those with stipends)</li> <li>• Costs associated with contracted transportation expenses (i.e., busses, vans, etc.)</li> <li>• Scholarships for program participants to participate in the funded program (redundant)</li> </ul> <p>Note: MPS requires vendors to pay adult personnel and contractors a "living wage" according to the City of Milwaukee's Living Wage table.</p>
<p><b>Program Materials &amp; Supplies</b></p>	<p>Costs associated with the purchases of tangible goods and other expenses necessary for carrying out the Partnership for the Arts &amp; Humanities program. They include supplies having a purchase price of less than one hundred dollars (\$100) per item. If purchase price is above one hundred dollars (\$100), prior approval is required by the Supervisor of the Partnership for the Arts &amp; Humanities. Examples include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Instructional Materials</li> <li>• Program Materials / Supplies</li> </ul>
<p><b>Equipment Purchase / Rental</b></p>	<p>Equipment Purchase: Equipment purchases made with Partnership for the Arts &amp; Humanities funds should be related to the objectives of the funded program. Costs associated with the purchase of tangible personal property that have a unit acquisition cost equal to or under three hundred dollars (\$300) and a useful life of one year or longer. Any item at or over three hundred dollars (\$300) will become MPS property and must be inventoried and tagged accordingly.</p> <p>Equipment Rental: Costs associated with the rental of tangible personal property having a unit acquisition cost equal to or over one hundred dollars (\$100). Equipment must be rented for the sole purpose or usage by the organization in carrying out the goals and objectives of the Partnership for the Arts &amp; Humanities funded program.</p> <p>Equipment can include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Digital Photo / Video Equipment</li> <li>• Musical Instruments</li> <li>• Audio / Visual Equipment</li> </ul>



# Appendix A

## MPS Partnership for the Arts and Humanities 2023-25 Cost Report Instructions

<p><b>General Program Costs</b></p>	<p>Costs associated with supplies or materials necessary for the successful operation of the Partnership for the Arts &amp; Humanities funded program, but not direct program materials or supplies.</p> <p>General program costs include:</p> <ul style="list-style-type: none"> <li>• Tickets / Membership</li> <li>• Program Advertising and Printing</li> <li>• Participant Nutritious Snacks and Meals</li> <li>• Staff / Participant Apparel</li> <li>• Mailings / Postage • Duplicating</li> <li>• Participant transportation (bus tickets or M-Cards)</li> <li>• Employee Cell Phone Reimbursement (required for programming)</li> <li>• Costs associated with travel and lodging for guest artists (pre-approval by the Supervisor of the Partnership for the Arts &amp; Humanities required)</li> </ul>
<p><b>Administrative (Costs may not exceed 15% of total contract amount)</b></p>	<p>In-direct costs that are incurred by the organization in administrating the Partnership for the Arts &amp; Humanities funded program and are not with direct program services. The maximum amount for administrative costs is limited to 15% of the original contract amount.</p> <p>These costs will be reimbursed at 15% of each Cost Report total until the maximum (15% of original contract amount) has been reached. Documentation of these expenses is not required.</p>
<p><b>Unallowable Cost Items</b></p>	<p>Non-reimbursable items are defined as any expense that is 1) unrelated to the Partnership for the Arts &amp; Humanities funded program, 2) not in accordance with the Milwaukee Board of School Directors policies, or 3) not included in your approved budget.</p> <p>These include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Purchases or salaries not within the scope of the funded program</li> <li>• Salaries or wages for staff and/or subcontractors that do not meet the City of Milwaukee's current livable wage requirement</li> <li>• Fees or purchases associated with in-school programming</li> <li>• Alcoholic beverages</li> <li>• Late charges or fees</li> <li>• Credit card fees</li> <li>• Contributions, donations or tips<sup>1</sup></li> <li>• Promotional/marketing items or materials not related to the funded program</li> <li>• Taxes, such as sales tax (exception: federal taxes)</li> <li>• Mortgage, rent or lease payments</li> <li>• Unpaid credit card purchases that do not have the original receipt and are not related to the funded program</li> <li>• Door prizes and incentive items for staff and participants</li> <li>• Fundraising-related expenses such as mailings, event expenses, etc.</li> <li>• Video game systems, accessories or games</li> <li>• Food not directly used for the program and/or unhealthy food</li> <li>• Equipment purchases over \$300 for a single item without prior approval<sup>2</sup></li> <li>• Gasoline and/or maintenance for vehicles<sup>3</sup></li> <li>• Agency or program signage to be placed within or outside any MPS facility without the Partnership for the Arts &amp; Humanities logo</li> <li>• Program audit or evaluation fees</li> <li>• Photo or video documentation of the program to be used to market the program in the future</li> </ul> <p><sup>1</sup> Delivery fees and shipping costs are acceptable expenses.  <sup>2</sup> Approved items purchased at or above \$300 will become property of Milwaukee Public Schools and will need to be inventoried and tagged.  <sup>3</sup> Requesting reimbursement for program-related mileage is acceptable.</p>
<p><b>NOTE:</b></p>	
<p>All cost reimbursement requests must be directly related to the services outlined in the contractor's Scope of Services to serve participants identified in their application.</p>	
<p>Revised 6/5/2023</p>	

