Part IIIA Required Program Information –

Cover Sheet

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| --- | --- |
| **APPLICANT NAME** | **ADDRESS (Street, City, State, Zip Code)** |
|  |  |
| **GRANT CONTACT PERSON** | **TELEPHONE NUMBER** | **EMAIL ADDRESS** |
|  |  |  |
| **In the corresponding level below please list the school(s)/site(s) included in this application** |
| **PROMISING SITE APPLICANT**FY16-Fund Code 647-B1A Grantee | **Number Sites included in the application**  | **SCHOOL(S) /SITE(S)** |
|  |  |
| **DEMONSTRATION SITE APPLICANT**FY16 Fund Code 647-B2 Grantee | **Number Sites included in the application** |  |
|  |
| **Total Number of sites** |  |  |
| **Funds requested** | **Amount Requested** **ELT** |
| **Total Amount Requested**  | $ |
| **ELT ONLY- Total amount requested Summer or** **Additional hours\***  | $ |
| **Total Request** | $ |
| **% of Original Grant Award Funds that will be matched in FY19\*\*** | % |
| **Amount/In-Kind Value ($) of FY19 Match** | $ |

**\***As noted in *Addendum G- Eligible Entities and Maximum Request Amounts* *ELT sites were originally funded for 180 hours as required by ESSA these sites must now increase to provide 300 hours. These funds are to support the difference between 300 hours and the number of hours added to the school schedule so that the total combined hours offered is at least 300.*

\*\**As noted in the RFP Funding section, applicants are required to demonstrate through a combination of matching funds, in-kind resources, and/or collaborations/partnerships their ability to sustain their current programming levels and/or enhance the amount and quality of services offered.*

# Instructions for completing this document:

* Applicants should respond to all questions unless otherwise indicated as described in the bullets below.
	+ **[(OST) ONLY] –** Only schools applying for **OST** should respond.
	+ **[(ELT) ONLY] –** Only schools applying for **ELT** should respond.
* Questions primarily focus on planning and implementation of school year programming.
* Responses should be provided within this document leaving the questions above each response. All questions are shaded in gray and responses should be written in the white space below each question.
* Please do not delete questions that are not applicable – this will re-number questions and may lead to confusion in responding to questions that reference earlier questions. If you feel a question is not applicable indicate N/A.
* Please adhere to indicated page limits and do not change the font size or margins.

## A. District Support and Sustainability (5 pages maximum):

1. Provide a general overview of the added value this grant brings in supporting the school district’s needs, priorities, and strategies. Describe how the district (and lead applicant if not the district) and proposed school(s)/site(s) collaborate to support these efforts including budgetary decisions.

**Note:** *School-specific needs/priorities will be described in the School/Site Implementation Plan.*

1. Describe the process for monitoring and oversight of the 21st CCLC Program. Address the following in your response:
* The role of the Program Coordinator and how they fit into the lead applicant’s organizational structure.
* Is the coordinator a full or part time position? If part time please provide the number of hours / wk dedicated to oversight of the grant funded program.
* Describe the process for monitoring the fiscal management and programmatic oversight of the grant.
* How leadership development for the 21st CCLC coordinator, school/site level coordinator(s), and program staff including partners and contracted providers is encouraged and supported.
* If there will be a change in the coordinator for FY19 describe the plan and timeline for the transition and the process to assure that program quality is maintained. If not applicable please indicate so in your response.
* Describe how the ELT/OST site coordinator fits into the school’s organizational structure.
1. Describe the lead applicant’s participation in the 21st CCLC regional networks (OST and/or ELT), how the program(s)/staff have benefitted, and any ideas for how the networks may be improved.
2. Federal regulations require that all 21st CCLC grantees describe a plan for safe transportation of students*.* Describe how the program ensures that students travel safely to and from the program(s). This includes any students (OST or ELT) being transported off site for enrichment. **(ELT) Applicants:**Please describe how students travel to and from school and highlight any changes as a result of ELT.
3. Describe the additional resources, other than this grant, that demonstrate efforts to, at minimum, sustain the current 21st CCLC program and/or enhance the amount and quality of services offered. Be specific in describing the actual dollar amount and/or in-kind value. **Note:** *The listing of additional resources may be provided in chart, bullet, or paragraph format.*

In responding to this question please also address all of the following:

* Describe how this grant does/will collaborate with other federal, state and local initiatives in order to align and leverage resources, improve program quality, and develop shared outcomes for success [e.g., other federal/public/private funding, McKinney-Vento, Title I, Title III, Title IVA, Adult Basic Education, After-School and Out-of-School Time Quality (ASOST-Q) grants, Department of Early Education and Care, etc.]
* How the lead applicant contributes financially and non-financially towards sustaining the applicant site(s).
* How partners and/or contractors contribute towards sustaining the applicant site(s).
* Other in-kind support that directly supports applicant sites.
* **[ELT Only]** Describe plans to support the current costs associated with implementing the longer school day that will not be covered with grant funds or effected by the reduction in funds.

