Addendum A - Administrative/Program Assurances – Fiscal Year 2013-2015

The Administrative/Program Assurances Signature Page signed by the Superintendent of Schools, the Principal, and/or the Executive Director of Partnering Entities, certifies the applicant’s agreement to the following sets of assurances.

PLEASE READ COMPLETELY BEFORE SIGNING

I. GENERAL ASSURANCES

Description: Grantees are required to submit the following assurances, applicable to the 21st Century Community Learning Center (CCLC) program site proposed in this application.

1. We fully understand that the 21st CCLC Fund Code: 647-B1B Out-of-School Time grant is a one to three year grant subject to funding availability and meeting all requirements each year. We further understand that this grant program funding cycle will be complete at the conclusion of the three years (FY16 being the last year) and that there is no commitment of additional funding beyond the three years.

2. Each such program will be administered in accordance with all applicable statutes, regulations, program plans, and applications.

3. The control of funds provided under the 21st CCLC program and title to property acquired with program funds will remain in a school district, public agency, or a nonprofit private agency, institution, or organization.

4. Any equipment or materials purchased with these funds will be used solely for the purpose of implementing the 21st CCLC program.

5. The school district, public agency, nonprofit agency, institution, or organization will administer those funds and property only for the purpose detailed in the grant application.

6. The applicant will adopt and use proper methods of administering each such program, including the:

   a. enforcement of any obligations imposed on agencies, institutions, organizations, and other recipients responsible for carrying out each program;

   b. correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation; and

   c. adoption of written procedures for the receipt and resolution of complaints in the administration of the programs.

7. The applicant will use such fiscal control and fund accounting procedures as will ensure proper disbursement of, and accounting for, funds paid to the grantee under the 21st CCLC program.

8. The program funds will be used to supplement and not supplant other funds.

9. The school district and collaborating partners will provide access of needed and pertinent student data to applicant or partnering agencies.

10. The 21st CCLC programs will have full access to space and resources needed to run a high quality program (e.g., gym, library, art room, office space, etc.). Additionally, each funded site will have priority access to agreed upon space over programs not directly affiliated with the school/school district. With rare exceptions, schools will not displace the 21st CCLC program from its usual reserved space for use by non-district/school contractors.

11. The applicant agrees to be active participants in the 21st CCLC statewide regional networks.
II. PROGRAM ASSURANCES

1. The 21st Century Community Learning Centers (CCLC) district-wide Coordinator will ensure that program staff, including staff hired by contracted providers, is qualified to deliver the proposed programs and services and meet the qualifications listed on the following page.

2. The 21st CCLC Program Coordinator will attend 21st CCLC Coordinator meetings sponsored by the Massachusetts Department of Elementary and Secondary Education (the Department).

3. 21st CCLC district, site based administrators and staff will be encouraged to attend Department-sponsored 21st CCLC professional development opportunities.

4. The program will primarily target and serve students who are low-income, at-risk academically and/or socially/emotionally, receive special education services, and/or are limited English proficient or whose first language is not English.

5. The grant recipient and collaborating partners will cooperate in carrying out all evaluation components conducted by state (SAYO and APT) and federal officials.

6. Access to and participation in programs or activities are provided for students, teachers, and other program beneficiaries with disabilities. Teachers, students, and other program beneficiaries will not be denied access to or participation in activities based on gender, race, national origin, color, disability, sexual orientation, or age. Funded programs or activities will be monitored by the Department through written documentation and onsite visits, as appropriate, to ensure that outreach to these populations have been made.

7. Equitable services are offered to non-public school students and their families, if those students are part of the target population.

8. The programs will take place in a safe and easily accessible facility.

III. STAFF REQUIREMENTS

1. Staff who are not licensed teachers and are serving as site coordinators must possess a Bachelor’s Degree or higher in education, child development, or a related field or have equivalent job experience in the field.

2. Staff who are not licensed teachers and are serving as a group leader leading activities) must possess an Associate’s Degree or higher in education, child development, or a related field (or be working towards an Associate’s Degree or higher); or have equivalent job experience in the field.

3. Specialists (people who instruct specialized programs e.g., tutoring, academic support, dance, arts, conflict resolution, health/fitness, nutrition, etc.) must be knowledgeable, trained, and/or licensed in the area(s) they will be instructing.

4. Assistant group/activity leaders must be at least 18 years of age and, at a minimum, possess a high school diploma or GED.

5. Peer leaders/student workers must receive proper training and be supervised, at all times, by the site Coordinator or group leader. Peer leaders or anyone under the age of 18 cannot lead an activity without proper supervision.