# MPS Partnership for the Arts and Humanities Cost Report Cover Sheet

<b>Contract #:</b>					<b>Return to:</b> Att: Michelle Porter Milwaukee Recreation 5225 W. Vliet St., Room 162 Milwaukee, WI 53208 waltermm@milwaukee.k12.wi.us
<b>Vendor #:</b>					
<b>Organization:</b>		Name and Date:			
		Phone/Email:			
<b>Contract \$ Amount:</b>		Payment Address:			
<b>Report #:</b>				<b>MPS USE ONLY</b>	
<b>Report Start Date:</b>					
<b>Report End Date:</b>					
<b>Cost Report Due: 15 days after the end of the reporting period.</b>					
Cost Category	Project Budget (Partnership for the Arts & Humanities Funds ONLY)	Previous Report Expenditures	Current Report Expenditures	Costs-To-Date (Total of all Reimbursements Requested To Date)	Budget Balance (Project Budget less Costs-To-Date)
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Fringe Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual / Purchased Services	\$ -	\$ -	\$ -	\$ -	\$ -
Program Materials & Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment Purchase / Rental	\$ -	\$ -	\$ -	\$ -	\$ -
General Program Costs	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative Costs / Indirect Expenses (no more than 15%)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
I certify that the information contained in this report is correct, is recorded as such on the books of this agency, and that the expenditures reflected herein were made in accordance with conditions of the agreement of this agency with MPS.					
<b>Organization Representative</b>				<b>Date:</b>	

# MPS Partnership for the Arts and Humanities Schedule of Paid Costs

## Personnel

Report #:

*To Be Completed by Contractor*

*To be Completed by MPS*

Check #, CC or Cash	Date	Payee & Purpose of Purchase	Total Amount	% Claimed	Amount Claimed	Adjustments	Comments
				#DIV/0!			
			\$ -	#DIV/0!	\$ -		
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<b>Budget Category Total</b>			\$ -		\$ -		

**This Form Must Accompany the Cost Report Cover Sheet.**

Expenditures will not be authorized unless the following are included with your Cost Report:  
(1) purpose of each purchase and (2) proof that each purchase was made AND paid.

# MPS Partnership for the Arts and Humanities Schedule of Paid Costs

## Fringe Benefits

To Be Completed by Contractor							To be Completed by MPS	
Check #, CC or Cash	Date	Payee & Purpose of Purchase	Total Amount	% Claimed	Amount Claimed	Adjustments	Comments	
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Budget Category Total			\$ -		\$ -			
<b>This Form Must Accompany the Cost Report Cover Sheet.</b>								
Expenditures will not be authorized unless the following are included with your Cost Report: (1) purpose of each purchase and (2) proof that each purchase was made AND paid.								

# MPS Partnership for the Arts and Humanities Schedule of Paid Costs

## Contractual / Purchased Services

							Report #:
<i>To Be Completed by Contractor</i>						<i>To be Completed by MPS</i>	
Check #, CC or Cash	Date	Payee & Purpose of Purchase	Total Amount	% Claimed	Amount Claimed	Adjustments	Comments
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<b>Budget Category Total</b>			\$ -		\$ -		
<b>This Form Must Accompany the Cost Report Cover Sheet.</b>							
Expenditures will not be authorized unless the following are included with your Cost Report: (1) purpose of each purchase and (2) proof that each purchase was made AND paid.							

