

This document is NOT the actual 2019-20 WI 21st CCLC Application, rather it is listing of the application's prompts/questions, including all conditional prompts/questions. Visit <https://webportalapp.com/sp/wdpi> to complete and submit the application.

I. General Information

Name your application: Name of Applicant Agency and Primary School Served *

Example:

Happyville School District: Happyville Elementary

Is the Applicant Agency a public school district or a public charter school? *

Yes

No

Applicant Agency

Agency Lead's First Name *

Agency Lead's Last Name *

Agency Lead's Email *

Data Universal Number System (DUNS) Number

For more information, click "Save Draft" below, and then visit <https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/duns-instructions.pdf>

Are you the Primary Contact for the CLC grant? *

Yes

No

Primary CLC Contact First Name *

Primary CLC Contact Last Name *

Primary CLC Contact Email *

Primary School Served

Check here if you were unable to find your school OR if your school's information is incorrect.

Yes

School Name *

Mailing Address *

Mailing City *

Mailing Zip *

Cooperative Educational Service Agency (CESA) Number *

School Principal First Name *

School Principal Last Name *

School Principal Email *

II. Abstract

In the space provided, summarize the program's overall vision in a concise, comprehensive, and synthesized abstract. Make sure to address the targeted population, the key needs, what the project ultimately seeks to accomplish, and how the project will be carried out. (Limit to 1000 characters.) *

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.

III. 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.

IV. 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. Students attending schools not identified as the primary school to be served will receive Community Learning Center services at a single CLC site. Funds may not be divided to provide CLC programming at multiple CLC sites.
4. 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.
5. The proposed program was developed and will be carried out in alignment with challenging state academic standards and any local academic standards.
6. The proposed program will employ a dedicated Program Coordinator for a minimum of 20 hours per week, if overseeing one CLC site, or for 40 hours per week, if overseeing multiple CLC sites.
7. Applicant will collect all data required for the grant. Applicant will use the state's evaluation tools when made available. Applicant may use additional assessment tools to assess their progress, if and only if, collection of such data does not replace or otherwise undermine data collection for the statewide evaluation.
8. The program will take place in a safe and easily accessible facility.

9. 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.
10. Applicant will invite the equitable participation of students from nonpublic schools.
11. 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.
12. 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.

V. 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 *

VI. 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.

VII. 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.

1. 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.
2. 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. Consortium Verification

Do you represent a consortium (i.e., two or more local education agencies, community-based organizations, Indian tribes or tribal organizations, other public/private entities)? *

- Yes
- No

Download and complete a [Consortium Verification form](#).

Upload a completed Consortium Verification form. *

Select a file

IX. Program Overview

Using the tables and questions below, provide a brief overview of the proposed program, including the school(s) to be served, the level of funding sought, and the projected average daily attendance (ADA) of the program.

Relevant Assurances

- 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).
- The program will primarily target students who attend a school eligible for schoolwide Title I services and the families of such students.
- Students attending schools not identified as the primary school to be served will receive Community Learning Center services at a single CLC site.
- Funds may not be divided to provide CLC programming at multiple CLC sites.

A. Complete the field(s) below.

Grades served by primary school *

- | | | |
|----------------------------|-----------------------------|-----------------------------|
| <input type="checkbox"/> 1 | <input type="checkbox"/> 6 | <input type="checkbox"/> 11 |
| <input type="checkbox"/> 2 | <input type="checkbox"/> 7 | <input type="checkbox"/> 12 |
| <input type="checkbox"/> 3 | <input type="checkbox"/> 8 | <input type="checkbox"/> PK |
| <input type="checkbox"/> 4 | <input type="checkbox"/> 9 | <input type="checkbox"/> K |
| <input type="checkbox"/> 5 | <input type="checkbox"/> 10 | |

Number of students enrolled in primary school *

Is this an identified Comprehensive Support & Improvement (CSI) School? *

To determine if the site has been identified by DPI as a Comprehensive Support and Improvement (CSI), click "Save Draft" below, and then see <https://dpi.wi.gov/accountability>

- Yes
- No

Is this an identified Targeted Support & Improvement School (TSI) School? *

To determine if the site has been identified by DPI as a Targeted Support and Improvement (TSI) school, click "Save Draft" below, and then see <https://dpi.wi.gov/accountability>

