

ALABAMA STATE DEPARTMENT OF EDUCATION
Federal Programs Section
Montgomery, Alabama

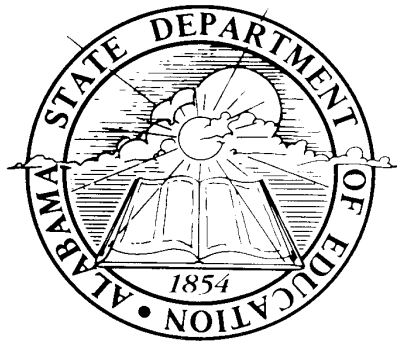
No Child Left Behind Act of 2001

Title IV, Part B

21st CENTURY COMMUNITY LEARNING CENTERS
P. L. 107-110

CFDA #84.287

Application



DATED MATERIAL – OPEN IMMEDIATELY
Closing Date: June 8, 2010

Dr. Deann K. Stone
Attention: Mark Ward
Federal Programs Section
5348 Gordon Persons Building
P. O. Box 302101
Montgomery, AL 36130-2101
Telephone: 334-242-8199
FAX: 334-242-0496

The deadline for all FY 2011 21st CCLC Applications is Tuesday, June 8, 2010, at 5 p.m.

LEAs – All LEAs must **electronically** submit the grant application via the eGAP system after having received the superintendent's approval prior to the due date. Additionally, LEAs must submit three (3) hard copies of the grant application due in the Alabama State Department of Education, Federal Programs Section, on the aforementioned date for the review process.

Community-Based Organization (CBOs) – All CBOs must submit one original and two (2) copies to the above address by 5 p.m. on June 8, 2010.

Title IV, Part B

21st Century Community Learning Centers

Purpose of the Program

Title IV, Part B, of the *No Child Left Behind Act of 2001*, Public Law 107-110, provides opportunities for communities to establish or expand activities in community learning centers. The purpose of the 21st Century Community Learning Centers program as described in Section 4201(a) is to establish or expand community learning centers that:

1. Provide opportunities for academic enrichment, including the provision of tutorial services to help students, particularly students who attend low-performing schools, to meet state academic achievement standards in core subjects such as reading and mathematics.
2. Offer students a broad array of additional services, programs, and activities that are designed to reinforce and complement the regular academic program of participating students.
3. Offer families of students served by community learning centers opportunities for literacy and related educational development.

21st Century Community Learning Centers (CCLCs) provide a range of high-quality services to students and their families. Authorized activities under Section 4205(A) for before- and after-regular school hours, including school breaks and summer periods, to support student learning and development include, among other activities, the following:

1. Remedial education activities and academic enrichment learning programs to assist students in improving their academic achievement.
2. Mathematics and science education activities.
3. Arts and music education activities.
4. Entrepreneurial education programs.
5. Tutoring services, including those provided by senior citizen volunteers, and mentoring programs.
6. Programs that provide after-school activities that emphasize language skills and academic achievement for limited-English proficient students.
7. Recreational activities.

8. Telecommunications and technology education programs.
9. Expanded library service hours.
10. Programs to promote parental involvement and family literacy.
11. Programs that provide assistance to students who have been truant, suspended, or expelled to allow the students to improve their academic achievement.
12. Drug and violence prevention programs, counseling programs, and character education programs.

A community learning center is an entity that:

1. Assists students in meeting state and local student academic achievement standards in the core academic subjects of science, reading, language, and mathematics by providing students with opportunities for academic enrichment activities and a broad array of other activities during non-school hours or periods when school is not in session, such as before and after school or during summer recess, that reinforce and complement the regular academic programs of the schools attended by the students served. Activities may include drug and violence prevention, counseling, art, music, science, recreation, technology, and character education.
2. Offers families of students served by the center opportunities for literacy and related educational development. The community learning center should develop and nurture the potential for parents or guardians to assist in instructing their children and to support their children's school success [Section 4201(b)].

Application Available

April 27, 2010

Applications will be available on the Alabama State Department of Education Web site at <http://www.alsde.edu>. To access the Request for Application (RFA), the following route on the Web site should be observed:

- On the SDE Home Page in the left-hand column click on *eGAP*.
- On the *eGAP* Home Page, a username and password are not necessary.
- Click on *Document Library*.
- Scroll down to *Federal Programs*.
- The RFA for FY 2011 will be found under *Competitive Funding Applications*.

Technical Assistance

May 4, 2010

Technical assistance for developing applications will be provided by State Department of Education (SDE) staff on **Tuesday, May 4, 2010, from 10 a.m.–12 p.m.** via a Webinar hosted by *Illuminate*. The link with instructions on how to participate will be posted on the SDE Web site utilizing the aforementioned internet path. Contact Mr. Mark Ward at 334-242-8199 or 1-888-725-9321 for additional information.

Deadline for Applications

June 8, 2010

*The deadline for all FY 2011 21st CCLC Applications is **Tuesday, June 8, 2010, at 5 p.m.***

**** Attention LEAs****

LEAs – All LEAs must **electrically** submit the grant application via the eGAP system after having received the superintendent's approval prior to the due date. Additionally, LEAs must submit three (3) hard copies of the grant application due in to the Federal Programs Section on the aforementioned date. **No late applications will be accepted.**

Send to:

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The eGAP system is an electronic grant application submission and planning tool system utilized by the SDE. The system **times out** after twenty (20) minutes of inactivity. A timer is located on each page of eGAP and restarts the twenty (20) minute countdown as the applicant **saves** or moves from one page to another within the system. If the applicant types on the same page for more than twenty (20) minutes, the work will be lost. It is suggested that the grant application answers be typed in a word processing document first and then copied and pasted into eGAP. This will allow the applicant to do a character count prior to inputting the answers into eGAP.

The eGAP system usually slows down due to large traffic on the last days of the submission period. It is recommended that the application be finalized a few days prior to the deadline. This will allow time for resolution of last minute issues. The applicant must keep in mind the multiple steps during the approval process. (i.e. CSFO, Superintendent, etc.) Due to the high volume of calls to the SDE Federal Program's office just prior to the application deadline, it will be very difficult for the applicant to receive help on the last day of submission. Therefore, it would be very advantageous to submit the application **before** the final due date.

