

This document is NOT the actual 2018-19 WI 21st CCLC YPR, rather it is listing of the YPR's potential prompts/questions. Many of the prompts/questions listed are dependent on the year of your grant and/or how you answer another question. Visit <https://webportalapp.com/sp/wdpi> to view the questions specific to your grant year, complete, and submit the YPR.

I. General Information

Is the fiscal agent a public school district or a public charter school? *

The "fiscal agent" is the district or agency that receives the grant funds.

Yes

No

Applicant Agency *

Agency Lead's Title *

Agency Lead's Salutation *

Agency Lead's First Name *

Agency Lead's Last Name *

Agency Lead's Email *

Agency Lead's Phone Number *

Is the person associated with this user account also the primary contact for the grant? *

The "Primary CLC Contact" is the person with whom DPI communicates regularly about the CLC program.

Yes

No

Primary CLC Contact Title *

Primary CLC Contact Salutation *

Primary CLC Contact First Name *

Primary CLC Contact Last Name *

Primary CLC Contact Email *

Primary CLC Contact Phone *

Primary CLC Contact Fax

Primary CLC Contact Mailing Address *

Primary CLC Contact Mailing City *

Primary CLC Contact Mailing Zip *

Is there another key contact person associated with this CLC site (e.g., the site coordinator is different than the primary contact)? *

Yes

No

Additional Contact Title *

Additional Contact Salutation *

Additional Contact First Name *

Additional Contact Last Name *

Additional Contact Email *

Additional Contact Phone Number *

Read the following sections closely. Each relevant section must be digitally signed by the District or Agency Authorizer. The Authorizer is someone from the District or Agency who has been properly authorized to sign off on legal documents on behalf of the District or Agency named on the application. Note that the District/Agency Authorizer will be notified of all application submissions.

II. General Assurances

The Applicant understands and agrees that the following Certifications and Assurances are pre-award requirements generally imposed by federal and state law or regulation, and do not include all federal and state regulations that may apply to the Applicant or its project. Most requirements are posted to: Uniform Administrative Requirements <https://www.gpo.gov/fdsys/pkg/FR-2013-12-26/pdf/2013-30465.pdf> or Educational Department of General Administrative Regulations (EDGAR) <https://www.ecfr.gov/cgi-bin/text-idx?node=34:1.1.1.1.23&rgn=div5> or the Wisconsin Uniform Financial Accounting Requirements (WUFAR) <https://dpi.wi.gov/sites/default/files/imce/sfs/pdf/Revision%20%2327%20revised%20.pdf>.

Each Applicant is ultimately responsible for compliance with the certifications and assurances selected on its behalf that apply to its project or award.

Instructions

- Step 1—Read each assurance that follows
- Step 2—Sign and date the certification statement
- Step 3—Keep a copy for your records

Assurance is hereby provided that:

1. **Applicant agrees** to comply with all terms and conditions set forth in the 21st Century Community Learning Center Grant Program Application Guidelines document provided with this application. Services provided under this grant will be used to address the needs set forth in the guidelines document. Applicant agrees to implement the activities within the prescribed timeline as outlined in their work plan section of their proposal. Applicant will provide fiscal information within the fiscal year timeline established for new and reapplying programs.
2. **Statutes and Regulations:** The Applicant shall comply with all applicable statutory and regulatory requirements. These requirements include, but are not limited to, applicable provisions of –a. Title VI of the Civil Rights Act of 1964 [45 U.S.C. 2000d through 2000d-4]b. Title IX of the Education Amendments of 1972 [20 U.S.C. 1681-1683]c. Section 504 of the Rehabilitation Act of 1973 [29 U.S.C.794]d. The Age Discrimination Act [42 U.S.C. 6101 et seq.]
3. **Allowable Costs:** Costs incurred shall be allowable under the principles established in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule [2 CFR Subpart E-Cost Principles].
4. **Budget Modifications:** The Applicant will obtain an approved budget amendment when it is anticipated that claimed expenditures will vary significantly from the amount in the current approved budget. A significant variance is an increase of 10 percent (summary of all line items) of the current total approved budget [2 CFR § 200.308(e)]. This applies to all grants unless there are more restrictive or specific requirements of the grant award which may be the case with discretionary grants.
5. **Confidentiality:** The Applicant shall comply with provisions regarding confidentiality of student information [WI Statute § 118.125, pupil records].
6. **Conflict of Interest:** No board or staff member of an LEA or CESA may use his or her position to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated, such as a royalty, commission, contingent fee, brokerage fee, consultant fee, or other benefit [Wis. Stat. 19.59 (1) (a)] [2 CFR § 200.112].
7. **Contracts and Procurement:** The Applicant will use its own procurement procedures that reflect applicable state and local laws and regulations, provided the procurements conform to applicable federal law and the standards in [2 CFR §§ 200.318-200.326] Procurement Standards
8. **Debarred and Suspended Parties:** A contract (see 2 CFR §180.220) must not be made to parties listed on the government wide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p 189) and 12689 (3 CFR Part 1989 Comp., p.235),"Debarment and Suspension." The Excluded Parties List in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549
9. **Cooperation with Evaluation:** The Applicant shall cooperate with the performance any evaluation of the program by the WDPI or USDE or by their contractors [2 CFR §200.328(1)].
10. **Copyright, Acknowledgement, and Publications:** The Applicant/ Recipient will comply with all copyright and materials acknowledgement requirements as addressed in the projects' grant guidelines. The U.S. Department of Education and the WDPI reserve royalty-free,

nonexclusive, and irrevocable licenses to reproduce, publish or otherwise use, and to authorize others to use, for their purposes. The copyright in any work developed under this subgrant or contract under this subgrant; and any rights of copyright to which the Applicant or a contractor purchases ownership with grant support. The content of any grant-funded publication or product may be reprinted in whole or in part, with credit to the USDE and WDPI acknowledged. However, reproduction of this product in whole or in part for resale must be authorized by the WDPI. When issuing statements, press releases, and other documents describing projects or programs funded in whole or in part with CLC funds, the grant award recipient shall clearly acknowledge the receipt of CLC funds in a statement.

