

# New 2019-2020 YPR

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## I. General Information

Q1.1 Grantee Year

1

2

3

4

5

required

Q1.2 Grantee Award Amount

\$50,000

\$80,000

\$100,000

\$115,000

\$130,000

\$145,000

required

Select your agency and the 21st CCLC site from the options below.

Type to search...

required

The "Primary 21st CCLC Contact" is the person with whom DPI communicates regularly about the 21st CCLC program.

Q1.3 Is any information listed above incorrect or missing?

Yes

No

required

Q1.4 Check the information below that needs to be updated (check all that apply). If any additional site contact information needs to be updated (e.g., principal, district administrator, etc.) contact your 21st CCLC Consultant.

Primary 21st CCLC Contact Salutation

Primary 21st CCLC Contact First Name

Primary 21st CCLC Contact Last Name

Primary 21st CCLC Contact Title

Primary 21st CCLC Contact Phone Number

Primary 21st CCLC Contact Email

required

Q1.5 Primary 21st CCLC Contact Salutation

Dr.

Mr.

Mrs.

Ms.

Other

N/A

required

Q1.6 Define "other."

required

Q1.7 Primary 21st CCLC Contact First Name

required

Q1.8 Primary 21st CCLC Contact Last Name

required

Q1.9 Primary 21st CCLC Contact Title

required

Q1.10 Primary 21st CCLC Contact Phone Number

required

Q1.11 Primary 21st CCLC Contact Email

required

**Read the following sections closely. Each relevant section must be digitally signed by the District or Agency Authorizer. The District or Agency Authorizer will be asked to provide three signatures. 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.**

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## II. Federal 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): <http://www.ecfr.gov/cgi-bin/text-idx?node=34:1.1.1.1.23&rgn=div5> or the Wisconsin Uniform Financial Accounting Requirements (WUFAR): <http://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—Include signed certifications and assurances with your application materials.

Step 4—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 grant

program's Application Guidelines document. 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 of 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 acknowledgment 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 federal grant funds, the grant award recipient shall clearly acknowledge the receipt of federal 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 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. 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>

**15. 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<sup>e</sup>(1,2,3,6,7)].

**16. 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*.

<https://publicrecordsboard.wi.gov/Documents/DPI%20GS-APPROVED%20June%202015%20v8.1.pdf>

All applicants 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.

**17. 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)].

**18. 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)].

**19. 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].

**20. 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>

**21. 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.

**22. 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 sub-recipient 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.

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### III. Program Specific Assurances

**Assurance is further provided that:**

1. The program will primarily target students who attend a school eligible for schoolwide Title I services and the families of such students.
2. The program will be carried out in alignment with challenging state academic standards and any local academic standards.
3. The program will take place in a safe and easily accessible facility.
4. The program 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.
5. 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.

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## 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

Title of District/Agency Authorizer

required

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.

Signature of District/Agency Authorizer

required

Typing in your name acts as your electronic signature.

Date

required

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## 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.

Title of District/Agency Authorizer

required

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.

Signature of District/Agency Authorizer

required

Typing in your name acts as your electronic signature.

Date

required

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## 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.

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## 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.

Title of District/Agency Authorizer

required

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.

Signature of District/Agency Authorizer

required

Typing in your name acts as your electronic signature.

Date

required

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## VII. Program Overview

### Grade Levels Served

Q7.1 Select the grades the program served in 2019 - 2020. Select all that apply.

Pre-Kindergarten

Kindergarten

Grade 1

Grade 2

Grade 3

Grade 4

Grade 5

Grade 6

Grade 7

Grade 8

Grade 9

Grade 10

Grade 11

Grade 12

required

Q7.2 Do you plan to make any changes to grades served next year?

No

Yes

required

Q7.3 Do you plan to add or remove grades served next year?

Add grade(s)

Remove grade(s)

Add AND remove grade(s)

required

Q7.4 Select the grade(s) you plan to add to the program. Select all that apply.

Pre-Kindergarten (3K-4K)

Kindergarten

Grade 1

Grade 2

Grade 3

Grade 4

Grade 5

Grade 6

Grade 7

Grade 8

Grade 9

Grade 10

Grade 11

Grade 12

**required**

Q7.5 Select the grade(s) you plan to remove from the program. Select all that apply.