If submitting numerous applications per local LEA – LEAs must coordinate the eGAP application process, review and approval process, and submission process for all sites simultaneously. Every component for each application must be completed, reviewed, approved and **then** submitted through eGAP. **All grant applications from an LEA must be submitted at the same time.**

Community Based Organizations (CBOs) – All CBOs must submit one original and three (3) copies to the above address by **5 p.m. on Tuesday, June 8, 2010.** CBOs will submit a **paper application.** The paper application is attached starting on page 19 of this RFA.

Applications **must be received in** the SDE Federal Programs Section on or before **June 8, 2010**. An application by a CBO must be submitted by regular mail or express courier delivery. Applications may not be faxed, transmitted by e-mail, or hand-delivered. ***No late applications will be accepted.*** The original, with all signatures in blue ink, and three copies of the application should be mailed.

Send to:

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Attention: Mark Ward
Federal Programs Section
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Grant Amounts and Eligible Entities

Subgrant awards will range from \$50,000-\$200,000 per year for each of the three years. However, funding requests must be based on the variety of services, length of program, and number of students and families served. It is expected that budget requests will be reasonable, necessary, and supported with sufficient justification. **Subgrantees must not supplant (replace) previously existing local, state, or federal funds. Subgrant funds are intended to supplement (increase) other available sources of funds.** Following the initial award based on the RFA, subsequent award years will be contingent upon: (1) the SDE receiving adequate federal funds for this purpose, (2) satisfactory performance by the subgrantees as evaluated by SDE, (3) submission of an annual continuation application, and (4) compliance with all grant requirements and providing the services as outlined in the RFA by which funding was provided.

Target Populations:

- Absolute Priority: Students from schools designated as Title I schoolwide eligible (i.e., 40% of student population eligible for free or reduced-price lunch).
- Schools with a high concentration of poor students based on free and reduced lunch
- Competitive Priority: Students in schools designated as In need of Improvement after having not met **Adequate Yearly Progress (AYP)** under Title I; **and** for applications submitted jointly by school districts receiving Title I funds; **and** community-based organizations (CBOs) or public and private organizations.
- Families of children who will be served by the program.

Eligible entities are local education agencies (LEAs), non-profit agencies, community-based organizations, city or county governments, faith-based organizations, institutions of higher education, for-profit corporations, collaboratives, consortia of two or more such agencies, or another public or private entity. The proposed service site for a community learning center (CLC) must be located within the geographical attendance zone of the eligible school from which students will be served. Only one proposal may be submitted per eligible school. Local community-based organization coordination is expected within each proposal. Potential applicants must contact the principal and superintendent of the eligible school(s) to communicate any intent to apply, coordinate activities, and obtain cooperation as evidenced by the required, signed principal/superintendent certification sheet. Each principal of a served school should agree to participate in a one-day regional training workshop approved by the SDE.

An eligible entity may choose to apply as a single site for the entire grant award or may choose to submit an application for more than one service site. Each subgrant award for an approved proposal, however, will range from \$50,000-\$200,000. If multiple proposals that are complete and able to be scored are received by the SDE to operate a CLC for an eligible school site, none of the proposals will be considered for scoring.

Compliance Assistance and Evaluation

All grantees will be assisted with grant implementation compliance both onsite by SDE staff and the program's assigned educational consultant. All data, documentation, programmatic reports, etc. will be periodically reviewed.

Program evaluation will be based on data reported in annual reports and the results of Compliance Assistance site visits. The primary focuses should address the following: (1) enhanced student academic achievement; (2) improved student behavior during the regular school day; (3) increased regular school attendance; and (4) strengthened parental/family involvement.

All sites must submit a state and federal annual report on-line via the Internet. The state report is located at <http://www.al-dear.org/>. The name of the state report is the Data Evaluation Annual Report (D.E.A.R.) and is due on October 15, 2011. The federal report is located at <http://ppics.learningpt.org/ppics/index.asp>. The name of the federal report is the Annual Performance Report (APR) and is due on October 1, 2011. Local reporting, monitoring, and evaluation must be conducted in addition to the state's reporting and evaluation, and must include results of these state and federal reports.

*****Please note:***** Failure of any program to meet daily attendance numbers proposed in the original RFA may result in the reduction of funds.

Awards Announced July 16, 2010

Grant awards will be announced no later than **July 16, 2010**.

Grant Period

The grant period for the first year will be from October 1, 2010, through September 30, 2011. Each succeeding year, funds will be available October 1-September 30 for two additional years, contingent upon the SDE receiving adequate federal funds for the purpose of the implementation of 21st CCLC grants, subgrantees compliance with all grant requirements for the previous year, the effective completion of the Continuation Application for subsequent years, and satisfactory performance by the subgrantee as evaluated by the SDE.

Scoring and Awards

Applications will first be reviewed by the SDE to ensure eligibility and application requirements are met. All criteria must include details of sites, contact information, locations, staffing, goals,

strategies, action steps, budgeting, and all questions in the application. If your application is incomplete, it will not progress to the Competitive Peer Review Grant Read.

Grants will be read and scored by a pool of grant reader/raters comprised of one representative sent for each 21st CCLC grant application. **All applicants are required to submit the name and contact information of a grant Reader/Rater for each grant submitted. This information must be included on the FY 2011 Application Cover Page.** (For example, if an LEA submits three grant applications for their LEA, three separate names must be submitted accordingly.) The list of reader/rater names submitted are due with the grant application on the applicable due date. It is preferable that readers/raters have some knowledge of 21st CCLC programs and/or some form of previous grant reading experience/knowledge. Reader/Raters will be given training prior to the Grant Read. **The SDE will host the Grant Read on June 17, 2010, at the Alabama Public Library Service located at 6030 Monticello Drive, Montgomery, Alabama 36130.** Registration will begin at 9:30 a.m. and the Grant Read will begin promptly at 10 a.m. and end by approximately by 4 p.m. **The participation and cooperation of each grant reader/rater is vital to the success of the Grant Read; therefore, any reader/rater that does not participate in the Grant Read or is tardy to the Grant Read will cause the grant application which he/she represents to not be read.** Therefore, having a back-up reader/rater in place would be a good idea. **During the Grant Read, reader/raters, will read, rate, and discuss applications. During this time the review team will assure that no conflict of interest exists among the reader/raters and the applications being scored.**

Each application will be read and scored on a preprinted criteria and score sheet (enclosed). The scores will be averaged to arrive at a single score. **The SDE staff will ensure that funding priorities and diversity among subgrantees are balanced with regard to geographical areas, urban and rural service sites, and competitive priorities.** In the event of a score tie, the site that proposes to adhere most closely to the federal competitive priorities will be funded.

