

## **CO-AAP Key Planning Questions**

This optional tool can be used to assist application development for the CO-AAP request for applications and is not a required attachment for the application.

### **Section A: Demonstration of Need (30 points)**

Page 2

1. Objective Data
2. Funding Sources
3. Population Served

### **Section B: Program Development (35 points)**

Page 3

1. Community Presence
2. Roles & Responsibilities of Stakeholders
3. Partnerships

### **Section C: Program Implementation (45 points)**

Page 5

1. Evidence-Based Programs
2. Student Programs
3. Family Engagement programs
4. Program Schedule
5. Participation Targets
6. Rationale for Participation Targets
7. Capacity of Program Leadership
8. Staffing
9. Other Program Requirements

### **Section D: Program Evaluation (30 points)**

Page 8

1. Capacity
2. Fulfilling Evaluation Requirements
3. Use of Data, Reporting, and Evaluation
4. Performance Measures

### **Section E: Program Budget (10 points)**

Page 10

1. Cost per Student
2. Supplement not supplant

**Section A: Demonstration of Need (30 points)**

**1) What objective data can we cite that makes the case for why we need this program? (Include data source).**

What data can we cite to show that our students need core academic support?	
What data can we cite to show that our students need essential skills/educational enrichment activities?	
What data can we cite to show that our students/families need an array of additional services?	

**2) Funding Sources**

What funding sources do the participating schools currently have for OST STEM programming, particularly math & science?	
What other resources do the participating schools currently have for OST STEM programming, particularly math & science?	
What are our current gaps/weaknesses when it comes to our OST STEM services, infrastructure, or opportunities available for students and families?	

**3) Population Served**

Colorado Academic Accelerator Grant Program (CO-AAP) Key Planning Questions

What population(s) of students will our OST program serve? (grade level, gender, race/ethnicity, special populations, any other relevant data/descriptors.)	
If applicable, what population(s) of families will our OST program serve?	

**What we need to find or figure out for Section A:**

**Section B: Program Development (35 points)**

**1. Community Presence**

What is our capacity and experience in providing activities to students and their families during OST, particularly STEM focused?	
What is our established presence and relationship in the community our program will service?	

**2. What roles and responsibilities did key stakeholders play in the following activities?**

	School Leadership	School Staff	Parents	Students	Community Partners*
Developing grant application/ program					
Delivering program services to					

Colorado Academic Accelerator Grant Program (CO-AAP) Key Planning Questions

	School Leadership	School Staff	Parents	Students	Community Partners*
students/ families					
Creating/ developing partnerships					
Planning for meeting evaluation, reporting & monitoring					

**2) Partnership**

Who are our partners for this project?	
What will our collaboration with them look like? What services will they provide?	
Do we have MOUs or Letters of Commitment from all partners?	

*If a community partnership is not included, how will we recruit and develop partners within the first year of the grant?	
How will we give notice to the community of our intent to submit an application?	
How will we provide the application for public availability and review and any waiver request after submission?	

**What we need to find or figure out for Section B:**

**Section C: Program implementation (45 points)**

**1) Evidence-Based Programs**

What will programming look like at each center?	
What evidence-based activities & strategies will we implement to meet program goals?	
How will these activities expand accessibility to high-quality OST activities and services available in our community?	

**2) Student Programs**

How do we create free STEM academic enrichment and support activities that contribute to students' overall success?	
How will we coordinate our programs with the students' school day?	
Which digital math accelerator program will we use and how will it be implemented into our OST programming?	

**3) Family Engagement Programs**

What family engagement activities will we offer?	
How did we identify that there was a need and/or interest for these family engagement	

Colorado Academic Accelerator Grant Program (CO-AAP) Key Planning Questions

activities?	
How will we use a 2Gen approach? (See p. 45 of RFA)	
How will we use a Whole-Family Approach? (See p. 45 of RFA)	

**4) Program Schedule**

What will be the hours of operation for out of school time programs (please specify day of week and time frames) of each program?	
How many hours of programming will be provided for students and families during the school year and summer?*	

\*See "Program Requirements & Recommendations" on p. 6 of RFA.

