# Bibb County School District: GEAR UP Grant Evaluator Proposal – Bid Number: RFP 24-039

## Towering Your Success, LLC
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# Proposal Overview – GEAR UP — Pro-Bono Grant Writing & Grant Evaluation Services

Towering Your Success, LLC is pleased to submit this proposal for services to support the Bibb County School District's bid (RFQ NUMBER: BID NUMBER: RFP 24-039) for "GEAR UP Evaluator" in achieving its goals of procuring a qualified contractor to provide responsible data acquisition and analysis services in order to provide timely, useful, credible, and fair reports based on the requirements for the FY 2024 GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) grant. Towering Your Success, LLC will provide these services and intend to use a comprehensive mixed methods quasi-experimental design and convergent strategy for the program evaluation of the GEARUP grant that will involve all stakeholders. Also, Towering Your Success, LLC will use qualitative and quantitative evaluation methodologies for the development of the evaluation research questions, the evaluation design, assessment instruments that are valid and reliable, data collection processes, data analysis methods, conclusions and recommendations, and through the composition of the final evaluation report(s) in order to ensure a successful program evaluation process by abiding by the Family Educational Rights and Privacy Act (FERPA). Towering Your Success, LLC will also provide pro-bono grant writing and grant development services to the Bibb County School District in order to maximize its efforts of securing additional funding for the next GEAR UP grant cycle. Towering Your Success, LLC will provide technical assistance throughout the grant writing process for the GEAR UP grant.

## The Objective

- Identify the research questions, evaluation methods, design valid and reliable evaluation instruments, and collect the GEAR UP program data from all data points of interest in order to inform the reporting evaluation process.
- Collect data from the GEAR UP grant during the grant's cohort years (formative, summative, process, outcome, demographic, achievement, and perception data) into Towering Your Success, LLC's data repository system (CAYEN GEAR UP UP Systems).
- Organize and manage the data collected from the GEAR UP grant for a mixed methods analysis.
- Analyze the data utilizing quantitative evaluation methods and statistical analysis - descriptive statistics software (SPSS) to inform the reporting evaluation process; analyze the data utilizing qualitative evaluation methods and thematic analysis protocols in order to identify, examine, and record the response patterns

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from the data collected from the GEAR UP grant's program while using convergent strategies throughout the evaluation process.
- Report the findings into local, state, and/or federal evaluation reports in order to support the GEAR UP grant evaluation requirements.
- Provide pro-bono grant writing and grant development services for all aspects of the grant writing process and development of the proposal.
- Provide Grant Writing Services for the LEA. Prior experience in grant writing include: 21st CCLC programs; GEAR UP; Full-Service Community Schools; and YouthBuild Grants.

# Executive Summary

Founded in 2011 by Thelron Pleas, Ed.S., Towering Your Success is the premier educational consulting and grant development firm for K-12 and non-profit organizations in Central Georgia. Since its inception, Towering Your Success has secured and managed 35-million dollars of federal and state grants to increase student achievement and the quality of life in the Central Georgia region and beyond. Towering Your Success, LLC. Specializes in providing groundbreaking solutions to America's most complex K-12 educational challenges. The historic commitment of President Barack Obama's signature Race to the Top initiative funded the inaugural work Towering Your Success, LLC. Led alongside local educational agencies. As a for-profit educational consulting firm, Towering Your Success, LLC. is committed to the intricate work of educational reform to increase student achievement, equity, and social justice in America's schools and communities. Towering Your Success is headquartered in Macon, Georgia. Towering Your Success provides the following services:

**Research and Program Evaluation**
Towering Your Success specializes in grants that require research and program evaluation activities to ensure the success of the grant program. Towering Your Success also has experience in formative and summative evaluation work to inform practices and outcomes for interventions and education reforms. As a result, Towering Your Success is uniquely capable of meeting the research and evaluation needs of local education agencies, schools, and youth-serving non-profit organizations to ensure compliance with federal and state grant requirements.

**Grant Writing and Development**
Towering Your Success, LLC provides grant writing services for local education agencies and non-profit organizations. Towering Your Success possess extensive experience developing grant proposals for federal and state agencies, such as federal funding opportunities announcements from the U.S. Department of Education and the

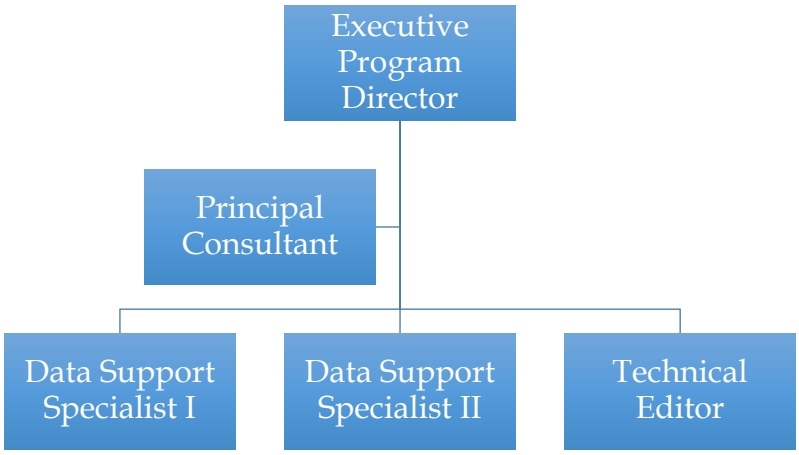
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U.S. Department of Labor. At the state level, Towering Your Success has decades of experience in writing grant proposals for and in partnership with state departments of education, the governor's offices, and Workforce Development Agencies.