Submission Guidelines

Overview of the Alabama State Department of Education Expectations and Guidance for Development of Quality Community Learning Center Applications

**** LEAs** - Preliminary Instruction**

All LEAs RFA Grant applications are completed online in the state eGAP system. The Web address and online process is delineated previously in these instruction documents. (See *Application Available* component.)

All Grant applications must be processed and submitted by the designated individual from that LEA after having followed the appropriate eGAP chain of approval.

Each section/component of the application process in eGAP must be completed in its entirety, leaving nothing blank or partially incomplete.

Within eGAP, the following steps should be followed by the individual responsible for the entry of all information into the eGAP system:

- Type in your *username* and *password* on the Home Page of e-GAP.
- *Usernames* and *passwords* will be assigned by an administrator at your LEA, if you are assigned the role of 21st CCLC program coordinator. Consult either your federal programs director or your chief school financial officer in order to have this role assigned to you. Someone must be assigned the role of 21st CCLC program coordinator.
- Click “*Login.*”
- Click on the “\$” sign under the word “Funding” on the right side of the bottom of the page.
- Go to the date box near the top of the page that says “2010” and click on the blue downward arrow. Move your mouse to “2011” and click.
- Click on “21st Century” under the “*Competitive Funding Applications*” text box on the “*Funding Applications*” page.
- Click “*Draft Started*” on the “*Funding Applications Section*” page. You will get a reminder message that says, “*You are about to change the status of this application to draft started.*” Click on “*confirm.*”
- Go to “*Description*” box (toward the bottom of the page) and click on the blue downward arrow to reveal the drop-down box. Select “*Add a Grant Application.*”
- Complete information in the text boxes (name of school, center code, etc.). For the “center code,” please use school number (cost center) as assigned by the State Department of Education, but add “CCLC” at the end of the code. (*Example: 0030-10CCLC.*) Click “*Create*” when finished completing the boxes of information. For systems with more than one grant award, complete steps 8 and 9 for each individual grant (use the school designated as the cost center if more than one school is served by a single grant).
- Click on “*Application Details.*” You are now at the body of the grant application in which all pertinent data and information must be entered.
- Complete the Application Details section on eGap following the “Application Component Instructions” available on page 10 of this document.

Once you complete all text boxes in the application, then continue with the instructions below.

- Click “Save And Go To” and click on “Budget.” Complete the budget grid. Information in the budget grid should agree and correspond with the information given in the budget narrative text box.
- Click “Save And Go To” and click on “Assurances” in the “Supplemental Information” section. Read all 18 assurances. Please ensure that the box in the “LEA Superintendent Assurances Certification” in the section of “Supplemental Information” is checked before submitting the application. If you try to submit an application without checking this box, it will result in triggering an “error” in the business rules that are built in to the application.
- After you have completed all sections under the “\$” sign, click on the save button.

- Once all information has been completed in the appropriate sections, click on “Draft Status Completed” and this will automatically electronically send the application to the next person in line to approve the application unless built-in business rules have been violated which will result in an “error” message that will have to be corrected before the application can be sent up the electronic approval chain.

****CBOs** - Preliminary Instruction**

The order of the application submitted to the SDE must be as follows:

- SDE Cover Page
- Applicant Information Page
- Certification of Principal and Superintendent Support Page(s)
- Assurances and Certifications (Initialed and Signed)
- CBO Application Form in Order Listed (pages 22, 23, and 24 of this document)
- SDE Budget Summary and Detail Pages
- Staff Summary Page
- Optional Additional Pages

Project Narrative Formatting Requirements

- Use single-line spacing and font size no smaller than 12-point.
- Use lettered narrative sections and create headings to correspond with the required components as outlined in this guidance.
- Utilize easy-to-read fonts, such as Times New Roman or Garamond.
- The narrative should not exceed 20 pages, including the budget narrative, but excluding any fire or health department reports, if applicable, and the principal/superintendent certification sheet(s). The narrative should be typed on only one side of the paper. The SDE will accept up to ten (10) pages of attachments, which include any transmittal letters, needs assessment results, School Status Report(s), *Alabama Reading and Mathematics Test (ARMT) Report(s)* from the SDE Accountability Reports on the SDE Web page, and other supporting documentation. Do not include the school safety plan.
- Staple three copies of the application; do not use paper clips or rubber bands. The original should be signed in blue ink and remain unstapled, but clipped together.

****Please note*** that LEAs are only given a 3000 **character** allowance (about 1 typed page) for each box or component of their narrative. CBOs should adhere to the same standard.

Application Component Instructions

Please note that several of the components are now addressed in multiple text boxes to allow for more detailed descriptions. Each text box in the application will hold approximately one page of text. Each applicant must adhere to the 3,000 **character** limit for each text box in eGAP or one page if submitting on paper. No additions or continuations to text boxes will be accepted as “Additional Documents” in the Document Library. In other words, an applicant **cannot** say, “Please refer to the Document Library for additional information we have provided.”

Program Parameters

Location or proposed sites, program activities, did you participate in a training session for the 21st CCLC Grant, etc.

Needs Assessment

Fill-in the appropriate number in each box/blank according to the program’s needs assessment. Do not leave any boxes/blanks empty.

Grade Levels

Please list all of the grade levels your program will serve. If serving multiple sites, list grade levels per each site. Example: ABC Elementary – serving Grades K-5. ABC Middle School – serving Grades 6-8.

Project Abstract

Provide a brief description of your intended 21st CCLC program including: (a) Purpose and services to students, parents, and families; (b) strategies for achieving project goals (Box 1—This abstract may be published for later dissemination); (c) recruitment strategies; (d) expected project outcomes; and (e) indicators of program success (Box 2—This abstract may be published for later dissemination).

School(s) and School District

Identify school(s) and school district proposed to be served through this proposal. For LEAs only: If you are serving more than one school, also name the primary school that has been selected as the cost center.

Timeline

List your expected timeline for program activities for the fiscal year of October 1, 2010 – September 30, 2011. Provide a detailed timeline outlining the procedures you will follow during the first year of the grant. Include things such as recruitment of students, hiring of staff, training, planning meetings, meetings with school-day staff, creating materials, providing services to students, evaluations, etc.

Capacity to Implement

Describe the applicant’s capacity to implement this grant. (**Safety Plan** and DHR licensure for CBOs only (Box 1).

Transportation Issues, involvement of the Child Nutrition Program, and Fiscal Stability (for CBOs only Box 2).