# MPS Partnership for the Arts and Humanities Schedule of Paid Costs

## Program Materials & Supplies

Report #:

*To Be Completed by Contractor*

*To be Completed by MPS*

Check #, CC or Cash	Date	Payee & Purpose of Purchase	Total Amount	% Claimed	Amount Claimed	Adjustments	Comments
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<b>Budget Category Total</b>			\$ -		\$ -		

**This Form Must Accompany the Cost Report Cover Sheet.**

Expenditures will not be authorized unless the following are included with your Cost Report:  
(1) purpose of each purchase and (2) proof that each purchase was made AND paid.

# MPS Partnership for the Arts and Humanities Schedule of Paid Costs

## Equipment Purchase / Rental

						Report #:	
<i>To Be Completed by Contractor</i>						<i>To be Completed by MPS</i>	
Check #, CC or Cash	Date	Payee & Purpose of Purchase	Total Amount	% Claimed	Amount Claimed	Adjustments	Comments
			\$ -	#DIV/0!	\$ -		
			\$ -	#DIV/0!	\$ -		
			\$ -	#DIV/0!	\$ -		
			\$ -	#DIV/0!	\$ -		
			\$ -	#DIV/0!	\$ -		
			\$ -	#DIV/0!	\$ -		
			\$ -	#DIV/0!	\$ -		
			\$ -	#DIV/0!	\$ -		
			\$ -	#DIV/0!	\$ -		
			\$ -	#DIV/0!	\$ -		
			\$ -	#DIV/0!	\$ -		
			\$ -	#DIV/0!	\$ -		
			\$ -	#DIV/0!	\$ -		
			\$ -	#DIV/0!	\$ -		
			\$ -	#DIV/0!	\$ -		
			\$ -	#DIV/0!	\$ -		
<b>Budget Category Total</b>			\$ -		\$ -		
<b>This Form Must Accompany the Cost Report Cover Sheet.</b>							
Expenditures will not be authorized unless the following are included with your Cost Report: (1) purpose of each purchase and (2) proof that each purchase was made AND paid.							

# MPS Partnership for the Arts and Humanities Schedule of Paid Costs

## General Program Costs

To Be Completed by Contractor							To be Completed by MPS	
Check #, CC or Cash	Date	Payee & Purpose of Purchase	Total Amount	% Claimed	Amount Claimed	Adjustments	Comments	
			\$ -	#DIV/0!	\$ -			
			\$ -	#DIV/0!	\$ -			
			\$ -	#DIV/0!	\$ -			
			\$ -	#DIV/0!	\$ -			
			\$ -	#DIV/0!	\$ -			
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			\$ -	#DIV/0!	\$ -			
			\$ -	#DIV/0!	\$ -			
			\$ -	#DIV/0!	\$ -			
<b>Budget Category Total</b>			\$ -		\$ -			

**This Form Must Accompany the Cost Report Cover Sheet.**

Expenditures will not be authorized unless the following are included with your Cost Report:  
 (1) purpose of each purchase and (2) proof that each purchase was made AND paid.



# MPS Partnership for the Arts and Humanities Schedule of Paid Costs

## Administrative Costs / Indirect Expenses

<i>To Be Completed by Contractor</i>						<i>To be Completed by MPS</i>	
Check #, CC or Cash	Date	Payee & Purpose of Purchase	Total Amount	% Claimed	Amount Claimed	Adjustments	Comments
			\$ -	#DIV/0!	\$ -		
			\$ -	#DIV/0!	\$ -		
			\$ -	#DIV/0!	\$ -		
			\$ -	#DIV/0!	\$ -		
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			\$ -	#DIV/0!	\$ -		
			\$ -	#DIV/0!	\$ -		
<b>Budget Category Total</b>			\$ -		\$ -		

**This Form Must Accompany the Cost Report Cover Sheet.**

Expenditures will not be authorized unless the following are included with your Cost Report:  
 (1) purpose of each purchase and (2) proof that each purchase was made AND paid.

