**Part III – Required Program Information**

### A. General Information

<table>
<thead>
<tr>
<th>Applicant Agency:</th>
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<tbody>
<tr>
<td>Program Coordinator:</td>
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<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Phone: ( )</td>
<td>Email:</td>
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<tr>
<td>Name(s) of Partnering Agency(ies):</td>
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In the appropriate category list the sites proposed through this application. REMINDER: A separate application must be submitted for each category type, if entities are applying for sites in more than one category.

#### Exemplary (FY09-FY13 Fund Code 647-B1)

#### Demonstration (FY11-FY13 Fund Code 647-B2)

#### Hours of Operation:

Check the option(s) for which you are applying. If you are selecting different options for different sites, match the site(s) to the option(s).

- **Option 1** (includes before school)
  - School Year minimum = 12 hours/week x 32 weeks = 384 hours
  - Summer minimum = 16 hours/week (4 hours/day for 4 days/week) x 4 weeks = 64 hours

- **Option 2** (does not include before school)
  - School year minimum = 8 hours/week x 32 weeks = 256 hours
  - Summer minimum = 24 hours/week (6 hours/day x 4 days) x 8 weeks = 192 hours

- **Option 3** (another option)
  - Propose and provide details to support another mix of school year and summer hours that upholds the spirit of the above options and totals a minimum of 448 hours.

#### Total number of children/youth served by the sites in this 21st CCLC proposal during the following years:

<table>
<thead>
<tr>
<th>FY09 (If applicable)</th>
<th>FY10 (If applicable)</th>
<th>FY11</th>
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<tbody>
<tr>
<td>FY12</td>
<td>FY13</td>
<td>FY14: (Projected)</td>
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**Total FY14 Fund Code 647-B2 Funds Requested** $ 

**% Funds that will be matched in FY14**

(As noted in the RFP Funding section, the minimum is 50% for Exemplary, 100% for Demonstration) 

% 

**Amount/Value ($) of FY14 Match** $
B. EXEMPLARY PROGRAM NARRATIVE (5 pages max.)

1. Provide a narrative describing the ways in which the proposed site(s) has evolved over the course of the funding cycle (that ends August 31, 2013). Provide specific examples supported by data that clearly demonstrate program growth and continuous program improvement. Describe the vision for the program over the next three years including how it will continue to grow and improve.

C. PROGRAM INFORMATION – For each of the questions below provide specific examples that support the responses. (12 pages max.)

1. Over the grant period, how effective has the program been in reaching the targeted student populations of this grant? Be specific in describing the target population (e.g. students that scored in the bottom half of Needs Improvement). Describe the specific data elements (e.g., MCAS, Student Growth Percentiles, Early Warning Indicator Index, etc.) used to select targeted students. Use the chart below to provide information on students served in the targeted areas during the grant funding cycle as compared to school population. Describe the specific strategies that have been found to be the most effective in attracting and maintaining attendance levels.

Target Population Data

1. Complete the charts below for FY12 and FY13 for the proposed sites:

Notes: MCAS data for FY13 should be from the 2012 tests and for FY12 from the 2011 tests. You only need to provide MCAS data for the subject area(s) that match up with your FY12 and FY13 selected SAYO outcomes.
C. PROGRAM INFORMATION (continued)

2. Based on the analysis of the SAYO and other school/district data, describe how the proposed sites have contributed to academic achievement for your targeted students over the course of the 3-5 year funding cycle that concludes this August 2013.

3. If the program offers homework support, describe how the time has been or will be designed as a strategy for supporting student academic needs. Cite any specific research, studies, or assessments used to help inform your homework practices.

4. Provide at least two specific examples for Exemplary, and three for Demonstration, sites of the types of creative and innovative programs/projects/activities offered at each site for which you are applying. If the examples are student focused include the following:
   - How they support the selected academic and intermediary outcomes;
   - How they effectively demonstrates student learning;
   - Opportunities provided for the development of new skills; and
   - How they promote ownership youth voice, and leadership opportunities.