**Grant Management**
Towering Your Success, LLC provides grant management services for clients with new and existing federal and state grants. Towering Your Success possesses capabilities to manage administrative functions of any grant award, manage the financial and procurement requirements of the grant, facilitate talent management functions, and advise on compliance matters regarding all laws, policies, and regulations for the grant award.

**Continuous School Improvement**
Towering Your Success specializes in school turnaround, continuous school improvement, and innovation. Towering Your Success has partnered and secured contract opportunities for federal, state, and local school improvement initiatives. In addition, Towering Your Success has experience conducting comprehensive needs assessments, continuous improvement plans, district strategic planning, resource allocation for school improvement, and evidence-based interventions for curriculum, assessment, instruction, and turnaround leadership practices for education reform.

## Towering Your Success, LLC – Organizational Chart




The Executive Program Director oversees all aspects of the organization including proposal writing, contractual agreements with clients, accounting functions, and talent management for the organization. The Principal Consultant executes and oversees the

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implementation of client-based contracts for program evaluation, student leadership development, teacher and leader development, and continuous school improvement. The Data Support Specialists support the Principal Consultant in Data Collection and Management for all client based contracts. Lastly, the Technical Editor edits and proofread all reports for client-based contracts.

## Consulting Profile: The Towering Your Success Team

| Team Member | Degrees and Certifications |
|---|---|
| Thelron Pleas, Chief Executive Officer & Lead Program Evaluator | Bachelor of Arts, Drama, emphasis in Production Management – Morehouse College |
| | Master of Education, Educational Administration and Policy, emphasis in Education Policy & Law and Graduate Certificate in Education Policy & Law- The University of Georgia |
| | Specialist of Education, Educational Psychology: Gifted and Creative Education – The University of Georgia |
| | Doctor of Philosophy, Educational Psychology: Gifted and Creative Education – The University of Georgia, In Progress |
| | 11 Years of Experience |
| | **Organizational Division:** Grant Writing & Development; and Research and Program Evaluation |

| Team Member | Degrees and Certifications |
|---|---|
| Adelia Wilder-Doctor, Senior Education Program Manager, Program Evaluator | Bachelor of Arts, History, emphasis in United States History (1954 – 1974) – Spelman College |
| | Master of Education, Education Policy and Management – Harvard Graduate School of Education, Harvard University |
| | 10 Years of Experience |
| | **Organizational Division:** Research and Program Evaluation |

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# Grant Writing / Evaluation Experience —Past / Present - Consulting Grants

Towering Your Success, LLC. (2023 - Present) Consultant. Professional Learning Consulting Services for the Bibb County School District's AMS for School Improvement. Macon, GA.

Towering Your Success, LLC. (2023) Consultant. Professional Learning Consulting Services for the Bibb County School District's VIP Academy for School Improvement. Macon, GA.

Towering Your Success, LLC. (2023 - Present) Consultant. Program Evaluation Consulting Services for the United Way of Central Georgia's Community Schools United Project. Macon, GA.

Towering Your Success, LLC. (2022 - 2023) Consultant. Professional Learning Consulting Services for the District Effectiveness and Federal Programs Department for the Bibb County School District's American Rescue Plan Grant for District Maximizing Scheduling Strategic Planning/Evaluation for College and Career Readiness - 3E Initiative. Macon, GA.

Towering Your Success, LLC (2022 - 2027). Consultant. Nita M. Lowey 21st Century Community Learning Centers Grant Project. The Georgia Department of Education's Competitive Grant Award ($8,750,000) to the Bibb County School District. Macon, GA.

Towering Your Success, LLC (2022 - 2027). Consultant. Nita M. Lowey 21st Century Community Learning Centers Grant Project. The Georgia Department of Education's Competitive Grant Award ($3,500,000) to the Dooly County School District. Vienna, GA.

Towering Your Success, LLC. (2021 - 2022) Consultant. College Readiness and Talent Development Professional Learning for District Before and After School Programs for the Bibb County School District's American Rescue Plan Grant to Address Learning Loss for College and Career Readiness. Macon, GA.

Towering Your Success, LLC. (2021 - 2022) Consultant. Consultant. Professional Learning Consulting Services for the Bibb County School District's VES for School Improvement. Macon, GA.

Towering Your Success, LLC. (2021 - 2023) Consultant. Professional Learning Consulting Services for the Bibb County School District's CTAE Department for Freshmen Seminar Program High School Teachers. Macon, GA.

Towering Your Success, LLC. (2021 - 2023) Consultant. College Readiness and Talent Development Project for District Secondary Schools for the Bibb County School District's

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American Rescue Plan Grant to Address Learning Loss for College and Career Readiness in CTAE Programs. Macon, GA.

