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| **Name of Grant Program:** Massachusetts 21st Century Community Learning Centers **Fund Code:** 647  – Supporting Additional Learning Time Grant |

# Addendum A - Grant Assurances – Fiscal Years 2019-2021 (FY19-FY21)

The Administrative/Program Assurances Signature Page signed by the Lead Applicant (Ex­­­­­­ecutive Director or Superintendent of Schools), the Principal(s) of the proposed school(s), and (if applicable) the Executive Director of Partnering Entities/Sites, certifies the applicant’s agreement to the following sets of assurances.

***PLEASE READ COMPLETELY BEFORE SIGNING***

## I. General Assurances

Grantees agree to the following assurances, applicable to the 21st Century Community Learning Center (CCLC) program site(s) proposed in this application.

1. The grant recipient understands that this grant is a three-year grant subject to funding availability and meeting all requirements each year. The grant recipient further understands that at the conclusion of the three years (FY21 being the last year) that there is no commitment on the part of the Massachusetts Department of Elementary and Secondary Education (Department) of additional funding beyond the three years.
2. Each program will be administered in accordance with all applicable statutes, regulations, program plans, and approved 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 grant recipient will administer these funds and property only for the purpose detailed in the grant application.
6. The grant recipient will adopt and use proper methods of administering each such program, including the:
   1. enforcement of any obligations imposed on agencies, institutions, organizations, and other recipients responsible for carrying out each program;
   2. correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation; and
   3. adoption of written procedures for the receipt and resolution of complaints in the administration of the programs.
7. The grant recipient 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 grant recipient will ensure that all subcontracted providers are adhering to fiscal controls and grant fund use requirements.
9. The program funds will be used to supplement and not supplant other funds.
10. The school district and collaborating partners will provide access of needed and pertinent student data to the applicant or partnering agencies.
11. [For applicants proposing Out-of-School Time (OST)] 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.
12. The grant recipient agrees to be active participants in the 21st CCLC statewide regional networks.

## II. Program Assurances

1. A designated 21st CCLC district-wide coordinator will ensure that program staff, including staff hired by contracted providers, are qualified to deliver the proposed programs and services and meet the qualifications listed in the section below.
2. The 21st CCLC Program Coordinator will attend 21st CCLC Coordinator meetings sponsored by the Department.
3. 21st CCLC district, site based administrators, and staff will be encouraged to attend Department-sponsored 21st CCLC professional development opportunities.
4. [For applicants proposing OST] The program will primarily serve students who are high needs. (i.e.; economically disadvantaged, 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 required and/or conducted by state (SAYO and APT) and federal officials.
6. The grant recipient will ensure that students, teachers, and other program beneficiaries will not be denied access to or participation in funded programs based on disability, gender, race, national origin, color, sexual orientation, or age. The Department will monitor funded programs through written documentation and onsite visits to ensure that these populations have received equitable opportunities to participate.
7. [For applicants proposing Expanded Learning Time (ELT)] The grant recipient will offer a minimum of 300 expanded learning program hours before, during, or after the traditional school day, including summer.
8. The grant recipient will ensure that each student on which enrollment projections are based attends a school with a schedule that increases the total number of school hours required for all students by a minimum of 180 hours above the amount offered in either school year 2016-2017 (SY17) or 2017-2018 (SY18). Therefore establishing a school schedule that increases the total number of hours ***required******for all students*** by a minimum of **180 hours** and reflects a total of a minimum of 1,245 hours (for elementary schools) and 1,305 hours (for secondary schools). *Note: On a case-by-case basis, individual students may be exempt from participation in this required time based on requirements outlined in that student’s IEP.*

**AND**

1. Provide at least **120 hours** of programming during the summer weeks ***for a selected population of students*** *who could benefit from additional learning time (or the difference between 300 hours and the number of hours added to the school schedule so that the total combined hours offered is at least 300*)
2. [For applicants proposing OST] The grant recipient will ensure that the program offers the required 400 hours of school year and summer programming and has an appropriate attendance policy to ensure that individual students are attending at least the minimum number of required hours, on average (see Part III-B Required Program Information – School/Site in the Funding Opportunity RFP’s *Required Forms* section for details).
3. The grant recipient will ensure that equitable services are offered to non-public schools, in the catchment area of the proposed site, whose student population fits the focused population for this grant.
4. [For applicants proposing OST] The program will take place in a safe and easily accessible facility. The grantee will ensure that any program to be located in a facility other than an elementary or secondary school is at least as accessible to the students to be served as if the program were located in their school. The learning center will make available a description of how the students participating in the program carried out by the community learning center will travel safely to and from the center and home. Buildings that house the 21st Century Community Learning Centers programs will meet local standards and codes for public facilities. Indoor and outdoor facilities must be safe and in good repair.
5. Field Trips – Grant funds may be used to pay for transportation for field trips as long as they are clearly and appropriately related to project activities. Use of grant funds for any out-of-state field trips must be pre-approved by the Department.
6. Grant funds may not be used for out-of-state travel and/or registration fees for conferences or meetings that are not sanctioned or supported by the Massachusetts Department of Elementary & Secondary Education Department or the United States Department of Education. Any use of funds for in-state or out-of-state conferences must be preapproved and directly connect to the 21st CCLC program activities.
7. The program will meet the [United States Department of Agriculture (USDA) National School Lunch Program](http://www.fns.usda.gov/cnd/About/AboutCNP.htm) requirements for meal supplements, in offering a daily nutritious snack and breakfast, as applicable.