5. Describe family involvement/engagement strategies the program has found to be effective and/or plan to implement. Note: Episodic, non-reoccurring, or special events while very beneficial to the program do not as a stand-alone constitute ongoing family involvement. For example, an open house night for parents of participating students that involves a meal or social activities would not in itself represent ongoing family involvement.

6. Exemplary Elements:
   a. For exemplary sites select three elements and for demonstration sites select five elements from Addendum E - Elements of an Exemplary Program in the RFP’s Additional Information section that best demonstrate the areas in which the site(s) are most exemplary, provide information to support why and describe how the elements may be replicated, adapted or implemented at other sites across the state.
   b. For Exemplary sites - provide specific examples of ways in which the proposed Exemplary site(s) could serve as a mentor or resource.
   c. For Demonstration sites - provide specific examples of ways in which the proposed Demonstrations sites have served and will continue to serve as a mentor or resource.

D. COLLABORATION, PARTNERSHIPS AND CONTRACTED PROVIDERS (4 pages max.)

1. Describe how the proposed 21st CCLC program collaborates/coordinates with other school or district initiatives such as wrap around zones, academic support, MassGrad, McKinney-Vento, Title I, Title III, etc.

2. Describe how the proposed program(s) connects to and supports the Department of Elementary and Secondary Education’s (Department) District Standards and Indicators and the Department Priorities, as well as local School/District Improvement plans (it is not necessary to include copies of improvement plans).

3. Describe current or potential partnerships as they relate to the implementation of this proposal and the resources they bring. (Partners are defined as individuals or agencies that contribute back to the program and are able to collaborate to achieve mutually beneficial goals.)

4. If the program contracts with any outside vendors/community based agencies describe the criteria used for selecting contracted providers and how the services they provide connect to and support identified needs and intended outcomes. Attach a budget and budget narrative for each contracted provider.
D. COLLABORATION, PARTNERSHIPS AND CONTRACTED PROVIDERS (continued)

5. In order to ensure contracted providers are designing programs to meet student academic and social/emotional needs describe the following:
   - The system that is used to establish effective means of communication and coordination between school-day programs and agencies providing services (e.g., staff meetings, common planning time, lesson plans, etc.).
   - The system for sharing of pertinent data including state and other school assessment data (with appropriate confidentiality). Include how the proposed program will ensure appropriate confidentiality of pertinent student information including completion of SAYO surveys.

E. SOCIAL/EMOTIONAL LEARNING (SEL) (1 page max.)

SEL is a process that helps children to develop the fundamental skills for life effectiveness. These skills include recognizing and managing emotions, developing caring and concern for others, establishing positive relationships, making responsible decisions, and handling challenging situations constructively. They are the skills that allow children to calm themselves when angry, make friends, resolve conflicts respectfully, and make safe choices.

1. Describe how the proposed program supports social emotional learning for the targeted population of students.

F. TRAINING AND TECHNICAL ASSISTANCE (2 pages max.)

1. Describe how the program (specific to the sites included in this application) has made effective use of the resources provided through the Department.
   a. Indicate the specific trainings attended and how the resources or information provided was used or implemented at the site(s).
   b. Describe the program coordinator’s participation in the 21st CCLC regional networks; include how the programs/staff benefitted.
   c. Has the program/staff used the Contextual Learning Portal? If yes, how has this resource helped support the program’s efforts towards continuous improvement? How have program/staff benefited? Describe plans to contribute to the portal in the upcoming year.

2. Outline the program’s leadership and staff development strategy. Include the following:
   - How often were APT observations conducted;
   - the process used to provide feedback to staff; and
   - the process for providing ongoing technical assistance (TA) and professional development (PD). How did the APT observation help to inform the TA and PD? Include the types of professional development opportunities offered to program staff and by whom; who attended from the proposed sites; and the overall effects on program quality.