11. **Fiscal Control:** The Applicant will use fiscal control and fund accounting procedures and will ensure proper disbursement of, and accounting for, federal funds received and distributed under this program [2 CFR §328(1)].
12. **Indirect Costs:** If the fiscal agent intends to claim indirect costs, the total amount budgeted for indirect costs is limited to and cannot exceed the negotiated indirect rate established with the WDPI. Indirect costs cannot be charged against contracts or capital objects.
13. **Legal and Regulatory Compliance:** Administration of the program, activities, and services covered by this application will be in accordance with all applicable state and federal statutes, regulations and the approved application [34 CFR §76.700].
14. **Lobbying:** By accepting this award, the Applicant assures it will comply with the requirements of 31 U.S.C.1352, as well as the common rule, "New Restrictions on Lobbying" published at 55 FR 6736 (February 26, 1990), including definitions, and the Office of Management and Budget "Governmentwide Guidance for New Restrictions on Lobbying" and notices published at 54 FR 52306 (December 20, 1989), 55 FR 24540 (June 15, 1990), 57 FR 1772 (January 15, 1992), and 61 FR 1412 (January 19, 1996).
15. **OMB Standard Form 424B:** The Applicant will comply with all applicable assurances in OMB standard Form 424B (Assurances for Non-Construction Programs), including the assurances relating to the legal authority to apply for assistance; access to records; conflict of interest; merit systems; nondiscrimination; Hatch Act provisions; labor standards; flood insurance; environmental standards wild and scenic river systems; historic preservation; protection of human subjects; animal welfare; lead-based paint; Single Audit Act; and general agreement to comply with all applicable federal laws, executive orders and regulations.<http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>
16. **Programmatic Changes:** The Applicant will obtain the prior approval of the WDPI whenever any of the following actions is anticipated:a. Any revision of the scope or objectives of the project;b. Changes in key persons where specified in the application or grant award;c. A disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director;d. Contracting out or otherwise obtaining services of a third party to perform activities central to the purpose of the award;e. Changes in the amount of approved cost-sharing or matching provided by the subrecipient [2 CFR §200.308©(1,2,3,6,7)].
17. **Record Retention:** In accordance with 2 CFR §200.333(b), this is written notification to the subrecipient that WDPI requires an extension to the record retention period for grants addressed in the Wisconsin Records Retention Schedule for School Districts <http://publicrecordsboard.wi.gov/docview.asp?docid=15892&locid=165>. For all other grants, the Applicant will ensure records are maintained for a period of at least three years after the end of the project year (2 CFR §200.333). If any litigation, claim, negotiation, audit, or other action involving the records starts before the end of the period, the records will be retained until completion of the action and resolution of all issues.
18. **Reporting:** The Applicant will ensure all required financial and program data is reported to the WDPI timely on a schedule established by the WDPI. The Applicant will report to WDPI using the accounts in the Wisconsin Uniform Financial Accounting Requirements (WUFAR) [2 CFR §200.302(b)(2)].

19. **Grant Evaluation:** The Applicant shall ensure that all grant evaluation reporting will be timely on a schedule established by the WDPI. Grant evaluation information provided to the WDPI staff shall accurately assess the completeness of grant goals, activities, benchmarks and target dates [2 CFR §300.328(b)(1)].
20. **Single Audit:** Any entity that expends in total (all sources) \$750,000 or more in federal funds during a fiscal year (July 1 – June 30) is required to conduct a single audit. If a single audit is required, a copy of the audit is to be submitted to DPI School Financial Services auditor [2 CFR §200.501].
21. **Text Messaging and E-Mailing While Driving:** The Applicant/ Recipient and their grant personnel are prohibited from text messaging while driving a government-owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or e-mail when driving [Executive Order 13513, “Federal Leadership on Reducing Text Messaging While Driving October 1, 2009]. <http://edocket.access.gpo.gov/2009/pdf/E9-24203.pdf>
22. **Time and Effort Supporting Documentation:** For costs to be allowable, compensation for personal services must adhere to the Standards for Documentation of Personnel Expenses as identified in 2 CFR §200.430(i)(1). The subrecipient must retain records that accurately reflect the work performed and be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated.
23. **Trafficking in Persons:** The grant condition specified in 2 CFR §175.10 includes the following language: “I. Trafficking in persons. 1. You as the recipient, your employees, subrecipients under this award, and subrecipients’ employees may not i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect; ii. Procure a commercial sex act during the period of time that the award is in effect; or iii. Use forced labor in the performance of the award or subawards under the award.” A subrecipient is required to inform the federal agency immediately of any information received from any source alleging a violation of this condition. The federal agency may unilaterally terminate this award, without penalty, if a subrecipient is determined to have violated this condition.

III. Program Specific Assurances

Assurance is further provided that:

1. Applicant proposes to serve a school that is identified by the Department of Public Instruction (DPI) as a comprehensive support and improvement (CSI) school, targeted support and improvement (TSI) school, or has been identified as a school in need of intervention and support by the local educational agency (LEA).
2. The program will primarily target students who attend a school eligible for schoolwide Title I services and the families of such students.
3. The community will be given notice of an intent to submit an application and the application and any waiver request will be available for public review after submission of the application.
4. The proposed program was developed and will be carried out in alignment with challenging state academic standards and any local academic standards..
5. The program will take place in a safe and easily accessible facility.
6. Fees must be nominal, justifiable, and must not present a barrier to participation. Programs that charge fees will not prohibit any family from participating due to inability to pay. Collection of fees for services or program income is subject to prior approval by DPI.
7. Applicant will invite the equitable participation of students from nonpublic schools.
8. The proposed program was developed and will be carried out in active collaboration with the schools that participating students attend (including through the sharing of relevant data among the schools), in compliance with applicable laws relating to privacy and confidentiality.

9. Subgrant funds will be used to increase the level of state, local, and other non-federal funds that would, in the absence of funds under this part, be made available for programs and activities authorized under this part, and in no case supplant federal, state, local, or non-federal funds.

IV. Certification/Signatures

WE, THE UNDERSIGNED, CERTIFY that the information contained in this application is complete and accurate to the best of our knowledge; that the necessary assurances of compliance with applicable state and federal statutes, rules, and regulations will be met; and, that the indicated agency designated in this application is authorized to administer this grant.

WE FURTHER CERTIFY that the assurances listed above have been satisfied and that all facts, figures, and representation in this application are correct to the best of our knowledge

Name of District/Agency Authorizer *

Title of District/Agency Authorizer *

Signature of District/Agency Authorizer *

Typing in your name acts as your electronic signature.