- Yes
- No

Is this school eligible for school-wide Title I services? *

- Yes
- No

Is this school identified by the Local Education Agency (LEA) as in need of services? *

- Yes
- No

How many students from this school are projected to attend the CLC program on a daily basis? *

Has this site received 21st CCLC funds in the past? *

- Yes
- No

Years funded *

Ex. 2003-2013

ADA (including primary site and all additional schools) of CLC's most recent year of operation *

Will any additional schools (i.e., feeder schools) be served by this center? *

- Yes
- No

How many additional schools? *

Name of additional school #1 *

Grades served by additional school #1 *

- | | | |
|----------------------------|-----------------------------|-----------------------------|
| <input type="checkbox"/> 1 | <input type="checkbox"/> 6 | <input type="checkbox"/> 11 |
| <input type="checkbox"/> 2 | <input type="checkbox"/> 7 | <input type="checkbox"/> 12 |
| <input type="checkbox"/> 3 | <input type="checkbox"/> 8 | <input type="checkbox"/> PK |
| <input type="checkbox"/> 4 | <input type="checkbox"/> 9 | <input type="checkbox"/> K |
| <input type="checkbox"/> 5 | <input type="checkbox"/> 10 | |

Number of students enrolled in additional school #1

Is additional school #1 an identified Comprehensive Support & Improvement (CSI) School? *

- Yes
- No

Is additional school #1 an identified Targeted Support & Improvement School (TSI) School? *

- Yes
- No

Is additional school #1 eligible for school-wide Title I services? *

- Yes
- No

Is additional school #1 school identified by the Local Education Agency (LEA) as in need of services? *

- Yes
- No

How many students from additional school #1 are projected to attend the CLC program on a daily basis? *

B. Select the tier of funding for which you are applying. Base the request on the average number of students who are projected to be served by the program on a daily basis during the school year (ADA), as reported in section A, above, and on the amount of funds needed to serve those students on a daily basis.

Note: CLC funds may only be used to supplement, not supplant, other funding sources. If other sources of funding are currently being used to support out-of-school time programming at the proposed site, please take those into account when determining the amount of CLC funds to request.

Applicants may apply for a lower level of funding than the proposed ADA allows. The ADA range listed next to each funding amount represents the **minimum number** of students the program must serve on a daily basis. The program can serve more students if it has the capacity to do so.

Funding Tier *

- \$80,000 / 25-40 ADA
- \$100,000 / 41-55 ADA
- \$115,000 / 56-70 ADA
- \$130,000 / 71-85 ADA
- \$145,000 (MAX) / 86+ ADA

C. Provide a brief justification for the projected average daily attendance (ADA) selected above given the size of the school's population. (Limit to 1500 characters.) *

D. Applicants Previously Funded by 21st CCLC Grant: If previously funded by the 21st CCLC grant and the projected ADA differs from the ADA during the program's final year of funding, provide a detailed justification for the difference. (Limit to 1500 characters.) *

X. Statement of Need

A needs assessment must be completed prior to writing the grant application in order to identify service gaps, coordination between existing programs and services, and additional background data and related information about the students, families, and community that justifies the selection of this project. Use the table and questions below to describe the results of the needs assessment. Be specific.

Relevant Assurance

- 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.

A. Using DPI's WISEdash public portal, complete the following table with the most recent school year data for the primary school to be served that justifies the designation of the targeted population as in need of intervention and support.

Percent of Students Eligible for Free and Reduced Lunch (FRL) Program (%) *

Attendance Rate (%) *

Click "Yes" next to relevant test and report the percentage of students performing below proficiency in English Language Arts (ELA) (grades 3-8, 11), or English (grades 9-10), as well as the percentage

of students testing below proficiency in Math. If certain data is not available (e.g., state assessments), use other data sources to make the case regarding academic need, in question C.

