

## Cover Sheet – Social Service Activity

AGENCY NAME: Town of Amherst Leisure Services and Supplemental Education, LSSE  
AGENCY ADDRESS: Bangs Community Center, 70 Boltwood Walk, Amherst, MA 01002  
AGENCY PHONE NO (413) 259-3103 CONTACT PERSON: Linda Chalfant  
CONTACT PERSON EMAIL: chalfantl@amherstma.gov  
2015 CDBG FUNDING REQUEST: \$20,000

1. Project Name  
Childcare Tuition Assistance
  
2. Project Description (1-2 sentences)  
This project will enable 12 more elementary school children from low income families to receive childcare tuition assistance and participate in afterschool programs.
  
3. Project Location (Street address)  
Crocker Farm Elementary School  
280 West Street  
Amherst, MA 01002  
  
Wildwood Elementary School  
71 Strong Street  
Amherst, MA 01002
  
4. Budget Request  
\$20,000
  
5. Type of Activity (check one):
  - Family stabilization
  - Youth development
  - Economic self-sufficiency (adult education)
  - Food and nutrition
  - Emergency & preventive services: rental assistance, fuel assistance, and shelter services.
  - Other – please explain

6. National Objective:  
Total number of beneficiaries (individuals served): 112 Total Enrollment in Afterschool Programs.

Total Low/Mod beneficiaries (individuals served): Total Low/Mod Beneficiaries served through a CDBG grant award, (12 total with 6 at 100% subsidy and 6 at 75% subsidy).  
Low/Mod Beneficiaries served by Town Fee Subsidy Funding currently, (44).

**Please submit responses to the following questions:**

**A. National Objective Description**

- Describe in detail how your project will meet a national objective and how it will be documented to ensure that participants meet low/moderate income requirements.
- Limited clientele projects must document compliance by one of the following methods:
  - For projects that do not provide “income payment” forms of assistance, beneficiaries may “self-declare” their eligibility, generally by completing and signing a form declaring household sizes and income ranges.
  - For projects that offer income payments or subsidies, income must be documented.
  - For projects where the user profile will be low- and moderate-income, a description of the profile must be presented so that the conclusion, without a doubt, will be to benefit low- and moderate- income persons.

Our Childcare Tuition Assistance Project will meet a national objective of serving low and moderate income families by providing essential childcare services to a number of Amherst’s financially neediest families.

Documentation to ensure that participants meet the low/moderate income requirements will be met in the following ways. Families will be requested to verify financial eligibility through an intake and application process. Families will show documented proof of all household income through the use of income tax forms, payment stubs, and with copies of all income received. Through the application process families will be asked to agree to notify Town officials if income changes occur. Household size will be a part of the application process. We will use the Federal Free and Reduced Lunch Program income criteria to establish income eligibility. Families will be certified and notified of their eligibility in writing from Town of Amherst staff. This is a process that Town of Amherst Leisure Services, LSSE, staff have experience in conducting and currently use to verify eligibility for the Town’s Fee Subsidy Program.

**B. Demonstrate Consistency with Community Development Strategy**

- Describe how the proposed project is consistent with the Community Development Strategy.

The Childcare Tuition Assistance Project is consistent with the Community Development Strategy because it meets the priorities of Youth Development and Family Stabilization. CDBG funded childcare tuition assistance will allow children to attend a Prime Time Crocker Farm or Prime Time Wildwood Afterschool Program and enable their parents to attend work or support their families needs in other ways.

- To meet this threshold a proposed project must relate to a community development need or needs identified by the community in the Strategy, and must have been identified in the Strategy as a means to address the need.

