

KENTUCKY 21st CENTURY COMMUNITY LEARNING CENTERS CONTINUATION PROGRESS REPORT

REPORTING PERIOD: 4TH AND 5TH YEAR DECREASED FUNDING

Fiscal Agent:

Center Name(s):

School(s) Served:

Report Compiled By:

Program Address (street, city, state,
zip):

Phone Number:

E-mail Address:

Continuation Progress Report

Eligibility for Continuation funds

As authorized under the No Child Left Behind Act, Title IV, Part B, Kentucky Department of Education awarded the 21st Century Community Learning Centers Grant to your school district and/or community or faith-based organization for the intent to implement effective out of school programs that improve student achievement and social development. Each grant awarded received a maximum of \$150,000 per year for three years if annual progress was made for that period.

As indicated upon receipt of the grant award, each grant would be reviewed in the third year by KDE to determine eligibility for an additional two years of continuation funding. If continued, programs must maintain the original level of programs and services to at least the same number of students. Fourth year funding will be 75 percent of the original grant award while fifth year funding will be 50 percent of the original award. Also the same program guidelines and criteria to receive the funds will still remain the same as was originally agreed upon.

The purpose of this report is to show the progress made in the first three years of the 21st Century Community Learning Center under full funding and to present your sustainability Plan for years 4 and 5. Please complete each section of the Continuation Progress Report prior to the end of the grant's third year of funding. Submit completed report to Sharon Chesser, 500 Mero Street, Frankfort, Kentucky 40601 or via e-mail: Sharon.Chesser@education.ky.gov.

I. Program Overview

Please give a brief description of your 21st CCLC program you have implemented in the three years of funding.

II. Program Objectives and Goals

Complete the section reflecting the program objectives and status in the third year of the program on the form provided. Please check the box of the status of each objective. Provide a brief description of the progress made on each objective in the box provided. Each objective that did not meet the goals set in the original plan and was not dropped will need to describe what program changes will be made in the 4th and 5th years of decreased funding to address the objectives thus promoting progress. If any objective was revised or dropped, please explain why in the space provided. Additionally, we are providing some general guiding questions to consider as you begin to provide the relevant information. Please provide as much data and be specific to your program objectives.

PROGRAM OBJECTIVES:

Guiding questions (*These are the guiding questions to consider. Please provide as much data and relevant information as possible.*):

1. Do you have data to demonstrate you met this objective (CATS scores, KCCT, CEEP, A-PLUS, KPR, student grades)?
2. What have your schools CATS scores been for the last 3 years in core content subjects?
3. What is the overall academic index for each year of the 3 years that your center has been funded?

Objective Category (Write your objectives in the space provided after each underlined objective category)	Status of Objective (Please check the box that indicates status of each objective)	Progress: Describe in <u>measurable</u> terms progress made on objective in the 3 years of full funding. (Any changes to objective will be indicated in box on last page.)	Program Changes (Please describe program changes necessary to promote progress toward each objective)
<u>Improve Student Achievement:</u> 	<input type="checkbox"/> Met stated objective <input type="checkbox"/> Did not meet, but progressed <input type="checkbox"/> Did not meet and no progress <input type="checkbox"/> Unable to measure progress <input type="checkbox"/> Dropped stated objective		

Guiding questions (*These are the guiding questions to consider. Please provide as much data and relevant information as possible.*):

1. What data do you have to demonstrate you met this objective?
2. How do you measure this objective?

Objective Category (Write your objectives in the space provided after each underlined objective category)	Status of Objective (Please check the box that indicates status of each objective)	Progress: Describe in <u>measurable</u> terms progress made on objective in the 3 years of full funding. (Any changes to objective will be indicated in box on last page.)	Program Changes (Please describe program changes necessary to promote progress toward each objective)
<u>Improve Student Behavior:</u>	<input type="checkbox"/> Met stated objective <input type="checkbox"/> Did not meet, but progressed <input type="checkbox"/> Did not meet and no progress <input type="checkbox"/> Unable to measure progress <input type="checkbox"/> Dropped stated objective		

Guiding questions (*These are the guiding questions to consider. Please provide as much data and relevant information as possible.*):

1. What data do you have to demonstrate progress for this objective?
2. What specific core education services/activities are being offered and how often?
3. Can you provide examples of programs/activities offered in order to reach targeted participation levels in core education services for each of the last 3 years?
4. What is the number of students participating in these services?

