PART III – REQUIRED PROGRAM INFORMATION

Instructions: Provide a narrative of no more than four (4) pages using a 10-point Arial font. The page limit does not include any of the other forms listed under Required Forms. Provide the following information in the order listed below.

SECTION I – BASIC PROGRAM INFORMATION

<table>
<thead>
<tr>
<th>District Name:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Program Coordinator Contact Information</td>
<td>Name:</td>
</tr>
<tr>
<td></td>
<td>Phone:</td>
</tr>
<tr>
<td></td>
<td>Email:</td>
</tr>
<tr>
<td>Other Email Addresses that Should Receive Grant-Related Correspondence (Please list.):</td>
<td></td>
</tr>
<tr>
<td>School(s) Targeted by Grant:</td>
<td></td>
</tr>
<tr>
<td>Grade Level(s) Targeted by Grant:</td>
<td></td>
</tr>
<tr>
<td>Are the Target School(s) or Grade Level(s) Different from the FY2011 Grant Implementation? If yes, provide a brief rationale for the change in focus:</td>
<td></td>
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<tr>
<td>Grant Amount Requested:</td>
<td></td>
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</tbody>
</table>

SECTION II – PROGRAM DESIGN

1. Submit (via email to Anne Gilligan at agilligan@doe.mass.edu) the completed end-of-year Safe and Supportive Learning Environments Evaluation Tool for FY2011, including the sections describing activities for FY2012. (See the RFP Required Forms section.)

2. If needed, describe any additional information regarding plans for the FY2012 program design that is not captured in the FY2011 end-of-year Safe and Supportive Learning Environments Evaluation Tool. Applicants may want to consider using up to 25% of funding for implementation of the Behavioral Health and Public Schools Assessment Tool.

USING THE BEHAVIORAL HEALTH AND PUBLIC SCHOOLS ASSESSMENT TOOL

Expectations for using the web-based tool that was created by the Massachusetts Behavioral Health and Public Schools Task Force (available on http://BHPS321.org) include the following:

a. Identifying one school contact person for this effort (to communicate with the Department);

b. Gathering a small team of approximately 3-10 people from the school community to contribute to thinking through and filling in the responses to the web based assessment tool during 1-2 meetings for a total of 3-5 hours combined.
Describe plans for using the behavioral health and public schools assessment tool. Include in the description:

a. The composition of the team who will fill out the tool and how this intersects with CPSS team members.
b. The process and timeline for completing all sections of the tool, and for reflecting on the content and next steps for moving forward with areas identified for improvement.

SECTION III – BUDGET

1. Budget and Budget Narrative forms for this grant are included as an Excel file listed and linked in the RFP under Required Forms. The direct URL is http://finance1.doe.mass.edu/Grants/grants12/rfp/doc/ssp.xls. Both forms are on one tab and they print out to two portrait (not landscape) pages for the Budget (IIA) and two portrait (not landscape) pages for the Budget Narrative (IIB). In the Budget Narrative, describe how program expenses relate to proposed program activities. Complete, print, and submit those four pages along with this application.

2. Briefly describe the local matching funds, both in-kind and actual cash expenditures, that will support the program activities. This information can be incorporated into the Budget Narrative and/or the response to the Part III Required Program Information document.

SECTION IV – PARTNERS

- NOTE: Grantees have the option of submitting Schedule C signed by all partners – for both existing and new partnerships. (See the RFP Additional Information section.)

SECTION V – SHARING PROMISING PRACTICES

1. Describe at least one activity that took place in FY2011 through which the district shared promising practices and lessons learned from the grant project with other grantees and/or other interested districts across in the Commonwealth.

2. Describe at least one activity that will take place in FY2012 to share promising practices and lessons learned from the grant project. The activity must be structured to share information with other grantees and/or other interested districts across in the Commonwealth. Grant funds may be used for the activity, although grant fund use is not required. Include in the description any requests for Department assistance or guidance with implementing the activity. Examples of activities to consider include, but are not limited to:

   a. Hosting a site visit for other grantees and/or other interested districts in your region.*

   b. Hosting a technical assistance or networking session for other grantees and/or other interested districts in your region.*

   c. Providing materials created through the grant implementation to the Department to share with other districts (via the Department’s Trauma Sensitive Schools webpage).

*NOTE: the Department can assist with alerting other programs to these opportunities.