The Childcare Tuition Assistance Project relates to the Community Strategy and the identified community development needs in several ways. The CDBG Advisory Committee has prioritized basic social services and services that support the chronically homeless and the extremely low income community population. With the growth of the low income population the Town and

Schools are witnessing a corresponding increase in an extremely low income and homeless population of school age children. This growth has given rise to greater social service needs including additional financial support for childcare. Nearly forty percent of the children in Amherst Schools are eligible for the Federal Free and Reduced Lunch Program, FRLP. Our afterschool programs are serving children from families that are extremely low income, all of whom fall below the Amherst Income Threshold. The Town uses the FRLP, for income and family size verification. By example a family of 4 that receives assistance from the FRLP, would receive assistance if their income falls below \$31,005 as compared to the Income Threshold for Amherst, Attachment I Income Guidelines which indicates \$63,900 as the eligibility threshold.

### **C. Agency Information**

- Provide an overview of your organization, including length of time in existence, experience in successfully conducting activities for which funding is being sought, and skills and current services that reflect capacity for success.

LSSE is a department within the Town of Amherst and provides a comprehensive mix of programs, services and facilities for recreation, educational and cultural purposes to upwards of 40,000 individual, youth and seniors per year. We are guided by an appointed LSSE Commission of local citizens with oversight by various Town Committees and ad hoc groups to assist in supporting our work. LSSE Commissioners and staff serve on a number of linked community service organizations and committees helping each to connect with the larger community. While our most relevant partnership is with the Amherst Public Schools, varied additional existing partnerships and memberships include: the Friends of Amherst Recreation, the Amherst Leisure Services Community Theater, the Amherst Area Chamber of Commerce, the Amherst Business Improvement District, the Pioneer Valley Park and Recreation Association, the Human Services Network and others.

We have credible long term affiliations and partnerships with the colleges, and University, businesses and community members. LSSE has successfully offered programs to children and families since 1982 and prior to that as the Amherst Recreation Department which began in the 1950's. LSSE has operated child care programs since 1988. The LSSE Department has operated child care focused summer day camps since 1980.

- Explain your short-term goals and long-term goals.

The project goals include:

Short Term- To support Youth Development by successfully reaching out, certifying and enrolling low income families on our waiting list so they may participate in our afterschool childcare programs. If families no longer qualify or have found other assistance then we would enlarge our outreach by contacting school personnel, other social service providers and families within our low income family database to offer financial assistance through the CDBG award. Our goal for the duration of the project would be to provide ongoing financial support for the afterschool program, to provide a safe, educational and enriching afterschool program experience that met the child and family needs and to make additional opportunities available to support the child and family via information and referral services within the Town, the School District and the larger community.

Our Long Term Goals- To further family stabilization. To support low income families and their children in overcoming barriers at school, work or within the community and to assist families through information, referral and available opportunities to achieve more financial stability through the assurances that safe, affordable and reliable childcare can bring. To provide the childcare assistance needed so families may pursue new work, attend work, further their education or attend to other family needs while their children are cared for during the afterschool hours.

**D. Project Budget Information**

- Provide a detailed budget for the proposed program to include program delivery and direct program costs, and include all sources of revenue and all expenses.

Please see attached Proposed Project Revenue and Expense Budgets.

- Cite Sources of Other Project Funds.

Other sources of projects funds are itemized on the attached budgets and include:

State Voucher Funds:	Funds provided by the Commonwealth of Massachusetts to support childcare for qualifying low income families.
Full Pay Participants:	Funds from families that pay the full afterschool fee and do not qualify for financial assistance.
Parent Fee/Town Subsidy:	Funds from Parents that are paying a “parent fee” and receiving Town of Amherst Fee Subsidy Funding
Town of Amherst Fee Subsidy:	Funds appropriated to support low income families

- If applicable, describe and document the availability and source of matching or other funds needed to complete the project. In-kind services are accepted only as directly related to the project.

The Town’s Proposed FY 16 Budget includes the funding for the Town Fee Subsidy Program. LSSE is a Voucher eligible Day Care Provider with Childcare Outlook Day Care. We are currently managing family vouchers with our afterschool programs and will continue to do so.

- Document the experience of the provider, costs of comparable services and the process used to review the accuracy of the budget.
- Explain the qualifications of person who prepared the budget.