*Please note*: The use of building space, equipment and snack/meals covered under the Federal Nutrition program is not considered a match or sustainability strategy unless you are able to demonstrate these costs would be incurred without this grant.

1. If the applicant is not a school district, describe the following:
2. The system that is used to establish effective means of communication and coordination between the school, school day teachers, and the 21st CCLC program including completion of SAYO surveys.
3. The system for sharing pertinent data including state and other school/student assessment data (with appropriate confidentiality).
4. Describe how the program/school meets the [United States Department of Agriculture (USDA) National School Lunch Program](http://www.fns.usda.gov/cnd/About/AboutCNP.htm) requirements for meal supplements, in offering a daily nutritious snack and breakfast (if applicable).

## B. Exemplary Programs Grant - Mentor Log (Demonstration Sites Only)

Please refer to Addendum D eligible sites if unsure of the level for which you are applying.

1. All eligible applicants applying to be an Exemplary Demonstration Site were 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). *Please note all applicants awarded an Exemplary Grant will be required to submit a similar log as a part of the continuation grant process.*

**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..
* **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.
* **Site/Organization**: List the name of the site/organization that support was provided or a peer visit was conducted.
* **APT**: All practitioner/demonstration sites were required to conduct a peer visit. Indicate an APT was submitted on line as documentation.
* **Topic**: List the topic of PPF, PD, TA or support provided.

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** | **Topic**  |
| --- | --- | --- | --- | --- | --- |
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1. Describe and provide specific examples of the ways in which the district may serve as a resource and mentor. Refer to *Addendum H- Mentoring Requirements and Expectations which* can be found in the Funding Opportunity RFP’s *Required Forms* section.

## C. Community Notification of Intent to Apply

Federal law requires that applicants for grants under the Title IV Part B 21st CCLC program must publicly notify their community of their intent to apply, ***in a timely manner*** ***prior to submission of the proposal***, the opportunity for public comment, and if awarded funding, disseminate information, about the 21st CCLC program to the community in a manner that is understandable and accessible.

**Please respond briefly to the following to provide assurance of meeting these requirements:**

1. Describe the process used to provide the community with notice of intent to submit an application and the opportunity to comment on the application. Provide the date of when the notice was provided and attach any documentation to support how this was done.
2. Describe the plan to disseminate information, if awarded funding, about the 21st CCLC program to the community in a manner that is understandable and accessible.

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| PART III-B – REQUIRED PROGRAM INFORMATION - School/Site Summary |

**School/Site Summary- Please c*omplete a separate school/site summary for each proposed site.***

| **School/Site Name:** |  |
| --- | --- |
| **Funding Level:****Place an X in the appropriate box** |  | **Promising** |  | **Demonstration** |
| **Designation****Place an X in the appropriate box** | **OST**  |  | **ELT** |
|  | 300 hrs ELT (for all students) |  |
| Combined total of 180 hours: ELT (for all students) and 120 (for a select group) |  |
| Other combination that adds up to 300 hrs. Please describe: |  |
| **Student Information**  | **FY18** | **FY19****Projected** |
| **Total number of students served**  |  |  |
| **[OST] Percentage SPED Served** |  |  |
| **[OST] Percentage ELL served** |  |  |
| **[OST] Percentage Economically Disadvantaged served** |  |  |
| **Total number of students to be served during summer -OSTShould provide both FY18 & FY19 Numbers and****ELT FY 19 only** |  |  |

