**FY2020 Teen REACH Continuation Funding Notice**

**APPENDIX 5**

**YOUTH ATTENDANCE PLAN**

**FORMS & INSTRUCTIONS**

* **YAP INSTRUCTIONS**
* **YAP COVER PAGE INSTRUCTIONS**
* **YAP NARRATIVE INSTRUCTIONS**
* **YAP FORMS**

**FY2020 Teen REACH Continuation Funding Notice**

**Appendix 5**

**Monthly Services Table Instructions**

The Youth Attendance Plan (YAP) is designed to allow the applicant to capture an entire year’s planned schedule for each service delivery site. This Plan is designed to capture the projected number of Youth Attendance Hours (YAH). A YAH is defined as an hour of programming for which a participant is recorded as being present.

**To complete the Monthly Service Tables & to calculate the YAH, the applicant should follow these steps:**

**Step 1:** Identify the sites where Teen REACH services will be delivered.

**Step 2:** For each day open, identify the hours that Teen REACH services will be delivered at each site (e.g., 3:00 pm – 6:00 pm). Note that each site does not have to have the same schedule. If a training day is identified, please indicate “training day” on the calendar for that day.

**Step 3:** Indicate the number of program hours for each day. This number will be at least the number of hours open but may be more if programming is conducted simultaneously for multiple core services. Example: This site is open from 3:00 pm until 6:00 pm for a total of 3 hours; however, programming takes place in 2 separate rooms that day. In one room 2 hours and 30 min of life skills and 30 minute snack and in the other 1 hour of academic assistance, 30 minutes snack and 2 hours recreation. This would be a total of 5 hours of programming in the core service areas.

**Step 4:** Indicate the number of participants that will be present at each site on each day.

**Step 5:** Calculate the projected YAH for each day. Example: This site is open from 3:00 pm until 6:00 pm. 30 participants arrived at 3:00 pm; 10 participants left at 4:00 pm and the remaining 20 stayed until 6:00 pm. Therefore, 20 participants received 3 hours of programming or 60 YAH (20 x 3). 10 participants received 1 hour of programming or 10 YAH (10 x 1). Thus the projected YAH for this day at this site would be 70 YAH. (It may be necessary to consider partial hours as appropriate.)

**Step 6:** After completing each month, total the actual number of days open for that month, the projected number of hours open for the month, the projected number of program hours for the month, the projected number of youth (add the daily numbers together for month total – this number will be used to calculate ADA for the month), calculate the Projected Average Daily Attendance for the month (calculated by dividing the projected number of youth by the number of days open that month), and the projected YAH and record at the bottom of each month. Continue the process until you have completed each month for which costs are sought for each site of service delivery.

**Note:** Consider what issues might affect attendance for any given time period within the service delivery hours (e.g., participants might leave early or come late to attend sports practice or scouts meeting, etc.).

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**Appendix 5**

**Monthly Service Table**

**Agency Name:**

**Site Name:**

**JULY 2019**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
|  | **1** | **2** | **3** | **4** | **5** | **6** |
|  | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |
|  | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |
|  | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: |
|  | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |
| **7** | **8** | **9** | **10** | **11** | **12** | **13** |
| # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |
| # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |
| # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: |
| # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |
| **14** | **15** | **16** | **17** | **18** | **19** | **20** |
| # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |
| # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |
| # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: |
| # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |
| **21** | **22** | **23** | **24** | **25** | **26** | **27** |
| # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |
| # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |
| # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: |
| # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |
| **28** | **29** | **30** | **31** |  |  |  |
| # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |  |  |  |
| # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |  |  |  |
| # of Youth: | # of Youth: | # of Youth: | # of Youth: |  |  |  |
| # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |  |  |  |
|  |  |  |  |  |  |  |

**MONTH TOTALS: # DAYS OPEN: \_\_\_\_\_ # HOURS OPEN: \_\_\_\_\_ #Youth: \_\_\_\_\_ ADA: \_\_\_\_\_ Total YAH: \_\_\_\_**