6. All staff will receive training, in particular outside contractors and volunteers, in how to respond to emergency situations that may arise during the course of program activities.

7. All staff including outside contractors and volunteers will receive training in the districts/schools Bullying and Intervention Plan.

8. CORI checks:
   a. The lead agency shall ensure that all individuals working or providing services in a 21st CCLC funded program, whether hired directly or by a contracted agency (salaried or volunteer), shall complete an application form that contains a section requiring the applicant to disclose whether or not he or she has a criminal record and what crimes, if any, he or she has been convicted of, consistent with the requirements of M.G.L. c. 151B, §4 (9). The application shall not require an applicant to disclose an arrest, detention, or disposition regarding any violation of law in which no conviction resulted. No application for employment shall be considered complete unless the applicant completes this section. Applications must be kept on file and available for review by the Department, if necessary.
b. The lead agency shall ensure that each individual working or providing services in a 21st CCLC funded program whether hired directly or by a contracted agency provides consent to a CORI investigation as part of his/her application and to future periodic CORI checks.

c. The lead agency shall require, as a condition of an offer of a position, the satisfactory completion of the CORI investigation.

d. If staff are hired by contracted providers then the lead agency shall confirm an offer of a position(s) only after it receives written confirmation that the criminal record investigation has resulted in a finding of no record or until the lead agency has received and reviewed a copy of the CORI.

e. Individuals who are employed by the school district and have a CORI check on file do not need to have a CORI investigation conducted again for employment in the ASOST program unless they leave their school-day position.

f. The lead agency shall review positive findings from the CORI investigation.

g. The lead agency shall not permit any candidate to commence employment or other services until after the candidate is cleared as a result of the CORI investigation, in accordance with these regulations.

COMMUNITY COUNCIL MEMBERSHIP

The Superintendent of Schools, the Principal, and/or the Executive Director of Partnering Entities understand that the 21st CCLC program must continue to maintain a Community Council membership that is representative of the school district boundaries, community, and populations to be served.

Potential members may include the following:

1. A designee of the mayor or other chief executive officer of the city(ies) or town(s)
2. A designee of the superintendent(s) of the school district(s) responsible for educating students in the city(ies) or town(s)
3. Representatives from school and community-based after-school and other out-of-school-time program providers
4. Representatives from other public or private entities
5. Representative(s) from the business community/chamber of commerce
6. Curriculum coordinator/content specialist
7. Representatives of students with disabilities
8. Representatives of students who are limited English proficient
9. Students and family members who are current or potential users of after-school or other out-of-school-time programs
10. Representative from other state and/or federally-funded programs (e.g., Title I, Alternative Education, Homeless Liaison, Wrap Around Services, School Redesign/Turnaround, etc.)

By signing these documents the applicant certifies that Council members were provided the opportunity to be involved in the development of the 21st CCLC application.

NOTE: Cities and towns may join together to form a unified Community Council in the same configuration as a regional school district, school union, or educational collaborative.
All information requested below should be provided.
We agree to the assurances stated above and will comply with all grant requirements.

<table>
<thead>
<tr>
<th>APPLICANT AGENCY NAME</th>
<th>TYPED NAME OF SUPERINTENDENT OR EXECUTIVE DIRECTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SIGNATURE</td>
</tr>
<tr>
<td></td>
<td>TITLE</td>
</tr>
<tr>
<td></td>
<td>DATE:</td>
</tr>
<tr>
<td>Phone #: ( )</td>
<td>Email:</td>
</tr>
<tr>
<td></td>
<td>Fax:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APPLICANT AGENCY NAME</th>
<th>TYPED NAME OF PROGRAM ADMINISTRATOR (COORDINATOR)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SIGNATURE</td>
</tr>
<tr>
<td></td>
<td>TITLE</td>
</tr>
<tr>
<td></td>
<td>DATE:</td>
</tr>
<tr>
<td>Phone #: ( )</td>
<td>Email:</td>
</tr>
<tr>
<td></td>
<td>Fax:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>21st CCLC SITE LOCATION</th>
<th>TYPED NAME OF PRINCIPAL OR EXECUTIVE DIRECTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SIGNATURE</td>
</tr>
<tr>
<td></td>
<td>TITLE</td>
</tr>
<tr>
<td></td>
<td>DATE:</td>
</tr>
<tr>
<td>Phone #: ( )</td>
<td>Email:</td>
</tr>
<tr>
<td></td>
<td>Fax:</td>
</tr>
</tbody>
</table>