

# INSTRUCTIONS

The Main Workbook tab of this Excel file is meant to capture all of the programs your Promise Neighborhood has provided, or providing, during the grant period for the grant you received in Fiscal Year 2016, Fiscal Year 2017, or Fiscal Year 2018. We suggest you start to complete this Excel workbook before the Word survey, as it will help you answer questions in the survey.

Each program should be recorded on a separate row on the "Main Workbook" tab. Then please answer the questions in each row about the services offered under each program. As shown in the Key Terms box, "programs" include the distinct programs, solutions, and offerings provided to children, families, teachers, and community members by the Promise Neighborhood. Programs are offered through services and can be provided by or with partner organizations. For the purposes of the survey, please include programs and other offerings provided during the 5-year grant period.

The study team worked to pre-populate some rows and columns of the Main Workbook tab using existing data sources. We ask you to review the prepopulated information and update it as necessary. Then you can fill in the remaining columns for each program (and services) by inputting an answer or using the drop-down options in each cell.

Please add rows and information for any additional programs provided by your Promise Neighborhood during the grant period that were not already pre-populated in the sheet.

After you fill in all of the columns for each program, you can review a summary of the data you entered in the "counts for survey" spreadsheet. You can refer to these counts when answering questions in section A of the survey.

When you are finished reviewing and filling in the spreadsheet, please email it back to Mathematica.

## KEY TERMS

TERM	DEFINITION
<b>Your Promise Neighborhood</b>	The entire initiative undertaken by your organization and the organizations you partnered with, as supported by the federal Promise Neighborhoods grant and other funding sources, to improve the educational and developmental outcomes of children and youth in a particular geographical area.
<b>Promise Neighborhood footprint</b>	The geographical area served by a Promise Neighborhood. This is also known as the catchment area.
<b>Grantee organization</b>	The organization that received a 5-year federal Promise Neighborhood implementation grant.
<b>Partner or partner organization</b>	An organization that partnered with the grantee organization to help implement the Promise Neighborhood and/or provide Promise Neighborhood services.
<b>Promise Neighborhood target schools</b>	The schools named in your application as target schools for coordination and implementation of Promise Neighborhood services.
<b>Promise Neighborhood programs</b>	This includes distinct programs, solutions, or other offerings provided to children, families, teachers, and community members by the Promise Neighborhood. Programs are often delivered through <b>services</b> , which can be provided by or with partner organizations. For example, a Promise Neighborhood might provide a wellness <b>program</b> focused on improving physical activity. They might deliver this program through several <b>services</b> , such as running clubs, walking clubs, dance classes, and student fitness classes. For the purposes of the survey, please include current programs, solutions, or other offerings as well as those previously provided during the 5-year grant period.
<b>Promise Neighborhood services</b>	Services are the method that providers use to directly deliver programs and solutions to children, families, teachers, and community members. For example, a Promise Neighborhood might provide a wellness <b>program</b> focused on improving physical activity. They might deliver this program through several <b>services</b> , such as running clubs, walking clubs, dance classes, and student fitness classes.
<b>Cradle-to-career pipeline</b>	A coordinated set of services to support success at every stage of a young person's life. The pipeline includes education programs, solutions, and services across four stages: (1) programs during the early childhood years, (2) programs during grades K-12, (3) programs aimed at college and career success, and (4) family and community programs and services such as parenting support, housing assistance, health/nutrition services, workforce development, and community engagement.
<b>Early childhood pipeline stage</b>	Early learning policies, systems, programs, and services for children from birth through Kindergarten entry.
<b>K-12 pipeline stage</b>	Educational reforms, policies, systems, programs, and services for children and youth in Kindergarten through 12th grade.
<b>College and career readiness pipeline stage</b>	Policies, systems, programs, and services that prepare students for and help students persist in college and a career.
<b>Family and community supports pipeline stage</b>	Policies, systems, programs, and services that support families and the community, including health programs and services, safety programs and services, community stability programs and services, and family and community engagement programs and services.

**Promise Neighborhood Program**

**Description of services offered through the program**  
*(Please enter a brief description of the services recipients receive)*

**Total number of unique recipients served**  
*(Provide number of recipients and specify if recipients are children, students, parents, families, or teachers. Your best estimate is fine; if you are unable to provide an estimate, enter DK)*

**Pipeline Stage 1**  
*(Please select a stage from the dropdown menu)*

**Pipeline Stage 2**  
*(If a second pipeline stage applies, please select it from the dropdown menu, otherwise you can leave this column blank)*

**Type of service provider**  
*(Use the dropdown menu  
to classify the primary type  
of service provider.)*

**Need(s) addressed**  
**(Need #1)**  
*(Please select the primary need addressed from the dropdown menu)-*  
**A full list of needs can be seen on the Counts for Survey Tab, in column F**

**Need(s) addressed  
(Need #2)**

*(If the services address a 2nd need, please select it from the dropdown menu. Otherwise you can leave this column blank)*

<p style="text-align: center;"><b>Need(s) addressed (Need #3)</b></p> <p><i>(If the services address a 3rd need, please select it from the dropdown menu. Otherwise you can leave this column blank)</i></p>	<p style="text-align: center;"><b>New Services:</b></p> <p>Compared to the 3 years before the grant was received, were the services <b>added as new services</b> during the grant period?</p>
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<p><b>Expanded Services:</b> Compared to the 3 years before the grant was received, were the services <b>expanded to serve more recipients</b> during the grant period?</p>	<p><b>Improved Services:</b> Compared to the 3 years before the grant was received, were the services <b>improved</b> during the grant period?</p>
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<b>Total number of programs- Survey Question A1</b>
0

<b>Number of programs by pipeline stage (Might be helpful when answering Survey Question A3)</b>	<b>Count</b>
Early Childhood	0
K-12 education	0
College and career readiness	0
Family and community supports	0

Full list of need(s) addressed by services
Improved academic skills
Improved kindergarten readiness
Improved student attendance
Improved high school graduation rates
Improved college enrollment, graduation, and vocational certification rates
Improved school climate and safety
Improved student access to internet and a connected computing device
Improved employment, earnings, and income
Improved availability of affordable housing
Improved mental health
Increased fruit and vegetable consumption
Increased physical activity levels
Increased child participation in early learning settings or programs
Increased use of non-emergency medical facilities for young children
More parents and families who read to or encourage children to read
More parent/family discussion about importance of college and career
Reductions in student mobility (entries and withdrawals from school)
Reductions in juvenile delinquency, conviction, or incarceration
Reductions in teen pregnancy
Reductions in neonatal and maternal deaths
Other