



Cost Model Frequently Asked Questions

Thank you for participating in the Florida After School cost modeling project. As you complete the survey, please refer to this document for any clarifications or questions. If you have a question that is not answered here, reach out to our team at info@flafterschool.com.

General

- **What reporting or fiscal year data am I sharing from?**
 - Data should be reported for your organization's last fiscal year.
- **Who will my data be shared with?**
 - **Individualized data will be shared only with the Florida After School team.** Aggregated and final report data may be shared with funders, key stakeholders, and the state legislature to better advocate for increased funding for the field.
- **What if my organization is not comfortable providing data for all the questions asked?**
 - While a complete data set will help Florida After School create the most accurate cost model, you may skip or omit any information or questions you are not able to answer.
- **How will this data be used?**
 - The data will be used to advocate for increased availability and funding of out-of-school time programs across the state of Florida. Individual organization data will remain private. Only aggregated data will be shared with stakeholders, legislators, and potential funders.

- **How accurate does the data need to be?**
 - We encourage you to provide the most accurate data possible, understanding that some of the questions asked may require averages or estimates.
- **How many locations should I provide data for?**
 - If you operate multiple programs or sites, we welcome as much data as you are able to provide. If you serve a large number of programs or sites, we recommend submitting a diverse sample that represents 15–20 percent of your programs or 5–10 programs/sites. Examples may include a rural site, a metropolitan site, a fee-based site, and a grant-funded site.
- **How long will it take to complete the survey?**
 - If you have gathered all the budget information, the survey should take around one (1) hour to complete.
- **Will my program be updated on the progress made with the cost model?**
 - Yes, programs that submit data with a main contact included will be updated on the progress made with the cost model project.
- **Can I pause and save my progress on the survey?**
 - Unfortunately, the platform, Survey Monkey, does not allow you to save your progress, thus you must complete the survey in one sitting. Please reference the survey PDF or the provide data using the Excel data collection tool if you do not have time to complete the survey in one sitting.

Agency Information

- **How do I define the type of agency I have?**
 - Agency type helps us understand your organization's operating model. Because many organizations fit more than one category, please select all options that apply. For example, a nonprofit organization may also be community-based and operate on a school district campus; in that case, all three options should be selected. The agency type options are listed below:

- Faith-Based: Program is founded on religious or spiritual principles and may be affiliated with a church or other religious group.
- For-Profit: A business model that generates financial gain to owners or shareholders.
- Government/City/Municipality: Operates through a local city or government (e.g., a city park and recreation organization).
- Non-Profit: A business model that puts all financial gain back into the program, typically relying on public grants, donations, or other funding sources.
- School District: Regulated and administered by a school district.

Program/Site Information

- **How do I know what program/site location type I have?**
 - Program site and location type helps us understand the context of your program environment. The options for program type are as follows:
 - Community-based: Operating at a community center, through a park and recreation department, through a community-based organization, etc. These locations are normally open to the public for other programs or activities outside of the afterschool/summer programming.
 - School-based: School District owned and operated program.
 - School-based and run by a community-based organization: Programs are operated in partnership between a community-based organization and a school district; programming occurs on a school district-owned property.
 - Private Provider: Operating at a childcare center or other non-public facility.
 - Other: any other program type not listed above.

- **How do I know if my program is subject to local licensing regulations?**
 - Several counties in Florida have local licensing boards. If your county is one of the few that does, please enter the child to adult ratios your organization is subject to for local licensing.
- **What should we include under other local regulations that impact our program?**
 - Other local regulations may include funder applied regulations or if your organization participates in a quality rating and improvement system (QRIS) that is holding programs to a higher standard than the licensing requirements. For example, if licensing says we must maintain a ratio of 1:25, but your local funder has set the ratio to 1:15, you would provide that information here.
- **How do I know what program quality guidelines I follow?**
 - If you do not know what program quality guidelines you follow, or if you do not follow a program quality guideline, you can leave this section blank.
- **What if my program offers a program activity type not listed on the form?**
 - Please select the “other” option and specify program activities. You may select as many options as applicable to your program/site.
- **How do I answer about my program’s geography if I have multiple sites?**
 - You will fill out a separate survey or excel sheet for each site you are providing data for. For each data set, provide the county and zip code for the singular site reference.

Enrollment

- **What if I serve college-age or youth above 12th grade?**
 - For this cost model, we will focus only on K-12. Please provide data only for the K-12 population of students served.
- **What if my organization serves all the grades listed?**
 - Please answer the enrollment questions based on the site you are providing data for. Your organization may serve all grades but not at the same program/site.

- **What if my organization has different ratios for each grade level?**
 - Provide additional ratio information in the comment box provided in this section.

Expenses: Site Level Personnel

- **What if staff in the same or similar position have a different wage?**
 - Please input the average wage among staff of the same/similar position. For example, average all Certified Teachers' wages and use that figure.
- **What if my program has positions not listed in the form?**
 - Common terminology was used to generate the position titles. Please align your organization's titles as closely as possible to the ones provided. If there is not a good fit, you can list these positions under "Other" and specify the title in the text box provided.
- **What if my organization does not have all the positions listed in the tool?**
 - You can leave any positions that do not apply to your organization blank.

Expenses: Administrative and Support Personnel

- **What if my organization's leadership is the same as my program leadership?**
 - Please duplicate data that was provided in the Site Personnel Section. If you have multiple sites and/or have administrative roles that support your organization's operations, include that information here.
- **How do I calculate the percentage of time allocated to program?**
 - This is something your organization's fiscal staff/personnel should be able to help you with. On average to determine the percentage of time allocated to the program, divide 1 by the total number of sites that this position serves, and multiple the total by 100. For example, if this position supports 20 programs, 5% of this program's time is allocated to the program you are providing data for. Organizations

may have different methods for calculating cost allocations. Please consult your organization's leadership if you are uncertain.

- **How is the information in this section different than the prior page?**
 - This section focuses on agency-wide administrative or support staff. The page before this section asked specifically about site-level personnel.
- **Do I need to complete both the aggregated data section and the detailed breakdown?**
 - No; please answer only one of the two sections.
- **Do I need to complete the school district indirect section?**
 - Only if you are a school district run program should you elect to complete the school district indirect rate section. This section is intended to capture expenses that are paid to the school district for the operation of the program or site.

Expenses: Benefits

- **What is FICA and SUTA/FUTA?**
 - These are standard payroll expenses. FICA is the Federal Insurance Contributions Act or Social Security/Medicare withholding. SUTA and FUTA are State/Federal Unemployment Tax Acts.
- **Where do I find this information?**
 - You can find benefits information in your payroll or HR systems or on your organization's Federal Tax Return.

Expenses: Non-Personnel

- **What is the difference between contractual services and community vendors?**
 - Contractual services are individuals who are hired as a contract employee of your organization. Community vendors involve partnerships with other business or vendors that typically provide services to your program, for example, supplemental programming or tutoring.

Revenue

- **What is a subsidy?**
 - Subsidy is government or agency financial assistance that pays for part of programming fees or tuition.
- **What if some of the revenue sources do not apply to our organization?**
 - If your organization does not receive revenue from a source that is included in the data collection tool, you can leave that space blank.
- **What if our program/site is grant funded, and we do not charge families tuition?**
 - If your organization does not charge tuition, leave this section blank.