- Compliance with Alabama Act #2000-775 if applicable. (Contact the Alabama Department of Human Resources for specific-related information.)
- Compliance with the *Child Protection Act of 1999* (Act # 1999-361) and Alabama Act 2002-457. These statutes relate to criminal history and background checks, as applicable, including all persons who have unsupervised access to children.
- Compliance with any rules, regulations, and guidance required by the Prevention and Support Services Section of the SDE. Refer to or include emergency weather plans, emergency intruder plans, school safety plans, crises management plan, and other safety preparation information as applicable. Extended-day and extended-year programs must be included in the required regular school safety plan if such programs are located at an eligible school or LEA-owned facility. If the site is not at a public school, the applying entity must meet all applicable safety standards by all appropriate agencies. The site must have access to emergency weather alerts and have an emergency plan addressing appropriate situations and procedures. (Refer to the SDE Web site, www.alsde.edu, Prevention and Support Section, for a sample school safety plan that can be used as a model.) Additionally, each site must have reliable telephone service. Discuss fire and other emergency drills and procedures, such as tornado drills.
- If Alabama law requires or allows sites operated in non-public school facilities to be licensed by the Department of Human Resources or other appropriate state agency, such as the Department of Mental Health and Retardation, licensing is required before children can be served. If the site is already licensed by DHR, submit the license number and expiration date. If the site is DHR-exempt and can be licensed by DHR, then the site must be licensed. Community-Based Organizations (CBOs) must submit with this application: (1) a written fire department report with no violations cited; (2) a written Department of Public Health inspection report; and, if applicable, (3) a copy of a current food permit. DHR guidelines and forms are available from its Web site, www.DHR.state.al.us/fsd/child_care.asp, under Pamphlets and Documents, Minimum Standards for Day Care and Nighttime Centers.
- Planned procedures for assuring that children who are expected to be present on any given day are actually present in the program and any notification to parents or appropriate others for those who do not attend.
- Transportation issues, including a description of how students participating in the program will travel safely to and from the community learning center and how transportation will be provided for field trips. The description must provide procedures for parents to sign-out students and should describe the child-protection mechanisms that are built into the process. The SDE limits the use of subgrant funds for transportation to **25 percent** of the subgrant award amount. The SDE requires all transportation providers to meet guidelines for transporting students that are required by the SDE School Transportation Section. Describe if school system buses or other buses will be used and how they will be used.
- Methods for identifying students and approving initial and ongoing participation in the program. Community learning centers must implement controls for acceptable student behavior during out-of-school time. Students may not be “required” to attend

extended-day programs and may be dismissed from the program if behavior is unacceptable.

- Location of program in an eligible public school site or equally available and accessible site. For proposed sites not in elementary or secondary schools, the SDE must receive with this application, as an attachment in the Related Documents section of e-GAP, a letter signed by the chief executive officer that provides justification and certification that the facility is at least as available and accessible as the eligible school(s). The letter must state that the facility meets or will meet *Americans With Disabilities Act* (ADA) requirements before students are served. Coordination with the local special education coordinator should be accomplished, and equally accessible applies to families and teachers as well as students participating at these facilities in meeting the ADA requirements.
- Hours during which an on-site supervisor is on duty at the community learning center. Acceptable hours may be 12 noon to 8 p.m., 2 p.m. to 6 p.m., or close variations of that time period. The supervisor may actually be present at the CLC during other times for preparation and administration. **No student activities are allowed during regular school time.** Describe where the site supervisor will be based. However, time claimed as “hours worked” for other employees through this grant should be mainly during the days and hours the center is open for operation. It is noted that a few hours should be allowed for planning, but this should be on a limited basis.
- Days per week and days per year the community learning center program will operate for students. The SDE requires that elementary schools (or CCLC sites that serve elementary Grades K-6 be open five days per week, Monday-Friday for the entire regular school year. If the CCLC site serves middle school and/or high school students, the site should be open at least three-to-five days per week. Operation during school holidays, summer, and other school breaks is a local decision, recognizing that desired results are directly related to the amount of contact time with students.
- Any other necessary and appropriate safety and security information, including supervision, facilities, and parent notification.
- **CBOs Only** – School systems, schools, state-supported higher education institutions, and other state agencies are exempt from documenting financial soundness. All other applicants **must** submit fiscal documentation delineated below:
 - ❑ Copy of a notarized business license or formal Certificate of Existence from the Office of Secretary of State, State of Alabama. (Note: A business license will only allow services to be rendered in the county in which it is issued.)
 - ❑ Procedure for obtaining a Certificate of Existence:
 - Every business desiring to work or provide services in Alabama must register with the Secretary of State’s Office. A business is considered a “foreign” company if it is established in another state. A business obtains the required document by completing an application, including a fee. (The entity receives a Certificate of Existence, signed by the Secretary of State, which cannot be a temporary certificate or one which expires. The forms are available on-line. If in doubt as to whether or not a company is registered with the Alabama Secretary of State’s Office, go to www.sos.alabama.gov and search for the company name.)

- If a company is incorporated in the State of Alabama, incorporation papers and/or the filing papers from the county in which it was formed will be the appropriate documentation for providing statewide services.
- Proof of a minimum of \$100,000 worth of liability insurance (include company name and policy number or a copy of the policy cover page). On this insurance policy, in the box for “Certificate Holder,” note that it is for “Evidence of Insurance for SDE.”
- Copies of incorporation papers for a 501 (c) (3) or other entities (Limited Liability Corporation, Limited Liability Partnership) or documentation of a legal partnership.
- Copy of organizational chart.
- Unqualified opinion for the company’s annual financial statement audit that has been completed within the last two years....or..... comparable documents of financial viability such as irrevocable financial letter of credit in the amount of at least \$75,000.

Staffing Qualifications

Describe in detail the roles, responsibilities, qualifications and proposed number of staff that will be hired to work in the 21st CCLC Program.

- Staff qualifications. Staff qualifications are determined locally based on the needs of the program.
- Pupil-teacher ratio. A pupil-teacher ratio of between 1 teacher/teacher aide to between 5 and 15 students must be maintained. Programs should be designed for small-group implementation; however, individual learning and study time are encouraged.
- Appropriate supervision. The SDE requires a supervisor at each funded program site depending on local needs. **No more than 15 percent of the total grant award may be used for administration that would include salaries and benefits for the administrator(s), as well as any indirect costs that may be claimed. Bookkeepers and administrative assistants are to be included in administrative costs.**

The project must incorporate the terms “Community Learning Center” or “Community Learning School” or “Community Education” supervisor, project director, or coordinator into the supervisor’s title. Describe which title will be used.