Date *

V. Certification Covering Debarment

Must be submitted for discretionary projects only. However, agencies receiving funds under any of the other grant programs must collect this certificate whenever they enter into a covered transaction with a grantee. (Refer to Certification Instructions, below, for more information.)

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion

Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 2 C.F.R. §180, Participants' responsibilities. Copies of the regulations may be obtained by contacting the person to whom this proposal is submitted. 1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. 2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name of District/Agency Authorizer *

Title of District/Agency Authorizer *

Signature of District/Agency Authorizer *

Typing in your name acts as your electronic signature.

Date *

INSTRUCTIONS FOR CERTIFICATION

1. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment. 2 C.F.R. §180.360.
2. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. 2 C.F.R. §180.265
3. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated. 2 C.F.R. §180.305
4. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. 2 C.F.R. §180.300.
5. A participant in a covered transaction is responsible for determining whether a prospective participant in a lower tier covered transaction is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (202-786-0688). 2 C.F.R. §180.320.

The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and coverage sections of rules implementing Executive Order 12549. These definitions can be found in Subparts B and I of §180. 2 C.F.R. §180.110.

VI. Certification Regarding Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned states, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a

Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Name of District/Agency Authorizer *

Title of District/Agency Authorizer *

Signature of District/Agency Authorizer *

Typing in your name acts as your electronic signature.

Date *

VIII. Program Overview

Q8.1 In what year of funding is the program currently (2018-19)? *

Grade Levels Served

Q8.2 Select the grades the program currently serves. Select all that apply. *

- | | | |
|---|----------------------------------|----------------------------------|
| <input type="checkbox"/> Pre-Kindergarten (3K-4K) | <input type="checkbox"/> Grade 1 | <input type="checkbox"/> Grade 4 |
| <input type="checkbox"/> Kindergarten | <input type="checkbox"/> Grade 2 | <input type="checkbox"/> Grade 5 |
| | <input type="checkbox"/> Grade 3 | <input type="checkbox"/> Grade 6 |

- Grade 7 Grade 9 Grade 11
 Grade 8 Grade 10 Grade 12

Q8.3 Are these grades the same as those listed on your grant application or most recently-approved YPR? *

Yes

No

Q.8.4 Did you add or remove grades? *

- Added grade(s)
 Removed grade(s)
 Added AND removed grade(s)

Q8.5 Select the grade(s) added to the program. Select all that apply. *

- | | | |
|---|----------------------------------|-----------------------------------|
| <input type="checkbox"/> Pre-Kindergarten (3K-4K) | <input type="checkbox"/> Grade 3 | <input type="checkbox"/> Grade 8 |
| <input type="checkbox"/> Kindergarten | <input type="checkbox"/> Grade 4 | <input type="checkbox"/> Grade 9 |
| <input type="checkbox"/> Grade 1 | <input type="checkbox"/> Grade 5 | <input type="checkbox"/> Grade 10 |
| <input type="checkbox"/> Grade 2 | <input type="checkbox"/> Grade 6 | <input type="checkbox"/> Grade 11 |
| | <input type="checkbox"/> Grade 7 | <input type="checkbox"/> Grade 12 |

Q8.6 Select the grade(s) removed from the program. Select all that apply. *

- | | | |
|---|----------------------------------|-----------------------------------|
| <input type="checkbox"/> Pre-Kindergarten (3K-4K) | <input type="checkbox"/> Grade 3 | <input type="checkbox"/> Grade 8 |
| <input type="checkbox"/> Kindergarten | <input type="checkbox"/> Grade 4 | <input type="checkbox"/> Grade 9 |
| <input type="checkbox"/> Grade 1 | <input type="checkbox"/> Grade 5 | <input type="checkbox"/> Grade 10 |
| <input type="checkbox"/> Grade 2 | <input type="checkbox"/> Grade 6 | <input type="checkbox"/> Grade 11 |
| | <input type="checkbox"/> Grade 7 | <input type="checkbox"/> Grade 12 |

Q8.7 Explain why changes were made to the grades the program serves. *

Q8.8 Do you plan to make any changes to grades served next year? *

No

Yes

Q8.9 Do you plan to add or remove grades served next year? *

- Add grade(s)
- Remove grade(s)
- Add AND remove grade(s)

Q8.10 Select the grade(s) you plan to add to the program. Select all that apply. *

- | | | |
|---|----------------------------------|-----------------------------------|
| <input type="checkbox"/> Pre-Kindergarten (3K-4K) | <input type="checkbox"/> Grade 3 | <input type="checkbox"/> Grade 8 |
| <input type="checkbox"/> Kindergarten | <input type="checkbox"/> Grade 4 | <input type="checkbox"/> Grade 9 |
| <input type="checkbox"/> Grade 1 | <input type="checkbox"/> Grade 5 | <input type="checkbox"/> Grade 10 |
| <input type="checkbox"/> Grade 2 | <input type="checkbox"/> Grade 6 | <input type="checkbox"/> Grade 11 |
| | <input type="checkbox"/> Grade 7 | <input type="checkbox"/> Grade 12 |

Q8.11 Select the grade(s) you plan to remove from the program. Select all that apply. *

- | | | |
|---|----------------------------------|-----------------------------------|
| <input type="checkbox"/> Pre-Kindergarten (3K-4K) | <input type="checkbox"/> Grade 3 | <input type="checkbox"/> Grade 8 |
| <input type="checkbox"/> Kindergarten | <input type="checkbox"/> Grade 4 | <input type="checkbox"/> Grade 9 |
| <input type="checkbox"/> Grade 1 | <input type="checkbox"/> Grade 5 | <input type="checkbox"/> Grade 10 |
| <input type="checkbox"/> Grade 2 | <input type="checkbox"/> Grade 6 | <input type="checkbox"/> Grade 11 |
| | <input type="checkbox"/> Grade 7 | <input type="checkbox"/> Grade 12 |

Q8.12 Explain why changes to grades served next year are being proposed. *

Additional Schools Served

Additional Schools (i.e., feeder schools) include schools whose students attend your program from sites other than the primary school. If you serve more than one school, then you have a feeder school.

