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| **Name of Grant Program:** Recovery High Schools Program | **Fund Code:** 791 |

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| PART III – REQUIRED PROGRAM INFORMATION |

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| Amount Requested Fiscal Year 2020-2021 (FY21): |  |
| Applicant (School District or Educational Collaborative): |  |
| Program Name: |  |
| Program Coordinator Name/Title: |  |
| Program Coordinator Email:Note: List email(s) of the person(s) DESE should be communicating directly with on this grant. |  |
| Address: |  |
| Phone: |  |
| Proposed Site Address: |  |

**Responses to Questions 1-6 must be completed within this document, cannot exceed 10 pages, and must maintain the existing margins, question text, and font style and size.**

**Proposals will be evaluated based on the following:**

1. **School Program Organization (40 points)**
2. **Recovery Practices (15 points)**
3. **Educational Practices (15 points)**
4. **Clinical Supervision (10 points)**
5. **Transitional Planning (10 points)**
6. **Budget and Narrative (10 points)**
7. **School Program Organization:** (Note: Relapse, Drug Testing and Guidelines for Student-Staff Interactions Policy and Procedures must be submitted as one as PDF file or Word Document.)
	1. Describe how the proposed program will support the development, implementation, and sustainability of an environment that is physically, socially, and emotionally safe for students who are substance-free and are committed to recovery, and that incorporates a recovery-oriented focus.
	2. Describe how the program will incorporate skill development for maintaining healthy relationships with established, appropriate boundaries between and among students, faculty and staff.
	3. Describe admission requirements, policies and procedures for student enrollment into a RHS program.
	4. List partners and outline collaboration plans for working with local school districts and community-based organizations to assist in creating a coordinated system of support.
	5. Describe family engagement offerings devised to contribute to improved student outcomes in all academic, developmental and recovery areas. Identify strategies for ensuring offerings are culturally respectful and responsive. Also, describe supports provided for families.
	6. Describe how the program will assess its capacity to inform areas of improvement and address emergent needs for staff professional development/training.
	7. Describe the location of the proposed program site and its accessibility to the community and surrounding areas.
	8. Describe safety and security measures for the building that ensure the safety and welfare of all members of the program.
8. **Recovery Practices:** (Out-of-School Support Procedures must be submitted as a separate PDF file or Word Document.)
	1. Describe how the grant will assist in the development and implementation of recovery supports and relapse prevention measures within the program.
	2. Describe the process for creating and updating an individual recovery plan.
	3. Describe what community-based recovery supports and relapse prevention services are offered to students outside of school.
	4. Describe the recovery/therapeutic staffing structure and how the program will ensure all staff has the necessary knowledge, qualifications, and skills as well as state credentials, to meet the diverse needs of the targeted population.
	5. Describe the frequency of individual and group counseling within the program and how it will meet the needs of the given student body. Who will facilitate these individual sessions and the group sessions?
9. **Educational Practices:**
	1. Describe how individual learning plans will be developed and implemented within the program to reflect the academic skill level of each individual student and address compliance withStudent Learning Time requirements in [603 CMR 27.00](http://www.doe.mass.edu/lawsregs/603cmr27.html?section=all). Please detail any course designs, student groupings and teacher deployment in relation to teacher certification in specific content areas, tutors made available and/or any online forum made available.
	2. Describe how the needs of students with Individual Education Plans (IEP) or 504 Accommodations Plans will be met.
	3. Describe the educational staffing structure and how the program will ensure all staff has the necessary knowledge, qualifications, and skills as well as state credentials, to meet the diverse needs of the targeted population.
10. **Clinical Supervision:** The RHS programs are designed to serve a subset of students with complex educational and behavioral needs. As a result, these programs require a specialized approach to balance the unique academic and therapeutic programming to support their students. Clinical supervision will support program staff by increasing their clinical capacity and effectiveness, as well as adhere to the highest level of ethical and professional standards.
	1. Clinical supervision is a formal process of professional support and learning which takes place in a confidential safe environment. Describe the agency or individual(s) who will providing clinical supervision for all staff in the program.
	2. Provide the frequency and duration of the individual and group clinical supervision to be provided each month.
11. **Transitional Planning:**
	1. Describe how students will be prepared for college and/or career ready demonstrating the knowledge, skills and abilities that are necessary to successfully complete college courses and/or a career pathway.
	2. Describe the planning process for transitioning students from the program to the next educational or workforce setting.
12. **Budget and Narrative:**
	1. Using the template (Part II) in the *Required Forms* section of the RFP, submit a proposed budget for Fiscal Year 2021 (FY21). All costs must be reasonable and necessary to implement the program and **please note** transportation is **NOT** an allowable expense. The amount should reflect the amount requested from the grant.
	2. **FY21 Budget Narrative (July 1, 2020-June 30, 2021, subject to appropriation):** Complete the chart below to describe the proposed costs and how they align to implementing the proposed program.

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| **FY21 Line Item** | **FY21 Line Total** | FY21 Budget Purpose and Explanation |
| Line 1 – Administrators |  |  |
| Line 2 – Instructional/Professional Staff |  |  |
| Line 3 – Support Staff |  |  |
| Line 4 – Taxes and Benefits |  |  |
| Line 5 – Facilities  |  |  |
| Line 6 – Supplies and Materials |  |  |
| Line 7 – Travel |  |  |
| Line 8 – Meals/Snacks |  |  |
| Line 9 – Indirect Cost |  | [**Appendix P Indirect Cost Calculation Worksheet**](http://www.doe.mass.edu/grants/procedure/default.html) |
| Line 10 – Other Costs |  |  |

1. **FY22 Budget Narrative (July 1, 2021-June 30, 2022, subject to continued appropriation and meeting grant expectations and requirements):** Complete the chart below to describe the proposed costs and how they align to implementing the proposed program.

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| **FY22 Line Item** | **FY22 Line Total** | FY22 Budget Purpose and Explanation |
| Line 1 – Administrators |  |  |
| Line 2 – Instructional/Professional Staff |  |  |
| Line 3 – Support Staff |  |  |
| Line 4 – Taxes and Benefits |  |  |
| Line 5 – Facilities |  |  |
| Line 6 – Supplies and Materials |  |  |
| Line 7 – Travel |  |  |
| Line 8 – Meals/Snacks |  |  |
| Line 9 – Indirect Cost |  | [**Appendix P Indirect Cost Calculation Worksheet**](http://www.doe.mass.edu/grants/procedure/default.html) |
| Line 10 – Other Costs |  |  |