## APPENDIX B

# 2023-25 COST REPORTING SCHEDULES

2023-24 FUNDING CYCLE DEADLINES			
MONTHLY		BI-MONTHLY	
September Report	October 15, 2023	Sept - Oct Report	November 15, 2023
October Report	November 15, 2023	Nov - Dec Report	January 15, 2024
November Report	December 15, 2023	Jan - Feb Report	March 15, 2024
December Report	January 15, 2024	Mar - Apr Report	May 15, 2024
January Report	February 15, 2024	May - Jun Report	July 15, 2024
February Report	March 15, 2024	Jul - Aug Report	September 30, 2024
March Report	April 15, 2024		
April Report	May 15, 2024	<b>SUMMER - ONLY PROGRAMS</b>	
May Report	June 15, 2024		
June Report	July 15, 2024		
July Report	August 15, 2024		
August Report	September 30, 2024		

2024-25 FUNDING CYCLE DEADLINES			
MONTHLY		BI-MONTHLY	
September Report	October 15, 2024	Sept - Oct Report	November 15, 2024
October Report	November 15, 2024	Nov - Dec Report	January 15, 2025
November Report	December 15, 2024	Jan - Feb Report	March 15, 2025
December Report	January 15, 2025	Mar - Apr Report	May 15, 2025
January Report	February 15, 2025	May - Jun Report	July 15, 2025
February Report	March 15, 2025	Jul - Aug Report	September 30, 2025
March Report	April 15, 2025		
April Report	May 15, 2025	<b>SUMMER - ONLY PROGRAMS</b>	
May Report	June 15, 2025		
June Report	July 15, 2025		
July Report	August 15, 2025		
August Report	September 30, 2025		

**All cost reports must be personally delivered, mailed, or emailed to:**

Attn: Michelle Porter  
Milwaukee Public Schools  
Department of Recreation and Community Services  
5225 W. Vliet St., Room 162  
Milwaukee, WI 53208  
waltermm@milwaukee.k12.wi.us

APPENDIX C



## 2023-25 Partnership for the Arts & Humanities Mid-Term Program Report: Due August 31, 2024

Note: The Mid-Term Program Report is to be completed in SurveyMonkey Apply. Word or PDF versions will not be accepted.

**Organization:**

**Person Completing this Report:**

Name & Title:	
Telephone:	
Email Address:	

### PROJECT OR PROGRAM OVERVIEW

Please indicate the number of different projects or programs funded by the Partnership for the Arts & Humanities (2023-24 funding cycle). For example, afterschool workshops during the school year (Program 1) and week-long camps during the summer (Program 2). You will be asked to provide further details about your project(s)/program(s) below.

In addition to the following information, MPS *may* require your organization to submit attendance records at a later date. Note: Questions will appear below once you've completed the previous section.

**Number of Projects or Programs Funded by the Partnership for the Arts & Humanities:**

Note: The following questions will appear 1, 2 or 3 times depending on the number of funded programs.

**Program Details:**

Project or Program:	
Start Date:	
End date:	

**Program Instructional time:**

# of Sessions:	
----------------	--

**(ATTACHMENT 22) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS**

# of Hours Per Session:	
Total Instructional Hours Offered:	

**Program Locations:**

--

**Program Number of Children, Youth and/or Family Members Served:**

Total Unduplicated Served:	
Total Duplicated Served:	
Average Daily Attendance:	

**Program Percent Served by Gender:**

Male:	
Female:	
Non-Binary:	

**Program Percent Served by Ethnicity:**

American Indian or Alaskan Native:	
Asian:	
Black or African American:	
Hispanic or Latino:	
Native Hawaiian or Other Pacific Islander:	
White:	
Two or More Races:	

**Program Percent Served by Grade Level:**

K-5:	
6-8:	
9-12:	
12+ (Adult):	

**Program Percent Served that:**

Were Economically Disadvantaged:	
Had Identified Special Education Needs:	

**(ATTACHMENT 22) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS**

**PROJECT OR PROGRAM OUTCOME**

Select the program outcome you chose in your application. If you changed your expected outcome based on a recommendation from the Partnership for the Arts & Humanities supervisor, please select that outcome below. Note: this section is not broken out by program, but instead, represents all project/program activities funded through the Partnership for the Arts & Humanities.