**FY2020 Teen REACH Continuation Funding Notice**

**Appendix 5**

**Monthly Service Table**

**Agency Name:**

**Site Name:**

**AUGUST 2019**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
|  |  |  |  | **1** | **2** | **3** |
|  |  |  |  | # Hours Open: | # Hours Open: | # Hours Open: |
|  |  |  |  | # Program Hours: | # Program Hours: | # Program Hours: |
|  |  |  |  | # of Youth: | # of Youth: | # of Youth: |
|  |  |  |  | # Projected YAH: | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |
| **4** | **5** | **6** | **7** | **8** | **9** | **10** |
| # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |
| # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |
| # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: |
| # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |
| **11** | **12** | **13** | **14** | **15** | **16** | **17** |
| # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |
| # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |
| # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: |
| # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |
| **18** | **19** | **20** | **21** | **22** | **23** | **24** |
| # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |
| # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |
| # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: |
| # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |
| **25** | **26** | **27** | **28** | **29** | **30** | **31** |
| # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |
| # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |
| # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: |
| # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |

**MONTH TOTALS: # DAYS OPEN: \_\_\_\_\_ # HOURS OPEN: \_\_\_\_\_ #Youth: \_\_\_\_\_ ADA: \_\_\_\_\_ Total YAH: \_\_\_\_**

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**Appendix 5**

**Monthly Service Table**

**Agency Name:**

**Site Name:**

**SEPTEMBER 2019**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** |
| # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |
| # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |
| # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: |
| # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |
| **8** | **9** | **10** | **11** | **12** | **13** | **14** |
| # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |
| # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |
| # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: |
| # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |
| **15** | **16** | **17** | **18** | **19** | **20** | **21** |
| # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |
| # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |
| # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: |
| # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |
| **22** | **23** | **24** | **25** | **26** | **27** | **28** |
| # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |
| # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |
| # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: |
| # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |
| **29** | **30** |  |  |  |  |  |
| # Hours Open: | # Hours Open: |  |  |  |  |  |
| # Program Hours: | # Program Hours: |  |  |  |  |  |
| # of Youth: | # of Youth: |  |  |  |  |  |
| # Projected YAH: | # Projected YAH: |  |  |  |  |  |
|  |  |  |  |  |  |  |

**MONTH TOTALS: # DAYS OPEN: \_\_\_\_\_ # HOURS OPEN: \_\_\_\_\_ #Youth: \_\_\_\_\_ ADA: \_\_\_\_\_ Total YAH: \_\_\_\_**

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**Appendix 5**

**Monthly Service Table**

**Agency Name:**

**Site Name:**

**OCTOBER 2019**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
|  |  | **1** | **2** | **3** | **4** | **5** |
|  |  | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |
|  |  | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |
|  |  | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: |
|  |  | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |
| **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |
| # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |
| # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: |
| # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |
| **13** | **14** | **15** | **16** | **17** | **18** | **19** |
| # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |
| # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |
| # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: |
| # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |
| **20** | **21** | **22** | **23** | **24** | **25** | **26** |
| # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |
| # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |
| # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: |
| # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |
| **27** | **28** | **29** | **30** | **31** |  |  |
| # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |  |  |
| # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |  |  |
| # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: |  |  |
| # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |  |  |
|  |  |  |  |  |  |  |

**MONTH TOTALS: # DAYS OPEN: \_\_\_\_\_ # HOURS OPEN: \_\_\_\_\_ #Youth: \_\_\_\_\_ ADA: \_\_\_\_\_ Total YAH: \_\_\_\_**

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**Appendix 5**

**Monthly Service Table**

**Agency Name:**

**Site Name:**

**NOVEMBER 2019**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
|  |  |  |  |  | **1** | **2** |
|  |  |  |  |  | # Hours Open: | # Hours Open: |
|  |  |  |  |  | # Program Hours: | # Program Hours: |
|  |  |  |  |  | # of Youth: | # of Youth: |
|  |  |  |  |  | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |
| **3** | **4** | **5** | **6** | **7** | **8** | **9** |
| # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |
| # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |
| # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: |
| # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |
| **10** | **11** | **12** | **13** | **14** | **15** | **16** |
| # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |
| # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |
| # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: |
| # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |
| **17** | **18** | **19** | **20** | **21** | **22** | **23** |
| # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |
| # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |
| # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: |
| # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |
| **24** | **25** | **26** | **27** | **28** | **29** | **30** |
| # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |
| # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |
| # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: |
| # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |

**MONTH TOTALS: # DAYS OPEN: \_\_\_\_\_ # HOURS OPEN: \_\_\_\_\_ #Youth: \_\_\_\_\_ ADA:\_\_\_\_ Total YAH: \_\_\_\_\_**

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**Appendix 5**

**Monthly Service Table**

**Agency Name:**

**Site Name:**

**DECEMBER 2019**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** |
| # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |
| # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |
| # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: |
| # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |
| **8** | **9** | **10** | **11** | **12** | **13** | **14** |
| # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |
| # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |
| # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: |
| # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |
| **15** | **16** | **17** | **18** | **19** | **20** | **21** |
| # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |
| # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |
| # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: |
| # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |
| **22** | **23** | **24** | **25** | **26** | **27** | **28** |
| # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |
| # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |
| # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: |
| # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |
| **29** | **30** | **31** | **4** |  |  |  |
| # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |  |  |  |
| # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |  |  |  |
| # of Youth: | # of Youth: | # of Youth: | # of Youth: |  |  |  |
| # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |  |  |  |
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|  |  |  |  |  |  |  |

**MONTH TOTALS: # DAYS OPEN: \_\_\_\_\_ # HOURS OPEN: \_\_\_\_\_ #Youth: \_\_\_\_\_ ADA: \_\_\_\_\_ Total YAH: \_\_\_\_\_**

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**Appendix 5**

**Monthly Service Table**

**Agency Name:**

**Site Name:**

**JANUARY 2020**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
|  |  |  | **1** | **2** | **3** | **4** |
|  |  |  | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |
|  |  |  | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |
|  |  |  | # of Youth: | # of Youth: | # of Youth: | # of Youth: |
|  |  |  | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |
| **5** | **6** | **7** | **8** | **9** | **10** | **11** |
| # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |
| # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |
| # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: |
| # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |
| **12** | **13** | **14** | **15** | **16** | **17** | **18** |
| # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |
| # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |
| # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: |
| # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |
| **19** | **20** | **21** | **22** | **23** | **24** | **25** |
| # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |
| # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |
| # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: |
| # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |
| **26** | **27** | **28** | **29** | **30** | **31** |  |
| # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |  |
| # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |  |
| # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: |  |
| # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |  |
|  |  |  |  |  |  |  |

**MONTH TOTALS: # DAYS OPEN: \_\_\_\_\_ # HOURS OPEN: \_\_\_\_\_ #Youth: \_\_\_\_\_ ADA:\_\_\_\_\_ Total YAH: \_\_\_\_\_**

**FY2020 Teen REACH Continuation Funding Notice**

**Appendix 5**

**Monthly Service Table**

**Agency Name:**

**Site Name:**

**FEBRUARY 2020**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
|  |  |  |  |  |  | **1** |
|  |  |  |  |  |  | # Hours Open: |
|  |  |  |  |  |  | # Program Hours: |
|  |  |  |  |  |  | # of Youth: |
|  |  |  |  |  |  | # Projected YAH: |
|  |  |  |  |  |  |  |
| **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |
| # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |
| # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: |
| # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |
| **9** | **10** | **11** | **12** | **13** | **14** | **15** |
| # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |
| # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |
| # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: |
| # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |
| **16** | **17** | **18** | **19** | **20** | **21** | **22** |
| # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |
| # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |
| # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: |
| # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |
| **23** | **24** | **25** | **26** | **27** | **28** | **29** |
| # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |
| # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |
| # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: |
| # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |

**MONTH TOTALS: # DAYS OPEN: \_\_\_\_\_ # HOURS OPEN: \_\_\_\_\_ #Youth: \_\_\_\_\_ ADA:\_\_\_\_\_ Total YAH: \_\_\_\_\_**

**FY2020 Teen REACH Continuation Funding Notice**

**Appendix 5**

**Monthly Service Table**

**Agency Name:**

**Site Name:**

**MARCH 2020**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** |
| # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |
| # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |
| # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: |
| # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |
| **8** | **9** | **10** | **11** | **12** | **13** | **14** |
| # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |
| # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |
| # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: |
| # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |
| **15** | **16** | **17** | **18** | **19** | **20** | **21** |
| # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |
| # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |
| # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: |
| # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |
| **22** | **23** | **24** | **25** | **26** | **27** | **28** |
| # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |
| # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |
| # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: |
| # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |
| **29** | **30** | **31** |  |  |  |  |
| # Hours Open: | # Hours Open: | # Hours Open: |  |  |  |  |
| # Program Hours: | # Program Hours: | # Program Hours: |  |  |  |  |
| # of Youth: | # of Youth: | # of Youth: |  |  |  |  |
| # Projected YAH: | # Projected YAH: | # Projected YAH: |  |  |  |  |
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|  |  |  |  |  |  |  |