Towering Your Success, LLC. (2021 - 2022). Consultant. Building Opportunities in Out-of-School Time (BOOST) Grant. The Georgia Department of Education's Competitive Grant Award from the federal American Rescue Plan for the State of Georgia ($1,282,500) to Address Learning Acceleration and STEAM Opportunities for Community-Based Organizations. Macon, GA.

Towering Your Success, LLC. (2021 - 2022). Consultant. Nita M. Lowey 21st Century Community Learning Centers Grant Project. The Illinois Department of Education's Competitive Grant Award ($750,000) to the Carole Robertson Center for Learning. Chicago, IL.

Towering Your Success, LLC (2021). Consultant. Gifted Testing for 9 District Elementary Schools During the COVID-19 Pandemic Project for the Bibb County School District. Macon, GA.

Towering Your Success, LLC. (2021 - 2024). Consultant. YouthBuild Grant Project. The United States Department of Labor's Competitive Grant Award ($1,500,000) to the Bibb County School District. Macon, GA.

Towering Your Success, LLC (2020). Consultant. Lean Six Sigma Program for Secondary Students. The Georgia Power Foundation's Competitive Grant Award ($25,000) to the Bibb County School District. Macon, GA.

Towering Your Success, LLC (2019 - 2022). Consultant. YouthBuild Grant Project. The United States Department of Labor's Competitive Grant Award ($1,100,000) to the Bibb County School District. Macon, GA.

Towering Your Success, LLC (2019 - 2024). Consultant. Nita M. Lowey 21st Century Community Learning Centers Grant Project. The Georgia Department of Education's Competitive Grant Award ($8,750,000) to the Bibb County School District. Macon, GA.

Towering Your Success, LLC (2017 - 2019). Consultant. Nita M. Lowey 21st Century Community Learning Centers Grant Project. The Georgia Department of Education's Competitive Grant Award ($1,400,000) to the Bibb County School District. Macon, GA.

Towering Your Success, LLC (2017). Consultant. CREATE: Enrichment Makerspace: Applied Learning with a Focus on STEAM Education. The Georgia Governor's Office of Student Achievement's Tiny Grant Competitive Grant Award ($5,000) to the Bibb County School District. Macon, GA.

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Towering Your Success, LLC (2017 - 2020). Consultant. RTI-Based Personalized Learning Program: Blended and Personalized Learning. The Georgia Governor's Office of Student Achievement's Innovation Fund Scaling Competitive Grant Award ($700,000) to the Bibb County School District. Macon, GA.

Towering Your Success, LLC (2016 - 2017). Consultant. NCLB & ESSA, Reauthorization of the Elementary and Secondary Education Act of 1965, Section 1003 Title I, Part A School Improvement Sustainability Grant. The Georgia Department of Education's Competitive Grant Award ($1,400,000) to the Bibb County School District. Macon, GA.

Towering Your Success, LLC (2015 - 2017). Consultant. Westside Flexible High School and Modular Scheduling for Personalized Learning: Development and Replication of Blended Learning School Models. The Georgia Governor's Office of Student Achievement's Innovation Fund Scaling Competitive Grant Award ($700,000) to the Bibb County School District. Macon, GA.

Towering Your Success, LLC (2014 - 2016). Consultant. NCLB & ESSA, Reauthorization of the Elementary and Secondary Education Act of 1965, Section 1003 Title I, Part A School Improvement Grant. The Georgia Department of Education's Competitive Grant Award ($5,114,820) to the Bibb County School District. Macon, GA.

**References:**

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Contact: Dr. Cassandra Miller-Washington
Executive Director of CTAE and CEO of Hutchings College and Career Academy
Bibb County School District
Email: Cassandra.Washington@bcsdk12.net
Phone: 478.779.2528

## Other Grant Writing Experience —Past / Present - Consulting Grants

- Nita M. Lowey 21st Century Community Learning Centers Grants
- GEAR UP Grants
- Full-Service Community Schools Grants
- YouthBuild Grants

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# Responsible Bidder – Towering Your Success, LLC - Executive Strategy – Pro-Bono Grant Writing Services

## Tentative Project Timeline FY24 (Since this is a fluid process, this plan may change based on need of the program. This is a draft and can be amended for further alignment for needs of the GEAR UP program.

| Project Task/ Timeline | BCSD Procurement Objectives | Milestone(s) | Responsible |
|---|---|---|---|
| Grant & Program Assessment<br><br>**Dates: TBD (To be determined) based on the timeline of the grant application.** | • Research and appraise district of relevant programming components, data, and resources.<br>• Conduct fundability analysis | • Conduct a comprehensive-needs assessment of the GEARUP programming (historical and present).<br>• Conduct a comprehensive-needs assessment of the GEARUP program & program design (historical and present).<br>• Conduct a comprehensive-needs assessment of the GEARUP programmatic infrastructure (historical and present).<br>• Conduct a comprehensive-needs assessment of the GEARUP data collection and use (historical and present).<br>• Conduct a comprehensive-needs assessment of the GEARUP program and element, but nor limited to: human capital resources, program partners, BCSD shared resources, budgets and fiscal resources, in-kind services, program infrastructure, and technological resources (historical and present).<br>• Conduct a fundability analysis of the current fiscal resources to sustain and secure additional funding for the GEAR UP department. | • Towering Your Success, LLC<br>• GEAR UP District Director<br>• GEAR UP Staff<br>• BCSD district officials<br>• Middle School / High School Principals and/or designees<br>• GEAR UP Students<br>• GEAR UP Parents |