**Expected Outcome:**

- Increase in self-discipline and self-direction
- Increased understanding of one's responsibility to and impact on the wider community
- Increase ability to communicate one's self through a specific medium (such as visual art, writing, performance, etc.)
- Increased understanding of differing cultures and how they connect to one's own
- Increase in self-confidence to perform a task
- Increased ability to reflect upon one's own abilities and performance
- Increased ability to assess situations from multiple perspectives and consider multiple solutions to one problem
- Increased cooperative and collaborative behaviors to successful complete a shared task

**Method Used:**

- Pre / post method
- Retrospective post method

**Tool Used:**

- Closed-ended survey
- Open-ended survey
- Observation rubric

**Outcome Achievement:**

Percent of participants achieving selected outcome:	
---	--

**Please describe how your organization intends to use the results of the outcome reported above, particularly any changes you plan to make to you program to improve results for students.**

**If you would like to clarify anything regarding data presented in this or any of the previous sections, please use the space below.**

## (ATTACHMENT 22) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

### WRAP UP & REFLECTIONS

Please take a moment to reflect on the programs funded via the 2023-24 Partnership for the Arts & Humanities funding cycle and comment on any challenges, lessons learned, or noteworthy successes in the box below.

### FINAL STEPS: 2023-24 FUNDING CYCLE

Organizations are required to address the following action items upon completion of this report. Each of the items below is a separate task in SurveyMonkey Apply.

1. (Required) Upload their completed Outcome Data Tracking Spreadsheet(s).
2. (Required) Upload photos, videos, or other program evidence.

Note: If we are interested in using any of your photos, videos, or other program evidence in a published document such as an annual report, we will contact you to request permission.

### NEXT STEPS: 2024-25 FUNDING CYCLE

With this report, you are required to submit updated information pertaining to the upcoming funding cycle (2024-25), including your budget, partners, and matching fund providers. Please complete the items below and then upload them to SurveyMonkey Apply.

Item 1: Budget: Download and complete the budget template with updated budget information for the 2024-25 funding cycle. You will then upload it to your SurveyMonkey Apply account.

Item 2: Partners: Provide the name and contact information for each partner as well as their signed Partnership Agreement Forms. The signed Partnership Agreement Forms are to be uploaded to your SurveyMonkey Apply account.

Item 3: Matching Fund Providers: Provide the name, match type, and amount for each matching fund provider as well as their signed Matching Fund Form (or official correspondence). The signed Matching Fund Forms and/or official correspondence are to be uploaded to your SurveyMonkey Apply account.

1. (Required) Upload a budget for the 2024-25 funding cycle.
2. (Required) Upload Partnership Agreement Forms for all 2024-25 partners.
3. (Required) Upload Matching Fund Forms for all 2024-25 matching fund providers.

## APPENDIX D

### 2023-25 PARTNERSHIP FOR THE ARTS & HUMANITIES PERFORMANCE REVIEW

Procedure: By August 31, 2024, each organization will submit a Mid-Term Report. Upon receipt of Mid-Term Reports, Milwaukee Recreation will conduct an assessment of each organization's performance via a "Performance Review". The Performance Review will assess the organization's performance concerning the Partnership for the Arts & Humanities goals and objectives including overall participant reach, partnerships, meeting administrative and contract compliance deadlines and requirements, etc. Failure to meet Milwaukee Recreation's standard of 75% of possible points using the scoring rubric below will result in a reduction or forfeit of funding for the second funding cycle.

