2022-23 Yearly Progress Report (YPR)

I. General Information

Q1.1 Grantee Year *

[▼]

Q1.2 Grantee Award Amount *

[▼]

Q1.3 Select your agency and the 21st CCLC site from the options below. *

[ ]

Q1.4 Is any information listed above incorrect or missing? *

○ Yes ○ No

Q1.6 Pronoun(s) (optional)

☐ She/her/hers ☐ He/him/his ☐ They/them/theirs ☐ Other

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 Yearly Progress Report (YPR). Note that the District or Agency Authorizer will be notified of all YPR submissions.

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.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200 or Educational Department of General Administrative Regulations (EDGAR): https://www.ecfr.gov/current/title-34/part-76 or the Wisconsin Uniform Financial Accounting Requirements (WUFAR): https://dpi.wi.gov/sfs/finances/wufar/overview.

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 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 §§ 200.318-200.327] 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 DPI or USDE of by their contractors [2 CFR §200.329(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 DPI 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 DPI acknowledged. However, reproduction of this product in whole or in part for resale must be authorized by the DPI. 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 §200.302 (a), (1), (3); §200.303(a), (b)].

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 DPI. 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.
    https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1

15. **Programmatic Changes:** The Applicant will obtain the prior approval of the DPI 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)].

16. **Record Retention:** In accordance with 2 CFR §200.334(b), this is written notification to the subrecipient that DPI 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 DPI timely on a schedule established by the DPI. The Applicant will report to DPI 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 DPI. Grant evaluation information provided to the DPI staff shall accurately assess the completeness of grant goals, activities, bench-marks and target dates [2 CFR §300.328(c)(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].

    https://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.

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.

IV. Certification/Signatures

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

I 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 my knowledge.

Signature of District/Agency Authorizer *

Typing in your name acts as your electronic signature.

Title of District/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.

Date *

V. Certification Regarding Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, 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.

If applicant agency cannot certify this information because Federal appropriated funds have been paid to individuals listed in paragraph (1), applicant must complete Standard Form - LLL "Disclosure of Lobbying Activities."

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 of Lobbying Activities," 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.

Standard Form – LLL, "Disclosure of Lobbying Activities," form is available at https://www2.ed.gov/fund/grant/apply/appforms/sflll.doc . If applicant is required to complete Standard Form -LLL, "Disclosure of Lobbying Activities," applicant shall submit the completed form to this grant's program administrator at DPI. As the prime grantee, DPI will forward the completed form to the federal government.

Signature of District/Agency Authorizer *

Typing in your name acts as your electronic signature.

Title of District/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.

Date *

VI. Program Overview

Grade Levels Served

Q6.1 In the site's most-recent YPR or grant application, the grades the program serves are listed as: *

Q6.2 Do the grades served in 2022-23 represent a deviation from grades served in 2021-22? *

○ Yes ○ No

Q6.3 If yes, select the grades served in 2022-23. 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

Q6.4 Do you plan to make any changes to grades served in 2023-24? *

○ No ○ Yes

Q6.5 Select the grade(s) you plan to serve in 2022-23. 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

Q6.6 Explain why changes to grades served next year are being proposed. If the program will serve students in different grade levels than the primary school served by the grant, explain how the site will provide grade-level appropriate programming. *

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.

Q6.7 Did the 21st CCLC serve additional schools in 2022-23? *

○ Yes ○ No

Q6.8 In the site's most-recent YPR or grant application, the additional school(s) the program serves is listed as:

[   ]

Q6.9 Do the schools served represent a deviation from schools served in 2021-22? *

○ Yes ○ No

Q6.10 If yes, list the feeder schools served in 2022-23.

[   ]

Q6.11 As of March 20, 2023, the following attendance percentage was reported in Cayen for the primary school served: *

[   ]

Q6.12 Describe the steps that will be taken to ensure that 51 percent of participants served next year are affiliated with the primary school listed on this grant. *

[   ]

Q6.13 Will you serve any new additional schools in 2023-24? *

○ No ○ Yes

Q6.14 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

Q6.15 List new additional school 1: *

[   ]

Q6.16 List new additional school 2: *

[   ]

Q6.17 List new additional school 3: *

[   ]

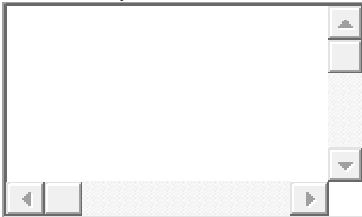Q6.18 List new additional school 4: *

[   ]