Q8.13 Do you serve additional schools? *

- Yes
- No

Q8.14 Where do the program services take place? *

- At one location
- At separate sites

Q8.15 Participants from all schools must be served at one location. How will you ensure this requirement is met next year? *

Q8.16 How many additional schools do you serve? (Note: If you serve more than four additional schools, please contact DPI.) *

- 1
- 2
- 3
- 4

List additional schools here:

Q8.17 Additional School 1: *

Q8.18 Additional School 2: *

Q8.19 Additional School 3: *

Q8.20 Additional School 4: *

Q8.21 Which of the following is true of CLC participants from the primary school listed on this grant? *

- 51% or more of participants are enrolled in the primary school served by the grant
- Less than 51% of participants are enrolled in the primary school served by the grant

Q8.22 Explain why less than half of CLC participants are not affiliated with the primary school listed on this grant. *

Q8.23 Are these the same as the additional schools listed on your grant application or most recently-approved YPR? *

- Yes
- No

Q8.24 Explain the reason for the change in additional schools. *

Q8.25 Will you serve any new additional schools next year? *

- No
- Yes

Q8.26 Explain the reason for the change in additional schools. *

Q8.27 If you added an additional school, does the new additional school serve students in the same grade levels as the primary school served? *

- Yes
- No

Q8.28 Explain how the program will provide grade-level appropriate programming for students from the additional school(s). *

Student Population

Students Served in 2017-2018

Q8.29 Total Students Served Last Year: How many total students did you serve in 2017-18? *

This is the number of unique students who spent any time in your program. Students who attended every day and students who only attended once would both be counted as one student in this number. Those who enrolled but never attended should NOT be counted.

Q8.30 Regular Attendees Last Year: How many students served in 2017-18 attended 30 or more days? *

Q8.31 Which of the following was true about the program's regular attendees in 2017-18? *

- The program served between 40-49 regular attendees
- The program served fewer than 40 regular attendees

Q8.32 Average Daily Attendance (ADA) Last Year: How many students attended your program on an average day in 2017-18? *

This is calculated as the number of students served each day, divided by the number of days of programming.

Q8.33 Was your ADA less than what you proposed in your application? *

- No
- Yes

Students Served To Date in 2018-19

Q8.34 Total Students To Date This School Year: How many total students have you served SO FAR in 2018-19? *

This is the number of unique students who spent any time in your program. Students who attended every day and students who only attended once would both be counted as one student in this number. Those who enrolled but never attended should NOT be counted.

Q8.35 Regular Attendees To Date This School Year: How many students served this year attended 30 or more days? *

Q8.36 Which of the following is true about the program's regular attendees this school year? *

- The program served between 40-49 regular attendees
- The program served fewer than 40 regular attendees

Q8.37 Why did you serve fewer than 50 regular attendees either this year or last year? Select all reasons that apply. *

- | | |
|--|---|
| <input type="checkbox"/> Transportation issues | <input type="checkbox"/> Staff shortage |
| <input type="checkbox"/> Low student interest | <input type="checkbox"/> Other |

Q8.38 Explain "other." *

Q8.39 Average Daily Attendance To Date This School Year: How many students attend your program on an average day? *

This is calculated as the number of students served each day, divided by the number of days of programming.

Q8.40 Is your ADA less than what you proposed in your application? *

- No
- Yes

Q8.41 Explain why your ADA was less than what you proposed in your application. *

Q8.42 How will you recruit and retain students to ensure compliance with the required number of students next year ? Include the following: 1) steps to be taken; 2) person responsible for each step; and 3) the timeline for each step. *

Q8.45 How will attendance be monitored to assure compliance with the required number of students? *

Target Population

Q8.46 What is the CLC program's recruitment approach? *

- Intentional recruitment or enrollment of targeted students
- First come, first served

Q8.47 How do you ensure that you are serving students with high academic needs? *

Q8.48 Which types of students does the CLC prioritize in recruitment and enrollment efforts? (Select all that apply.) *

- | | |
|---|--|
| <input type="checkbox"/> Students in need of academic support | <input type="checkbox"/> Students with social and emotional, or behavioral needs |
|---|--|

- English Language Learners (ELLs)
- Students of color/students who are a racial minority
- Low income students
- Past participants and/or their siblings
- Other

Q8.49 Explain "other." *

Q8.50 Do you plan to make any changes to which students you serve, or how you recruit them? *

- No
- Yes

Q8.51 Describe the proposed changes and the reasons for them. *

Program Operating Schedule

Number of hours open AFTER SCHOOL

Operating Hours (School Year): Indicate below the number of hours each day the program will operate after school, rounded to the nearest quarter hour. For a half hour use .5. For 15 minutes use .25. If the CLC will not offer programming on a particular day enter a 0. *Only report weekend hours if programming is provided regularly (i.e., every Saturday and/or Sunday during the week the program operates).*

Q8.52 Monday *

Q8.53 Tuesday *

Q8.54 Wednesday *

Q8.55 Thursday *

Q8.56 Friday *

Q8.57 Saturday *

Only report weekend hours if programming is provided regularly (i.e., every Saturday and/or Sunday during the week the program operates).

Q8.58 Sunday *

Only report weekend hours if programming is provided regularly (i.e., every Saturday and/or Sunday during the week the program operates).

Q8.59 Total Number of After-School Hours Per Week

Q8.60 Did the program offer before-school programming? *

- Yes

No

Number of hours open BEFORE SCHOOL

Operating Hours (School Year): Indicate below the number of hours each day the program operated before school, rounded to the nearest quarter hour. For a half hour use .5. For 15 minutes use .25. If the CLC will not offer programming on a particular day enter a 0.**

Q8.61 Monday *

Q8.62 Tuesday *

Q8.63 Wednesday *

Q8.64 Thursday *

Q8.65 Friday *

Q8.66 Total Number of Before-School Hours Per Week

Q8.67 Total Hours Per Week

Q8.68 Does your total hours of programming per week (see above) meet or exceed 10 hours? *

Yes

No

Q8.69 What changes do you plan to make next year to ensure that your program meets the requirement of offering at least 10 hours of programming per week? *

Q8.70 Total Days Open During School Year: How many TOTAL DAYS will you operate during the 2018-2019 school year? Do not include summer programming. *

Q8.71 Does your total number of program days fall below 115? *

Q8.72 What changes do you plan to make next year to ensure that your program meets the requirement of offering at least 115 days of programming per year? Include the first and last dates you intend to operate during the school year. *

Q8.73 Do you plan to make any changes to your operating schedule next year? *

No

Yes

Q8.74 Describe the proposed changes to your operating schedule. *

IX. Program Plan

Q9.1 In what year of funding is the program currently (2018-19)? *

1	
---	--

Typical Day and Week

DPI staff understand that CLCs may have different schedules for students in different grades. For the questions below on "Frequency" and "Total Hours Per Week," think about the grade level that is most representative of your CLC program this year. For instance, if the program serves K-5, but your largest group of attendees is in second grade, answer with the second graders in mind. Note: Youth Development includes non-academic programming such as leadership, arts, music, mentoring, character education, or community service.