#### PERFORMANCE REVIEW RUBRIC

Organization name: \_\_\_\_\_

Award amount: \_\_\_\_\_

Funding cycle being assessed: September 1, 2023 - August 31, 2024

Total Score: \_\_\_\_\_ of 13 points possible. Percentage score: \_\_\_\_\_%

*Note: Projections presented below were sourced from the organization's 2023-25 application and/or any updated information provided by the organization before the start of the funding cycle.*

Participant Reach Measures					
Standard	Category	3 Points	2 Points	1 Point	0 Points
PR 1	Organization's projected reach (unduplicated): _____  Organization's actual reach (unduplicated): _____  Percent reached (actual/projected): _____%	100-90%	89-80%	79-70%	69% and below
Total number of points awarded for participant reach measures: _____/3					

**(ATTACHMENT 22) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS**

<b>Partnerships Measures</b>			
<b>Standard</b>	<b>Category</b>	<b>1 Point</b>	<b>0 Points</b>
P 1	Organization's projected number of partners: _____  Organization's actual number of partners: _____	Yes, the number of partnerships was maintained.	No, the number of partnerships was not maintained.
Total number of points awarded for partnership measures: _____ /1			

<b>Contract Compliance Measures</b>			
<b>Standard</b>	<b>Category</b>	<b>1 Point</b>	<b>0 Points</b>
CC 1	Organization attended the mandatory information session. All new organizations (those who have not participated in the Partnership for the Arts & Humanities program before) attended the outcome monitoring and cost reporting workshops.	Yes	No
CC 2	All matching fund agreement forms submitted by the due date.  <i>For contractors with programs beginning September-April, matching fund agreement forms are due September 1. For contractors with summer-only programs, matching fund agreement forms are due May 1.</i>	Yes	No
CC 3	Organization met their one-for-one match.	Yes	No
CC 4	Partnership agreement forms submitted by the due date.  <i>For contractors with programs beginning September-April, matching fund agreement forms are due September 1. For contractors with summer-only programs, matching fund agreement forms are due May 1.</i>	Yes	No



**(ATTACHMENT 22) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS**

CC 5	Criminal background checks submitted no later than one month before work with MPS students begins.	Yes	No
Total number of points awarded for contract compliance measures: _____ /5			

<b>Outcome Monitoring Measures</b>					
<b>Standard</b>	<b>Category</b>	<b>3 Point s</b>	<b>2 Point s</b>	<b>1 Point</b>	<b>0 Point s</b>
OM 1	Organization's reported percent of participants achieving selected outcome on their mid-term report: _____	100-90%	89-80%	79-70%	69% and below
Total number of points awarded for contract outcome monitoring measures: _____ /3					

<b>Site Visit Measures</b>				
<b>Standard</b>	<b>Category</b>	<b>1 Point</b>	<b>0 Points</b>	
SV 1	Completed at least two site visits per funding cycle (at least one was a regular session visit)	Yes	No	
Total number of points awarded for site visit measures: _____ /1				

<b>Comments from Organization:</b>

APPENDIX E



# 2023-25 Partnership for the Arts & Humanities

## Final Report: Due September 30, 2025

Note: The Final Report is to be completed in SurveyMonkey Apply. Word or PDF versions will not be accepted.

**Organization:**

**Person Completing this Report:**

Name & Title:	
Telephone:	
Email Address:	

**Award Amount:**

### PROJECT OR PROGRAM OVERVIEW

Please indicate the number of different projects or programs funded by the Partnership for the Arts & Humanities (2024-25 funding cycle). For example, afterschool workshops during the school year (Program 1) and week-long camps during the summer (Program 2). You will be asked to provide further details about your project(s)/program(s) below.

In addition to the following information, MPS *may* require your organization to submit attendance records at a later date. Note: Questions will appear below once you've completed the previous section.

**Number of Projects or Programs Funded by the Partnership for the Arts & Humanities:**

Note: The following questions will appear 1, 2 or 3 times depending on the number of funded programs.

**Program Details:**

Project or Program:	
Start Date:	
End date:	

**Program Instructional time:**

**(ATTACHMENT 22) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS**

# of Sessions:	
# of Hours Per Session:	
Total Instructional Hours Offered:	

**Program Locations:**

**Program Number of Children, Youth and/or Family Members Served:**

Total Unduplicated Served:	
Total Duplicated Served:	
Average Daily Attendance:	

**Program Percent Served by Gender:**

Male:	
Female:	
Non-Binary:	

**Program Percent Served by Ethnicity:**

American Indian or Alaskan Native:	
Asian:	
Black or African American:	
Hispanic or Latino:	
Native Hawaiian or Other Pacific Islander:	
White:	
Two or More Races:	

**Program Percent Served by Grade Level:**

K-5:	
6-8:	
9-12:	
12+ (Adult):	

**Program Percent Served that:**

Were Economically Disadvantaged:	
Had Identified Special Education Needs:	

**(ATTACHMENT 22) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS**

**PROJECT OR PROGRAM OUTCOME**

Select the program outcome you chose in your application. If you changed your expected outcome based on a recommendation from the Partnership for the Arts & Humanities supervisor, please select that outcome below. Note: this section is not broken out by program, but instead, represents all project/program activities funded through the Partnership for the Arts & Humanities.