## PROGRAM OVERVIEW AND NARRATIVE *(10 pages maximum)*

1. Provide a brief, no more than 150 word description, of the proposed 21st CCLC Exemplary Program. Include the name of the district/lead applicant, school/site, grade levels and number of students to be served, and highlights or focus of programming supported through this grant.  Please note this description may be posted on the Department’s website.
2. Describe the planning process for developing this proposal. Include a list of the team members that contributed to its development and their respective roles. Describe the process for gathering input and “buy-in” from key stakeholders (including teachers/staff, parents, students, and community partners).
3. Provide a ***narrative*** that tells the story of the applicant 2st CCLC school/site. The narrative should be no more than 8 pages long and address the following:
* How the school/site has evolved over the course of the funding cycle(s).
* The school’s/site’s specific needs and priorities related to students’ academic achievement, social emotional learning (SEL), creating a safe and supportive learning environment, college and career readiness, civic engagement, wellness, etc. that have been addressed through engaging instructional practices and academic enrichment opportunities*.*
* For **ELT** programs:
* Provide relevant data that supports the need and growth in the identified areas. This may include SAYO, district/school student benchmark data, attendance data, Student Growth Data, Edwin Analytics, school climate, etc. that provides evidence to supports student growth, continuous program improvement, and for **OST** programs: retention of your selected student population.
* Describe the added value that this grant has provided for the school/site. Be specific in describing how the activities supported through these funds have contributed to school improvement efforts. For **ELT** schools describe how the funding has been used to help rethink the design of the school day and how the funded components are part of a seamless day.
* Include a vision for the program over the next three years. The vision should describe what will be different about the program going forward. The vision should also address and identify the school’s/site’s *specific needs and priorities* related to student learning (including academic, social-emotional, wellness, etc.) that will be addressed in the upcoming year.\*(See note below.)

*\*****Note:*** *The school’s needs/priorities should be identified from existing school improvement, turnaround, or other plans guiding current work. Sites should use the*Elements of Exemplary Programs *as benchmarks against which to gauge practice in key areas supported with these funds.*

## Program INFORMATION *(7 pages maximum)*

For each of the questions below, provide specific examples, where applicable, that support the responses.

1. Describe lessons learned from implementing an OST and/or ELT 21stCCLC program (include both successes and challenges), and how those lessons have been applied to this application.

2. Describe how the 21st CCLC program has contributed to improving the culture and climate of the school/site. Address the following in your response:

* How the program/school is culturally responsive, collaborative, and demonstrates an understanding of different languages, norms, and values.
* If applicable, provide relevant data that supports how the 21st CCLC grant has contributed to decreasing chronic absenteeism and/or increasing graduation rates.
* How trauma informed practices are incorporated into the school/programming.
* **[ELT if applicable]** If students are transported to a partner/contracted provider’s facility for enrichment describe the location and space in which the program takes place, if it is handicapped accessible, how the sites ensures a welcoming environment with necessary resources to implement activities, stimulate learning, and meet the needs of students of all ability levels.
1. **STUDENT ATTENDANCE-** Describe the success the school/program has had in maintaining high and consistent attendance levels over the funding cycle. For **ELT** utilize school attendance data and for **OST** utilize program attendance data to support your response.
2. [OST] Additionally, describe the student attendance policy for the school year and [OST and ELT] summer program. Include for both school year and summer how often students are/will be required to attend.
3. [OST] Did the school/site consistently meet the minimum required average attendance hours over the funding cycle (80 for high school, 90 for middle school, and 100 hours for elementary school)? If not, describe why and the plan to address this going forward.
4. Describe the select population served through grant-funded programming/activities. [ELT applicants should respond specific to summer programming to be offered.]
* If the school houses specialized programming or has high percentages of special populations (e.g., students with disabilities, English Language Learners, etc.), describe how the program has effectively included those students into the academic enrichment activities.
* [OST] Describe effective outreach strategies that have been used to recruit and retain the students participating in the OST program, as well as to ensure that students that would benefit most from the program and services offered are being served. Understanding that recruiting and retaining middle and high school students can be particularly challenging, applicants that serve these grades should describe specific outreach strategies and/or programmatic practices that have been used to increase enrollment and/or sustain student attendance and active participation (e.g., offering core/elective credits, etc).
* [ELT] Describe outreach strategies that will be used to recruit and retain select population of students for the school vacation and/or summer program.
1. Describe how homework, academic support, and/or blended learning are designed to focus on building skills and practices that support learning and problem-solving.
2. Describe [family engagement](https://www.acf.hhs.gov/sites/default/files/ecd/draft_hhs_ed_family_engagement.pdf) practices the program has found to be particularly effective and/or that it plans to implement. Include how the practices are culturally responsive, collaborative, and demonstrates an understanding of different languages, norms, and values.