Q6.19 Will you stop serving any additional schools in 2023-24? *

○ Yes ○ No

Q6.20 List the additional school(s) you will stop serving in 2023-24. *

Q6.21 Explain the reason for the change in additional schools. *

Student Population

Q6.22 As of March 20, 2023, the following total number of students who attended the program at least one day in 2022-23 was reported in Cayen:

Q6.23 As of March 20, 2023, the following number of regular attendees (i.e., students who attended 30 or more days) was reported in Cayen:

Q6.24 As of March 20, 2023, the following number for before-school average daily attendance (ADA) was calculated in Cayen:

Q6.25 As of March 20, 2023, the following number for after-school ADA was calculated in Cayen:

Q6.26 As of March 20, 2023, the following number for ADA was calculated in Cayen:

Target Population

Q6.27 Which student population(s) did the 21st CCLC prioritize in recruitment and enrollment efforts? *

☐ Students in need of academic support ☐ Students with social and emotional, or behavioral needs ☐ English Language Learners (ELLs) ☐ Low income students ☐ Past participants or their siblings ☐ Students of color and students who are a racial minority ☐ Students who were identified as disengaged from school or chronically absent from school instructional time ☐ Students with different abilities ☐ No specific student populations identified ☐ Other

Q6.28 Explain "other." *

Q6.29 A requirement of the 21st CCLC grant is that you identify the student population most in need of 21st CCLC services. How will you ensure this requirement is met in 2023-24? *

[text area]

Q6.30 Do you plan to make any changes to the student populations targeted for services or how you recruit them? *

○ No ○ Yes

Q6.31 Describe the proposed changes and the reasons for them. *

[text area]

Program Operating Schedule

Please upload a typical weekly schedule of program activities. Please note: DPI recognizes that slight variations occur week to week which may impact hours reported by Cayen. DPI will utilize both the schedule which is uploaded and Cayen data to make decisions regarding follow-up.

Choose File

Q6.32 As of March 20, 2023, the following total number of after-school programming hours per typical week was reported in Cayen to be:

[text field]

Q6.33 As of March 20, 2023, were before-school programming hours reported in Cayen?

○ Yes ○ No

Q6.34 As of March 20, 2023, the following total number of before-school programming hours per typical week was reported in Cayen to be:

[text field]

Q6.35 As of March 20, 2023, the following total number of programming hours (before- AND after-school) per typical week was reported in Cayen to be:

[text field]

Q6.36 As of March 20, 2023, the following total number days open during school year 2022-23 was reported in Cayen to be:

[text field]

Q6.37 Will the program provide at least 115 days of service by the end of the school year? *

○ Yes ○ No

Q6.38 What changes do you plan to make next year to ensure that your program meets the requirement of offering at least 115 days of programming per year? Include the first and last dates you intend to operate during the school year. *

[Text input box]

Q6.39 Do you plan to make any changes to your operating schedule next year? *

○ Yes ○ No

Q6.40 Describe the proposed changes to your operating schedule in 2023-24. *

[Text input box]

VII. Program Plan

Academic Enrichment

Note: **In 2022-23, programs were required to offer academic enrichment on a regular basis. Academic enrichment activities provide students with opportunities to practice and develop academic skills in ways that complement, but do not replicate, school day 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.*

Q7.1 Did the program provide at least one form of academic enrichment programming on a regular basis in 2022-23? *
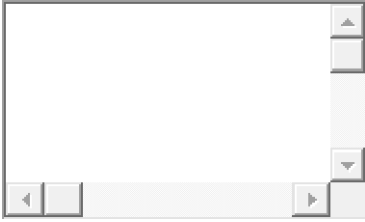
○ Yes ○ No

Q7.2 Next year, how will you ensure that academic enrichment activities are offered on a regular basis and that all students regularly participate in academic enrichment programming? *

[Text input box]

Q7.3 How did you help students meet challenging state and local standards in 2022-23? Select all that apply. *

☐ Align program activities with school day content ☐ Used school day materials ☐ Used evidence-based practices or approaches ☐ Used state standards to guide 21st CCLC programming ☐ Employed specific staff devoted to creating lesson plans (e.g., licensed educator, education student, etc.) ☐ Other ☐ None of the above

Q7.4 Explain "other." *

[Text input box]

Q7.5 How will you help students meet state and local standards next year? *
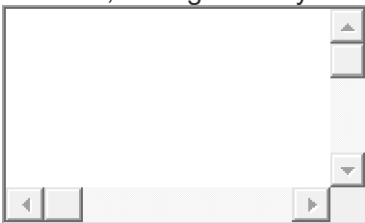
[text box]