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| | | • Conduct a comprehensive-needs interview with BCSD district officials.<br>• Conduct a comprehensive-needs focus group with BCSD middle/high school designees (administrator, counselor, teachers, parents, and students) at each high school. | |
| Grant & Program Review<br><br>**Dates: TBD (To be determined) based on the timeline of the grant application.** | • Advise the district on grant application requirements and project design strategies. | • Review comprehensive-needs assessment data in order to inform the grant writing process.<br>• Review comprehensive-needs assessment data in order to inform the project.<br>• Review comprehensive-needs assessment data in order to inform the program design.<br>• Review comprehensive-needs assessment data in order to inform the project services.<br>• Review comprehensive-needs assessment data in order to inform the project personnel.<br>• Review comprehensive-needs assessment data in order to inform the management plan.<br>• Review comprehensive-needs assessment data in order to inform the project evaluation.<br>• Review comprehensive-needs assessment data in order to inform the project resources.<br>• Review the GEAR UP grant application, federal regulations, the higher education act of 1965, as amended subpart 2 – federal early outreach and student services programs: Chapter 2- Gaining Early Awareness and Readiness for Undergraduate Programs. | • Towering Your Success, LLC<br>• GEAR UP District Director<br>• GEAR UP Staff |

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| Grant Writing & Proposal Development<br><br>**Dates: TBD (To be determined) based on the timeline of the grant application.** | • Assist in developing all portions of proposals to fulfill the RFP/RFQ or other solicitation requirements and meet district objectives (e.g., needs assessment, project design, management plan, evaluation, and budget).<br>• Provide these grant proposal-writing services on a pro-bono basis. | • In partnership with the BCSD and GEAR UP department, develop the GEAR UP proposal and grant application by completing the following elements but not limited to:<br>○ The need for the project<br>○ The quality of project design<br>○ The quality of project services<br>○ The quality of project personnel<br>○ The quality of the management plan<br>○ The quality of the project evaluation<br>○ The adequacy of project resources<br>○ Competitive preference priorities 1<br>○ Competitive preference priorities 2 | • Towering Your Success, LLC<br>• GEAR UP District Director<br>• GEAR UP Staff |
| Grant & Final Proposal Review & Submission<br><br>**Dates: TBD (To be determined) based on the timeline of the grant application.** | • Package and submit proposals by required deadlines. | • Review all elements of the grant proposal.<br>• Revise all elements of the grant proposal.<br>• Seek feedback on all elements of the grant proposal.<br>• Submit the grant proposal for the GEAR UP grant. | • Towering Your Success, LLC<br>• GEAR UP District Director<br>• GEAR UP Staff<br>• GEAR UP designees |

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# Executive Strategy – Grant Evaluation Services

**Tentative Project Timeline FY24 (Since this is a fluid process, this plan may change based on need of the program. This is a draft and can be amended for further alignment for needs of the GEAR UP program.**

| Project Task/ Timeline | BCSD Procurement Objectives | Milestone(s) | Responsible |
|---|---|---|---|
| Grant Evaluation Design<br><br>**June - July 2024** | • Develop written evaluation plans prior to implementation.<br>• Design formal and informal assessments using qualitative and quantitative data. | • Design the evaluation to provide both point-in-time data to assess program success, as well as change-over-time data to assess program effectiveness that will guide continued program improvement.<br>• Develop survey questions, in addition to required survey questions, that are useful but also sensitive to culture, socio-economic status, and family situations.<br>• Design and develop in-depth interview protocols and qualitative-descriptor questionnaires for all participant groups<br>• Design and develop focus group protocols and qualitative-descriptor questionnaires for all participant groups<br>• Design and develop observation protocols and qualitative descriptors and indicators as aligned with GEAR UP grant goals.<br>• Design and develop quantitative outcome and process data collection surveys for all participant groups | • Towering Your Success, LLC |

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| | | • Design and develop quantitative student academic interest surveys and/or rating scales for all participant groups<br>• Design and develop student academic motivation surveys and/or rating scales for all participant groups<br>• Meet with the GEAR UP evaluation team monthly. | |
| Grant Evaluation - Data Planning & Collection<br><br>**July - September** | • Provide longitudinal data management system and related services designed specifically to facilitate the collection, analysis, storage and reporting of requisite project data.<br>• Provide ongoing assessment in achieving project outcomes and performance updates through formative and summative assessment of project progress.<br>• Provide a high level of technical support to identify and resolve data collection and management issues. | • Establish and provide access to Towering your Success, LLC data management platform (Cayen Gear Up Software System) for data collection, analysis, storage, and reporting for this evaluation project.<br>• Provide support in gathering the program's quantitative and qualitative impact data and import all data in the Towering Your Success, LLC Cayen Gear UP system.<br>• Collaborate with program director to collect data in a way that disrupts the program as little as possible.<br>• Work with district technology department to collect and handle data in a confidential way, adhering to Family and Educational rights and privacy Act (FERPA) guidelines.<br>• Provide assistance in developing assessment tools, as needed.<br>• Become and remain aware of the social, political, and educational context of the community as identified in the grant and/or school program. | Towering Your Success, LLC in collaboration with GEAR UP district and school leadership team.<br><br>• GEAR UP District Director<br>• Elementary School Principals<br>• GEAR UP Staff<br>• GEAR UP Students<br>• GEAR UP Parents<br>• Elementary School Registrar<br>• BCSD Research, Evaluation, Assessment and Accountability Department |