Pre-Kindergarten (3K-4K)

Kindergarten

Grade 1

Grade 2

Grade 3

Grade 4

Grade 5

Grade 6

Grade 7

Grade 8

Grade 9

Grade 10

Grade 11

Grade 12

required

Q7.6 Explain why changes to grades served next year are being proposed.

required

## 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.**

Q7.7 Due to the COVID-19 closures, do you have access to attendance data?

Yes

No

required

**Attendance data must be submitted at a later date. Please work with your 21st CCLC consultant.**

Q7.8 Did the 21st CCLC serve additional schools in 2019 - 2020?

Yes

No

required

Q7.9 Where did the program services take place?

At one location

At separate sites

required

Q7.10 Participants from all schools must be served at one location. How will you ensure this requirement is met next year?

required

Q7.11 What percent of 21st CCLC participants are from the primary school listed on the grant?

required

Q7.12 Explain how you will ensure that 51% of participants served next year are affiliated with the

primary school listed on this grant.

required

Q7.13 Will you serve any new additional schools next year?

No

Yes

required

Q7.14 How many new additional schools will you serve? (Note: if you plan to serve more than four additional schools, please contact DPI.)

1

2

3

4

required

Q7.15 List new additional school 1:

required

Q7.16 List new additional school 2:

required

Q7.17 List new additional school 3:

required

Q7.18 List new additional school 4:

required

Q7.19 Explain the reason for the change in additional schools.

required

## Student Population

Students Served Through 03/18/2020

Q7.20 As of 03/18/2020 (or your latest date of in-person programming), what was the total number of

students the program served in 2019 - 2020?

Q7.21 As of 03/18/2020 (or your latest date of in-person programming), what was the number of regular attendees served in 2019 - 2020?

Q7.22 As of 03/18/2020 (or your latest date of in-person programming), what was the program's average daily attendance (ADA) in 2019 - 2020?

Q7.27 How will you ensure you serve the ADA your funding tier requires next year?

required

## Target Population

Q7.28 Which types of students does the 21st CCLC prioritize in recruitment and enrollment efforts? (Select all that apply.)

Students in need of academic support

Students with social and emotional, or behavioral needs

English Language Learners (ELLs)

Low income students

Past participants and/or their siblings

Other

required

Q7.29 Explain "other."

required

Q7.30 Do you plan to make any changes to which students you serve, or how you recruit them?

No

Yes

required

Q7.31 Describe the proposed changes and the reasons for them.

required

## Program Operating Schedule

### Number of programming hours open AFTER SCHOOL

Q7.32 Average number of after-school programming hours per typical week:

required

### Number of programming hours open BEFORE SCHOOL

Q7.33 Average number of before-school programming hours per typical week:

required

Q7.34 Average number of total programming hours (before- AND after-school) per typical week:

Q7.35 Did the average number of total programming hours (before- AND after-school) per typical week meet or exceed 10 hours?

Yes

No

required

Q7.36 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?

required

## Number of programming days through 03/18/2020

Q7.37 Due to the COVID-19 closures, do you have access to program calendar data?

Yes

No

required

Q7.38 Total Days Open as of 03/18/2020 (or your latest date of in-person programming) during school year 2019 - 2020:

required

Q7.39 Do you plan to make any changes to your operating schedule next year?

No

Yes

required

Q7.40 Describe the proposed changes to your operating schedule.

required

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## VIII. Program Plan

### Typical Day and Week

Q8.1 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 21st CCLC Grant Program Application Guidelines ([https://dpi.wi.gov/sites/default/files/imce/sspw/pdf/21st\\_CCLC\\_19-20\\_Guidelines.pdf](https://dpi.wi.gov/sites/default/files/imce/sspw/pdf/21st_CCLC_19-20_Guidelines.pdf)) for a definition of "academic enrichment."

Choose File

### 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.**

Q8.2 Did all students (including students who attend the before-school program, if applicable) participate in academic enrichment programming on a regular basis?

Yes

No

required

Q8.3 If a student in the grade most representative of your program attended the 21st CCLC every day, how often did they participate in academic enrichment?

Less often than once a week

Once a week

More often than once a week

required

Q8.4 Next year, how will you ensure that all students participate in academic enrichment programming on a regular basis?

required

Q8.5 How did 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 21st CCLC programming

Specific staff devoted to creating lesson plans (e.g., licensed educator, education student, etc.)