Objective Category (Write your objectives in the space provided after each underlined objective category)	Status of Objective (Please check the box that indicates status of each objective)	Progress: Describe in <u>measurable</u> terms progress made on objective in the 3 years of full funding. (Any changes to objective will be indicated in box on last page.)	Program Changes (Please describe program changes necessary to promote progress toward each objective)
<p><u>Reach Targeted Participation Levels in Core Education Services:</u></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Met stated objective <input type="checkbox"/> Did not meet, but progressed <input type="checkbox"/> Did not meet and no progress <input type="checkbox"/> Unable to measure progress <input type="checkbox"/> Dropped stated objective 		

Guiding questions (*These are the guiding questions to consider. Please provide as much data and relevant information as possible.*):

1. What data do you have to demonstrate progress for this objective?
2. Can you provide examples of programs/activities offered to reach targeted participation levels in enrichment activities for the last 3 years?

Objective Category (Write your objectives in the space provided after each underlined objective category)	Status of Objective (Please check the box that indicates status of each objective)	Progress: Describe in <u>measurable</u> terms progress made on objective in the 3 years of full funding. (Any changes to objective will be indicated in box on last page.)	Program Changes (Please describe program changes necessary to promote progress toward each objective)
<u>Reach Targeted Participation Levels in Enrichment Activities:</u>	<input type="checkbox"/> Met stated objective <input type="checkbox"/> Did not meet, but progressed <input type="checkbox"/> Did not meet and no progress <input type="checkbox"/> Unable to measure progress <input type="checkbox"/> Dropped stated objective		

Guiding questions (*These are the guiding questions to consider. Please provide as much data and relevant information as possible.*):

1. What data do you have to demonstrate progress for this objective?
2. What are the numbers of regular attendees for each year for the last 3 years?
3. What have you done over the last 3 years to retain participating students?
4. Can you provide examples of programs/activities that your program offers to retain students?
5. What activities have the best attendance and how often are these offered?
6. What have your parent/student surveys told you about your programs (what do parents/students want to see offered)?

Objective Category (Write your objectives in the space provided after each underlined objective category)	Status of Objective (Please check the box that indicates status of each objective)	Progress: Describe in <u>measurable</u> terms progress made on objective in the 3 years of full funding. (Any changes to objective will be indicated in box on last page.)	Program Changes (Please describe program changes necessary to promote progress toward each objective)
<u>Retain Participating Students:</u>	<input type="checkbox"/> Met stated objective <input type="checkbox"/> Did not meet, but progressed <input type="checkbox"/> Did not meet and no progress <input type="checkbox"/> Unable to measure progress <input type="checkbox"/> Dropped stated objective		

Guiding questions (*These are the guiding questions to consider. Please provide as much data and relevant information as possible.*):

1. What are your normal hours of operation?
2. What month does your program typically begin and end?
3. Do you offer a summer program and if so, for how long?

Objective Category (Write your objectives in the space provided after each underlined objective category)	Status of Objective (Please check the box that indicates status of each objective)	Progress: Describe in <u>measurable</u> terms progress made on objective in the 3 years of full funding. (Any changes to objective will be indicated in box on last page.)	Program Changes (Please describe program changes necessary to promote progress toward each objective)
<u>Meet Planned Hours of Operation:</u>	<input type="checkbox"/> Met stated objective <input type="checkbox"/> Did not meet, but progressed <input type="checkbox"/> Did not meet and no progress <input type="checkbox"/> Unable to measure progress <input type="checkbox"/> Dropped stated objective		

Guiding questions (*These are the guiding questions to consider. Please provide as much data and relevant information as possible.*):

1. What data do you have to demonstrate progress for this objective?
2. Can you provide examples of programs/activities offered and how many students participate in each program/activity?