Forward (grades 3-8)

Yes

Percent of Students below proficiency in English Language Arts (ELA) *

Percent of Students below proficiency in Math *

ACT Aspire (grades 9-10)

Yes

Percent of Students below proficiency in English *

Percent of Students below proficiency in Math *

ACT (grade 11)

Yes

Percent of Students below proficiency in English Language Arts (ELA) *

Percent of Students below proficiency in Math *

B. In the space below, describe the process for assessing the needs of the primary school, including the needs of working families. Your response should address all of the following: (1) the timeline of the needs assessment (i.e., frequency of meetings, length of process, etc.); (2) the methods that were used to conduct the needs assessment (e.g., surveys, interviews, meetings, etc.); (3) the stakeholders involved in the needs assessment process (e.g., schools, youth, parents/guardians, community partners, etc.); and (4) the role each stakeholder played in the process. (Limit to 3000 characters.) *

C. Describe the results of the needs assessment and how those results support the need for the CLC. In addition to further explaining the data outlined in items A and B above, provide any other information necessary to justify the selection of this project based on need. Consider poverty level data, student and family demographics, achievement data of student subgroups, grades, graduation rates, dropout rates, suspensions and/or expulsions, discipline reports, school climate, juvenile crime rates, etc. Cite data sources. (Limit to 3000 characters.) *

D. Describe any (1) school-based before and after school programs; (2) community-based organization programs; and/or (3) family-based school-age child care programs currently serving the target population, and explain what gaps exist and why the available services and resources are insufficient to meet identified needs. (Limit to 2000 characters.) *

Will the CLC serve any additional schools (i.e., feeder schools)? (Note: Refer to additional schools in the Program Overview section.) *

Yes

No

E. In the space below, describe the need for services for each identified additional school (i.e., feeder school). Consider providing specific data sources to support the justification, as well as other needs assessment information. (Limit to 2000 characters.) *

XI. Program Goals and Evaluation

In this section, applicants should outline the goals of the proposed program, along with related outcomes and data sources, and describe the processes that will be employed to measure progress toward those goals and to make changes intended to strengthen the program, as needed.

Relevant Assurances

- Applicant will collect all data required for the grant.
- Applicant will use the state's evaluation tools when made available.
- Applicant may use additional assessment tools to assess their progress, if and only if, collection of such data does not replace or otherwise undermine data collection for the Statewide Evaluation.

A. In this section, list local goals, expected outcomes, and data sources for each of the four statewide goals (see CLC Grant Program Application Guidelines for sample). Applicants must include at least one local goal for each of the four statewide goals. Applicants may include more than one local goal per statewide goal. Local goals should consist of the program's specific focus area(s) for each of the four statewide goals; expected outcomes should reflect the impact the program hopes to have on participants and should be measurable; data sources refer to the specific types of evidence the program will collect to measure progress toward goals and outcomes.

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

How many Local Goal(s) *

Local Goal #1 *

Expected Outcome #1 *

You may enter more than one outcome for Local Goal #1.

Data Source #1 *

You may enter more than one data source for Local Goal #1.

State Goal 2: Challenge youth to develop as learners.

State Goal 2: How many Local Goal(s) *

Local Goal #1 *

Expected Outcome #1 *

You may enter more than one outcome for Local Goal #1.

Data Source #1 *

You may enter more than one data source for Local Goal #1.

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

State Goal 3: How many Goal(s) *

Local Goal #1 *

Expected Outcome #1 *

You may enter more than one outcome for Local Goal #1.

Data Source #1 *

You may enter more than one data source for Local Goal #1.

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

State Goal 4: How many Goal(s) *

Local Goal #1 *

Expected Outcome #1 *

You may enter more than one outcome for Local Goal #1.

Data Source #1 *

You may enter more than one data source for Local Goal #1.

Program Evaluation: CLC programs are required to undertake evaluation efforts on a periodic basis. In addition to performing a local evaluation of the program, using the goals, outcomes, and data source(s) outlined above, programs are expected to report data into a federal data collection system and report end-of-year program results to the state. In this section, applicants will describe how they plan to comply with those local, state, and federal evaluation requirements.

B. There are multiple state and federal reporting requirements for this grant. How will the program work with the LEA and/or the school(s) attended by CLC participants to ensure that the program has access to the student-level data it needs to comply with those reporting requirements? (Limit to 1000 characters.) *

C. Describe the continuous improvement process the program will employ to refine, improve, and strengthen the program, and to refine the program's performance measures. The description should include the following information: (1) how often data will be collected and who will be responsible for

collecting it; (2) how often data will be analyzed and who will be involved in analyzing it; and (3) how evaluation results will be used to inform programmatic changes. (Limit to 2500 characters.) *

D. Describe how the program's evaluation results will be made available to the general public and how the public will be notified of the availability of those results. (Limit to 1500 characters.) *

XII. Program Plan

In this section, applicants will provide a detailed description of their proposed program plan. This plan should provide reviewers with an overview of the population to be served, the general operating schedule, and the activities that will be implemented to support the achievement of the program's, goals, outlined in the previous section. Where applicable, the Program Plan should address the needs identified in the Statement of Need and align with the goals of the 21st CCLC grant.