Frequency

If a student in the grade most representative of your program attended the CLC every day, how often would they participate in each of the following?

Q9.2 Academic enrichment programming *

--

Q9.3 Academic enrichment programming is required. How will you ensure this requirement is met next year? *

Q9.4 Youth development activity *

Q9.5 Youth development activities are required. How will you ensure this requirement is met next year? *

Q9.6 Homework help or remedial education *

Q9.7 Physical activity *

Total Hours Per Week

If a student in the grade most representative of your program attended the CLC every day in a typical week, how many hours would they participate in each of the following? Round to the nearest half hour (.5).

Q9.8 Academic enrichment programming *

Q9.9 Youth development activity *

Q9.10 Homework help or remedial education *

Q9.11 Physical activity *

Q9.12 Weekly Schedule: Attach a copy (.pdf or .doc only) of a weekly schedule for your program. The schedule should give a sense of the scope of instructional activities (e.g., Reader's Theater, Robotics Club, etc.) you offered over the course of a week and the frequency with which those activities were offered. Please label which instructional activities were considered academic enrichment. Refer to the CLC Grant Program Application Guidelines for a definition of "academic enrichment." *

Select a file

Authorized Activities

Q9.13 Below is a list of authorized activities for the CLC grant. Use the checkboxes to indicate which activities the CLC offered. *

- Mentoring programs
- Remedial education activities (e.g., homework help)
- Tutoring services
- Service learning
- Credit recovery
- Literacy
- Mathematics
- Arts and music
- Counseling
- Financial literacy
- Environmental literacy
- Nutritional education
- Physical activity
- Services for individuals with disabilities
- Programs for English Language Learners (ELLs)
- Cultural programs
- Technology
- Expanded library service hours
- Parenting skills
- Truancy or expulsion prevention
- Drug and violence prevention
- STEM
- Career Prep

Q9.14 Do you plan to make any changes to the activities your program will offer, including the frequency with which they'll be offered? *

No

Yes

Q9.15 What are your proposed changes and the reasons for them? Remember to write in a way that someone from outside your program can understand (e.g., no acronyms; do describe the activity rather than just using its name. For instance, writing "Our Dynamite sessions weren't working" does not tell us what "Dynamite" is.) *

Academic Enrichment

Note: Academic enrichment activities provide students with opportunities to practice and develop academic skills in ways that complement, but do not replicate, day school instruction. They are often student-centered and hands-on and allow students to apply academic skills in contexts that are meaningful to them. **Homework time or homework help is allowed as part of your program, but it does not count as academic enrichment programming.**

Q9.16 Do all students participate in academic enrichment programming on a regular basis? *

- Yes
- No

Q9.17 Next year, how will you ensure that all students participate in academic enrichment programming on a regular basis? *

Q9.18 How do you ensure that all students participate in academic enrichment programming? *

Q9.19 Meeting State and Local Standards: How do you help students meet challenging state and local standards? Select all that apply. *

- Align with day school content
- Use day school materials
- Use evidence-based practices or approaches
- Use state standards to guide CLC programming
- Other
- None of the above

Q9.20 Explain "other." *

Q9.21 How will you help students meet state and local standards next year? *

Promising and Evidence-Based Practices

At your program, how often do students:

Q9.22 Engage in hands-on learning activities *

Q9.23 Have opportunities for student leadership *

Q9.24 Have opportunities to explore topics of interest to them *

Q9.25 Engage in projects based on real-world problems *

Q9.26 Work on projects with peers *

Q9.27 Receive guidance for managing conflicts *

Q9.28 Voice their opinion or share ideas about programming *

Q9.29 Choose what activity they get to engage in *

Q9.30 Receive one-on-one or small group support *

Before School Programming

Q9.31 Do you offer before-school programming? *

- Yes
- No

Q9.32 Describe your before-school programming. *

Q9.33 How do you ensure that students attending before-school programming receive academic enrichment? *

- Academic enrichment is a required part of before-school programming
- Students who attend before school are required to attend after school
- There is no way to ensure that students receive academic enrichment
- Other

Q9.34 Explain "other." *

Q9.35 Explain how you will meet the requirement to ensure all students receive academic enrichment in the future. *

Q9.36 Attach a copy (.pdf or .doc only) of a weekly before-school schedule for your program. The schedule should give a sense of the scope of instructional activities (e.g., Reader's Theater, Robotics Club, etc.) you offered over the course of a week and the frequency with which those activities were offered. Please label which instructional activities were considered academic enrichment. Refer to the CLC Grant Program Application Guidelines for a definition of "academic enrichment" and for before-school programming requirements. *

Select a file

Summer Programming

Q9.37 Are CLC funds used to support summer programming? *

- Yes
- No

Q9.38 Is the summer of 2019 the first year you will be offering CLC-funded summer programming? *

- Yes
- No

Q9.39 CLC funds may only be used to supplement, not supplant, other funding sources. Do other funding sources currently support summer programming? *

- Yes
- No

Q9.40 How will CLC funds be used to expand and/or enrich the existing summer programming? *

Q9.41 Describe your CLC-funded summer programming. Include the following information: 1) number of days per week; 2) hours of operation; 3) number of weeks of operation or dates of operation; 4) students targeted for the program; and 5) services provided. *

Services for Adult Family Members

Q9.42 During academic year 2018-19, how many family activities or events will you have held by the end of the school year? *

- 4 or more
- 1
- 3
- 0
- 2

Q9.43 Explain why the site did not provide family events this year. *

Q9.44 Approximately what percentage of families have participated in CLC family activities or events so far this year? *

- Three-quarters or more of families (75%-100%) have participated
- Between half and almost three-quarters (50%-74%) have participated
- Between a quarter and almost half of families (25%-49%) have participated
- Less than a quarter of families (0%-24%) have participated

How often do CLC staff... (Note: "About monthly" means 1-3 times per month. "About quarterly" means less than once a month, but at least 4 times per year. "Caregivers" includes parents and/or guardians.)