Scientifically Based Research (SBR)

Provide a detailed description of what SBR materials and strategies will be used to support and achieve the program’s goals and measurable objectives. Also include a description of how you will measure and evaluate your program success. Below is a description of SBR materials.

Scientifically based research, as defined in Title IX of the reauthorized *Elementary and Secondary Education Act* (ESEA), is research that involves the application of rigorous, systematic, and objective procedures to obtain reliable and valid knowledge relevant to education activities and programs. This means research that:

- Employs systematic, empirical methods that draw on observation or experiment.
- Involves rigorous data analyses that are adequate to test the stated hypotheses and justify the general conclusions drawn.

- Relies on measurements or observational methods that provide reliable and valid data across evaluators and observers, across multiple measurements and observations, and across studies by the same or different investigators.
- Is evaluated using experimental or quasi-experimental designs in which individuals, entities, programs, or activities are assigned to different conditions and with appropriate controls to evaluate the effects of the condition of interest, with a preference for random-assignment, experiments, or other designs to the extent that those designs contain within-condition or across-condition controls.
- Ensures that experimental studies are presented in sufficient detail and clarity to allow for replication or, at minimum, offer opportunities to build systematically on their findings.
- Has been accepted by a peer-reviewed journal or approved by a panel of independent experts through a comparably rigorous, objective, and scientific review.

When providing services in core academic areas where scientifically based research has been conducted and is available, such as reading and mathematics, the community learning center should employ strategies based on such research.

The utilization of SBR materials must be directly correlated to the goals and objectives of the grant application, as they relate to the expressed needs of the community served.

Goals and Measurable Objectives

List goals and objectives (in measurable terms) for the proposed project that relate directly to locally identified needs of proposed schools and students.

- Program goals, measurable objectives, and activities should support academic enrichment, family involvement, and identified needs of the community served.
- Impact on regular school success. Describe how the program will impact school success and academic achievement of participating students, including the likelihood that the CLC will help participating students meet state academic content and student academic achievement standards, specifically including the *Alabama Reading and Mathematics Test (ARMT)*. Discuss how this project is intended to improve the most recent ARMT Accountability Report data for the schools to be served and include the ARMT Accountability Report from the SDE Web page as an attachment. [Sections 4204 (b) (2) (B), 4203 (a) (4), NCLB].
- Academic enrichment. Academic enrichment is required. The extent and type of enrichment may be determined locally. Generally, half of the afternoon time should be spent in direct homework assistance and related academic enrichment. Describe specific academic enrichment designed to meet the needs of the students served.

Integration into Continuous Improvement Plan (CIP)

How is this grant supported by your LEA and school? Describe the joint planning that occurred. Include CIP alignment information (or alignment with your organization's strategic plan) and your role in the development of the CIP.

- Role of the eligible school. Describe the eligible school's policies, procedures, and activities that will support a high-quality, extended-day program and community learning center services for families.

- Coordination with existing after-school and summer programs. The SDE requires coordination between and among programs and program components. 21st CCLC funds should be used to enhance, extend, or otherwise support existing programs or to develop a viable program where no similar opportunity exists for students and families.
- Collaborative agreements with existing local, state, and federal programs, including Title I, Title IV, Part A, and Title V. The 21st CCLC is a supplementary program to enhance an LEA's reform efforts to improve students' academic achievement and overall development. If applicable, describe if the students and schools(s) served will be served also by Title I and/or Supplemental Education Services (SES), and the arrangements made for these services to be coordinated with 21st CCLC.
- Local board of education and central administration support. The SDE strongly recommends a local board of education resolution supporting the CLC concept. If available, include a copy in the Related Documents section of e-GAP.
- Local support team, advisory council, or focus group. **The SDE requires each community learning center to be broad-based and to have an advisory council or support team to represent a cross section of the community and families served.** The group must meet at least once every six months and appropriate documentation of meetings should be maintained (sign-in sheets, agenda, and minutes). Parents of children served should be included on the support team. Each site should have a list of names and agencies/organizations represented on this board available at all times.

Program Activities

Describe in detail, the activities/strategies/curriculums your program proposes to employ to focus on each of the following state priorities:

- Academic enrichment, with an emphasis on reading and math (Box 1).
- Service-learning (project-based learning) activities, including, but not limited to projects concerning healthy lifestyles/obesity; family literacy; natural sciences (environmental education); and the arts (for more information on service-learning, visit www.servicelearning.org) (Box 2).
- Family involvement in the program activities (Box 3).

All three areas must be addressed.

Professional Development

Describe in detail your professional development plan. A maximum of five percent of grant funds may be used to accomplish staff training. A minimum of ten hours per year of training for each worker and supervisor is required. Documentation of professional development activities must be retained locally. **Each project should budget five days of travel per year for SDE required training for designated personnel that will be provided by the SDE for program supervisors or teachers.**

Partnership Commitment: Stakeholder Involvement/Collaboration

List partner organization, type of organization, contact person with phone number. Note: school centers must partner with at least one community-based organization. Community-based organizations (CBOs) must partner with at least one school. Indicate the degree and nature of program involvement and responsibility of each of your partner agencies/organizations.

A log of community involvement activities and collaboration must be maintained locally indicating agency, service provided, names, dates, and times. Specifically, collaboration is expected with entities such as PTA, Alabama Cooperative Extension System, the Department of Human Resources, childcare management agencies, Boy Scouts, Girl Scouts, community education programs, county Children’s Policy Councils, faith-based organizations, Child Nutrition Program (CNP), or entities involved with strengthening families. Entities may subcontract with these types of community-based and faith-based organizations for specific services. In very rural areas, civic and service clubs may be the only collaborators. Describe each collaborative partnership, indicating whether a written agreement is in place to denote agreed-upon expectations and responsibilities. Describe any partnerships between the LEA, community-based organizations, and any other public or private entity if appropriate [Section 4204(b)(2)(H), NCLB]. **Include how the community learning center will make the most effective use of public resources.** [Section 4204(b) (2)(C), NCLB].

Program Evaluation

Describe how you will annually evaluate the achievement of the goals and objectives for this program. A maximum of five percent of grant funds may be used for monitoring and evaluation.