Q7.6 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 students with different abilities ☐ Programs for English Language Learners (ELLs) ☐ Cultural programs ☐ Technology ☐ Expanded library service hours ☐ Parenting skills ☐ Truancy or expulsion prevention ☐ Drug and violence prevention ☐ Science, Technology, Engineering, and Mathematics (STEM) ☐ Career Prep

Q7.7 Do you plan to make any changes to the activities your program will offer, including the frequency with which they'll be offered? *

○ Yes ○ No

Q7.8 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; 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.) *

[text box]

Before-School Programming

Q7.9 Did you offer before-school programming during the 2022-23 school year? *

○ Yes ○ No

Q7.10 Did the before-school program operate for at least 45 minutes on the days it was offered? *

○ Yes ○ No

Q7.11 How will you ensure that the before-school program operates for at least 45 minutes on the days it is offered next year? *

[text box]

Q7.12 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 ○ We do not have a process to ensure that students receive academic enrichment ○ Other

Q7.13 Explain "other." *

[   ]

Q7.14 Explain how you will meet the requirement to ensure all students receive academic enrichment in before-school programming in the future. *

[text box]

Summer Programming

Q7.15 Will you offer 21st CCLC-funded summer programming in the summer of 2023? *

○ Yes ○ No

Q7.16 Is this (2023) the first year you will offer 21st CCLC-funded summer programming? *

○ Yes ○ No

Q7.17 21st CCLC funds may only be used to supplement, not supplant, other funding sources. Do other funding sources currently support summer programming? *

○ Yes ○ No

Q7.18 How will 21st CCLC funds be used to expand or enrich the existing summer programming? *
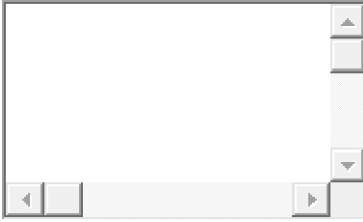
[text box]

Q7.19 Describe the proposed 21st CCLC-funded summer programming for 2023. 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) student population(s) targeted for the program; 5) targeted number of students served, and 6) services provided. *

[text box]

Services for Adult Family Members

Q7.20 By the end of academic year 2022-23, how many family activities or events (in person or virtual) will you offer for the adult family members of 21st CCLC participants? *
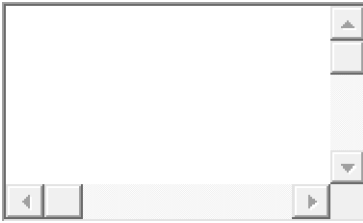
○ 0 ○ 1 ○ 2 ○ 3 ○ 4 ○ More than 4

Q7.21 21st CCLC programs are required to provide family engagement programming targeting adult family members of 21st CCLC participants that encourages participation in their children's education, including opportunities for their own educational development. DPI recommends at least four parent or family engagement programs or events per year. How will you ensure that the program offers at least one family engagement event next year? *

Q7.22 What types of services or activities have been or will be provided to parents, guardians, or families during the 2022-23 school year? Select all that apply. *

☐ In-person family events (e.g., parent and guardian meetings, family nights, parent and guardian education classes, etc.) ☐ Virtual family events (e.g., parent/guardian meetings, facilitated activities, on-line parent/guardian education classes, etc.) ☐ Other ☐ None of the above

Q7.23 Describe the "other" services or activities provided to parents, guardians, or families this school year. *

Q7.24 Approximately what percentage of families have participated in 21st CCLC family activities so far this school year?

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

Q7.25 What was the primary purpose of the adult family activities provided? Select all that apply. *

☐ Showcase student activities in the program ☐ Activities that support student learning at home ☐ Activities that directly address the learning needs of the adults ☐ Creating connections between school and home ☐ Other

Q7.26 Describe the "other" purposes for the adult family activities provided. *

Q7.27 Do you plan to make any changes to services for family members next year? *

○ Yes ○ No

Q7.28 Describe the changes to family activities and the reasons for them. *

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[text area with scrollbars]
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VIII. Staffing

Q8.1 Does your site have a dedicated Program Coordinator? This is defined as an individual who has primary oversight capacity for the staff and functions of the center. 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. *

○ Yes, we have a coordinator who oversees 1 center and works at least 20 hours per week ○ Yes, we have a coordinator who oversees multiple centers and works 40 hours per week ○ We have a dedicated coordinator, but they do not meet the minimum hour requirement ○ No, we do not have a dedicated coordinator