Other

None of the above

required

Q8.6 Explain "other."

required

Q8.7 How will you help students meet state and local standards next year?

required

Q8.8 Below is a list of authorized activities for the 21st CCLC grant. Use the checkboxes to indicate which activities the 21st CCLC 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

Q8.9 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

**required**

Q8.10 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.)

required

## Before School Programming

Q8.11 Did the before-school program operate for at least 45 minutes on the days it was offered?

Yes

No

required

Q8.12 How will you ensure that the before-school program operates for at least 45 minutes on the days it is offered next year?

required

Q8.13 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

required

Q8.14 Explain "other."

required

Q8.15 Explain how you will meet the requirement to ensure all students receive academic enrichment in the future.

required

Q8.16 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 21st CCLC Grant Program Application Guidelines ([https://dpi.wi.gov/sites/default/files/imce/sspwpdf/21st\\_CCLC\\_19-20\\_Guidelines.pdf](https://dpi.wi.gov/sites/default/files/imce/sspwpdf/21st_CCLC_19-20_Guidelines.pdf)) for a definition of "academic enrichment" and for before-school programming requirements.

required

## COVID-19 Related Services or Activities

Q8.17 Did the 21st CCLC provide support services or activities to 21st CCLC participants or their families between 03/18/2020 and the end of the school calendar year?

Yes

No

required

Q8.18 What types of services or activities were provided during the COVID-19 related school closure to students? Select all that apply.

Virtual or on-line facilitated activities

Virtual or on-line meetings (e.g., Zoom, Google Hangouts, etc.)

Phone calls

Activity packets made available through pick-up or delivery

Pre-recorded video tutorials or instruction

Distributed resource materials (e.g., login credentials to online resources, books sent home, etc.)

Meal or food distribution for youth

Other

None of the above

required

Q8.19 Describe the "other" services or activities provided to students during the COVID-19 closures.

Q8.20 What types of services or activities were provided during COVID-19 related school closure to parents, guardians, or families? Select all that apply.

Virtual or on-line facilitated activities

Virtual or on-line meetings (e.g., Zoom, Google Hangouts, etc.)

Phone calls

Distributed resource materials (e.g., login credentials for online resources, etc.)

Meal or food distribution

Other

None of the above

**required**

Q8.21 Describe the other services or activities provided to parents, guardians, or families during the COVID-19 closures.

Q8.22 What types of activities did staff engage in during the COVID-19 related school closures?

Virtual, online, or distance learning professional development

Activity planning and development

Activity facilitation (either virtually, over the phone, or creation of packets, etc.)

Data collection and reporting

Summer program planning or planning for the 2020 - 2021 school year

General program management (e.g., budget management, staff management, etc)

Other

None

**required**

Q8.23 Describe the other type of activities staff engaged in during the COVID-19 closures.

**required**

## Summer Programming

Q8.24 Were 21st CCLC funds used to support summer programming in 2019?

Yes

No

required

Q8.25 Will you offer 21st CCLC-funded summer programming for the first time in the summer of 2020?

Yes

No

required

Q8.26 21st CCLC funds may only be used to supplement, not supplant, other funding sources. Do other funding sources currently support summer programming?

Yes

No

required

Q8.27 How will 21st CCLC funds be used to expand or enrich the existing summer programming?

required

Q8.28 Describe your 2020 21st CCLC-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.

required

Q8.29 If your summer programming has been or will be impacted by COVID-19 closures, please describe the impact (i.e. expanded programs, canceled programming, moved to virtual or other distance opportunities). If not applicable, you may write "N/A" or skip this question.

## Services for Adult Family Members

Q8.30 Due to the COVID-19 closures, do you have access to family engagement data?

Yes

No

**Family engagement data must be submitted at a later date. Please work with your 21st CCLC consultant.**

required

Q8.31 During academic year 2019 - 2020, how many family activities or events did you have prior to 03/18/2020?

0

1

2

3

4

More than 4

required

Q8.32 How will you ensure that the program offers at least one family engagement event next year?

required

Q8.33 Approximately what percentage of families participated in 21st CCLC family activities or events as of 03/18/2020?

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

required

Q8.34 Do you plan to make any changes to services for family members?

No

Yes

required

Q8.35 Describe the changes and the reasons for them.

required

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## IX. Staffing

Q9.1 Did 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 had a coordinator who worked at least 20 hours per week

We had a dedicated coordinator, but they worked less than 20 hours per week

No, we did not have a dedicated coordinator

required

Q9.2 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 toward program management and oversight. Next year, how will you ensure that this requirement is met?

required

Q9.3 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 or more years (including this year)

required

Q9.4 Do you plan to make any changes to staffing levels or staffing roles? This would include the addition of volunteers and changes to the process for vetting volunteers.