## 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 district’s/school’s Bullying Prevention and Intervention Plan and emergency management plans.
8. In accordance with the Child Abuse and Neglect Reporting Act pursuant to [M.G.L. c. 119, § 51A(k)](https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXVII/Chapter119/Section51A) adults working with children and youth under the age of 18 year old are required to be mandated reporters for suspected child abuse and neglect. All 21st CCLC programs must have a written protocol for training their staff about the Act and identifying and reporting suspected incidents of child abuse or neglect.

* The Attorney General's Office and the [Middlesex District Attorney's Office](http://middlesexda.com/news/press-release.php?reference=1392) have worked with the [Middlesex Children's Advocacy Center](http://middlesexcac.org/) to create an [online training](http://51a.middlesexcac.org/) program for mandated reporters. The free training is designed to help mandated reporters understand their legal obligations; recognize possible signs and symptoms of maltreatment; know how to respond to a child who discloses abuse; know how to file a 51A report; and understand what happens after a 51A report is filed.
* The training has been updated to include information about the Department of Children and Families' new protective intake and supervisor policies, parental discipline, educational neglect, and medical neglect. It also includes additional case studies and pop quiz questions.

1. CORI checks:
2. Consistent with the requirements of M.G.L. c. 151B, §4 (9), all individuals working or providing services in a 21st CCLC program, whether hired directly or by a contracted agency (salaried or volunteer), must complete an application form that **provides** consent to a CORI investigation and to future periodic CORI checks. The application shall not require an applicant to disclose an arrest, detention, or disposition regarding any violation of law in which no conviction resulted. Applications must be kept on file and available for review by the Department, if necessary.
3. The grant recipient shall require, as a condition of an offer of a position, the satisfactory completion of the CORI investigation. The grant recipient shall review any positive findings from the CORI investigation and shall not permit any candidate to commence employment or other services until they are cleared, in accordance with these regulations.
4. **For s**taff hired through contracted providers, the grant recipient 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 when the grant recipient has received and reviewed a copy of the CORI.
5. For school-based school run programs that utilize school district staff/educators that have a CORI check on file do not need to have another CORI investigation conducted for employment in the 21st CCLC program unless they leave their school-day position.
6. The grant recipient will ensure that all individuals working or providing services in a 21st CCLC program, whether hired directly or by a contracted agency (salaried or volunteer) shall be finger printed in accordance with all applicable state and federal rules and regulations. Refer to <http://www.doe.mass.edu/chri/ModelPolicy.docx>olicy Governing Fingerprint-Based Criminal History Record Information (CHRI) Checks Made for Non-Criminal Justice Purposes for more information.

FY19-FY21 Fund Code: 647 Administrative/Program Assurances Signature Page

|  | By checking this box, the applicant herby certifies that the all those that sign below have reviewed and agree to the assurances stated above and will comply with all grant requirements. |
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| APPLICANT AGENCY NAME |  | |
| TYPED NAME OF  SUPERINTENDENTOR EXECUTIVE DIRECTOR |  | |
| SIGNATURE |  | |
| TITLE |  | DATE: |

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| --- | --- | --- | --- |
| APPLICANT AGENCY NAME |  | | |
| TYPED NAME OF  Program Administrator (Coordinator) |  | | |
| SIGNATURE |  | | |
| TITLE |  | | DATE: |
| Phone: | Email: | Fax: | |

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| PARTNER ORGANIZATION NAME (if applicable\*) |  | | |
| TYPED NAME OF  PRINCIPALOR EXECUTIVE DIRECTOR |  | | |
| SIGNATURE |  | | |
| TITLE |  | | DATE: |
| Phone: | Email: | Fax: | |

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| 21st CCLC SCHOOL/SITE LOCATION) |  | | |
| TYPED NAME OF  PRINCIPALOR EXECUTIVE DIRECTOR |  | | |
| SIGNATURE |  | | |
| TITLE |  | | DATE: |
| Phone: | Email: | Fax: | |

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| 21st CCLC SCHOOL/SITE LOCATION |  | | |
| TYPED NAME OF  PRINCIPALOR EXECUTIVE DIRECTOR |  | | |
| SIGNATURE |  | | |
| TITLE |  | | DATE: |
| Phone: | Email: | Fax: | |

***\*The Executive Director of any partner organization providing all/most of program services should also sign these grant assurances.***