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| **PART III - REQUIRED PROGRAM INFORMATION FISCAL YEAR 2018-2019(FY19)** |

**PART III - REQUIRED PROGRAM INFORMATION**

*In order to keep consolidated the continuation grant process for grantees that receive 21st CCLC funds from the Massachusetts Department of Elementary and Secondary Education (Department) through multiple fund codes, there is one application for recipients of any the following:*

* *Competitive new site grantees awarded funding in FY17 and/or FY18* *through Fund Code (FC) 647, and*
* *Competitive exemplary programs grants awarded funding in FY16* *and/or FY17* *through* *FC 646.*

*Please Note: Part I Signed scanned signature page, Part III, excel budget, and Addendum B are to be emailed to:* [*cclc@doe.mass.edu*](mailto:cclc@doe.mass.edu) *by August 10, 2018.*

***Instructions for completing Part III***

* *All applicants should respond to Sections I-II below (in this document). Applicants in Exemplary status (awarded FY 16, FY17 and/or FY18 FC 646 Exemplary Programs grants) should also complete Section III.*
* *Section IV provides additional details about completing budgets.*

1. **PROGRAM SUMMARY INFORMATION**

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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.** |  | **Total Number of  OST sites for which you are Applying for continuation funding.** |  |
| **For *ELT***  **\*Amount requested for SY 9/1/2018 - 6/31/2019** | **$** | **\*For *OST* FC 645 sites:**  **Amount requested for SY 9/1/2018- 8/31/2019** | **$** |
| **\*Amount requested for Summer**  **7/1/2019 - 8/31/2019** | **$** |
|  | **TOTAL REQUESTED FOR FC 645 (ELT + OST):** | | **$** |
|  | | | |
|  |  |  |  |

**\*Please refer to Addendum A for Maximum Amounts and eligible Sites**

1. **PROGRAM REQUIREMENTS**

Grantees are required to designate a full - or part-time district 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 – Grant Assurances). It is also recommended that each school/site has a site level coordinator to oversee the day to day operations of the program.

1. **If there will be or it’s anticipated there will be a change in the district coordinator positon and/or a site coordinator position in FY19 provide the following:**

* A description of the qualifications/credentials the district/agency will seek for the required coordinator/site coordinator 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 support that will be provided to the new coordinator. If this 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 outlined in Addendum A and described above.
* If there will be no change in the district 21st CCLC Coordinator and/or Site coordinator please indicate NA.

1. **Please describe any other changes or anticipated changes that may/will affect the program site such as redistricting, change in grade levels served at the school, consolidation, changes in leadership, etc.**
2. **[OST ONLY] School Site Demographic Data - please copy, paste and complete the chart below for each site included in your FY19 FC645 continuation grant.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SITE NAME** |  | | | If this is an Exemplary Site indicate level (X in Appropriate Box) | | | | | |
| Prom | | Prac | Demo | | |
|  | |  |  | | |
| **FY18**  **Number of Students**  **Served** |  | **FY18**  **Mean Hours** |  | | **FY18**  **% Economically Disadvantaged** | |  | | |
| **FY18**  **% ELL Served** |  | **FY18**  **% SPED Served** |  | | **FY18 SAYO Sample Size** | | **T** | **S** | **Y** |
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1. **MENTORING [*EXEMPLARY (PROMISING, Practitioner, AND DEMONSTRATION) SITES ONLY]***

* **Exemplary Sites are required to serve as a mentor or resource as part of their grant requirement. Use the log below to document all mentoring and related activities conducted by the district and site during the funding cycle (that ends August 31, 2018).**

***INSTRUCTIONS for completing the chart***:

* **Date**: List date in which mentoring/peer visit/presentation occurred.
* **Name/Role:** List name of the person involved. List the role of the individual (i.e.: District Coordinator (DC), Site Coordinator (SC), Teacher at the site (T), Partner (P), and Other (please indicate role).For anyone other than the District Coordinator please also list the site they represent.
* **Site/Organization**: List the name of the site/organization to which support was provided or for which a peer visit was conducted.
* **Mentoring Activity:** Include a brief description for each proposed activity. Activities may include serving as a mentor or resource;, phone support for another school/site; support for a site or organization interested in applying for a 21st CCLC grant; peer APT visit (required of all Exemplary sites); presenting at a 21st CCLC promising practices forum (PPF); TA session or conference; and presenting at other related conferences. List the topic of PPF, PD, TA or support provided.
* **APT**: All promising, practitioner/demonstration sites were required to conduct a peer visit. Indicate if an APT was submitted on line as documentation.