Yes

No

required

Q9.5 Describe the proposed changes and the reasons for them.

required

---

## X. Program Goals and Evaluation

Q10.1 Due to the COVID-19 closures, do you have access to goals and evaluation data?

Yes

No

required

**Program goals and evaluation data must be submitted at a later date. Please work with your 21st CCLC consultant.**

## Program Objectives

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

Q10.2 Thinking of your local goal(s) for State Goal #1, what progress have you made?

No progress

Some progress

Goal achieved

Unable to report due to COVID-19 closures

required

Q10.3 Do you need to revise any local goals for State Goal #1?

Yes

No

required

Q10.4 Explain what changes you plan to make and why.

required

State Goal 2: Challenge youth to develop as learners.

Q10.5 Thinking of your local goal(s) for State Goal #2, what progress have you made?

No progress

Some progress

Goal achieved

Unable to report due to COVID-19 closures

required

Q10.6 Do you need to revise any local goals for State Goal #2?

Yes

No

required

Q10.7 Explain what changes you plan to make and why.

required

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

Q10.8 Thinking of your local goal(s) for State Goal #3, what progress have you made?

No progress

Some progress

Goal achieved

Unable to report due to COVID-19 closures

required

Q10.9 Do you need to revise any local goals for State Goal #3?

Yes

No

required

Q10.10 Explain what changes you plan to make and why.

required

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

Q10.11 Thinking of your local goal(s) for State Goal #4, what progress have you made?

No progress

Some progress

Goal achieved

Unable to report due to COVID-19 closures

required

Q10.12 Do you need to revise any local goals for State Goal #4?

Yes

No

required

Q10.13 Explain what changes you plan to make and why.

required

## Public Communication

Q10.14 How did you communicate your evaluation findings to the public? Select all that apply.

Posted on website

Posted in the public school board meeting notes

Published in media publications (e.g., local newspapers)

Available upon request

No particular method

No method because we have no evaluation findings

required

Q10.15 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. Note: 21st CCLCs are encouraged to use the Local Evaluation Report Guidelines and Template available at [https://dpi.wi.gov/sites/default/files/imce/sspw/doc/Local\\_Eval\\_Guidelines\\_and\\_Template.docx](https://dpi.wi.gov/sites/default/files/imce/sspw/doc/Local_Eval_Guidelines_and_Template.docx).

required

Q10.16 Regular program evaluation is a requirement of the grant. Explain how the program will comply with this requirement going forward. Note: 21st CCLCs are encouraged to use the Local Evaluation Report Guidelines and Template available at [https://dpi.wi.gov/sites/default/files/imce/sspw/doc/Local\\_Eval\\_Guidelines\\_and\\_Template.docx](https://dpi.wi.gov/sites/default/files/imce/sspw/doc/Local_Eval_Guidelines_and_Template.docx).

required

Q10.17 Enter the link to the website here.

required

Q10.18 If information is shared upon request, how do you let the public know the evaluation findings are available?

required

## Self-Assessment

Q10.19 Below are the steps in the self-assessment process that 21st CCLC programs are required to implement during their five-year grant cycles. Please indicate below which of the steps you have completed to date. While the self-assessment requirement has been amended in light of the COVID-19 closures, please report on any progress you have made to-date.

Choose a self-assessment tool

Conduct self-assessment

Develop improvement plan

Implement improvement plan

Continue to revise and implement improvement plan

None of the above

**required**

Q10.20 Which of the following DPI-approved tools are you using or do you plan to use 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)

**required**

Q10.21 Which step(s) of the self-assessment process do you plan to engage in next year?

**required**

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## XI. Accessibility

### Transportation

Q11.1 How do students get HOME from your program?

Additional or alternative method(s) to parent or guardian pick up

Only picked up by parents or guardians

required

Q11.2 How do you ensure that transportation is not a barrier for students whose parents or guardians cannot pick them up?

required

Q11.3 Select all transportation methods that apply to getting students HOME from your program.

Program provides transportation (i.e., school bus or van)

Students take a city bus home

Students walk home with supervision

Taxi service

Parent or guardian pick up

Other

required

Q11.4 Explain "other."

required

Q11.5 Do you plan to make any changes to your transportation policy?