**Expected Outcome:**

- Increase in self-discipline and self-direction
- Increased understanding of one's responsibility to and impact on the wider community
- Increase ability to communicate one's self through a specific medium (such as visual art, writing, performance, etc.)
- Increased understanding of differing cultures and how they connect to one's own
- Increase in self-confidence to perform a task
- Increased ability to reflect upon one's own abilities and performance
- Increased ability to assess situations from multiple perspectives and consider multiple solutions to one problem
- Increased cooperative and collaborative behaviors to successful complete a shared task

**Method Used:**

- Pre / post method
- Retrospective post method

**Tool Used:**

- Closed-ended survey
- Open-ended survey
- Observation rubric

**Outcome Achievement:**

Percent of participants achieving selected outcome:	
---	--

**Please describe how your organization intends to use the results of the outcome reported above, particularly any changes you plan to make to you program to improve results for students.**

**If you would like to clarify anything regarding data presented in this or any of the previous sections, please use the space below.**

**If you would like to clarify anything regarding data presented in this or any of the previous sections, please use the space below.**

## **WRAP UP & REFLECTIONS**

Please take a moment to reflect on the programs funded via the 2024-25 Partnership for the Arts & Humanities funding cycle and comment on any challenges, lessons learned, or unexpected results in the box below.

## **FINAL STEPS: 2024-25 FUNDING CYCLE**

Organizations are required to address the following action items upon completion of this report. Each of the items below is a separate task in SurveyMonkey Apply.

1. (Required) Upload their completed Outcome Data Tracking Spreadsheet(s).
2. (Required) Upload photos, videos, or other program evidence.

Note: If we are interested in using any of your photos, videos, or other program evidence in a published document such as an annual report, we will contact you to request permission.

## School/Agency Partnership Agreement Form

Complete the form, then print the form and take it to your partner school or agency for the appropriate signature(s). If you are partnering with an afterschool program at a school, a signature from BOTH the school principal and afterschool program coordinator are required.

*A note to MPS school principals: This document is approved for signature by school principals per the MPS Department of Procurement & Risk Management.*

### Applicant Information

Applicant (Organization):

Program/Project Name:

### Partner Information

School/Agency:

School/Agency Telephone:

### Primary Contact Information (School Principal, Executive Director, etc.)

Primary Contact Name:

Primary Contact Title:

Primary Contact Email:

\*Signature:  Date:

### Secondary Contact Information (CLC Site Coordinator, Program Coordinator, etc.)

Secondary Contact Name:

Secondary Contact Title:

Secondary Contact Email:

\*Signature:  Date:

*\*By signing this document, you confirm that you agree to partner with the applicant/organization on the above-referenced arts and/or humanities project/program funded by the MPS Partnership for the Arts & Humanities.*

## Matching Funds Agreement Form

Complete the form, then print the form and take it to your matching funds (cash or in-kind) provider for the appropriate signature(s).

### Applicant Information

Applicant (Organization):

Program/Project Name:

### Matching Funds Provider Information

Cash Support:  In-Kind Support:

Provider Name (organization, business, individual):

Provider Mailing Address:

Provider Telephone:

Contact Person Name:

Contact Person Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

### Matching Funds Information (Cash Match)

Amount of Cash Match: \$

Grant Period:

### Matching Funds Information (In-Kind Match)

Value of Services Rendered: \$

Description of Services Rendered:

Value of Goods Donated: \$

Description of Services Rendered:

*\*By signing this document, you confirm that you agree to support (by way of matching funds) the above-referenced arts and/or humanities project/program funded by the MPS Partnership for the Arts & Humanities.*