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| | • Provide a high level of technical support to identify data collection and management issues. | • Meet monthly with program director.<br>• Meet monthly with GEAR UP evaluation team.<br><br>• Collect and Review Data Points ***(Pre- and Post Data)***<br>o Perception – Qualitative Data<br>▪ GEAR UP District Director In-Depth Interview<br>▪ GEAR UP GADOE / USED Designee<br>▪ GEAR UP Principal In-Depth Interviews<br>▪ GEAR UP Staff Focus Groups<br>▪ GEAR UP Staff In-Depth Interviews<br>▪ GEAR UP Student Focus Groups<br>▪ GEAR UP Parent Focus Groups<br>▪ Conduct Program/Instructional Observations at each site. (observation data)<br>o Perception – Quantitative Data<br>▪ GEAR UP District Director Outcome and Process Data Collection Survey<br>▪ GEAR UP GADOE / USED Designee Outcome and Process Data Collection Survey<br>▪ GEAR UP Principals Outcome and Process | |

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| | | Data Collection Survey<br>▪ GEAR UP Staff Outcome and Process Data Collection Survey<br>▪ GEAR UP Student Outcome and Process Data Collection Survey<br>▪ GEAR UP Parent Outcome and Process Data Collection Survey<br>o Parent & Student Engagement Data Collection<br>▪ Title I Parent Surveys<br>▪ CCRPI Climate Survey data<br>▪ CCRPI School Climate Ratings<br>▪ Family Engagement Data<br>▪ PSAT Event Data<br>▪ SAT Event Data<br>▪ ACT Event Data<br>▪ AP Exam Event Data<br>▪ ASVAB Event Data<br>▪ Financial Aid Event Data<br>▪ College & Post-Secondary Event Data<br>▪ GEARUP Field Trip Data<br>▪ Scholarship Preparation Event Data<br>▪ Other Program Data<br>o Student Achievement – Qualitative Data | |

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| | | ▪ Student Academic / Post-Secondary Surveys and/or Rating Scales<br>▪ Student Academic & Motivation Surveys and/or Rating Scales<br>o Student Achievement – Quantitative Data (Scores)<br>▪ PSAT Data<br>▪ SAT Data<br>▪ ACT Data<br>▪ AP Exam Data<br>▪ ASVAB Data<br>▪ Lexile Data<br>▪ Milestone Data<br>▪ 4-year Graduation Rate Data<br>▪ 5-year Graduation Rate Data<br>▪ Progress Report / Report Card Data<br>▪ Post-Secondary Enrollment / 4-year College Acceptance Data<br>▪ Post-Secondary Enrollment / 2-year College Acceptance Data<br>▪ Post-Secondary Enrollment / Military / Armed Forces Acceptance Data<br>▪ Post-Secondary Enrollment / Workforce Acceptance Data<br>▪ Miscellaneous Achievement Data<br>o Student Attendance | |

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| | | ▪ Enrollment Data by subgroup/grade<br>▪ Program Retention Data<br>▪ Infinite Campus Attendance by subgroup/grade data<br>○ Student Discipline<br>▪ Infinite Campus Behavior/Referral Data<br>○ Program Process<br>▪ Conduct Program/Instructional Observations at each GEAR UP site for process data collection.<br>▪ Conference with the Program Director monthly.<br>▪ Meet with the GEAR UP evaluation team monthly. | |
| Grant Evaluation - Data Review & Collection<br><br>**October 2024** | • Provide a high level of technical support to identify and resolve data collection and management issues.<br>• Attend grant project director's meetings, grant organizational meetings, and events onsite as | • Solicit feedback from program director, program coordinators, and site coordinators to better understand data by determining contextual issues that might impact data or reporting.<br>• Collaborate with all stakeholders in order to ensure that the process for collecting data is at 100%.<br>• Any data that is missing will be further collected at this time.<br>• Conference with the Program Director weekly.<br>• Meet with the GEAR UP evaluation team monthly. | Towering Your Success, LLC in collaboration with GEAR UP district and school leadership team.<br><br>• GEAR UP District Director<br>• School Principals<br>• GEAR UP Staff<br>• GEAR UP Students |