The LSSE director and staff have prepared CDBG grants and budgets in prior years and administered CDBG supported programs. This project budget was prepared by the following:

Linda Chalfant, LSSE Director, with the Town since 1987. Master degree in Parks and Recreation Administration, Manages department budget, oversees programs, facilities, staff.

Gail Weston, Operations Manager and with the Town since 2002. Supports department’s budget,

handles Fee Subsidy Program, bills, payroll, accounts, records.

Donna Roy, Registration/ Marketing Supervisor with the Town since 1999. Bachelor's degree in Business Administration. Supports outreach and online and onsite registration for programs.

Stacey LeCuivre, Bachelor's degree in Sociology, LSSE Youth Program Director since 1995. Develops and monitors the afterschool program, budget and staff.

The proposed budget was developed based on our FY 15 program budget with data examination of current enrollments and voucher contracts. Afterschool fees are the same at all schools.

**Answers for Parts E—I must not exceed six (6) pages**

**E. Project Description**

- Please provide a summary of the proposed project. The summary should include a detailed scope of the total project, including the non-CDBG funded components.
- Demonstrate that the activity has been prioritized by the community at the local level.
- Include information on the number of individuals or families to be served and who they are, i.e. disabled, low-income, homeless, etc.

The Childcare Tuition Assistance Project would provide financial assistance for 12 additional children from extremely low to low income families to attend one of the Town's Prime Time Afterschool Programs during the academic school year. Funding would provide either a 100% or 75% subsidy to those families in the greatest need.

This proposal supports the current program which is continuing to provide accessible, quality after school child care for children from 44 low families at Amherst's public elementary schools. The LSSE Child Care Programs will offer services to include additional tuition assistance for affordable afterschool programs at Wildwood School and Crocker Farm School. The Prime Time Afterschool Programs in collaboration with the Amherst Schools provides academic tutoring, enrichment, exercise and outdoor exploration, transportation home three days per week, a healthy snack and a safe, supportive environment that fosters socialization.

Funding this proposal will serve families in many desperate and difficult situations. Elementary school age children from families of varying sizes with extremely low to low incomes that are homeless or impoverished, struggling to hold jobs, seeking employment, supporting a child with a disability, furthering their education, and more are all being currently assisted.

Families in need are routinely referred to LSSE through the school department's Family Center, special education and guidance offices and through collaborative partnerships with social service agencies. Families supported by LSSE's afterschool program are connected to a wide range of protective and essential services through information and referral to local social service agencies and the Town's cadre of educational, recreational and health and community service offices. Funding this proposal will directly advance childcare availability and provide greater education and outreach to families. Funding this proposal will link families to a large community of support systems directly managed within LSSE. Involvement in LSSE summer camp, aquatics,

sports programs and educational opportunities often helps families learn of other Town assistance and can aid families in building a contact and support base.

This project was chosen after discussions and input with the Town Manager, the Assistant Town Manager, the Finance Director, LSSE staff, the school guidance staff, parents on waiting lists and parents of children currently attending LSSE's childcare programs.

This project is responsive to the community's requested need for youth development. CDBG funding would expand tuition assistance and meet the community's needs for affordable childcare and foster youth development. This program would directly serve children whose families cannot afford to pay or fully pay for childcare services.

#### **F. Project Need**

- What is the need for the proposed project/program?
- Define the need or problem to be addressed by the proposed project. Explain why the project is important.

The need for additional childcare subsidy is urgent. In FY 14 LSSE certified 227 families as eligible for the Town's Fee Subsidy Program. Most of these children qualified for the School's FRLP. Our two afterschool sites, the Crocker Farm and Wildwood Elementary Schools, have state documented enrollment profiles for school year 2013-2014 with student low income indicators of 38.9% and 37.6% respectively. The school lunch program statistics are a strong representation of Amherst's poverty, unfortunately additional examples are abundant. A continuing reliance on fuel assistance, the absence of enough affordable housing, Amherst's winter shelter, the advanced number of adults and families visiting the Amherst Survival Center and other factors when coupled with the local and national long term recession, all point to a community with continuing economic problems.