G. SUSTAINABILITY (5 pages max.)

1. Describe the financial resources and in-kind contributions that have been secured to support sustainability efforts and assure the program will continue to meet the programmatic and hours of operation requirements of this grant.
   - Use the chart on the next page to list the funds secured (including but not limited to in-kind support, staff development, transportation, and cash investments). Under each heading be specific as to where the funds are coming from (e.g., Federal Title I). In-kind should be listed under other.
G. SUSTAINABILITY (continued)

<table>
<thead>
<tr>
<th>Non 21st CCLC-Funding Source</th>
<th>Fund Use (Summarize what aspects of the 21st CCLC program the funds will cover.)</th>
<th>Total Amount (FY14)</th>
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<tbody>
<tr>
<td>Federal</td>
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<td>State</td>
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<td>Local</td>
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<td>Private (include foundation grants, private donations, etc.)</td>
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<td>Other</td>
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Total Non-21st CCLC Funds

2. Describe any additional possible sources of funding or in-kind contributions that are in process of being cultivated.

H. HOURS OF OPERATION (2 pages max.)

Services must be offered before school, after school, evenings, weekends, school vacations, and during the summer. Hours of operation total must be at least 448 hours per year. Refer to the first page of this document for option requirements.

Programs must offer a daily, nutritious snack (and breakfast if offering a morning program) that meets the requirements of the United States Department of Agriculture (USDA) National School Lunch Program for meal supplements.

1. Did the proposed site meet the required 448 hours of programming throughout the funding cycle? If not explain why and describe the plan to address this going forward.

2. Use the chart below to provide the daily hours of operation for the proposed site(s).

Make sure to list an unduplicated (total) number of students to be served over the course of the school year, at each site (in the second column below).

<table>
<thead>
<tr>
<th>SCHOOL YEAR</th>
<th>Site</th>
<th>Anticipated # Youth to be Served</th>
<th># Weeks</th>
<th>Hours/wk</th>
<th>Days of week</th>
<th>Program Times</th>
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<td>SUMMER</td>
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<td>Start Time:</td>
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H. HOURS OF OPERATION (continued)

3. If option 3 was selected on page one of this document under Hours of Operation, provide details and data that support the proposed hours of operation. Indicate if not applicable.

4. Describe how your program meets the USDA requirements for offering a daily nutritious snack and breakfast (if offering a morning/before-school program).

I. BUDGET

- As noted in the Funding Opportunity RFP’s Required Forms section, submit two complete Part II Budget Workbooks (and associated Part I signature pages). Each Part II Budget Workbook (Excel file) is four pages and includes a budget and an associated budget narrative. Submit one (School Year) Part IIA and IIB Budget and Budget Narrative Form for expenditures that will occur September 1, 2013 through June 30, 2013. Submit a second (Summer 2014) Part IIA and IIB Budget and Budget Narrative Form for expenditures that will occur July 1, 2014 through August 31, 2014.

- In constructing the budgets, please note that all costs must be reasonable and necessary to implement program activities. Additionally, applicants must complete a budget narrative that demonstrates clear and specific links to the project activity plan. Out of state travel is not allowed, other than for approved conferences.

- Programs must be equally accessible to all students targeted for services, regardless of their ability to pay.

- Funds allocated under this program may be used only to supplement, not supplant, funds that local schools and community-based organizations would otherwise expend for programs of this type. Rental of space, cash stipends to students to attend the program, cell phones, telephone and utilities, overhead costs and the purchase of materials that are used during the school day are not allowable expenses under this grant.

- If the applicant plans to contract with any outside vendors/community-based agencies please attach a budget and budget narrative for each contracted provider. Contracted providers must be held to the same budget requirements as the applicant agency.

- Income generated from fees, services, or other public or private funds must be used to fund additional costs consistent with the grant application and cannot be carried over beyond the three year grant cycle. Append to this application a description of any projected revenues and how they will be used to support additional costs consistent with implementing the proposed program.

1. Registration Fees
If the 21st CCLC program plans to charge a registration fee, provide a narrative explaining the fee structure and the process that will be used to assure that income and/or ability to pay will not deter families from enrolling their children in the program. Additionally, describe the how the funds will be administered and managed.

Note: Programs may charge fees provided they do not prohibit any family from participating for financial reasons.

J. ADDITIONAL INFORMATION – OPTIONAL (1 page max.)

1. (OPTIONAL) Provide any additional information, not already addressed above, that supports why the proposed sites are exemplary (e.g. any changes to the program since the site visit).