

FY2009 Overview Alternative Education Grantees

➤ **Site Visits:**

- All *new* grantees or grantees that Jenny has not visited yet need to schedule a site visit.
- Site visits are also scheduled as requested by a grantee or the Department (ESE).

➤ **Mid-Year Report:**

- Brief (under two pages) narrative describing program activities – overview, strengths, challenges, etc.
- Partially complete self-evaluation tool – fill in the “Goal” column of the tool.
- **Due February 13, 2009:** covering September 1, 2008 to January 31, 2009.

➤ **End-of-Year Report:**

- Submit a completed self-evaluation tool.
 - Please note that this year’s tool is slightly revised since FY08.
- New this year – this evaluation tool will also be used to approve grantees for continuation funding, as a significant part of the FY10 Continuation Grant RFP.
- **Due July 31, 2009:** covering the entire grant period (Sept. 1, 2008 to June 30, 2009).

➤ **Budget Amendments:**

- May be submitted any time *prior to* Friday, May 29, 2009.
- If needed, submit three copies of a revised version of your budget detail pages and the budget amendment form. Forms (Appendix A-3 and G) are available via:
<http://finance1.doe.mass.edu/grants/procedure/default.html>

➤ **Training:**

- **Spring Grantee Meeting – April 14th** at Hoagland-Pincus Conference Center (Shrewsbury)
 - Attendance is required, and each grantee is permitted to bring up to three people
- **State Alternative Education conference – October 20th** at Holy Cross (Worcester)
 - Attendance not required, but strongly encouraged
- **Alternative Education Regional Networking Sessions – March** (dates TBD)
 - Attendance not required, but strongly encouraged
- **State Trauma-Sensitive Schools conferences – two days, December 12th May 4th** – both at Holy Cross (Worcester)
 - Attendance is optional

Call or email with questions:

Jenny Curtin, Program Coordinator: 781-338-6839 or jcurtin@doe.mass.edu

NOTE: A slightly modified version of this document was provided to grantees at the Fall 2008 Student Support Conference (on October 6, 2008)