Children whose families have lost a job or a home may experience a sense of isolation, depression and a loss of community. Burdens at home can be carried to school and affect academic achievement and present discipline issues. Support from a caring adult and educationally and engaging activities of the type that are nurtured in a quality, reliable after school child care setting can ease transitions, motivate learning, strengthen a sense of belonging, provide healthy alternatives to the lure of drug and alcohol abuse, and assure a safe alternative to staying home alone. National data supports the fact that juvenile crime increases during the hours immediately after school. Statistics provided by the After-school Programs: Keeping Children Safe and Smart, a joint report from the U.S. Department of Education and U.S. Department of Justice shows that students in after school programs exhibit fewer behavioral problems, better able to handle conflicts and improved self-confidence.

Children from families with single parent households and children from families with dual working parent households all share a need for affordable afterschool childcare. While keeping a job becomes harder in a recession, holding it without reliable childcare either puts the child at risk or the entire family's financial support at risk if parents cannot remain at work beyond the traditional end of a school day. Affordable childcare routinely acts as an economic stabilizer and poverty prevention service. When families lose a job, poverty grows leaving an even greater

need and cost for advanced emergency services.

Amherst's University of Massachusetts, the flagship school for the Commonwealth, and several community colleges are in neighboring cities and towns. The LSSE Child Care Program strives to serve parents that are students, many of them struggling to continue their education and economically support their families. The proximity of these educational institutions expands the possibility of educational and career advancement when affordable childcare is available. Amherst parents attending school and working parents share similar childcare challenges and this increases the need for affordable programs. Parents who are students have less opportunity to work and therefore their income is often negatively affected limiting their ability to pay for childcare expenses.

LSSE's current Town funded Child Care Programs routinely reach maximum enrollment in the first month and a half of school. Our projections show that LSSE will use all of its afterschool fee subsidy support with the 44 income eligible children that were the first to enroll. Continued requests for tuition assistance from school personnel, social service providers and inquiring parents reflect the unmet need. We have 12 children on a waiting list for childcare assistance.

#### **G. Community Involvement and Support**

- Demonstrate the involvement and opportunities available for the community and/or potential beneficiaries in the identification, planning and development of the proposed project.
- Define the process to be used to maintain involvement of the project beneficiaries in the implementation of the project.

Project beneficiaries will be engaged in the identification, planning and implementation of the project at many levels. New families and currently enrolled families will be invited to participate in the afterschool program and special activities through household mailings, digital newsletters, our website, school outreach and guidance staff, social service agency contacts etc. New families are welcomed and oriented into the program by our onsite directors. Families are connected to other families through our staff and daily announcements at the program site. Building friendships and a sense of community is a vital afterschool family goal.

Members of the community and project beneficiaries may choose to serve on after school program committees and participate in focus group discussions to provide feedback, exchange ideas and participate in planning. Parent input is regularly passed from parents to childcare program directors and staff during the end of day child pick-up period. Conversations that are started in the often quick daily goodbyes get followed up with more in-depth telephone conversations between staff and parents at a later time. The childcare programs host special events aided by community volunteers and family beneficiaries. These activities connect project beneficiaries in a relaxed atmosphere during holidays, performances and open house programs. Evaluations are offered to parents. Parent feedback and participation is sought and valued.

#### **H. Project Feasibility**

- Why is the proposed project/program feasible?

The Town of Amherst LSSE has 26 years of experience offering childcare programs and we have the capacity to bring our successful program management to an expanded afterschool program if we receive a CDBG award. In 1985 LSSE began a one day per week afterschool program. This grew to a 5 day per week program in 1988 and has continued to this day. LSSE's childcare programs are licensed by the Commonwealth of Massachusetts under the Department of Early Education and Care, EEC. We are a State Voucher eligible organization and manage childcare vouchers through Childcare Outlook for afterschool and day camp programs.