Yes

No

required

Q11.6 Describe the proposed changes and the reasons for them.

required

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## XII. Stakeholder and Community Collaboration

### Community Partners

Q12.1 Did the site coordinate with any community partners in 2019 - 2020?

Yes

No

required

You may list up to five (5) community partners with whom you worked in 2019 - 2020:

Q12.2 21st CCLC programs are required to work with at least one partner. How will you ensure that you work with at least one community partner next year?

required

Q12.3 Partner 1

required

Q12.4 Partner 2

Q12.5 Partner 3

Q12.6 Partner 4

Q12.7 Partner 5

Q12.8 Do you plan to make any changes to your partnerships for next year?

Yes

No

required

Q12.9 Describe the proposed changes and the reasons for them.

required

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### XIII. Funding and Sustainability

## Coordination of Funding Sources

Q13.1 Does the program coordinate with other local, state, or federal funding sources?

Yes

No

required

Q13.2 The program is required to coordinate with other funding sources. How will you ensure this requirement is met next year?

required

Q13.3 Use the boxes below to indicate those funding sources with which the program coordinates. Check all that apply.

Title I

Title IV, A

Fund 80

Private foundation funds (e.g., United Way)

Childcare subsidies

USDA Afterschool Snack Program

Other

required

Q13.4 Explain "other."

required

## Fees

Q13.5 Do you intend to generate income or charge a fee for programming in 2020 - 2021?

Yes

No

required

The DPI **highly discourages grant subrecipients from charging fees for program services.** If your program intends to charge fees and/or generate program income, the 21st CCLC is required to submit the [Program Income 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.

**Complete the [Program Income Application](#) by June 22, 2020, 4:00 pm (CST).**

Q13.6 Did you charge a fee for program services or otherwise generate income (e.g., fundraisers, etc.) in

2019 - 2020?

Yes

No

required

Q13.7 Did you charge a fee for participation in 2019 - 2020?

Yes

No

required

Q13.8 Due to the COVID-19 closures, do you have access to 2019 - 2020 fee and other income information?

Yes

No

required

**Fee and other income information must be submitted at a later date. Please work with your 21st CCLC consultant.**

Q13.9 What was your approved fee amount for 2019 - 2020? Be sure to specify if this fee amount was a monthly, annually, or other (explain).

required

Q13.10 Total amount of fees collected in 2019 - 2020?

required

Q13.11 What was the number of 21st CCLC students that paid a fee?

required

Q13.12 Did the program participate in the Department of Children and Families (DCF) Wisconsin Shares Child Care Subsidy Program?

Yes

No

required

Q13.13 What percentage of the students in the 21st CCLC program participated in Shares?

required

Q13.14 Was there any other program income, not including fees?

Yes

No

required

Q13.15 What was the amount of program income, not including fees, collected in 2019 - 2020?

required

Q13.16 Total amount of fees and income collected (i.e., grand total) in 2019 - 2020?

required

Q13.17 Was the total amount of program income (including fees) used for the program operations?

Yes

No

required

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#### XIV. Budget

Download and complete the

[Budget Justification and Budget Summary form](#)

for this section. You must use this form. Please be aware that converting the form to another file type, such as a Google document, may interfere with the form's calculation functions, and you will be required to resubmit the form. Also, please work with your Business Office to complete any financial forms, including this one. For more information on completing the budget, visit the "Trainings" section on the DPI 21st CCLC website: <https://dpi.wi.gov/sspw/clc/current-grantees>.

**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.

Q14.1 Upload the completed DPI Budget Justification and Budget Summary here (.pdf or .doc only) for 2020 - 2021.

Choose File

Q14.2 Are you subcontracting with a single agency for 25% or more of the award?

Yes

No

required

Download and complete the

[Budget Detail form](#)

for subcontracts. Please be aware that converting the form to another file type, such as a Google document, may interfere with the form's calculation functions, and you will be required to resubmit the form. Also, please work with your Business Office to complete any financial forms, including this one.

Q14.3 Upload the DPI Budget Detail form for subcontracts, detailing how the subcontractor will allocate grant dollars (.pdf or .doc only) for 2020 - 2021.

Choose File

This step is unnecessary if and only if the subcontracting details are provided in the Budget Summary and Justification above.

Q14.4 Does the DPI Budget Justification and Budget Summary include technology purchases (e.g., computers, cameras, printers, iPads, Chromebooks, etc.)?

Yes

No

required

Complete and submit the [Technology Assurances form](#).