Q9.45 See caregivers face-to-face *

Q9.46 Communicate with caregivers about child's strengths or needs *

Q9.47 Provide information on CLC programming *

Q9.48 Connect caregivers to school or community resources *

Q9.49 Provide caregivers information about how to support their child's education *

Q9.50 Do you plan to make any changes to services for family members (e.g., if you did not provide the recommended four family events, how will you next year)? *

No

Yes

Q9.51 Describe the changes and the reasons for them. *

X. Staffing

Q10.1 Does your site have a dedicated Program Coordinator? This is defined as an individual who has primary oversight capacity for the staff and functions of the center. *

Yes, we have a coordinator who works at least 20 hours per week

We have a dedicated coordinator, but they work less than 20 hours per week

No, we do not have a dedicated coordinator

Q10.2 It is DPI's expectation that one person be the identified, dedicated coordinator. If the coordinator is responsible for one center, they must dedicate a minimum of 20 hours per week toward program management and oversight. If the coordinator is responsible for two or more centers, they must dedicate 40 hours per week towards program management and oversight. Next year, how will you ensure that this requirement is met? *

Q10.3 How long has your current Program Coordinator held this position? *

This is their first year as Program Coordinator at this site

2-3 years (including this year)

4-5 years (including this year)

More than 5 years (including this year)

Q10.4 Which of these roles best describes your Program Coordinator? *

Is the Principal or Assistant Principal of the school

Is a full-time teacher or other day school staff member

- Is a part-time teacher or other day school staff member
- Has another job or works elsewhere
- Does not have any other employment

Q10.5 TOTAL STAFF: How many paid staff members are employed at this after-school site? *

Q10.6 STAFF TO STUDENT RATIO: On an average day, how many staff members work with students at this after-school site? Count any paid employee who has an ongoing, on-site role in this after-school program. Do not count subcontractors who provide services for a specific program or class. *

Q10.7 TURNOVER: In the past 12 months, how many times have front-line staff left their position for any reason? Include staff members who quit, were fired, were promoted or transferred, etc. *

Front-line staff are paid employees whose primary role at the CLC involves interacting with students. It does not include other staff whose primary role is anything other than working with students.

Q10.8 Instructional Staff: Do you employ any instructional staff from the day school? This includes teachers, paraprofessionals, etc. *

- Yes
- No

Q10.9 How many of your CLC staff members are also instructional day school staff? *

Q10.10 Regular Volunteers: Do you have any volunteers who are responsible for interacting with students on a weekly basis (e.g., someone who volunteers tutoring services every Tuesday from 3:30-5)? Do not count volunteers who help out less often than once a week. Do not count volunteers who only do administrative work. *

- Yes
- No

Q10.11 How many volunteers do you have who interact with students on a weekly basis? *

Q10.12 Which of the following categories describe your volunteers? Select all that apply. *

- College students
- High school students
- Adults who are part of an organization
- Parents/guardians or other adult community members (not part of an organization)

Q10.13 How are volunteers vetted? Select all that apply. *

- Background checks
- References
- Interviews
- Vetted by their organization (e.g., by a university or church)
- No method of vetting

Q10.14 Explain how you will ensure volunteers are vetted to work with students next year? *

Q10.15 Do you plan to make any changes to staffing levels or staffing roles? *

- No
- Yes

Q10.16 Describe the proposed changes and the reasons for them. *

XI. Program Goals and Evaluation

Q11.1 In what year of funding is the program currently (2018-19)? *

Program Objectives

State Goal 1: Provide a stable, safe, and supportive environment to meet the needs of the target population.

Q11.2 How many local goals did you list on your application for State Goal 1? *

- 1
- 2
- 3
- 4

Q11.3 List Local Goal #1: *

Q11.4 What progress have you made toward this goal? *

Q11.5 Do you need to revise this goal? *

- No

Yes

Q11.6 Explain what changes you have made and why. *

State Goal 2: Challenge youth to develop as learners.

Q11.19 How many local goals did you list on your application for State Goal 2? *

1

3

2

4

Q11.20 List Local Goal #1: *

Q11.21 What progress have you made toward this goal? *

Q11.22 Do you need to revise this goal? *

No

Yes

Q11.23 Explain what changes you have made and why. *

State Goal 3: Support the development of other skills necessary for student success.

Q11.36 How many local goals did you list on your application for State Goal 3? *

1

3

2

4

Q11.37 List Local Goal #1: *

Q11.38 What progress have you made toward this goal? *

Q11.39 Do you need to revise this goal? *

No

Yes

Q11.40 Explain what changes you have made and why. *

State Goal 4: Engage families in support of student learning.

Q11.53 How many local goals did you list on your application for State Goal 4? *

1

3

2

4

Q11.54 List Local Goal #1: *

Q11.55 What progress have you made toward this goal? *

Q11.56 Do you need to revise this goal? *

No

Yes

Q11.57 Explain what changes you have made and why. *

Self-Assessment

Q11.73 Are you using or have you used the Wisconsin After School Continuous Improvement Process (WASCIP), the Youth Program Quality Assessment (YPQA), the New York State Afterschool Network Assessment (NYSAN), OR the Quality Assurance System (QAS) for self-assessment? *

Yes

No

Q11.74 The CLC is required to use one of the following self-assessment tools. Which tool will you now use? *

Wisconsin After School Continuous Improvement Process (WASCIP)

Youth Program Quality Assessment (YPQA)

New York State Afterschool Network Assessment (NYSAN)

Quality Assurance System (QAS)

Q11.75 Which of the following tools are you using or have you used for self-assessment? *

Wisconsin After School Continuous Improvement Process (WASCIP)

Youth Program Quality Assessment (YPQA)

New York State Afterschool Network Assessment (NYSAN)

Quality Assurance System (QAS)

Using Self-Assessment Results:

Below is the minimum required step (i.e., you may have completed more than the steps shown) for using your self-assessment tool according to your grant year. Select "complete" if you have finished the step, "in progress" if you are currently working on the step, or "incomplete" if you have not yet begun the step.