Throughout the Town of Amherst LSSE's history, thousands of families and children have benefitted from LSSE's management of year round programs including summer camps, arts programming, youth and adult education classes, special events, aquatics, sports activities and child care programs. LSSE's program offerings span all age groups from infants to senior citizens but our strongest focus is school age children.

LSSE successfully administers two summer days' camps known as Adventure Playground and Early Adventures. These eight week, full day and half day summer camps serve upwards of 100 youth daily providing children ages 5-12 with safe and engaging childcare. Children from families of low and moderate income have benefitted from a Town supported fee subsidy program that provided 908 subsidies to 227 families in FY 14. This program continues, to support low and moderate income families utilizing all of LSSE's activities. In recent years the need for subsidy has surpassed available funds.

Demonstrate that the project is capable of proceeding at the time of award, can be effectively managed, and can be physically and financially accomplished within the grant period.

LSSE has a successful track record of grant management including two CDBG grants, Community Foundations grants, Xeric Foundation and others. We have routinely heard families and school staff express the need for additional subsidy and we understand firsthand the project is critical. The grant cycle and notice of an award would come at a strategic time for our family enrollment outreach. We are registering families in the summer and fall for childcare programs.

- Describe what evidence exists to show that the community at large or project beneficiaries will use the project. Include documentation of **demand** for the activity
- through summary descriptions of surveys, inquiries, waiting lists or past participation.

The Prime Time Afterschool Program is the largest it has ever been with even greater need for tuition assistance. We have 20 more children enrolled in our program this year than last year. Personnel from the School's Family Center and elementary school guidance counselor staff have stated they would refer more children to our programs if financial support was available. We currently have 12 children on our waiting list and we expect the list to grow.

- Identify and describe the solicitation process used or applicable to the project.

LSSE would solicit families for the childcare program in these ways:



- By notifying the Amherst Schools through the Superintendent's office, the School Family Center, Guidance staff, Principal's offices, PGO organizations, etc.
  - Through contact with area social service agencies
  - Through LSSE's database of participants, and specifically those who have requested financial assistance
  - Through LSSE's quarterly brochure, website, Face book and social media
  - Through the Town's website and local media, press releases, etc.
- Identify the roles and responsibilities of all personnel involved in the project as well as internal controls.

Linda Chalfant, LSSE Director supervises the Youth Program Director; manages the grant, outreach and sustainability.

Stacey LeCuvire, LSSE Program Director, supervises the LSSE Child Care Directors and plans and promotes the program, develops and monitors the program budget, handles scheduling, and manages facility and administrative issues for the program.

Gail Weston, LSSE Operations Manager, administers the bills, payroll, financial projections, and monitors accounts. Gail supports grants management, records and verifies income eligibility.

Donna Roy, LSSE Marketing and Registration Supervisor, supports online and onsite information and registration, marketing, the afterschool programs and Voucher Program.

Grace Marczuk, Primetime Afterschool Director at Crocker Farm, worked with the Town's childcare programs since 2004. Directed the Wildwood Afterschool Program, Adventure Playground Day Camp, the Youth Downhill Ski Program, special needs support. Grace is a parent of a former afterschool participant and holds a Bachelor's Degree in Liberal Arts. Grace oversees and schedules staff, plans and delivers the onsite program at Crocker Farm School.

Nikki Abelli, Primetime Afterschool Director at Wildwood, worked with Town programs since 2008. Nikki is a paraprofessional at the Crocker Farm Preschool; previously the Assistant Director for the Crocker Afterschool Program, served as the Adventure Playground Day Camp Director, began her LSSE involvement as a town participant. She holds an Associate's Degree, oversees and schedules the staff, plans and delivers the onsite program at Wildwood School.

LSSE Child Care Leaders supervise the children, plan and lead participants in after school programs. Staff is often involved with LSSE's summer childcare programs providing continuity of service. Staff is First Aid and CPR certified with background in childcare programming.