***Note:*** *While episodic, non-reoccurring, or special events involve families they do not constitute family engagement. For example, an open house night for parents that involves a meal or social activities would not represent family engagement.*

1. Describe how the Assessment of Program Practices Tool (APT) is used for continuous program improvement and any changes that have been made to the program as a result of observations conducted. Include who is on your observation team and the number of observations conducted this past year.
2. Describe how the program has made effective use of the trainings and resources provided through the Department and regional networks. Include the PD /training sessions attended, by whom, and the effects on program quality. Additionally, provide any suggestions or ideas for PD/Training for FY19 and/or ways in which the Department may better support your district/school/site.
3. **Summer Program Description:** Provide a brief description of plans for implementing a summer program. ***Please Note:*** *OST applicants are required to offer a summer program. ELT if you are proposing another option instead of a summer program please describe. OST & ELT* Include the following in your response:
* Approximate number and select population of student to be served.
* Number of weeks and hours/week the summer program will operate.
* Brief description of the type(s) of programming/activities to be offered.

## PROGRAM ACTIVITIES

1. Use the chart that follows to briefly describe a sampling of the **engaging instructional practices** and **academic** **enrichment opportunities** that have been/will be implemented to address the identified needs/priorities. Applicants are required as part of the programming offerings to implement project-based learning and/or service-learning.

**Reminder:** Grant-supported activities should align to the school’s described needs/priorities, but also to the grant priorities. Please see the *Priorities* section in the posted Funding Opportunity –Request for Proposals document.

**INSTRUCTIONS** for completing the chart

* *Promising site applicants* provide one (1) example of a project-based (PBL) or service-learning (SL) activity and attach a sample of a teacher developed lesson plan for the project described.
* *Demonstration site applicants* provide one (1) example of a project-based or service-learning activity *and* one (1) example of a creative cross-curricular or enrichment program offered. Attach a sample of teacher developed lesson plans for each of the activities described.
* For PBL/SL also describe the problem addressed and for SL proposed solution.
* Sampling of othe**r engaging instructional practices** an**d academic enrichment opportunities** that will be implemented to address the identified needs/priorities*. Responses should include examples of academic enrichments that has been or will be offered****.***
* To add a row, right click, and select “Insert Row Above” or “Insert Row Below.”)
* Cells will automatically expand (down) to fit what is typed. Please do not change the column widths.

| **Program/Activity Name** | **Description** | **Academic focus /SAYO SEL Outcomes Addressed** |
| --- | --- | --- |
| ***EXAMPLE: Invention Convention***  | *S*tudents designed a watering system for the school greenhouse. They researched different types of watering systems, visited a local greenhouse and decided to develop a prototype of a hydroponic watering system using PVC Piping. The students contacted a local hardware store that donated some piping. Using the engineering design process the students worked together to test and refine their watering system.  | STEM, engagement, problem solving, critical thinking adult and peer relationships |
| ***EXAMPLE: Animation*** | Students were taught how to develop a sequential narrative and demonstrate that ability through the creation of stop motion animation. Students developed their communication skills and learned how to tell stories, or present ideas and concepts in creative, hands on way.  | STEM w/ELA embedded, Critical Thinking, Peer Rels, Perseverance, Self Regulation  |
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## PROGRAM HOURS - *(1 page maximum)*

1. **[ ELT ONLY]** Use the chart below to provide information about the **school hours/days** required for all students. **Note:** See the RFP for requirements for the number of hours offered.

| **PROJECTED ELT SY19 (2018-2019)** |
| --- |
| **Date school begins:** |  | **Date school ends:** |  |
| **Anticipated Enrollment:** |  | **Grades Served:** |  |
| **School Start Time** | **End Time** | **Hours/Day** | **# of days** | **A. Total SY Hours** |
|  |  |  |  |  |

|  |
| --- |
| **PROJECTED SUMMER/VACATION PROGRAMMING FY19**  |
|  | **Projected # of students to be served** | **# Hours/ day** | **# days/ week** | **# of weeks** | **Total Hours** | **Days of Week (e.g., M-F)** | **Program Times** |
| **Summer or Other Option** |  |  |  |  |  |  | **Start Date:** |  |
| **Start Time:** |  |
| **End Time:** |  |
| **B. Total # of Hours (Summer/Other):** |  |
| **Total Hours ( A + B ) Should add up to 300)** |  |

