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| **Name of Grant Program:** Massachusetts 21st Century Community Learning Centers **Fund Code:** 646  – Exemplary Programs Grant |

# Addendum A - Grant Assurances – Fiscal Years 2020-2022 (FY20-FY22)

To ensure the effective implementation and high quality programming Massachusetts 21st Century Community Learning Centers (21CCLC) programs, applicant’s and stakeholders must agree to the following sets of assurances outlined below.

The Administrative/Program Assurances Signature Page must be signed by the Lead Applicant (Superintendent of Schools/ Ex­­­­­­ecutive Director), the Principal(s) of the proposed school(s) or partnering schools , and if applicable the Executive Director of Partnering Entities.

## PLEASE READ COMPLETELY BEFORE SIGNING

###### I. General Assurances

1. The grant recipient understands that this is a three-year competitive grant subject to funding availability and meeting all grant requirements each year. The grant recipient further understands that at the conclusion of the three years (FY23 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 federal statutes, regulations, program plans, and approved applications;

2 CFR part 200

<https://www.gpo.gov/fdsys/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-part200.pdf>

EDGAR

<https://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>

Legislation; ESSA; Non-Regulatory Guidance <https://www2.ed.gov/programs/21stcclc/guidance2003.pdf>

1. Each grant recipient and partnering organization(s) will follow local and state developed criteria and protocols in the areas of 1.) Sanitation; 2.) Ratios and Social Distancing; 3.) Screening and Exposure; and 4.) PPE Supply Needs.
2. Each grant recipient will designate a coordinator preferably full Time (FT) who responsible for the administration and day-day operation of the grant funded programming.
3. The grant recipient will use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for, funds paid to the grantee under the 21st CCLC program.

* 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.
* Any equipment or materials purchased with these funds will be used solely for the purpose of implementing the 21st CCLC program.
* The grant recipient will administer these funds and property only for the purpose detailed in the grant application.
* The grant recipient will ensure that all subcontracted providers are adhering to fiscal controls and grant fund use requirements.

1. The grant recipient will adopt and use proper methods of administering each such program, including the:
   * enforcement of any obligations imposed on agencies, institutions, organizations, and other recipients responsible for carrying out each program;
   * correction of deficiencies in program operations that are identified through audits, monitoring, or evaluations; and
   * adoption of written procedures for the receipt and resolution of complaints in the administration of the programs.
2. Program funds will be used for the sole purpose of supplementing and not supplanting other funds.

* Grantees will ensure that none of the funds expended under any program will be used to acquire equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity or its employees or any affiliate of such an organization. 3

1. [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.)
* 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.

1. [For applicants proposing Expanded Learning Time (ELT)] Applicants must offer a minimum of 300 expanded learning program hours during and/or outside of the traditional school days. (Schools must provide a school schedule that increases the total number of hours ***required******for all students*** by a minimum of **180 hours** above the state mandated requirement and must provide **120 hours** of summer programming **for a selected population of students** who could benefit from additional learning time. *Note: On a case-by-case basis, individual students may be exempted from participation in the required 180 additional hours based on requirements outlined in that student’s IEP.*
2. The grantee will ensure that any program or activity 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 was located in an elementary or secondary 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.
3. 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.
4. 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.
5. 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 Department or the United States Department of Education. Any use of funds for in state or out-of-state conferences must be pre-approved and directly connect to the 21st CCLC program activities.
6. The grant recipient will ensure that equitable services are offered to non-public schools whose student population fits the focused population for this grant.
7. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d through 2000d-4) and its implementing regulations and in accordance therewith, no person in the United States shall; on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from the Department of Education.[[1]](#footnote-1)
8. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794), as amended, and its implementing regulations which prohibit discrimination on the basis of handicap in programs and activities receiving Federal financial assistance.[[2]](#footnote-2)
9. Title II of the Americans With Disabilities Act (42 U.S.C. §§ 12131-34) and its implementing regulations which prohibit discrimination on the basis of disability by public entities[[3]](#footnote-3), or with Title III of the Americans with Disabilities Act (42 U.S.C. §§12181-89) and its implementing regulations which prohibit discrimination on the basis of disability by covered public accommodations and requires places of public accommodation and commercial facilities to be designed, constructed, and altered in compliance with the accessibility standards established in the implementing regulations[[4]](#footnote-4), whichever is applicable.
10. Title IX of the Education Amendments of 1972 (20 U.S.C. §1681-1683), as amended, and its implementing regulations which prohibit discrimination on the basis of sex in education programs and activities receiving Federal financial assistance, whether or not the program or activity is offered or sponsored by an educational institution as defined in the implementing regulations.[[5]](#footnote-5)
11. All contractors, subcontractors, sub grantees or others with whom it arranges to provide services or benefits to its students or employees in connection with its education programs or activities are not discriminating in violation of the statutes, regulations, guidelines and standards associated with Title IX of the Education Amendments of 1972 against those students or employees.[[6]](#footnote-6)

**II. District/Organizations Leadership** agrees to the following assurances applicable to the 21st Century Community Learning Center (CCLC) program site(s) proposed in this application.