- Citing past accomplishments, document that the agency has the necessary past expertise to conduct the activity and has successfully completed past activities with CDBG or other programs in a timely manner.

LSSE has managed 2 other CDBG grants, has applied for, received and managed other grants including Community Foundation of Western Massachusetts grants, Community Preservation

grants, Xeric Foundation grants, etc. All grant and program management has been handled in a timely way. The Town and Schools are partnering to provide quality, accessible childcare. We are pleased to be working closely with teachers, staff, families and children. Our childcare programs have steadily grown and receive praise from local families and educators.

- Describe and identify the project milestones and timeline including unfinished project contracting and other project steps. State the duration of time needed for each milestone, and identify when each milestone will be completed.

**-Week One:** Upon notification of a CDBG grant award- Prepare press releases and various media announcements. Contact school staff and our waiting list to announce the funding news.

**-Week Two and Three:** Enroll families from our waiting list in the program.

**-Week Four and Five:** If funds are still available reach out to larger database of low income families with calls, mailings, e-mails. Reconnect with school staff and social service agencies for referrals. Do calendar set up for quarterly CDBG reports and bills.

**-Fall 2015:** Start of Afterschool Program. Integrate new families to the afterschool program on a daily basis at afterschool child “pick up” time, during open houses, special events, etc.

**-Mid Fall 2015 and Ongoing:** Survey parents, gauge program satisfaction, identify other family needs, make referrals, connect with school personnel on academic support requests. Link families to additional programs based on child/family interests. Coordinate bus transportation with school personnel and families. Prepare quarterly CDBG reports/ bills according to calendar.

**-Early Winter and Ongoing:** Resurvey parents; continue to check in on daily basis for needs with parents, school and social service personnel.

**-Late Spring – Early Summer:** Prepare CDBG final report and billing. Continue to connect with parents about experiences and needs. Gauge interest in fall 2016 afterschool enrollment. Inform parents of summer childcare programs and facilitate financial assistance as needed. Evaluate program with parents, key school personnel, childcare staff etc.

## **I. Project Impact**

- What will be the impact of the proposed project/program?
- Describe the impact the activity will have on the specifically identified needs. What measurable improvements will result from the activity and will benefit the intended beneficiaries? How much of the need will be addressed?
  - Describe the changes in the target population that indicate the program’s success. How will these changes be measured?
  - How will the impact of this service on individual clients be tracked over time?
- Define the direct and indirect outcomes that will result from the project.
- Identify quantitative and qualitative measures to determine that the outcomes are achieved.
- Will this service enable clients to become self-sufficient?
- How is this service linked to other human/social service programs in the community?

The impact of supporting the LSSE Child Care program can be seen in the following ways:

### **Direct Outcomes**

- (1) Access to safe, affordable child care will provide:  
Support for families to attend work

- Support for families who are looking for work  
Support for families to further their education
- (2) Awareness of Town and human service supports.
  - (3) Children will receive academic support through our partnership with the schools, volunteers and staff at afterschool programs.
  - (4) Ability for after school participants to engage in and practice activities that may have been reduced from school programs or unavailable at home.
  - (5) Children will receive enriching experiences that may otherwise not be accessible to them- trips, outings, performances, etc.
  - (6) Children will engage in additional exercise and health programs including outdoor exercise.
  - (7) Opportunities provided for issues that may show up earlier in the school day that can then be discussed and processed in an afterschool setting.
  - (8) A decrease in juvenile crime during the after school hours.
  - (9) Stronger academic performance and student interest in school work related to homework assistance, group reading and exposure to new skills.

#### **Indirect Outcomes**

- (1) Improved quality of life for family.
- (2) Advanced sense of community for child and family.
- (3) Improved connection for students with school environment.
- (4) Ability for students to excel in a non classroom, more experiential setting.
- (5) Increased practice for children to learn to work cooperatively with others.
- (6) Positive after school role models may help influence a child's desire to attend school.