Relevant Assurance

- The proposed program was developed and will be carried out in alignment with challenging state academic standards and any local academic standards.

A. Answer the questions below about the population of students to be served by the proposed program.

Projected number of regular attendees (students attending 30 or more days) *

Grades to be served (i.e., K-5, 6-8, 9-12) *

B. Describe the processes that will be used to identify and recruit targeted students for participation in the CLC program. Your response should include: (1) a description of the students who will be targeted for participation in the program; (2) an explanation of why those students will be targeted; and (3) a description of how targeted students will be identified and recruited, including the role that day school staff will play. Refer to the results of your needs assessment and goals of the 21st CCLC grant, where applicable. (Limit to 2000 characters.) *

C. Describe the strategies that the program will employ to retain students once they are enrolled in order to ensure they become regular attendees. Note: A regular attendee is defined as a student who attends the program 30 or more days over the course of the school year. (Limit to 1500 characters.) *

D. Indicate below the number of days per school year the program will operate. Do not include summer programming. Note: CLC programs are required to operate for a minimum of 115 days per school year.

Number of Days per Week Program Will Operate *

Number of Weeks per School Year Program Will Operate *

Total Number of Days per School Year *

E. Indicate below the number of hours each day the program will operate after school. If the CLC will not offer programming on a particular day enter a 0. Note: CLC programs are required to operate for a minimum of 10 hours per week.

After School Hours

Monday *

Tuesday *

Wednesday *

Thursday *

Friday *

Total After School Hours

Will the program offer before school programming? *

Yes

No

Indicate below the number of hours each day the program will operate before school. If the CLC will not offer programming before school on a particular day enter a 0. If you plan to offer before school programming, refer to the CLC Grant Program Application Guidelines before school programming requirements.

Before School Hours

Monday *

Tuesday *

Wednesday *

Thursday *

Friday *

Total Before School Hours Per Week

Total Hours Per Week

F. Explain how you will ensure that students attending the before school program will participate regularly in academic enrichment activities. (Limit 1000 characters.) *

Program Activities: CLC programs should offer a broad array of activities that address the goals of the 21st CCLC grant. In Wisconsin, CLC programs must offer, (1) at least one type of academic enrichment programming that aligns with state academic standards, any local academic standards, and local curricula designed to improve student academic achievement, (2) at least two additional types of services, programs, and/or activities that contribute to overall student success (i.e., youth development activities, social and emotional learning activities, or recreational activities), and (3) programming for the adult family members of CLC students. In response to the questions below, describe the activities the program will offer to meet each of the three requirements outlined above.

G. Describe two of the core program activities that will address the following statewide 21st CCLC goal: Programs will challenge youth to develop as learners (i.e., academic enrichment, remedial education activities, tutoring services, etc.). One activity must be academic enrichment. Your response should include an overview that provides enough background for someone unfamiliar with

the activity to understand it and should include the following information: (1) how the activities align with local program goals and the academic needs of students; and (2) how the activities will improve the academic performance of students. See the CLC Grant Program Application Guidelines for a definition of “academic enrichment.” (Limit to 2500 characters.) *

H. Describe two of the core activities and/or strategies the program will employ that will address the following statewide 21st CCLC goal: Programs will support the development of other skills necessary for student success (i.e., youth development, social and emotional learning, or recreational activities or strategies). Your response should include a general description that provides enough background for someone unfamiliar with the activity or strategy to understand it and include the following information: (1) how the activities and/or strategies align with local program goals and the needs of students; and (2) how the activities and/or strategies will help students develop skills necessary for overall success (e.g., academic performance, achievement, postsecondary and workforce preparation, and positive youth development, etc.). (Limit to 2500 characters.) *

I. How will the program incorporate best practices, including research or evidence-based practices, into program activities in order to help students meet challenging state and local standards and/or develop other skills necessary for student success? Include specific examples of the evidence-based practices that will be employed and explain why they are appropriate for an after school setting. Note: See the CLC Grant Program Application Guidelines for a list of evidence-based practices for out-of-school time programs. (Limit to 2500 characters.) *