1. Be knowledgeable about the 21CCLC site(s), partners, goals and practices and promote the program in the school, district and community.
2. Ensuring and implementing consistent communication among partners and stakeholders.
3. Provide educators, partners, and contracted providers with access to appropriate aggregate district, building- and student-level data. All disclosures of student-level data shall be made in accordance with proper confidentiality that data may only be used for the purpose of designing programming that supports students needs.
4. Consider 21CCLC program implementation and capacity-building efforts as a multi-year commitment.
5. Participate in meetings and trainings as appropriate and/or as requested by DESE.
6. Ensure 21CCLC provider’s attendance and active participation in the district-level team meetings/trainings as appropriate.
7. Designate a 21CCLC site-based coordinator that is responsible for the administration and day-day operation of the grant funded programming and will ensure that program educators/staff, including staff hired by contracted providers, are qualified to deliver the proposed programs and services.
8. Encourage site-based administrator and staff to attend Department-sponsored 21st CCLC professional development opportunities.
9. Be active participants in the 21st CCLC statewide regional networks.
10. Will cooperate in carrying out any evaluation (including grant impact) of the 21st CCLC program conducted by or for the SEA, the Secretary, or other Federal officials.
11. Oversee research and evaluation activities, including the collection and management of data (including grant impact) as directed by the DESE.
12. Assist with research as requested.
13. Meet deadlines for submission of all required data, program schedules , and submission of semi and annual evaluation reports.

**III. School Building Leadership** agrees to the following roles and responsibilities:

1. Be knowledgeable about the school’s 21st CCLC site(s), partners, goals and practices.
2. Promote the program to faculty and staff.
3. Students eligible for Free Lunch will attend the program at no cost to the family.
4. Provide leadership in ensuring and implementing a shared vision and 21st CCLC program aligned to the school day goals and priorities.
5. Maintain regular communication with 21st CCLC stakeholders by email or phone.
6. Maintain regular communication with the program manager or site coordinator(s) to communicate accomplishments and identify areas for improvement.
7. Visit 21CCLC classrooms to support implementation efforts.
8. Consider 21 CCLC project implementation and capacity-building efforts as a multi-year commitment.
9. Provide site staff and partners with access to appropriate building- and student-level aggregate data.
10. Will assist with carrying out any evaluation (including grant impact) of the 21st CCLC program conducted by
11. The applicant school(s) and collaborating partner(s) will cooperate in carrying out all evaluation components required and/or conducted by state (SAYO and APT) and federal officials.

**IV. Community-Based Providers/ Partners** agrees to the following roles and responsibilities:

1. Be knowledgeable about the district/school’s goals, practices and improvement efforts.
2. Communicate regularly with the school regarding accomplishments and identified areas for improvement.
3. Will cooperate in carrying out any evaluation (including grant impact) of the 21st CCLC program conducted by or for the SEA, the Secretary, or other Federal officials.
4. Participate in statewide meetings and trainings as appropriate to the implementation of the 21st CCLC program.
5. Ensure the 21CCLC provider’s attendance and active participation in the district-/building-level leadership team meetings/or as requested

**V. 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, contractors and volunteers, on how to respond to emergency situations that may arise during 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:
   1. The grant recipient will 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 applicantto disclose whether or not he orshe 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 applicantcompletes this section. Applications must be kept on file and available for review by the Department, if necessary.
   2. The grant recipient 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.
   3. The grant recipient shall require, as a condition of an offer of a position, the satisfactory completion of the CORI investigation.
   4. If staff are hired by contracted providers then 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 until the grant recipient has received and reviewed a copy of the CORI.
   5. 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 OST program unless they leave their school-day position.
   6. The grant recipient shall review positive findings from the CORI investigation.
   7. The grant recipient 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.
   8. The grant recipient will 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 be fingerprinted in accordance with all applicable state and federal rules and regulations. Refer to [the Policy Governing Fingerprint-Based Criminal History Record Information (CHRI) Checks Made for Non-Criminal Justice Purposes](http://www.doe.mass.edu/chri/ModelPolicy.docx) for more information.

FY21-FY23 Fund Code: Assurances Signature Page

Lead applicants and primary partners **must agree with the roles and responsibilities outlined in the grant application and Assurances Document** to submit a 21st CCLC FY21 grant application. The applicant and primary grant partner are required to read the assurances prior to signing and submission of grant application.

The applicant and/or the primary partner(s) reserve the right to cancel this preliminary agreement at any time, upon notice to the other and the Massachusetts Department of Elementary and Secondary Education.

By signing below the applicant and partners certify that they have reviewed and agree to all grant assurances and will comply with all grant requirements,

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| --- | --- | --- |
| APPLICANT AGENCY NAME |  | |
| TYPED/PRINTED NAME OF  SUPERINTENDENTOR EXECUTIVE DIRECTOR |  | |
| SIGNATURE |  | |
| TITLE |  | DATE: |

|  |  |  |
| --- | --- | --- |
| APPLICANT AGENCY NAME |  | |
| TYPED/PRINTED NAME OF  Program Administrator (Coordinator) |  | |
| SIGNATURE |  | |
| TITLE |  | DATE: |

|  |  |  |
| --- | --- | --- |
| PARTNER ORGANIZATION NAME (if applicable\*) |  | |
| TYPED/PRINTED NAME OF  EXECUTIVE DIRECTOR /PRINCIPAL |  | |
| SIGNATURE |  | |
| TITLE |  | DATE: |

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

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

1. 34 C.F.R. Part 100 [↑](#footnote-ref-1)
2. 34 CFR Part 104 [↑](#footnote-ref-2)
3. 28 C.F.R. Part 35 [↑](#footnote-ref-3)
4. 28 C.F.R. Part 36 [↑](#footnote-ref-4)
5. 34 CFR part 106 [↑](#footnote-ref-5)
6. 34 C.F.R. § 106.4 (2016). [↑](#footnote-ref-6)