**MONTH TOTALS: # DAYS OPEN: \_\_\_\_\_ # HOURS OPEN: \_\_\_\_\_ #Youth: \_\_\_\_\_ ADA: \_\_\_\_\_\_ Total YAH: \_\_\_\_\_**

**FY2020 Teen REACH Continuation Funding Notice**

**Appendix 5**

**Monthly Service Table**

**Agency Name:**

**Site Name:**

**APRIL 2020**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
|  |  |  | **1** | **2** | **3** | **4** |
|  |  |  | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |
|  |  |  | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |
|  |  |  | # of Youth: | # of Youth: | # of Youth: | # of Youth: |
|  |  |  | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |
| **5** | **6** | **7** | **8** | **9** | **10** | **11** |
| # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |
| # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |
| # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: |
| # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |
| **12** | **13** | **14** | **15** | **16** | **17** | **18** |
| # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |
| # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |
| # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: |
| # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |
| **19** | **20** | **21** | **22** | **23** | **24** | **25** |
| # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |
| # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |
| # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: |
| # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |
| **26** | **27** | **28** | **29** | **30** |  |  |
| # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |  |  |
| # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |  |  |
| # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: |  |  |
| # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |  |  |
|  |  |  |  |  |  |  |

**MONTH TOTALS: # DAYS OPEN: \_\_\_\_\_ # HOURS OPEN: \_\_\_\_\_ #Youth: \_\_\_\_\_ ADA: \_\_\_\_\_\_ Total YAH: \_\_\_\_**

**FY2020 Teen REACH Continuation Funding Notice**

**Appendix 5**

**Monthly Service Table**

**Agency Name:**

**Site Name:**

**MAY 2020**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
|  |  |  |  |  | **1** | **2** |
|  |  |  |  |  | # Hours Open: | # Hours Open: |
|  |  |  |  |  | # Program Hours: | # Program Hours: |
|  |  |  |  |  | # of Youth: | # of Youth: |
|  |  |  |  |  | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |
| **3** | **4** | **5** | **6** | **7** | **8** | **9** |
| # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |
| # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |
| # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: |
| # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |
| **10** | **11** | **12** | **13** | **14** | **15** | **16** |
| # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |
| # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |
| # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: |
| # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |
| **17** | **18** | **19** | **20** | **21** | **22** | **23** |
| # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |
| # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |
| # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: |
| # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |
| **24** | **25** | **26** | **27** | **28** | **29** | **30** |
| # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |
| # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |
| # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: |
| # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |

|  |
| --- |
| **31** |
| # Hours Open: |
| # Program Hours: |
| # of Youth: |
| # Projected YAH: |

**MONTH TOTALS: # DAYS OPEN: \_\_\_\_\_ # HOURS OPEN: \_\_\_\_\_ #Youth: \_\_\_\_\_ ADA: \_\_\_\_\_\_ Total YAH: \_\_\_\_**

**FY2020 Teen REACH Continuation Funding Notice**

**Appendix 5**

**Monthly Service Table**

**Agency Name:**

**Site Name:**

**JUNE 2020**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
|  | **1** | **2** | **3** | **4** | **5** | **6** |
|  | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |
|  | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |
|  | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: |
|  | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |
| **7** | **8** | **9** | **10** | **11** | **12** | **13** |
| # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |
| # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |
| # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: |
| # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |
| **14** | **15** | **16** | **17** | **18** | **19** | **20** |
| # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |
| # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |
| # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: |
| # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |
| **21** | **22** | **23** | **24** | **25** | **26** | **27** |
| # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: | # Hours Open: |
| # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: | # Program Hours: |
| # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: | # of Youth: |
| # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: | # Projected YAH: |
|  |  |  |  |  |  |  |
| **28** | **29** | **30** |  |  |  |  |
| # Hours Open: | # Hours Open: | # Hours Open: |  |  |  |  |
| # Program Hours: | # Program Hours: | # Program Hours: |  |  |  |  |
| # of Youth: | # of Youth: | # of Youth: |  |  |  |  |
| # Projected YAH: | # Projected YAH: | # Projected YAH: |  |  |  |  |
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**MONTH TOTALS: # DAYS OPEN: \_\_\_\_\_ # HOURS OPEN: \_\_\_\_\_ #Youth: \_\_\_\_\_ ADA: \_\_\_\_\_ Total YAH: \_\_\_\_\_**

**FY2020 Teen REACH Continuation Funding Notice**

**Appendix 5**

**Youth Attendance Plan Summary**

The Youth Attendance Plan Cover Page is designed to summarize the individual sites’ Youth Attendance Plans (YAP) and to arrive at the overall Agency Total Youth Attendance Hours (YAH) for the period of services.