Objective Category (Write your objectives in the space provided after each underlined objective category)	Status of Objective (Please check the box that indicates status of each objective)	Progress: Describe in <u>measurable</u> terms progress made on objective in the 3 years of full funding. (Any changes to objective will be indicated in box on last page.)	Program Changes (Please describe program changes necessary to promote progress toward each objective)
<u>Offer a Particular Type of Activity of Service:</u>	<input type="checkbox"/> Met stated objective <input type="checkbox"/> Did not meet, but progressed <input type="checkbox"/> Did not meet and no progress <input type="checkbox"/> Unable to measure progress <input type="checkbox"/> Dropped stated objective		

Guiding questions (*These are the guiding questions to consider. Please provide as much data and relevant information as possible.*):

1. Can you provide the names of the community partners that collaborate with your program and the services they provide?
2. Do you have any collaboration with internal partners such as ESS, title 1, FRYSC, and community education?
3. What/how do they contribute and support your program?

Objective Category (Write your objectives in the space provided after each underlined objective category)	Status of Objective (Please check the box that indicates status of each objective)	Progress: Describe in <u>measurable</u> terms progress made on objective in the 3 years of full funding. (Any changes to objective will be indicated in box on last page.)	Program Changes (Please describe program changes necessary to promote progress toward each objective)
<u>Foster Community Collaboration:</u>	<input type="checkbox"/> Met stated objective <input type="checkbox"/> Did not meet, but progressed <input type="checkbox"/> Did not meet and no progress <input type="checkbox"/> Unable to measure progress <input type="checkbox"/> Dropped stated objective		

Guiding questions (*These are the guiding questions to consider. Please provide as much data and relevant information as possible.*):

1. What data do you have to demonstrate progress for this objective?
2. What are some examples of programs/activities offered to facilitate the social development of participating students?

Objective Category (Write your objectives in the space provided after each underlined objective category)	Status of Objective (Please check the box that indicates status of each objective)	Progress: Describe in <u>measurable</u> terms progress made on objective in the 3 years of full funding. (Any changes to objective will be indicated in box on last page.)	Program Changes (Please describe program changes necessary to promote progress toward each objective)
<u>Facilitate the Social Development of Participating Students:</u>	<input type="checkbox"/> Met stated objective <input type="checkbox"/> Did not meet, but progressed <input type="checkbox"/> Did not meet and no progress <input type="checkbox"/> Unable to measure progress <input type="checkbox"/> Dropped stated objective		

Guiding questions (*These are the guiding questions to consider. Please provide as much data and relevant information as possible.*):

1. How do you measure this objective?
2. Do you have procedures for visitors to sign in and out of your program?
3. Does your center utilize the After School Safety Assessment (NSACA) standards?

Objective Category (Write your objectives in the space provided after each underlined objective category)	Status of Objective (Please check the box that indicates status of each objective)	Progress: Describe in <u>measurable</u> terms progress made on objective in the 3 years of full funding. (Any changes to objective will be indicated in box on last page.)	Program Changes (Please describe program changes necessary to promote progress toward each objective)
<u>Provide a Safe and Secure Environment:</u>	<input type="checkbox"/> Met stated objective <input type="checkbox"/> Did not meet, but progressed <input type="checkbox"/> Did not meet and no progress <input type="checkbox"/> Unable to measure progress <input type="checkbox"/> Dropped stated objective		

Guiding questions (*These are the guiding questions to consider. Please provide as much data and relevant information as possible.*):