Q11.76 Year 1: Identify self-assessment tool *

- Complete
- In Progress
- Incomplete

Q11.77 You are required to identify the self-assessment tool in year one of your grant. What is your anticipated completion date? *

Q11.78 Year 2: Conduct self-assessment and make a plan for improvement based on self-assessment results *

- Complete
- In Progress
- Incomplete

Q11.79 What do you plan to do next year to address any areas for improvement that emerged from your s

Q11.80 You are required to conduct a self-assessment and make a plan for improvement based on the self-assessment in year two of your grant. What is your anticipated completion date? *

Q11.81 Year 3: Implement initial improvement plan *

- Complete
- In Progress
- Incomplete

Q11.82 What were the results of your improvement plan? *

Q11.83 You are required to implement an improvement based on the self-assessment in year three of your grant. What is your anticipated completion date? *

Q11.84 Year 4: Continue to implement improvement plan: What do you plan to do next year to address any areas for improvement that emerged from reflecting on/revising your self-assessment?

*

Program Goals and Improvement Public Communication

Q11.85 Communication of Findings: How do you communicate your evaluation findings to the public? Select all that apply. *

- No particular method
- No method because we have no evaluation findings
- Posted on website
- Posted in the public school board meeting notes
- Available upon request
- Published in media publications (e.g., local newspapers)
- Other

Q11.86 Grantees are required to have a plan for communicating evaluation and/or quality improvement findings. Please describe how you intend to meet this requirement next year. *

Q11.87 Regular program evaluation is a requirement of the grant. Explain how the program will comply with this requirement going forward. *

Q11.88 Enter the link to the website here. *

Q11.89 If information is shared upon request, how do you let the public know the evaluation findings are available? *

Q11.90 Explain "other." *

XII. Accessibility

Q12.1 In what year of funding is the program currently (2018-19)? *

Q12.2 Do you disseminate information to the community about your CLC? *

- Yes
- No

Q12.3 It is a required that you disseminate information to the community about your CLC. How will you ensure this requirement is met next year? *

Q12.4 How do you disseminate information to the community about your CLC? (Select all that apply.) *

- Disseminated through day school newsletters, announcements, or other materials
- Outreach to community groups and childcare centers
- Outreach to non-participating local schools (including private schools)
- Information made available online
- Newspaper or radio announcements
- Presentations to the school board
- Other

Q12.5 Explain "other." *

Q12.6 How do students get HOME from your program? *

- Additional/alternative method(s) to parent/guardian pick up
- Only picked up by parents/guardians

Q12.7 How do you ensure that transportation is not a barrier for students whose parents/guardians cannot pick them up? *

Q12.8 Select all transportation methods that apply to getting students HOME from your program. *

- Program provides transportation (i.e., school bus or van)
- They take a city bus home
- Walk home with supervision
- Walk home unsupervised
- Taxi service
- Parent/guardian pick up
- Other

Q12.9 Explain "other." *

Q12.10 Do you plan to make any changes to your transportation policy? *

- No

Yes

Q12.11 Describe the proposed changes and the reason for them *

XIII. Stakeholder and Community Collaboration

Q13.1 Does the site coordinate with any community partners?

Yes

No

Q13.2 The CLC is required to work with at least one partner. How will you ensure that you work with at least one community partner next year? *

You may list up to five (5) community partners with whom you worked in 2018-19:

Q13.3 Partner 1 *

Q13.4 Partner 2

Q13.5 Partner 3

Q13.6 Partner 4

Q13.7 Partner 5

Stakeholder Involvement:

The section below refers broadly to ALL stakeholders. This includes ALL community partners (not just those listed in the fields above) as well as families, students, and day school staff.

For each of the stakeholder groups listed below, place a check mark in any role that they fulfill. **Note:** the same role can be filled by multiple stakeholders. Select all that apply.

Q13.8 Community Partners *

Part of CLC Advisory Board

Provide written feedback to CLC staff (e.g., through surveys)

Consulted about student programming

Consulted about community or family events

Consulted about scheduling

- Help deliver services during regular program hours
- Help at special events
- Fundraising or donations
- Other
- None of the above

Q13.9 Explain "other." *

Q13.10 Adult Family Members *

- Part of CLC Advisory Board
- Provide written feedback to CLC staff (e.g., through surveys)
- Consulted about student programming
- Consulted about community or family events
- Consulted about scheduling
- Help deliver services during regular program hours
- Help at special events
- Fundraising or donations
- Other
- None of the above

Q13.11 Explain "other." *

Q13.12 Students *

- Part of CLC Advisory Board
- Provide written feedback to CLC staff (e.g., through surveys)
- Consulted about student programming
- Consulted about community or family events
- Consulted about scheduling

- Help deliver services during regular program hours
- Help at special events
- Fundraising or donations
- Other
- None of the above

Q13.13 Explain "other." *

Q13.14 Day School Staff *

- Part of CLC Advisory Board
- Provide written feedback to CLC staff (e.g., through surveys)
- Consulted about student programming
- Consulted about community or family events
- Consulted about scheduling
- Help deliver services during regular program hours
- Help at special events
- Fundraising or donations
- Other
- None of the above

Q13.15 Explain "other." *

Q13.16 Do you plan to make any changes to your partnerships and/or work with stakeholders for next year? *

- No
- Yes

Q13.17 What changes do you plan to make to your partnerships and/or work with stakeholders next year? *

Day School Collaboration

Q13.18 Does the principal of the primary school served support the CLC program? *

- Yes
- No

Q13.19 How will you collaborate with the principal of the primary school served to support the CLC next year? *

Q13.20 Principal's Role: Check all of the ways that the principal of the primary school served supports the CLC program. Select all that apply. *

- Provides building space
- Asks teachers to complete teacher survey
- Facilitates transportation (i.e., buses)
- Encourages communication between day school and after-school staff
- Writes letters of support
- Promotes after-school events in day school materials
- Attends after-school events
- Requests or reviews after-school data
- Helps CLC align programming with day school
- Sits on a formal CLC board or advisory committee
- Promotes CLC to community partners and/or school board
- Recruits or identifies students for the program
- Meets regularly with CLC coordinator
- Other

Q13.21 Explain "other." *

Communication with Day School Teachers

How often does CLC staff communicate with day school teachers about each of the following?

"About monthly" means an average of 1-3 times per month. "About quarterly" means less than once a month, but at least 4 times a year.