- Local monitoring and evaluation. Address how the community learning center will be monitored and evaluated locally, what reports will be developed, and to whom reports will be provided. Copies of all local evaluation reports must be forwarded to the SDE when complete.
- Indicators of program success. The primary indicator of program success must be improved student achievement as demonstrated by in-school academic success and performance on local- and/or state-administered assessments. Other indicators, including improved student attendance and regular school behavior, must be tracked. The eligible schools should provide the community learning center access to state-administered assessment results, regular school attendance data, and documentation of student behavior data. Documentation also must include qualitative data on family contact time at the community learning center, parent surveys, student surveys, regular school teacher surveys, portfolios or anecdotal information, and safety data. See SDE annual report as an indicator of the type of data that may be reported. Grantees must be able to input data directly into the USDOE’s Web-based reporting system.

Program Communication

Address how the program will effectively communicate with partners, parents, school personnel, the community, and others to ensure ongoing program progress and success.

- Coordination with existing after-school and summer programs. The SDE requires coordination between and among programs and program components. 21st CCLC funds should be used to enhance, extend, or otherwise support existing programs or to develop a viable program where no similar opportunity exists for students and families.
- How the eligible entity will disseminate information about the community learning center, including its location, to the community in a manner that is understandable and accessible [Section 4204(b)(2)(A)(iii), NCLB].

- Recruitment of program participants. Describe how you will advertise and recruit students for your program. All programs will be held accountable to enroll as close to the number of students listed in this application as anticipated to participate in the program.

Program Management

In conjunction with the job descriptions and organizational charts provided with the Grant Application, a detailed explanation for the effective administration of the program needs to be provided.

Budget/Allocation of Resources/Cost

Describe in detail the proposed expenditure of funds. Include an explanation for each expenditure and how each expenditure aligns with the program goals and objectives in an efficient and effective manner. **Note: There should be details showing how all of the funds you are requesting will be spent, ensure administrative costs do not exceed 15%.** This text box is your budget narrative. **You also need to complete the Budget/Expenditure Detail for Fiscal Year 10/1/2010 - 9/30/2011 form and place it in Related Documents.**

The budget expenditure page must include budget line items and detailed information explaining proposed expenditures from 21st CCLC funds. It must include a list of all proposed personnel to be paid by this grant by position, rate of pay, total hours, and total expected pay per year, including benefits. **An asterisk must be placed beside all individuals considered administration, including benefits. For example, director, bookkeeper, and administrative assistants. Remember indirect costs are also a part of administration.** Include all subcontracts by agency, rate, total hours, total amount, and the services to be provided. These funds are restricted funds for supplemental use only; therefore, indirect cost rates must conform to the approved rate for the LEA and with the approved rate for the cognizant federal agency for non-LEAs (remember that the amount requested for indirect cost must be included in the **15%** limit for administrative funds). Be sure to include line items on field trips, transportation costs, instructional materials, consumables, equipment, and any other cost associated with the implementation of this grant.

For allowable and non-allowable costs, refer to Office of Management and Budget (OMB) circulars, particularly A21, A87, and A122, which are available on-line from the following Web site: <http://www.whitehouse.gov/omb/circulars/index.html>.

All non-LEAs are required to complete and submit to the SDE Accounting Section a monthly report of expenditures and a final report of expenditures within 30 days of the end of the fiscal year using Form CCLC-1 available from the **SDE Web site at <http://www.alsde.edu>** under “Sections,” then “SDE Accounting,” then “Publications.” Failure to submit the final report may result in the SDE withholding funds for the succeeding year(s).

Remember accountability for use of funds. The SDE requires that all programs funded have financial documents available for inspection by SDE auditors and/or the Examiners

of Public Accounts. Non-LEA applicants should indicate the name of the entity that audits them and the frequency.

Sustainability/Programmatic Income

Describe your sustainability plan. Describe in detail how you intend to sustain this program when funding has ended. This sustainability plan must indicate how the program will identify and engage in collaborative partnerships that will contribute to developing a vision and plan for financial capacity to support and eventually sustain the program after the three-year grant funding ends.

All non-LEAs that receive federal funds from all sources in excess of \$500,000 per that entity's business year are required by OMB-133 to annually have an audit. See OMB Circular A-133 for more details on federal fund auditing requirements.

Tuition – The SDE recommends that tuition be charged with sliding scales and waivers. The minimum fee recommended is \$5.00 per week; the maximum recommended fee is \$30.00 per week for an extended-day program. **No student may be denied services due to inability to pay tuition.**

No Child Left Behind Act of 2001
Title IV, Part B, Program Subgrants
for
21st Century Community Learning Centers
FY 2011 Application Cover Page

Typed Name of Fiscal Agent of Applicant _____
Requested Amount _____
Schools to Be Served _____
For LEA Applicants Only: Name of Cost Center (For grants serving more than one school, select the primary school served as the cost center) _____
Cost Center Code _____
Reader/Rater Contact _____

Signature of Designated Project Manager

Typed Name of Project Manager

Date

For CBO applicants:

I certify that I am authorized by the governing board of the above-named school system or other eligible entity to submit this application or amendment; that all assurances, certifications, and disclosures submitted with the application will be observed; that the program will be implemented as described; and that the governing board is responsible for complying with all state and federal requirements, including any audit exceptions.

<p>FOR SDE USE ONLY:</p> <p>Approved:</p> <p>_____ Joseph B. Morton State Superintendent of Education</p>

Signature of Superintendent or Authorized Official

Typed Name of Superintendent or Authorized Official

Date

Applicant Information (CBOs Only)

Name of Applicant: _____

Name of LEA to be Served if not Listed Above: _____

Address of Applicant: _____

Amount Requested: \$ _____

Eligible School(s). List All Eligible Schools That This Application Will Serve.

