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| **PART III REQUIRED PROGRAM INFORMATION FISCAL YEAR 2020-2021 (FY2021)** |

*This application will serve as the year-end evaluation and continuation grant application for recipients of any the following:*

* 21st CCLC Fund Code (*FC)* ***647*** grants for new sites ***in*** [FY2019](http://www.doe.mass.edu/grants/2019/awards/647.html) ***or*** [FY2020](http://www.doe.mass.edu/grants/2020/awards/647.html), and for sites awarded a competitive 21CCLC Exemplary Programs Grant through ***FC 646 in*** [FY2019](http://www.doe.mass.edu/grants/2019/awards/646.html) ***or*** [FY2020](http://www.doe.mass.edu/grants/2020/awards/646.html)***.***

***Deadline to submit this Part III is Friday August 21, 2020. Budgets will not be processed until all required information is submitted.***

1. **PROGRAM SUMMARY**

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| **School District /  Applicant Agency** |  | | | | |
| **Program Coordinator / Contact** |  | | | | |
| **Phone** |  | | **Email** |  | |
| **Total Number of  ELT sites for which you are applying for continuation funding** |  | ***ELT* Amount requested for SY 9/1/2020- 6/30/2021** | | **Amount requested for Summer**  **7/1/2021 - 8/31/2021** | **Total Requested ELT** |
|  | |  |  |
| **Total Number of  OST sites for which you are Applying for continuation funding.** |  | ***OST* Amount requested**  **School Year (SY) 9/1/2020- 8/31/2021:** | | |  |
| **Total FC 645 Funds requested** | | | | |  |
| **By checking this BOX, the grantee agrees to follow MA Department of Elementary and Secondary Education (Department) and 21st CCLC issued Guidance and protocols established for the safe reopening and operation of 21CCLC in person programming.** | | | | |  |

**II. FY2020 School Year PROGRAM Information**

This does *NOT* include summer programming. Summer programming information will be included as part of the  **more in-depth FY21 school year that will be required to be submitted in September once schools are operational.**

1. [Please use the following link to provided demographic data and information on remote learning opportunities provided during the FY20 School year.](https://www.surveygizmo.com/s3/5757204/FY20-21st-CCLC-Program-Information)

[**https://www.surveygizmo.com/s3/5757204/FY20-21st-CCLC-Program-Information**](https://www.surveygizmo.com/s3/5757204/FY20-21st-CCLC-Program-Information)

1. For each site, use the chart below to summarize at least one of the program’s most successful projects/enrichments/accomplishments prior to school closing for remote learning this spring.   
   Add additional rows as needed.

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| **Site** | **Provide the Activity Project Name and a Brief Description** |
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1. If grant funds were used to purchase any type of electronic equipment such as laptops, hand held devices (iPads, chrome books, etc.), cameras, printers, drones or other types of media equipment, the program is required to have a process in place to inventory and track these items.

* Please attach to the grant submission an inventory of electronic items purchased.
* Describe the process the program currently uses, or will be using, to inventory and track electronics purchased with grant funds.
* Describe below how the items were/are used to enhance the 21st CCLC program and learning.

1. **OST ONLY –PROGRAM FEES**

**As per federal requirements, any program that charges families a fee to attend a federally funded 21st CCLC program must adhere to the following guidelines:**

* All income must be expended during the grantee’s award period to supplement, enhance, or otherwise improve 21st CCLC programming for students and families, and not to supplant other funding sources. This may include but is not limited to educational field trips, additional qualified staff to support diverse learners of all ability levels, summer programming, and transportation costs.
* Grantees MUST take into account the relative poverty of the students served by their 21st CCLC programs, and those students that are eligible for free lunch will be provided access to the program at no cost, and a sliding fee scale will be established for all others. Grantees are encouraged to utilize the sliding fee scale for income eligible families established by the Department of Early Education and Care as a guide for developing a fee schedule.
* In all program related materials, subrecipients must clearly state that the out-of-school time is funded through a federal 21st CCLC Grant and that any child eligible for free lunch may attend the program at no cost.
* Demonstrate that there are established procedures in place for monitoring, accounting and reporting of program income.
* Program income generated without prior approval from the State Education Agency (the Department) or does not adhere to the above criteria will be used to proportionally reduce the federal award.
* As part of the reporting process, grantees will also be required to report on program income generated, and expenditures related to 21st CCLC program operations.

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| Did one or more of the funded sites charge families/students a fee to attend? | | | YES | | NO | |
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| **If *YES*, please provide the information below. If NO, skip to Section III.** | | | | | | |
| In the space below please list the school(s)/site(s) that charged a fee for students to attend the 21st CCLC program in FY2020. | | | | | | |
|  | | | | | | |
| By checking this box, we confirm that students eligible for free lunch were not charged a fee to attend in FY2020. | | | |  | | |
| Please indicate the per student cost to attend the program. | $ | Indicate the % of students that paid a fee to attend in FY2020 | % | | | |
| Please provide the total amount of funds generated during FY2020 | | | $ | | | |
| Do you plan to charge a fee for FY2021? | | | YES | | | NO |
|  | | |  |

1. Please describe the process for determining the per student cost to attend, if a sliding fee is used, and how you ensure that families of children/youth that would be eligible to receive free or reduced price lunch fully understand that cost should not be a deterrent from participation.
2. Describe the procedures in place for monitoring, accounting and reporting of program income. Be specific in describing how those funds are/will be used to supplement current program expenditures (e.g., stipends for 1 staff position, educational field trip fees, etc.).

**III. FY2021 Preliminary Plans**

*Please note that more in-depth plans including information about program staffing, protocols, and programming options will be required to be submitted in September once schools are operational.*

1. Grantees are required to continue to designate a full or part-time coordinator (depending on the number of funded sites) whose primary role is to oversee both the programmatic and administrative aspects of the grant including overseeing the site(s), evaluation and data collection, submission of required materials including continuation grants, and attending required meetings/trainings. (See *Addendum B – Requirements and Assurances* in the RFP’s Required Forms section).

If there will be, or it is anticipated there will be, a change in the district and /or site facilitator position in FY2021, provide respond the bulleted questions below. If there will be no changes, please indicate not applicable (NA).

* A description of the qualifications/credentials that the district/agency will seek for the required coordinator/facilitator position. If the applicant currently has a person that will serve in this capacity, describe their qualifications/credentials including any previous experience.
* Describe the transition plan and the type of support that will be provided to the new coordinator/facilitator.
* If the district coordinator will be a part time position, please indicate as such and describe the process to ensure that there is sufficient time allotted to meet the requirements of this grant.
* Please describe any other changes or anticipated changes that may/will affect the district and/or program site such as change in leadership, redistricting, change in grade levels served at the school, consolidation, etc.

1. Based on the district/school or partnering school’s proposed reopening approach (in-person learning model, hybrid learning model, remote learning model) describe how the 21st CCLC ELT and/or OST program will function within the proposed model.

*Note : For schools offering an in person or hybrid model, in person 21st CCLC programming must also be provided. For schools operating under a hybrid model 21st CCLC may also provide a hybrid option.*

1. Please provide and describe any budget costs related to implementation of the guidance provided by the Department and 21st CCLC? Include any additional costs/supports that may be needed in order to address the guidance and support the health and safety of teachers and students.
2. Please describe any additional flexibilities the district/organization would like to request for the upcoming FY2021 school year. Please note approval of any flexibility requests are subject to continuing to meet the Federal guidelines for use of 21st CCLC funds.