Q13.22 Programming, planning, or "big picture" issues *

Q13.23 Individual students' needs and issues *

XIV. Funding and Sustainability

Q14.1 In what year of funding is the program currently (2018-19)? *

 1

Funding Sources

Q14.2 Does the program coordinate with other funding sources? *

- Yes
 No

Q14.3 The program is required to coordinate with other funding sources. How will you ensure this requirement is met next year? *

Q14.4 Use the boxes below to indicate those funding sources with which the program coordinates. *

- Title I, Part A
- Fund 80
- Private foundation funds (e.g., United Way)
- Childcare subsidies
- USDA Afterschool Snack Program
- Other

Q14.5 How do you utilize or collaborate with Title I, A? Select all that apply. *

- Family night events
- Staffing

- Program activities
- In-kind support
- Transportation
- Other
- Snack/Food

Q14.6 Explain "other." *

Q14.7 How do you utilize or collaborate with Fund 80? Select all that apply. *

- Family night events
- Snack/Food
- Staffing
- In-kind support
- Program activities
- Other
- Transportation

Q14.8 Explain "other." *

Q14.9 How do you utilize or collaborate with private foundations? Select all that apply. *

- Family night events
- Snack/Food
- Staffing
- In-kind support
- Program activities
- Other
- Transportation

Q14.10 Explain "other." *

Q14.11 How do you utilize or collaborate with childcare subsidies? Select all that apply. *

- Family night events
- Snack/Food
- Staffing
- In-kind support
- Program activities
- Other
- Transportation

Q14.12 Explain "other." *

Q14.13 How do you utilize or collaborate with the USDA Afterschool Snack Program? Select all that apply. *

- Family night events
- Transportation
- Staffing
- Snack/Food
- Program activities
- In-kind support

Other

Q14.14 Explain "other." *

Q14.15 Explain the "other" funding source(s). *

Q14.16 How do you utilize or collaborate with other funding sources? Select all that apply. *

Family night events

Snack/Food

Staffing

In-kind support

Program activities

Other

Transportation

Q14.17 Explain "other." *

Q14.18 Have you made progress on the sustainability plan submitted with your most recently-approved application? *

Yes

No

Q14.19 Describe progress in implementing a sustainability plan to date. *

Q14.20 What steps will you take this year to implement the sustainability plan outlined in your original application? Include the following: 1) steps to be taken; 2) person responsible for each step; and 3) the timeline for each step. *

Fees

Q14.21 Does your program charge a fee? *

Yes

No

The Wisconsin Department of Public Instruction's (DPI) 21st Century Community Learning Center (CLC) Program **highly discourages grant subrecipients from charging fees for program services**. If your program intends to charge fees and/or generate program income, the CLC is required to submit the following application to the DPI in order to seek permission to collect fees and/or generate program income. The DPI will consider each application on a case-by-case basis and inform the applicant of approval or disapproval.

Terms and Conditions

The Applicant understands and agrees that the following terms and conditions are award requirements. Grant recipients are required to follow all restrictions related to allowable costs under

principles established in the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (2 CFR Subpart E-Cost Principles, published by the Federal Office of Management and Budget), under which restrictions on program income are dictated. **Each grant subrecipient is ultimately responsible for compliance with the assurances selected on its behalf that apply to its project or award.**

1. Nominal Fees: Any programming fee the CLC collects must be nominal and must not represent a barrier to participation (i.e., \$50 a year or less, or another amount if required by the Wisconsin Department of Children and Families Shares Child Care Subsidy Program).
2. Fee Waiver: The CLC must waive or reduce its fees on a sliding scale, if the fee would prohibit any family from participating due to its financial situation.
3. Evidence: The CLC cannot require families to submit evidence that they qualify for a waiver or reduction in fees due to their income or other measure.
4. Income: All income, including that which is generated by fees, must be used to fund program activities specified in the grant application during the grant cycle in which the income is generated. However, grant subrecipients are encouraged to expend income generated within the fiscal year.
5. Tracking Funds: All program income and/or fees will be tracked by the DPI business office annually.

Income Rationale

The Income Rationale section must be completed and the program income application approved prior to generating any program income (including participation fees).

Q14.22 What kind of program income are you planning to generate (e.g. fees, fundraising proceeds, etc.)? *

Q14.23 How will the program track generated income, including fees? *

Q14.24 How will the program ensure that income, including fees, is expended during the grant period in which the income is generated? *

Q14.25 Will you charging a fee for program services? *

Yes

No

Q14.26 How much will the fee be? *

Q14.27 How often will the fee be collected? *

Q14.28 Explain "other." *

Q14.29 Will you be enrolled in Department of Children and Families (DCF) Wisconsin Shares Child Care Subsidy Program? *

Yes

No

Q14.30 Program fees must be significantly less than comparable services in your area. How did you determine the rate of services in your area? *

Q14.31 If you considered something in addition to comparable services when determining program fees, what was it? *

Q14.32 Program fees must be nominal and not a barrier to participation. How will the program ensure that inability to pay the fee is not a barrier to participation (e.g., scholarships, fee waivers, etc.)? *

Attach the program's registration form and any relevant communication with families regarding fees. Please merge all files into a single .pdf file. Note that the registration form must include the following language:

1. Waivers are available for all program fees.
2. No documentation is required to waive program fees.

Q14.33 Upload the registration form and additional relevant documents here (.pdf). If you have more than one file, please combine the files into a single .pdf or .doc document. *

Select a file

XV. Budget

Visit the [DPI CLC website](#) to download the forms needed to complete this section.

Note: No more than 95% of the award may be given to a subcontractor. If you are subcontracting with a single agency for 25% or more of the award, you must provide a detailed budget of those expenses.

Q15.1 Upload the completed DPI Budget Justification and Budget Summary here (.pdf or .doc only) for 2019-20. *

Select a file

Q15.2 Are you subcontracting with a single agency for 25% or more of the award? *

- Yes
 No

Q15.3 Upload the DPI Budget Detail for Subcontracts, detailing how the subcontractor will allocate grant dollars here (.pdf or .doc only) for 2019-20. *

Select a file

Q15.4 Does the DPI Budget Justification and Budget Summary include technology purchases (e.g., computers, cameras, printers, iPads, Chromebooks, etc.)? *

- Yes
 No

If the budget includes the purchase of technology equipment, attach a Technology Assurance Form containing justification for the purchases. Visit the [DPI CLC website](#) to download and complete the Technology Assurances Form.

Q15.5 Upload the completed DPI Technology Assurances Form here (.pdf or .doc only). *

Select a file