1. **[ ELT ONLY]** Provide the following schedules **(inserted into this document)**
2. Proposed (SY19) Student Schedule
3. Proposed (SY19) Teacher Schedule
4. **[OST ONLY] Applicants are free to propose any schedule configuration that meets the following requirements:**
* All programming must occur during out-of-school-time hours.
* Operate for a minimum of 400 hours (school year and summer).
* Operate a minimum of 4 days/week during school year and summer programming.
* It is not expected that all students will attend all 400 hours; however, students are expected to participate, at minimum, for the following number of hours during the school year, on average \***High School – 80 hours Middle School – 90 hours Elementary School – 100 hours**
* Funds cannot be used to support *only* before school and/or summer programs.
* If applicable, before-school programming must run for at least one (1) hour each morning offered, serve a consistent group of students, and conclude before the school day begins.
* Drop in or drop in like programs are not allowed.

*\*Required average hours are based on MA 21st CCLC statewide data. Vacation week programs may not be counted towards total hours unless serving the same students who attend the OST program.*

| **Sample Schedule for Reference Only** |
| --- |
| **School Year** | **Summer** | **Total** |
| 320 Hours (10 hours/week x 32 weeks)  | 80 Hours [20 hours/week (5 hours/day for 4 days/week) x 4 weeks]  | **400** |
| 256 Hours (8 hours/week x 32 weeks) | 144 Hours [24 hours/week (6 hours/day x 4 day/week) x 6 weeks] | **400** |

|  |
| --- |
| **[OST] Use the chart below to provide information about the program hours/days.** |
|  | **# of Youth to be Served** | **# Hours/ day** | **# days/ week** | **# of weeks** | **Total Hours** | **Days of Week (e.g., M-T)** | **Program Times** |
| **School Year (before school)** |  |  |  |  |  |  | **Start Date:** |  |
| **Start Time:** |  |
| **End Time:** |  |
| **School Year (after school)** |  |  |  |  |  |  | **Start Date** |  |
| **Start Time:** |  |
| **End Time:** |  |
| **Summer** |  |  |  |  |  |  | **Start Date:** |  |
| **Start Time:** |  |
| **End Time:** |  |
| **Total # of Hours Offered:** |  | 🡨Must be a minimum of 400 hours. |

## PARTNERS/CONTRACTED PROVIDERS *(2 page maximum)*

1. Describe current partnerships as they relate to the implementation of this proposal and school/site. Include the added value these partners bring to the program and how they support selected outcomes and sustainability of the applicant school/site. ***Note:*** *Partners are defined as individuals or agencies that contribute back to the program and are able to collaborate to achieve mutually beneficial goals.*
2. If the program contracts with outside vendors/community-based agencies (fee for service) describe the criteria and processes used to select them, the identified needs they meet, and how the services they provide connect to and support SAYO and student outcomes. ***Note:*** *Contractors may also be partners provided they meet the definition above. Note: Funded applicants requesting to subcontract will be required, upon awarding of the grant, to submit a detailed budget for each vendor that will receive $5,000 or more.*
3. In order to assure that programming provided by partners/providers connects to identified student needs and interests describe the process for the following:
* Sharing of pertinent data;
* assuring partner/provider staff has adequate planning time and access to pertinent professional development;
* assuring partner/provider staff has the necessary skills and resources to meet and fully include student needs; and
* including partners/providers in common planning time and school/district and/or other professional development opportunities.

## SITE VISIT RESPONSE (1 page maximum)

1. As a result of your Promising or Demonstration site exemplary visit and the feedback received, reflect on the areas that you will continue to build on, areas you will continue to improve, and any other details from your visit that you would like to address.

## SCHOOL/SITE MENTORING

1. Describe what makes your program exemplary and highlight *Elements of Exemplary Programs* that best demonstrate the areas in which the site is most exemplary and may be able to serve a resource and/or mentor. Be specific in describing the ability of school/site to serve as a resource and mentor beyond hosting a site visit. Refer to *Addendum E- Mentoring Requirements and**Expectations* in the RFP’s *Additional Information* section
* Promising site applicants should highlight at least three (3) elements
* Demonstration sites at least six (6).

## BUDGET

1. Complete the excel budget form and provided a description for each expenses. Budget lines and descriptions should match and support proposed program activities. Please note materials and supplies should not exceed 10% of the total budget request. Indirect is not allowed for exemplary grants but, may be used as supporting/matching funds.