1. What data do you have to demonstrate progress for this objective?

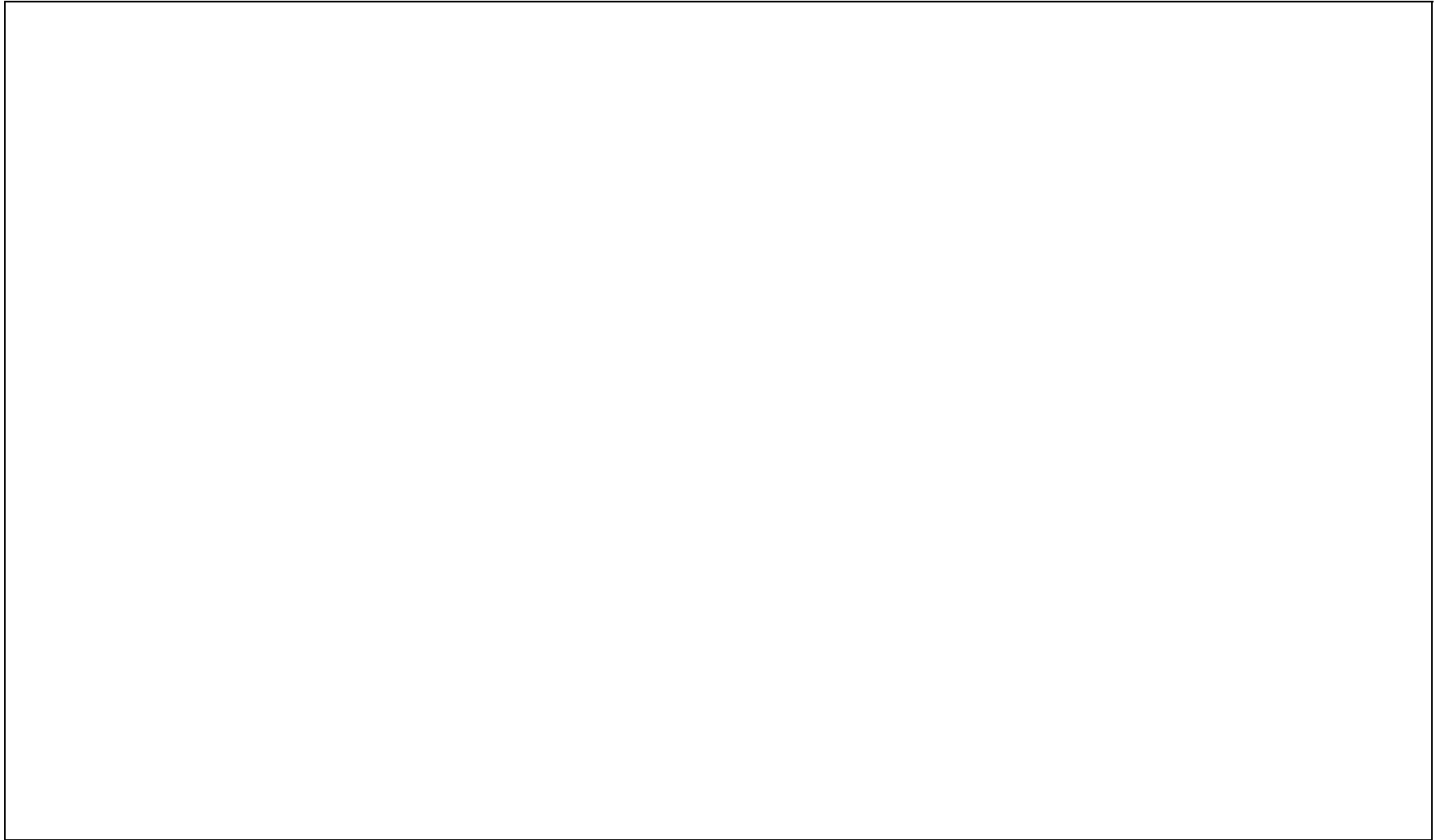
Objective Category (Write your objectives in the space provided after each underlined objective category)	Status of Objective (Please check the box that indicates status of each objective)	Progress: Describe in <u>measurable</u> terms progress made on objective in the 3 years of full funding. (Any changes to objective will be indicated in box on last page.)	Program Changes (Please describe program changes necessary to promote progress toward each objective)
<u>Additional Objective</u> <u>(describe)</u>	<input type="checkbox"/> Met stated objective <input type="checkbox"/> Did not meet, but progressed <input type="checkbox"/> Did not meet and no progress <input type="checkbox"/> Unable to measure progress <input type="checkbox"/> Dropped stated objective		

Guiding questions (*These are the guiding questions to consider. Please provide as much data and relevant information as possible.*):

1. What data do you have to demonstrate progress for this objective?

Objective Category (Write your objectives in the space provided after each underlined objective category)	Status of Objective (Please check the box that indicates status of each objective)	Progress: Describe in <u>measurable</u> terms progress made on objective in the 3 years of full funding. (Any changes to objective will be indicated in box on last page.)	Program Changes (Please describe program changes necessary to promote progress toward each objective)
<u>Additional Objective</u> <u>(describe):</u>	<input type="checkbox"/> Met stated objective <input type="checkbox"/> Did not meet, but progressed <input type="checkbox"/> Did not meet and no progress <input type="checkbox"/> Unable to measure progress <input type="checkbox"/> Dropped stated objective		

If any of your original objectives were revised or dropped, please explain why:

A large, empty rectangular box with a thin black border, intended for the user to provide an explanation for any revised or dropped objectives.