*Note: Cells will automatically expand (down) to fit what is typed. Please do not change the column widths. You may add additional rows if needed.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Name/Role/Site (if applicable)** | **Site/Org visited/mentored (if applicable)** | **Mentoring Activity**  mentoring/peer visit/presentation/other | **APT submitted online**  **Yes/No/NA** |
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1. **Use the chart below to indicate if each site met the following grant requirements in FY2018.**

| **REQUIREMENT** | ***YES*** | ***NO*** | *For any* ***not*** *met, please indicate the site, provide a brief explanation as to why, and* describe key strategies that will used to address how you will meet this requirement in the coming year. |
| --- | --- | --- | --- |
| [OST] Did each funded site serve the projected number of participants? |  |  |  |
| [OST] Did each funded site serve at least 40% of students who are economically disadvantaged? |  |  |  |
| [OST] Did each funded site serve at least higher than school-wide percentages of the students that are ELL & SPED? |  |  |  |
| [OST & ELT] Did each funded site offer the required minimum in of hours of operation for the school year and summer?  *(For each site that did not offer the required minimum, please indicate in parentheses next to the site how many hours were offered.)* |  |  |  |
| [OST] Did each funded site meet the minimum attendance requirements of the grant (Elem= 100 hr, MS= 90 Hrs, HS= 100 hrs)? |  |  |  |
| [OST & ELT] Did each site submit all required data and forms by due dates? |  |  |  |
| [OST & ELT] Did each site meet the minimum required sample size of 50 for the SAYO data collection? (Note: If a site serves less than 50 students everyone should have been sampled). |  |  |  |
| [OST & ELT] For FY18, did each Promising, Practitioner, and Demonstration site meet the mentoring requirements including conducting a peer APT visit and submitting it through Survey Gizmo? |  |  |  |

**III. BUDGET**

1. **If you have used grant funds to purchase any type of electronic equipment such as laptops, hand held devices (iPads, chromebooks, etc.), cameras, printers, drones or other type of media equipment it is now required that you have a process in place to inventory and track these items. Please attach to your grant an inventory of electronic items purchased. Describe below how the items were /are used to enhance the program and learning, and process you currently use, or will be using, to inventory and track electronics purchased with grant funds.**
2. **As per federal legislation 21st CCLC funded programs are free of charge**. **Programs may charge a fee providing they are able to demonstrate that no child is denied access based on a families economic status. If one or more sites collect program fees please provide the following information:**

* The per student/family fee, annual amount collected, the process for collecting fees, and how those fees are monitored and reported.
* Describe how you ensure that no child/youth is denied access based on inability to pay.
* Describe how those funds are used to enhance the 21st CCLC site(s). Note: any funds generated as a result of the grant must be used for the sole purpose of supporting the 21st CCLC program and held to the same budget restrictions as the grant funds.

**BUDGET RELATED REMINDERS:**

* All costs must be reasonable and necessary to implement program activities.  Additionally, budget narratives must demonstrate clear and specific links to the project activity plan.  Please be as specific as possible describing budgeted materials and supplies.
* Out of state travel to attend conferences, other than those sponsored or supported by the U.S Department of Education’s is not an allowable use of funds.
* If USDOE will not be offering a summer institute in FY19, grantees may use funds to attend the National Afterschool Association Conference (NAA) typically held in March.
* Purchase of electronics must be justified and demonstrated that these items are not available through other means.
* Field trips are an allowable expense provided they connect to and support program activities and outcomes. Out of state field trips must be approved in advance by the Department’s 21st CCLC Program Coordinator. Field trip expenses should be budgeted under other costs Memberships/Subscriptions/Computer Licenses.
* 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 typically part of the school day or the responsibility of the school/district are not allowable expenses under this grant.