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| | requested by the district. | | • GEAR UP Parents |
| Grant Evaluation - Data Analysis<br><br>**November – December 2024** | • Design and analyze formal and informal assessments using qualitative and quantitative data. | • Analyze all gathered data and provide recommendations for continuous program improvement.<br>• Analyze and disaggregate the data from the GEAR UP school sites and prepare for the evaluation report formulation process.<br>• Analyze quantitative and qualitative data on students in the general population (comparison group data) from Cayen GEAR UP software systems, student data systems, and surveys/focus groups to identify specific areas for program improvement.<br>• Utilize (SPSS) statistics software to analyze quantitative data.<br>• Utilize thematic analysis protocols to analyze qualitative data.<br>• Conference with the Program Director monthly.<br>• Meet with the GEAR UP evaluation team monthly. | • Towering Your Success, LLC |
| Grant Evaluation – Evaluation Reporting<br><br>**January 2025 – March 2025** | | • Describe and document procedures, data sources, and rationales in detail to ensure reliable and valid conclusions and/or recommendations without bias.<br>• Prepare a local evaluation report and include the district's goals, grant specific goals, as well as the federal and state GEAR UP goals and guidelines.<br>• Provide data reports, local evaluation reports, and annual | • Towering Your Success, LLC |

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| | | evaluation reports in user friendly formats (e.g. MS Word documents, MS Excel spreadsheets, MS PowerPoint presentations, charts, tables, surveys, and interview transcripts) and other formats specified by Georgia Department of Education and/or U.S. Dept. of Education.<br>• Compile, write, and make annual and local evaluation reports available to parents, volunteers, staff, and board members.<br>• Compose the evaluation report(s) for the publishing process in regards to the GEAR UP grant cycle.<br>• Provide recommendations for program improvements with each conclusion.<br>• Attend quarterly GEAR UP advisory council meeting.<br>• Conference with the Program Director weekly.<br>• Meet with the GEAR UP evaluation team monthly. | |
| Grant Evaluation - Data Review & Collection<br><br>**April 2025** | • Communicate and report evaluation results in a timely fashion to relevant district personnel. | • Correct report errors in a timely manner.<br>• Publish the Evaluation Report (Review) for the GEAR UP grant cycle.<br>• Correct any report errors.<br>• Conference with the Program Director weekly.<br>• Meet with the GEAR UP evaluation team monthly. | • Towering Your Success, LLC |

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| Grant Evaluation – Review & Final Reporting<br><br>**May 2025** | • Communicate and report evaluation results in a timely fashion to relevant district personnel. | • Annual evaluation report of all programs with recommendations for program improvements including but not limited to staffing, curriculum, and student academic needs for following the school year.<br>• Publish the Evaluation Report for the GEAR UP grant cycle.<br>• Conference with the Program Director weekly.<br>• Meet with the GEAR UP evaluation team monthly. | Towering Your Success, LLC in collaboration with GEAR UP district and school leadership team.<br><br>• GEAR UP District Director<br>• BCSD Board of Education<br>• BCSD District Office Officials<br>• GEAR UP Stakeholders |
| Program Evaluation Reporting<br><br>**Irregular Dates** | • Communicate and report evaluation results in a timely fashion to relevant district personnel.<br>• Assist district personnel in completing the required district, federal and/or state reports.<br>• Attend grant project director's meetings, grant organizational meetings, and events onsite as requested by the district. | • Complete activity records - Ongoing & Complete process output records - Ongoing<br>• Conduct project assessments - Aug, May & Examine extant vital data records - Jan, July<br>• Provide scheduled and ad hoc reporting- Ongoing<br>• Project presentations to school board - monthly<br>• Progress Reports- end of each assessment administration - Within 2 weeks of end of test administration<br>• Annual Performance Reports- Once a year - Typically April (specified by USDoE)<br>• Evaluator's Report - Once a year - 30 days after APR is due<br>• Final Performance Report - Once during project - 90 days after the end of project period Summaries | • Towering Your Success, LLC |

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| | | of surveys, focus groups, and other measures - As requested by the project director within 2 weeks of the end of each survey/test administration and/or focus group(s).<br>• State and/or federal evaluation report for grant programs provided to GEAR UP program director prior to published state evaluation due date. This report will follow guidelines mandated by the Georgia Department of Education and the United States Department of Education.<br>• Compose a report focused on changes over time with recommendations for program improvements including but not limited to staffing, curriculum, and student academic needs.<br>• Compose local, state, and federal reports in a timely manner.<br>• Conference with the Program Director weekly.<br>• Meet with the GEAR UP evaluation team monthly. | |

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# Responsible Bidder – Towering Your Success, LLC - Grant Management Plan & Repository System – Cayen Gear Up Software Systems