**To complete the YAP Summary page the applicant should follow these steps:**

**Step 1:** After completing each month and calculating monthly totals, these monthly totals will need to be combined for each site and entered in the table format provided.

1. Enter the projected total number of months for which the site will be open.
2. Total the projected number of days open for each month,
3. Projected Site Hours Open for each month,
4. Projected total number of program hours for each month,
5. Projected total number of youth (add the monthly numbers together for site total – this number will be used to calculate ADA for the site),
6. Calculate the projected Average Daily Attendance for the site (calculate by dividing the total number of youth by the total number of days open for that site).
7. Total the # Projected YAH for each month and record these numbers in the table for each site. Continue the process until you have completed each site.

**Step 2:** If there is only one site, please carry these figures down to the total line. For multiple sites, please calculate the combined site totals as follows:

* Projected Hours Open,
* Projected Number of Days Open,
* Projected Months Open,
* Projected # of Youth;
* Calculate combined projected Average Daily Attendance (calculate by dividing the total number of youth by the total number of days open for all sites),
* Total the YAH for all sites and record these numbers in the appropriate space in the table.

**Step 3:** Determine the maximum eligible amount based on the services provided. This is intended to ensure that the request does not exceed the maximum allowed under the Teen REACH funding formula. This does NOT mean that your agency will actually receive the maximum eligible amount; it simply means your request may not exceed this amount. To calculate the maximum eligible amount, please follow the instructions on the Youth Attendance Plan Summary.

**FY2020 Teen REACH Continuation Funding Notice**

**Appendix 5**

**Youth Attendance Plan Summary**

**Agency Name:**

**Youth Attendance Plan Summary**

Instructions: Please add the monthly totals for each site and enter below except for ADA. Please calculate ADA using the site “Projected# of Youth” divided by the site Days Open.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Site Name** | **Projected Hours**  **Open** | **Projected Days**  **Open** | **Projected**  **Months Open** | **Projected Hours Open** | **Projected # of Youth** | **Projected ADA** | **# Projected YAH** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |
| **Agency Totals** |  |  |  |  |  |  |  |

**ADA x 720 = MYAH**

**MYAH x $4.50 = $**

**ADA** = Projected Average Daily Attendance

**720** = Minimum Required Attendance Hours of programming per site

(240 days x 3 hours per day)

**MYAH** = Minimum Required Youth Attendance Hours

**$4.50** = Maximum cost per required Youth Attendance Hour

($3.00 per required MYAH for Statewide Applicant)

**$** = Maximum Annual Grant Amount

**Funding Formula**:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ X 720 hours = MYAH**

**(Total ADA from above)**

**MYAH X $4.50 = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Maximum Grant Request)**

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**Appendix 5**

**Youth Attendance Plan Narrative Instructions**

Include a Youth Attendance Plan Narrative based on the instructions below as part of your completed Youth Attendance Plan. The Narrative should be preceded by the Youth Attendance Plan Cover Page and be followed by the individual site Youth Attendance Plans as **Attachment C2** of your proposal.

**Narrative Instructions:**

Explain the process by which you arrived at the Projected Youth Attendance Hours as identified in your FY2020 Youth Attendance Plan. Be as detailed as necessary to create a clear picture of your planning process. Use additional pages if necessary. At a minimum, address the following:

* Your plan for being open 240 days and providing a minimum of 720 service provision hours per site;
* Your plan to provide days for staff training (up to 10 training days may count toward the required 240 days);
* How you projected average daily attendance for each site;
* Your scheduled time for service delivery for each site;
* The process by which you arrived at your YAH on any given day, taking into account varying schedules for participants;
* Your plan for any extended-hour days if applicable *(extended evening hours, weekends, holidays, school breaks, etc.)* Be sure to address how these extended hours have impacted attendance levels;