J. Weekly Schedule: Attach a copy of a draft weekly schedule for your proposed program. The schedule should give reviewers a sense of the scope of instructional activities (e.g., Reader’s Theater, Robotics Club, etc.) you will offer over the course of a week and the frequency with which those activities will be offered. Label which instructional activities are considered academic enrichment. Refer to the CLC Grant Program Application Guidelines for a definition of “academic enrichment.” *

Select a file

Before School Weekly Schedule: Attach a copy of a draft, before school weekly schedule for your proposed program. The schedule should give reviewers a sense of the scope of instructional activities (e.g., Reader’s Theater, Robotics Club, etc.) you will offer over the course of a week and the frequency with which those activities will be offered. Please label which instructional activities are 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

Will CLC funds be used to support summer programming? *

Yes

No

K. Provide a brief overview of the summer programming that will be offered, including: (1) the number of weeks and the number of hours per day the program will operate; (2) the students who will be served by the program; and (3) the activities that will be offered. (Limit to 2500 characters.) *

L. Describe the core program activities that will address the following statewide 21st CCLC goal: Programs will engage families in support of student learning (i.e. family engagement activities). Your description should include the following information: (1) the types of activities that will be offered to the adult family members of CLC students; (2) the frequency with which they will be offered throughout the school year; (3) how the proposed activities align with the program’s local goals and the identified needs of family members and students; and (4) how the proposed activities will provide family members with opportunities for active and meaningful engagement in their children’s education. If applicable, explain how the proposed activities will provide family members with opportunities for literacy and related educational development. (Limit to 2500 characters.) *

XIII. Staffing Plan

In this section, applicants will provide an overview of how the program will be staffed.

Relevant Assurance

- The proposed program will employ a dedicated Program Coordinator for a minimum of 20 hours per week, if overseeing one CLC site, or for 40 hours per week, if overseeing multiple CLC sites.

A. Program Coordinator Position Description: Upload a position description for the program coordinator. All programs are required to employ a dedicated program coordinator for a minimum of 20 hours per week, if overseeing one site, and for 40 hours per week, if overseeing multiple sites. The position description should include: (1) the number of hours per week the coordinator will work; (2) the responsibilities associated with the position; and (3) the required qualifications. *

Select a file

B. Beyond the program coordinator, describe the staffing model this program will use. Include: (1) the projected staff-to-student ratio; (2) a list of all staff positions; (3) the responsibilities associated with each position; and (4) the required qualifications for each position. (Limit to 3000 characters.) *

Will the program use volunteers? *

Yes

No

C. Describe how the program will recruit and use appropriately qualified people to serve as volunteers. (Limit to 1500 characters.) *

D. Describe the proposed program’s professional development plan. This plan should include: (1) the potential after school-specific professional development (PD) opportunities that will be offered to staff; (2) a timeline of when PD activities will take place throughout the year; and (3) an explanation of how PD opportunities align with the Program Plan and/or program goals. Note: CLC staff training should not be limited to day school PD offerings. (Limit to 2000 characters.) *

XIV. Accessibility

In this section, applicants will describe how they will ensure equitable access to the proposed program.

Relevant Assurances

- The program will take place in a safe and easily accessible facility.
- 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.
- The applicant will invite the equitable participation of students from nonpublic schools.

A. Transportation between school, center, and home cannot be a barrier for any student who wishes to attend the CLC. Describe the proposed program’s transportation plan, including: (1) how the program will ensure that participating students travel safely to and from the center and home; (2) how the program will assess the transportation needs of students; and (3) how the availability of transportation options will be communicated to families. (Limit to 2000 characters.) *

Is the program to be located in a facility other than an elementary or secondary school? *

Yes

No

B. If the program is to be located in a facility other than an elementary school or secondary school, explain how the program will be at least as available and as accessible (i.e., ADA compliance, transportation, adequacy of space, etc.) to the students to be served as if the program were located in an elementary school or secondary school. (Limit to 1000 characters.) *

C. Describe how the broader community will be made aware of the availability and location of the CLC in a manner that is understandable and accessible. (Limit to 1000 characters.) *

Is the applicant a non-private local education agency (i.e., a public school district or public charter school)? *

Yes

No

D. Upload a signed [Private School Affirmation form](#).

Upload a completed Private School Affirmation form.