**Tentative Project Timeline FY24 (Since this is a fluid process, this plan may change based on need of the program. This is a draft and can be amended for further alignment for needs of the GEAR UP program.**

| Towering Your Success, LLC – Data Collection and Management Repository System | BCSD Procurement Objectives for Data Collection and Management | Towering Your Success, LLC – Data Collection and Management Solutions | Responsible |
|---|---|---|---|
| **Cayen GEAR UP Software Systems** quickly and accurately collects the important data necessary for APR reporting and grants analysis. This software solution is complete with instant online data access and easy to use report generation tools and student progress can be monitored throughout their participation in the program.<br><br>Cayen GEAR UP's flexible design provides administrators the convenience of combining multiple | • Tailor GEAR UP's database to fit the needs and data elements specifically related to the grant Provide a means of collecting activity records including names of attendees, date and time, category of activity, duration of activity, responsible/presiding staff, and relevance to project goals. The combination of "names of attendees" and "duration of activity" will yield the total hours of service provided to each student | • Student information is easily imported from the school district's student information system saving the time of manual entry and reducing data entry errors. Cayen GEAR UP stores detailed student, parent, and teacher information for quick reference.<br><br>• Maintain a comprehensive participant registration record with fields of information containing student demographics, activity participation, and academic performance. | • Towering Your Success, LLC |

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| sites and school data within in a single system. With Cayen GEAR UP you can rest assured that success is measured. | | Information can be easily exported to Excel for evaluating student participation and progress.<br>• Track Parent, teacher and student participation | |
| **Cayen GEAR UP Software Systems** quickly and accurately collects the important data necessary for APR reporting and grants analysis. This software solution is complete with instant online data access and easy to use report generation tools and student progress can be monitored throughout their participation in the program.<br><br>Cayen GEAR UP's flexible design provides administrators the convenience of combining multiple sites and school data within in a single system. With Cayen GEAR UP you can rest assured that success is measured. | • Provide a means of collecting process output records to include number of events hosted, publications distributed, training sessions conducted, staff trained, volunteer hours served, staff hours worked, marketing materials distributed, etc. | • Cayen GEAR UP aggregates the data collected to the Federal GEAR UP Annual Performance Report, and a variety of other valuable attendance, program, and academic reports. The powerful Search tool finds exactly the information you need with results exporting directly to an Excel spreadsheet for increased reporting and evaluation flexibility. Over 15 standard reports are included in Cayen GEAR UP to enhance program administration and evaluation efforts.<br>• Monitor activities by participation, i.e. tutoring, campus visits, advising and mentoring | • Towering Your Success, LLC |

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| **Cayen GEAR UP Software Systems** quickly and accurately collects the important data necessary for APR reporting and grants analysis. This software solution is complete with instant online data access and easy to use report generation tools and student progress can be monitored throughout their participation in the program.<br><br>Cayen GEAR UP's flexible design provides administrators the convenience of combining multiple sites and school data within in a single system. With Cayen GEAR UP you can rest assured that success is measured. | • Provide a means of collecting vital extant data records including scores on nationally-normed assessments (PSAT, PLAN, SAT, ACT), Georgia criterion-referenced exams (CRCT, EOCT, Georgia Milestones), and school records (attendance, discipline, enrollment, grades). | • Track all academic information including grades, ACT, SAT, graduation, and college choice<br>• Monitor advanced placement courses, Math & Science Subjects, and GPA<br>• Import grades, test scores, absences, suspensions, and student data from district's student information system | • Towering Your Success, LLC |
| **Cayen GEAR UP Software Systems** quickly and accurately collects the important data necessary for APR reporting and grants analysis. This software solution is complete with instant | • Provide a means of collecting and tracking the nature, quantity, and estimated value of in-kind contributions (Cost Share) provided by the district and project partners. Project leaders will be | • Data can be recorded and tracked for students, parents, teachers, staff, and organizations. The stakeholders and in-kind contributors can be grouped together, with | • Towering Your Success, LLC |

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| online data access and easy to use report generation tools and student progress can be monitored throughout their participation in the program.<br><br>Cayen GEAR UP's flexible design provides administrators the convenience of combining multiple sites and school data within in a single system. With Cayen GEAR UP you can rest assured that success is measured. | able to view in real-time how much Cost Share total has been contributed and the amount by category at any given time. | attendance and in-kind hours being taken together or separately per activity. Cayen GEAR UP also generates paper rosters to assist in the attendance collection process. | |
| **Cayen GEAR UP Software Systems** quickly and accurately collects the important data necessary for APR reporting and grants analysis. This software solution is complete with instant online data access and easy to use report generation tools and student progress can be monitored throughout their participation in the program. Cayen GEAR UP's flexible design provides | • Facilitate administration of project questionnaires and other measurement instruments as required by the grantor or at the grantee's request. These instruments can be administered online or via paper and pencil at the discretion of the project leaders. | • Create custom surveys with the SurveyMaker Module<br>• Aggregate polling and survey data for analysis<br>• Generate reports of survey data for analysis<br>• Input email addresses for participants to participate in polling and surveys administered by the organization. | • Towering Your Success, LLC |

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| administrators the convenience of combining multiple sites and school data within in a single system. With Cayen GEAR UP you can rest assured that success is measured. | | | |
| **Cayen GEAR UP Software Systems** quickly and accurately collects the important data necessary for APR reporting and grants analysis. This software solution is complete with instant online data access and easy to use report generation tools and student progress can be monitored throughout their participation in the program. Cayen GEAR UP's flexible design provides administrators the convenience of combining multiple sites and school data within in a single system. With Cayen GEAR UP you can rest assured that success is measured. | • Serve as a repository of all project data whereby once in the grant database, this data can be correlated with other records (using unique numeric identifiers associated with each student) and the necessary analysis needed for project progress and outcome reporting can be conducted | • Several tools help maximize productivity throughout the program management process. The centralized online database makes it easy to manage multiple sites with multiple schools per site in a single, easy to use system. Grant analysis, community partnership, and reporting tools assist in staying on track and achieving stated objectives. | • Towering Your Success, LLC |