Have any of these schools ever been served by any entity with an SDE 21stCCLC grant? Yes No If so, which schools? _____

Proposed Site(s) of CLC: _____

Agency That Will be Operating the CLC: _____

Address: _____

Telephone: (____) _____ Fax: (____) _____

E-Mail Address: _____

Name of CLC Supervisor to be Appointed: _____

Address: _____

Telephone: (____) _____ Fax: (____) _____

E-Mail Address: _____

Number of Students to be Served Annually in Extended Day/Extended Year: _____

Number of Families to be Involved: _____

Grades to be Served: _____

Pre-K K 1 2 3 4 5 6 7 8

9 10 11 12

CLC Will Keep Children in Extended Day or Extended Year (Complete all that apply):

_____ Before School: List Hours: _____ to _____ Total Hours Per Day: _____ Days Per Week: _____

Weeks CLC Open during School Year for Before School _____

_____ After School: List Hours: _____ to _____ Total Hours Per day _____ Days Per Week _____

Weeks CLC Open during School Year for After School _____

_____ School Holidays and Breaks: List Hours: _____ to _____ Total Hours Per Day: _____

Total Days during the Year: _____

_____ Summer: List Hours: _____ to _____ Total Hours Per Day: _____

Total Days during Summer CLC Open: _____

Assurances and Certifications

An initial by the superintendent or authorized person in the space to the left indicates the applicant agrees to comply with the statement.

____ The applicant agrees to keep such records and provide such information to the State Department of Education (SDE) as reasonable and as may be required for fiscal audit and program evaluation.

____ All non-LEA applicants receiving more than \$500,000 per year agree to have an annual audit, per guidance from OMB Circular A-133.

____ The community learning center will be operated in a safe and easily accessible facility.

____ The principal(s) of participating schools agrees to attend one day of regional SDE-approved training.

____ All reports will be completed and submitted in a timely manner in accordance with directives from the SDE.

____ The applicant will establish an active community learning center support team or advisory panel that will meet at least quarterly.

____ The applicant, if funded, will utilize fiscal accounting, disbursement, and auditing procedures consistent with local policies and SDE requirements. LEA Chief Financial School Officers will provide appropriate expenditure reports at least quarterly to the 21st CCLC program manager for the purpose of managing 21st CCLC funds.

____ The proposed program was developed, and will be carried out, in active collaboration with the schools the students attend.

____ Funds under this part will be used to increase the level of state, local, and other non-federal funds that would, in the absence of funds under this part, be made available for programs and activities authorized under this part, and in no case supplant other federal or non-federal funds.

____ Employees paid by 21st CCLC funds will not be used for any purpose other than to carry out the specific programs set forth in the proposal based on the full or proportionate salary and time worked.

____ The community will be given notice of an intent to submit an application for 21st CCLC funds and that the application and any waiver requests will be available for public review after submission of the application.

____ The applicant has authority under Alabama state law to perform the function of the community learning center under the *No Child Left Behind Act of 2001*, (NCLB); to submit the application; and to receive, hold, and disburse federal funds made available under the application.

____ Funds will be expended according to the purpose and intent for which they were designated by NCLB directives and the LEA application for funds.

____ This application will serve as the basis for local operation and administration of program(s) under NCLB.

____ The applicant communicates and enforces rules and regulations of student and employee conduct, related illicit drug use (including anabolic steroids), and unlawful possession and distribution of these drugs. The applicant further clearly communicates sanctions for both students and employees and provides information about available resources for those in need of such information.

____ Procedures are developed for storing and administering approved and/or required medications and/or first aid to students.

____ Applicant will comply with the applicable Office of Management and Budget Circulars regarding cost principles (OMB Circular A-87 “Cost Principles for State, Local, and Indian Tribal Governments,” OMB Circular A-21 “Cost Principles for Educational Institutions,” OMB Circular A-122 “Cost Principles for Non-Profit Organizations,” OMB Circular A-133 “Audits of State, Local Governments, and Non-Profit Organizations”).

____ Applicant will comply with Education Department General Administrative Regulations (EDGAR), 34 CFR Part 80 and Section 427 of the General Education and Provisions Act relating to overcoming barriers in the six areas of gender, race, national origin, color, disability or age.

Signature of Designated Project Manager

Date

Signature of Chief School Financial Officer

Date

Signature of Superintendent or Authorized Official

Date

21st Century – CBO Application Form **Name of Organization**_____

Location of Proposed Sites:

_____ **Rural** _____ **Urban**

Program Activities Will Be Held:

_____ **Before School** _____ **After School** _____ **In the Summer**

Needs Assessment:

_____ **Number of schools proposed to be served by the grant.**

_____ **Number of proposed program sites that are community based.**

_____ **Number of students proposed to be served annually.**

_____ **Number of students below proficiency in reading/language arts at proposed participating school(s).**

_____ **Number of students who are English as a Second Language (ESL) students at proposed Participating schools**

_____ **Number of days per year the program proposes to operate.**

_____ **Number of proposed participating school(s) that failed to make Adequate Yearly Progress (AYP).**

_____ **Number of proposed sites that are located on a school campus or campuses.**

_____ **Total student enrollment for proposed participating school(s).**

_____ **Proposed total number of families to be served annually.**

_____ **Percentage of students receiving free/reduced lunch at proposed participating school(s).**

_____ **Number of students who are below proficiency in math at proposed participating school(s).**

_____ **Number of students who were suspended or expelled in the 2009-2010 school year at proposed participating school(s).**

_____ **Number of hours per week the program proposes to operate.**

21st CCLC – Application Components

Please refer back to the Request for Applications (RFA) for complete instructions and information required for each of the components in the narrative section.

A. Grade Levels Proposed To Be Served

B. Project Abstract

Provide a brief description of your intended 21st CCLC program including: (a) purpose and services to students, parents, and families; (b) strategies for achieving project goals (this abstract may be published for later dissemination, up to 3,000 characters); (c) Recruitment strategies; (d) expected project outcomes; and (e) indicators of program success (this abstract may be published for later dissemination, up to 3,000 characters).

C. School(s) and School District

Identify school(s) and school district proposed to be served through this project. For LEAs only: if you are proposing to serve more than one school, also name the primary school that has been selected as the cost center.

D. Timeline

Provide the projected program implementation timeline for the fiscal year October 1, 2010–September 30, 2011.

E. Capacity to Implement

Describe the applicant's capacity to implement this grant. (Safety Plan and DHR Licensure (for CBOs only) (Box 1)

Transportation issues, involvement of the Child Nutrition Program, and Fiscal Stability (for CBOs only) (Box 2).

F. Staffing Qualifications

Describe in detail the roles, responsibilities, qualifications and proposed number of staff that will be hired to work in the 21st CCLC Program.

G. Scientifically Based Research

Describe how SBR will be incorporated into your program (cite evidence).

H. Goals and Measurable Objectives

List goals and objectives (in measurable terms) for the proposed project that relate directly to locally identified needs of proposed schools and students.

I. Integration into Continuous Improvement Plan

Describe how this grant will be supported by your LEA(s). Describe the joint planning that occurred in the development of this application. Include CIP alignment information (or alignment with your organization's strategic plan) and your role in developing the CIP.