III. Collaboration Overview

Provide a brief description of the partnership between your program and the main co-applicant reflected in the original grant proposal. Discuss how other partners have worked with the program in the first three years, the services they provide and describe their plan for ongoing support to help sustain your program in the fourth and fifth years. (Please limit this section to one page.)

IV. Budget

Complete the budget summary and budget narrative for year four and five reflecting reduced funding of 75% of original grant amount in the fourth year and 50% of grant amount in fifth year.

Budget Narrative Form
21st Century Community Learning Centers
Budget Summary

Please attach an itemized budget narrative that explains expenditures in detail.

Budget Category	Year Four (200__ --200__ School Year)		Year Five (200__ --200__ School Year)	
	Amount Requested	**In-Kind (optional)	Amount Requested	**In-Kind (optional)
Personnel				
Fringe Benefits				
*Travel (staff)				
Equipment				
Supplies/Materials				
Contractual				
Indirect Cost				
Transportation (program)				
Other (specify)				
Volunteers (\$8.00/hour – in-kind only)				
Yearly Totals Grant and In-Kind Funds				

Note: Grants funds cannot be used to purchase facilities or support new construction.

Budget Narrative Format

Please complete a budget narrative for the 4th and 5th year of funding. Please follow the examples provided.

BUDGET CATEGORY	AMOUNT REQUESTED
1. Personnel	\$
Full and part-time staff to be employed with grant funds X Estimated Salary for each = Total Personnel Costs (If paid a daily rate, multiply rate by number of days for each staff person).	
2. Fringe Benefits	\$
List benefit and estimated cost or portion of cost for each staff person employed through the grant.	
3. Travel (Staff)	\$
<p>In state – You <u>must</u> allocate funds for at least 2 project staff to attend Sustainability training, Directors Annual Meeting and our Fall Conference. Also we highly recommend that staff attend 2 Regional meetings that will be offered. Estimate the number of miles at .40 per mile per staff person. If overnight lodging is required, itemize lodging at \$85 per night and per diem at breakfast = \$7, lunch=\$8, and dinner=\$15.</p> <p>Out-of-State – Itemize travel (air fare or mileage), per diem, lodging, and registration costs for staff to attend the US Department of Education’s Annual Summer Institute.</p>	
4. Equipment	\$
Itemize items and cost of each.	
5. Materials and Supplies	\$
Itemize items and cost of each.	
6. Contractual	\$
Itemize such costs as consultant fees and related expenses such as travel, lodging, meals, training room, etc..	
7. Indirect	\$
Itemize administrative expenses such as phones, postage, advertising, etc.)	
8. Transportation (Program)	\$
Estimate mileage costs and include related costs such as bus rental, bus drivers, etc.)	
9. Other (Specify and Itemize)	\$
TOTAL REQUESTED =	\$

V. Sustainability Plan

Please provide a 21st CCLC sustainability plan that has been developed to ensure that beyond the fourth and fifth year of funding your 21st CCLC program will be sustained. Please note that it is our understanding that a good plan is a living document that is always being further developed to meet the needs of the children and the families served through the 21st CCLC initiative. We expect that this plan will be a document that is under continuous development. Therefore, it should reflect further development than the plan submitted at the time of the original grant.

Guiding questions:

1. Have any business in your community contributed financially to your program or provided long-term in-kind contributions?
2. Have you written for grants to assist with sustainability? If so, what grants and what is the status of those?

VI. Evaluation/Assessment

The 21st CCLC program has probably been involved in either Federal, State and/or some form of local evaluation/assessment of the program's progress. Please discuss briefly what you have learned through these processes that resulted in program change, student progress and or customer satisfaction.

Guiding questions:

1. Do you have any hard data that demonstrates the impact your program is having?
2. Has your program (including summer programs) been monitored? If so, what information did the monitoring visit provide about your program (recommendations/suggestions)?
3. Do you have any CEEP data from the last three years that compares your program to other Kentucky 21st CCLC programs/national programs? What does this data tell you?

Also you may take this opportunity to provide one of your success stories that have made the often-overwhelming paper work worth it all!!!