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# Responsible Bidder – Towering Your Success, LLC - GEAR UP - Final Evaluation Report Outline – DRAFT

**Tentative Evaluation Report Outline FY24 (Since this is a fluid process, this outline may change based on need of the evaluation. This is a draft and can be amended for further alignment for needs of the GEAR UP program.**

| Towering Your Success & Bibb County School District's Final Gear Up Evaluation Report Outline - Draft |
|---|
| **Overview**<br>**Section I. Methodology**<br>• Evaluation of Cohort Data (Ethnicity, Gender, SES, SWD, EDD, Miscellaneous Subgroup Data)<br>• Data Identifiers for Analysis<br>• Defined Evaluation Model<br>• Comparison Group Measures Process<br>• Baseline Measures for Gear Up Program<br>• Data Collection Process<br>• Data Analysis Process<br>• Data Organization Methods |
| **Section II. Determination and Identification of Data Elements**<br>• The Bibb County School District GEAR UP Evaluation Objectives and Indicators |
| **Section III. Collection and Use of Quantitative & Qualitative Data to Access College Goals, Knowledge, and Awareness**<br>• BCSD Gear Up Survey Data<br>• BCSD Gear Up Survey Administration Methods<br>• BCSD Gear Up Survey Administration Cycle<br>• BCSD Supplementary Qualitative Data: Focus Group Data |

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**Section IV. Collection and Use of Quantitative & Qualitative Data Relating to Student Readiness Behaviors**

- Ensuring Data Access and Security – Data Storage Methods
- Coordinating Data Transmission with BCSD and Towering Your Success, LLC
- Obtaining Educational Planning and Assessment System Data from ACT & SAT
- Data Analysis Across GEAR UP Programs & Initiatives
- Data Examination – BCSD GEAR UP Program Impact
- The Comparative Change – Tables and Models for Data Representation
- Determining Associations between Program Variables
- Evaluation of GEAR UP Cross Sectional & Longitudinal Data

**Section V. Tier 1: Sixth Through Eighth Grade – College Goals, Knowledge, and Awareness Acquisition - Quantitative & Quantitative Data**

- Tier I Evaluation of Goals, Knowledge, and Awareness Acquisition
- Tier I Evaluation of Student Readiness Behaviors
- State Standardized Test Scores (Georgia EOG and EOC Milestone Data)
- Control and Predictor Variables (SAT, ACT, PSAT)
- School-based Achievement Data – Grades, Attendance, and Behavior
- Parental Involvement Data
- Gear Up Programs, Field Trips, and Sponsored Initiatives

**Section VI. Tier 2: Ninth and Tenth Grade – Goals, Knowledge Acquisition, Academic Enrollment, and Preparation - Quantitative & Quantitative Data**

- Tier II Evaluation of Goals, Knowledge, and Awareness Acquisition
- Tier II Evaluation of Student Readiness Behaviors
- Course Enrollment and Success
- Preliminary Scholastic Aptitude Test (PSAT)
- School-based Achievement Data – Grades, Attendance, and Behavior
- Parental Involvement Data
- Gear Up Programs, Field Trips, and Sponsored Initiatives

**Section VII. Tier 3: Eleventh and Twelfth Grade – Academic Enrollment, Post-Secondary Preparation, and Post-Secondary Achievement - Quantitative & Qualitative Data**

- Tier III Evaluation of Goals, Knowledge, and Awareness Acquisition
- Tier III Evaluation of Student Readiness Behaviors
- Successful Course Completion
- The ACT Assessment
- The SAT Assessment
- The ASVAB Assessment

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- Dual Enrollment & National Student Clearinghouse College Enrollment Data
- School-based Achievement Data – Grades, Attendance, and Behavior
- Parental Involvement Data
- Gear Up Programs, Field Trips, and Sponsored Initiatives

**Section VIII. Tier 4: First Year of College – Higher Education Course Enrollment, Higher Education and Post-Secondary Success, and Post-Student Perseverance - Quantitative & Qualitative Data**

- Gear Up Transition Services
- Tier IV Evaluation of Student Readiness Behaviors
- Course Enrollment Data
- Financial Aid Data
- Semester, Quarter, and Term Academic Data
- Study Abroad, Special Program Enrollment, and Association Affiliation Data
- Gear Up Programs, Field Trips, and Sponsored Initiatives

**Section IX. Using Research Results to Inform Program Advancement**

- Cost- Benefit Assessment
- Summation of the Evaluation Results
- Areas of Program Maximization
- Final Evaluation Recommendations

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Thanks,

Thelron Pleas,

Towering Your Success, LLC

Email: Admin@ToweringYourSuccess.com

WEB: www.ToweringYourSuccess.com



Proposal Authorized & Signed by _____
Thelron Pleas, Chief Executive Officer
Date: May 27, 2024