J. Program Activities

Describe in detail, how your program proposes to meet the following state priorities:

- Academic enrichment, with an emphasis on reading and math (up to 3,000 characters).
- Service-learning (project-based learning) activities, including, but not limited to projects concerning healthy lifestyles/obesity; family literacy; natural sciences (environmental education); and the arts (for more information on service-learning, visit www.servicelearning.org). (Up to 3,000 characters).
- Family involvement in the program activities (up to 3,000 characters).

All three areas must be addressed.

K. Professional Development

Describe your professional development plan that will support program implementation for all individuals connected to this program.

L. Partnership Commitment: Stakeholder Involvement/Collaboration

List: (1) partner organizations, (2) type of organization, (3) contact person with phone, and (4) all sites where program activities will be held. Note: School centers must partner with at least one community-based organization. Community-based organizations (non-LEAs) must partner with at least one school. Indicate the degree and nature of program involvement and responsibility of each of your partner agencies/organizations.

M. Program Evaluation

Describe how you will annually evaluate your progress in achieving the goals and objectives for this program.

N. Program Communication

Address how the program will effectively communicate with partners, parents, school personnel, the community, and others to ensure ongoing program progress and success.

O. Program Management

Address how the program will be managed and organized.

P. Budget/Allocation of Resources/Costs/Budget Integration

Describe in detail how you propose to spend these funds. Include an explanation for each expenditure and how each expenditure aligns with your goals in an efficient and effective manner. (Note: There should be details showing how all of the funds you are requesting will be spent.)

Q. Sustainability

Describe your sustainability plan. Describe in detail how you intend to sustain this program when funding has ended.

Duplicate this sheet as needed for additional site certifications.

Certification of Principal of Eligible School

(This form must be included for all eligible school attendance zones served and must be signed by both the principal and superintendent.)

Name of LEA of Eligible School _____

Name of Eligible School _____

By signature I certify that I have reviewed, understood, and agreed to support the implementation of the CLC proposal, and will participate in one day of regional training.

Name of Principal Original Signature Date

By signature I certify that I have reviewed, understood, and agreed to support the implementation of the CLC proposal.

Name of Superintendent Original Signature Date

(To be completed when serving additional schools)

Certification of Principal of Eligible School

(This form must be included for all eligible school attendance zones served and must be signed by both the principal and superintendent.)

Name of LEA of Eligible School _____

Name of Eligible School _____

By signature I certify that I have reviewed, understood, and agreed to support the implementation of the CLC proposal and will participate in one day of regional training.

Name of Principal Original Signature Date

By signature I certify that I have reviewed, understood, and agreed to support the implementation of the CLC proposal.

Name of Superintendent Original Signature Date

**No Child Left Behind Act of 2001 (P.L. 107-110)
 Title IV, Part B, 21st Century Community Learning Centers (CFDA 84.287)**

Applicant Agency	System Code	Beginning Date 10/1/2010	Ending Date 9/30/2011
Name of Contact Person	Telephone No./ Fax No./ E-mail Address		

Original Budget	<input type="checkbox"/>
Amendment No. _____	<input type="checkbox"/>
Effective Date _____	

BUDGET SUMMARY/EXPENDITURES

FUNDING SOURCE	Federal	-- for Non-LEAs only --	
		State/Local	Total
Budget	\$	\$	

CERTIFICATION:

I am authorized in the minutes of the governing board of the Applicant Agency to submit this application, amendment, or expenditure report for the *No Child Left Behind Act of 2001*, Title IV, Part B (P.L. 107-110). To the best of my knowledge, the information contained herein is correct, the program will be implemented as described in the approved application, and the program will abide by all assurances therein. The Applicant Agency is responsible for complying with all applicable state and federal requirements including the resolution of any audit exception(s).

REASON FOR AMENDMENT: _____

 Signature of Custodian of Funds/Chief School Financial Officer

 Date Signed

 Signature of Superintendent/President/ CEO

 Date Signed

FOR SDE USE ONLY
-- FOR NON-LEAs ONLY --
Approved:
Deann K. Stone, Director Federal Programs
Warren Craig Pouncey Assistant State Superintendent Administrative and Financial Services
FOR NON-LEAs
Joseph B. Morton State Superintendent of Education

**No Child Left Behind Act of 2001 (P.L. 107-110)
 Title IV, Part B, 21st Century Community Learning Centers (CFDA 84.287)**

**Budget/Expenditure Detail for Fiscal Year 10/1/2010 - 9/30/2011
 -- FEDERAL FUNDS --**

Account Code (NON-LEAs)			Description of Budget	Approved Budget	Changes (+ or -)	Amended Budget
Function	Program	Object				
			Salaries (itemize on p. 3):	\$	\$	\$
			Employee Benefits (itemize, give rates):			
			FICA			
			Retirement			
			Insurance			
			Unemployment Compensation			
			Travel:			
			Training/Professional Development			
			Students/Parents			
			Other (staff)			
			Materials & Supplies:			
			Non-Capitalized Equipment:			
			Other (itemize by object of expenditure):			
			Indirect Cost (approved restricted rate):			
			Capitalized Equipment (itemize on p. 3):			
			TOTAL BUDGET/EXPENDITURES:	\$	\$	\$

**PLEASE PROVIDE A SEPARATE SHEET FOR NON-FEDERAL FUNDS (IF APPLICABLE).
 MAKE A COPY OF THIS BLANK PAGE; ADD "NON-" TO "FEDERAL FUNDS" IN HEADING;
 AND WRITE AN "A" BY THE PAGE NUMBER.**

 Applicant Agency

No Child Left Behind Act of 2001 (P.L. 107-110)
Title IV, Part B, 21st Century Community Learning Centers (CFDA 84.287)

STAFF SUMMARY

THIS COLUMN FOR LEAs ONLY Function of Expenditure/Program Component/Object of Expenditure	Type of Position	No. of Mos. Employed	No. of Persons	Current FTE	Salary Amount
	Federal Funds:				

PROPOSED ACQUISITIONS OF CAPITALIZED EQUIPMENT (UNIT COST OF \$5,000 OR MORE)

(To be submitted with the Original Budget or Budget Amendment, if applicable)

THIS COLUMN FOR LEAs ONLY Function of Expenditure/Program Component/Object of Expenditure	Description	No. of Items	Unit Cost	Total Cost	Location