**5) Participation Targets**

Center Name	Total Number of students in the school (actual)	Unduplicated students (all year)	Student Average Daily Attendance (school year)	Student Average Daily Attendance (all year)	Unduplicated Family members (all year)
<b>Total</b>					

**6) Rationale for Participation Targets**

What is our rationale for how we set our participation targets?	
How did we determine these numbers were reasonable and achievable?	

Colorado Academic Accelerator Grant Program (CO-AAP) Key Planning Questions

**7) Capacity of Program Leadership.** How will program leaders (program director, center coordinator, fiscal officer, and/or data analyst/evaluator ensure effective program implementation in the following areas?

Oversight of major planning elements	
Alignment of programs with the school day	
Fidelity of implementation to approved application	
Staff hiring, professional development, and retention	
Ongoing monitoring and reporting of program effectiveness	

*\*Note: To adequately plan and implement the program(s), CDE recommends applicants dedicate and budget for at least a 0.5 FTE program director as well as a dedicated primary fiscal contact. See “Program Requirements & Recommendations” section on p. 6 of RFA for more information.*

**8) Staffing**

How will we recruit high-quality staff?	
How will we retain high-quality staff?	
How will we professionally grow high-quality staff?	
Do we plan to use volunteers? If so, how will we encourage and use appropriately-qualified volunteers? If not, why not?	

*\*High-quality staff, including staff qualified to provide STEM-focused educational and enrichment activities that will accelerate student learning.*

**9) Other Program Requirements**

<b>Communication:</b> How will we	
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Colorado Academic Accelerator Grant Program (CO-AAP) Key Planning Questions

<p>disseminate information about the program to the community in a manner that is understandable, accessible, and ongoing?</p>	
<p><b>Accessibility:</b> How is the facility where the program will occur safe and easily accessible to students and families?</p>	
<p><b>Transportation:</b> How will students travel safely to and from the center and home? How will we ensure that transportation will not burden or hinder student/family participation?</p>	

**What we need to find or figure out for Section C:**

**Section D: Program Evaluation (30 points)**

*\*See Appendix F on p. 37 of RFA for Reporting and Evaluation details.*

**1) Capacity**

<p>How will we complete the required evaluation components? Will we do it internally or contract with an outside evaluator? If we've included evaluation costs in the budget, what will it cost? What deliverables are associated with these costs?</p>	
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**2) Fulfilling evaluation requirements**



Colorado Academic Accelerator Grant Program (CO-AAP) Key Planning Questions

	Person responsible	Process we will use to ensure accurate data is collected, maintained, and reported	Tools and methods will we use for local data collection and evaluation
Ongoing program monitoring			
Annual state and federal reporting			
Grant-level and center-level tracking			

**3) Use of data, reporting, and evaluation**

	How we will use formal and informal data, reporting, and evaluation to inform continuous improvement in this area
Addressing student and family interests and needs	
Reviewing attendance and other relevant data to inform programming	
Evaluating student and family outcomes	
Achieving grant program goals	

**4. Performance Measures**

*Use Appendix E on p. 33-36 of the RFA to complete the chart.*

	Performance Measure	Rationale for selecting this PM option
What is our Core Academics Performance Measure?		
What is our Essential Skills/Educational Enrichment Performance Measure?		
What is our student		

Colorado Academic Accelerator Grant Program (CO-AAP) Key Planning Questions

	Performance Measure	Rationale for selecting this PM option
attendance/ engagement Performance Measure?		
What is our Family Engagement Performance Measure?		

**What we need to find or figure out for Section D:**

**Section E: Program Budget (10 points)**

**1. Cost per student**

What is our proposed program cost per student?	
How did we come up with this number?	
If the cost exceeds \$3,000/ student, why do we need more than this recommended maximum amount?	

*\*See "Cost Per Student" section on p. 4-5 of RFA.*

**2. Supplement not supplant**

What other resources (funding from other federal programs, community donation, corporate support, in-kind contributions) support our OST programming? List every source and amount.	
How will CO-AAP funds supplement and not supplant the funds listed above?	

**What we need to find or figure out for Section E:**