Select a file

Will the program charge a fee or collect other program income? *

Yes

No

Fees are strongly discouraged. If your program intends to charge fees, the CLC will be required to submit an application to the DPI seeking permission to collect fees. DPI would like to remind grantees of the following:

1. If you intend to collect a fee, the fee must be nominal.
2. If you intend to collect a fee, it must not be a barrier to participation under ANY circumstances.
3. You cannot require families to submit evidence that they qualify for a waiver or reduction due to their income or other measure.
4. You must use program income (including fees) for program services during the fiscal year in which the income is generated.
5. All fees and program income should be tracked and documented.
6. You must be able to document why charging a fee or generating income is necessary to carry out program activities.

XV. Stakeholder and Community Collaboration

The purpose of this section is to describe the school and community partnerships that will contribute to the success of the program. In addition to answering the questions below, applicants must upload letters of support from at least one partner organization and the school principal and, if applicable, a signed Memorandum of Understanding (MOU).

Relevant Assurance

- 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.

A. Provide a list of program partners and describe their roles and responsibilities in carrying out the program services. This list should include: (1) the local education agency; (2) at least one community-based organization (CBO); and (3) other public or private entities where appropriate. Attach at least one letter of support from a CBO, and no more than five letters, from referenced organizations. (Limit to 2500 characters.) *

Upload at least one letter of support from a CBO, and no more than five letters, from referenced organization(s).

Upload 1 *

Select a file

Upload 2

Select a file

Upload 3

Select a file

Upload 4

Select a file

Upload 5

Select a file

B. Describe how the CLC program will collaborate with the day school(s) attended by participating students, including how the school will support the program (e.g., staff, space, professional development, materials, alignment to policies/procedures, Title I improvement plans, program/school communication, etc.). In addition to the description, attach a detailed letter of support from the principal of the primary school to be served. (Limit to 2500 characters.) *

Upload a letter of support from the principal of the primary school to be served.

Upload 1 *

Select a file

C. Describe how the program will solicit and use family and student input regarding program structures and activities to ensure the CLC is responsive to stakeholder needs and to encourage stakeholder engagement. (Limit to 1500 characters.) *

Is the applicant agency a public school district, charter school, or private school? *

Yes

No

D. Attach a signed Memorandum of Understanding (MOU) establishing agreement between the applicant and the school to be served, indicating that participant records needed to meet the requirements of the program will be shared with the applicant.

File Upload *

Select a file

XVI. Funding and Sustainability

The purpose of this section is to demonstrate how the program will effectively use resources and will plan for the continuation of the CLC after grant funding ends.

Relevant Assurance

- 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

A. Describe how the proposed program will coordinate with federal, state, and local programs and funding sources to make the most effective use of public resources. The description should be specific and indicate if the resource is federal, state, or local, as well as if it is in-kind or financial. (Limit to 2000 characters.) *

B. Describe the proposed program's plan to sustain programming after the grant funds have expired. The plan should include the specific strategies the program will employ to secure other funding sources and should detail the specific steps that will be taken during each year of the grant cycle. (Limit to 2500 characters.) *

Are any funding sources currently being utilized to operate an after, before, and/or summer school program serving the primary school identified? *

Yes

No

C. Describe any funding sources currently being utilized to operate an after, before, and/or summer school program serving the school(s) identified. Address how the scope of the program will change if awarded the 21st CCLC grant. Note: 21st CCLC funds may be used to supplement, but not supplant, other funding sources that are currently being used to support before, after, and/or summer programming. (Limit to 2500 characters.) *

XVII. Budget

Visit the DPI website at <https://dpi.wi.gov/sspw/clc/grant-information> to download and complete the Budget Justification and Budget Summary.

Note: No more than 95% of the award may be given to a subcontractor. If subcontracting with a single agency for 25% or more of the award, applicants will be asked to provide a detailed budget of those expenses if proposal is selected for funding.

Upload the completed Budget Justification and Budget Summary here. *

Select a file

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

Yes

No

If the application includes purchase of technology equipment, attach a Technology Assurance Form containing justification for the purchases. Visit the DPI website at <https://dpi.wi.gov/sspw/clc/grant-information> to download and complete the Technology Assurances Form.

Upload the completed Technology Assurances Form here. *

Select a file