Documented interviews with families, other social service providers, police department and beginning of the school year, midway and at the end of the school year to register parent satisfaction, concerns and sense of progress can assist with level of outcome progress.

Additional beneficiaries will include all those connected with the family. The child or children will be supported with safe enriching programs and nonschool age children and other members of the family will be beneficiaries as well. If parents can continue an education, look for work, attend work or receive respite while a child is receiving after school care the entire family will be served. If the afterschool care permits a parent to keep a job or improve their skills and education the entire financial outlook for a family will improve. A family may become self sufficient.

These anticipated outcomes for families will serve the wider community. A family that finds itself more economically sufficient will have less reliance on governmental and human service agencies for support. Families that are self reliant allow human service agencies and governmental agencies to move through program waiting lists and extend limited funds to others. Government and human service agencies may have less responsibility for families as family incomes are stabilized.

Amherst Leisure Services and Supplemental Education  
 Child Care Programs Revenue  
 FY 16 Budget  
 Community Development Block Grant Funds

LSSE Child Care Programs FY16	Amount	Comments
<b>Revenue</b>		
Voucher Revenue	\$16,745	
Full Paid Participants	\$73,304	
Parent Pay Portion of Fee Subsidy	\$21,000	
Fee Subsidized (Supplanting)	\$40,000	
Block Grant	\$20,000	
<b>Total Revenue</b>	<b>\$171,049</b>	
<b>Block Grant Revenue</b>		
<b>6 Children @ 100% :</b>		
3 days p/wk: \$156/mo X 100% X 3 children	\$4,680	
Full Wk: \$251/mo X 100% X 3 children	\$7,530	
<b>6 Children at 75%:</b>		
3 days p/wk: \$156/mo X 75% X 3 children	\$3,510	
Full Wk: \$251/mo X 75% X 3 children	\$5,648	
<b>Total Block Grant Revenue</b>	<b>\$21,368</b>	\$1,368 covered by Fee Subsidy

12/19/2014

Amherst Leisure Services and Supplemental Education  
 Child Care Programs Expenses  
 FY 16 Budget  
 Community Development Block Grant Funds

LSSE Child Care Programs FY16	Amount	Comments
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*Personnel*

Program Leadership (staff)

\$156,956 Program delivery to children

**Total Personnel**

**\$156,956**

*Other Expenses*

Staff Training - CPR & Aid

\$600 Mandated medical training for on site staff

Telephone

\$600 Emergency contact telephone

Food

\$8,000 Daily snacks for children

Supplies

\$2,500 Program supplies, sports equipment, arts and crafts supplies

Field Trips

\$1,000 Admission fees for local field trips, outings, bus and driver expenses

License

\$830 Mandated state license from Early Education and Childcare

Staff Development

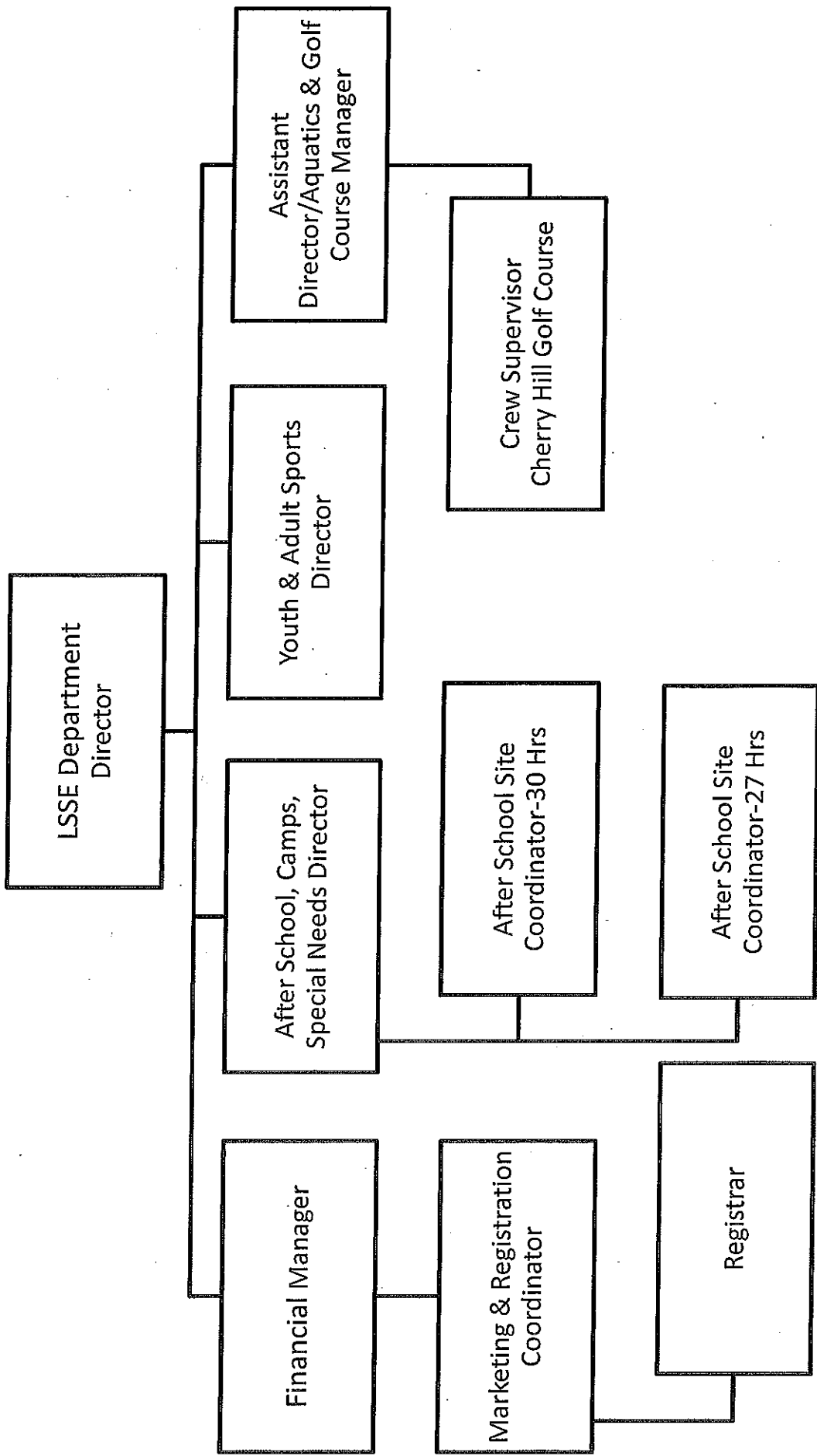
\$563 Mandated professional development for staff

**Total Other Expenses**

**\$14,093**

**Total Personnel & Expenses**

**\$171,049**





THE PUBLIC SCHOOLS OF  
AMHERST, MASSACHUSETTS

ARPS FAMILY CENTER  
170 CHESTNUT STREET  
AMHERST, MA 01002

413-362-1875 (PHONE)  
413-549-6108 (FAX)

December 30, 2014  
CDBG Advisory Committee  
Amherst Planning Department  
Amherst Town Hall, 2nd Floor  
4 Boltwood Avenue  
Amherst, MA 01002

To Whom It May Concern:

I am writing to express our support for the CDBG grant application submission from Leisure Services and Supplemental Education.

Each year, many of our families find it financially challenging to meet their child care needs, particularly families where both parents are working and require after school care due to their schedules. Many of these needs go unmet, and often impact a parent's ability to work. The after school programs in our elementary schools are a great resource for families, and The Childcare Tuition Assistance application submitted by LSSE will allow many families who cannot afford the tuition to access this program.

We hope you look favorably on this application. Please feel free to call with any questions.

Sincerely,

Dr. Marta Quevora  
Director of Achievement and Accountability