Q8.2 Next year, how will you ensure that this requirement is met? *

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[text area with scrollbars]
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Q8.3 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)

Q8.4 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. *
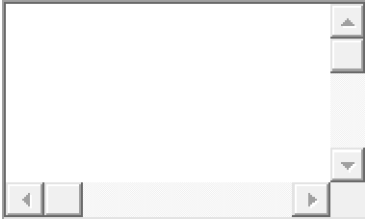
○ Yes ○ No

Q8.5 Describe the proposed changes and the reasons for them. *

```
[text area with scrollbars]
```

Q8.6 What recruitment strategies did you use during the 2022-23 school year to employ staff? *

☐ Partnering with community-based organizations ☐ Outreach to local universities ☐ Outreach to high school students ☐ Targeting school personnel within the building ☐ Targeting school personnel within surrounding schools ☐ Increasing rate of pay ☐ Amending organizational policies ☐ Increasing hours (or FTE) opportunities ☐ Other incentives offered ☐ Other

Q8.7 Describe the "other incentives offered" or "other" recruitment strategies. *

[text area]

IX. Program Goals and Evaluation

To complete the following section, refer to your original grant application or most recently-approved goal amendments.

Program Objectives

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

You listed the following number of local goals for State Goal 1 in your grant application or most recent YPR:

○ 1 ○ 2 ○ 3 ○ 4

Here is what you listed as your Local Goal #1 (State Goal 1) in your grant application or most recent YPR:

[text field]

Here is what you listed as your Local Goal #2 (State Goal 1) in your grant application or most recent YPR:

[text field]

Here is what you listed as your Local Goal #3 (State Goal 1) in your grant application or most recent YPR:

[text field]

Here is what you listed as your Local Goal #4 (State Goal 1) in your grant application or most recent YPR:

[text field]

Q9.1 Thinking of your local goal(s) for State Goal #1, what progress have you made? *

○ No progress ○ Some progress ○ Goal achieved

Q9.2 Do you need to revise any local goals for State Goal #1? *

○ Yes ○ No

Q9.3 Explain what changes you plan to make and why. *

[text area]

State Goal 2: Challenge youth to develop as learners.

You listed the following number of local goals for State Goal 2 in your grant application or most recent YPR:

○ 1 ○ 2 ○ 3 ○ 4

Here is what you listed as your Local Goal #1 (State Goal 2) in your grant application or most recent YPR:

[ ]

Here is what you listed as your Local Goal #2 (State Goal 2) in your grant application or most recent YPR:

[ ]

Here is what you listed as your Local Goal #3 (State Goal 2) in your grant application or most recent YPR:

[ ]

Here is what you listed as your Local Goal #4 (State Goal 2) in your grant application or most recent YPR:

[ ]

Q9.4 Thinking of your local goal(s) for State Goal #2, what progress have you made? *

○ No progress ○ Some progress ○ Goal achieved

Q9.5 Do you need to revise any local goals for State Goal #2? *

○ Yes ○ No

Q9.6 Explain what changes you plan to make and why. *

[ ]

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

You listed the following number of local goals for State Goal 3 in your grant application or most recent YPR:

○ 1 ○ 2 ○ 3 ○ 4

Here is what you listed as your Local Goal #1 (State Goal 3) in your grant application or most recent YPR:

[ ]

Here is what you listed as your Local Goal #2 (State Goal 3) in your grant application or most recent YPR:

[ ]

Here is what you listed as your Local Goal #3 (State Goal 3) in your grant application or most recent YPR:

[ ]

Here is what you listed as your Local Goal #4 (State Goal 3) in your grant application or most recent YPR:

[ ]

Q9.7 Thinking of your local goal(s) for State Goal #3, what progress have you made? *

○ No progress ○ Some progress ○ Goal achieved

Q9.8 Do you need to revise any local goals for State Goal #3? *

○ Yes ○ No

Q9.9 Explain what changes you plan to make and why. *

[ ]

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

You listed the following number of local goals for State Goal 4 in your grant application or most recent YPR:

○ 1○ 2○ 3○ 4

Here is what you listed as your Local Goal #1 (State Goal 4) in your grant application or most recent YPR:

[   ]

Here is what you listed as your Local Goal #2 (State Goal 4) in your grant application or most recent YPR:

[   ]

Here is what you listed as your Local Goal #3 (State Goal 4) in your grant application or most recent YPR:

[   ]

Here is what you listed as your Local Goal #4 (State Goal 4) in your grant application or most recent YPR:

[   ]

Q9.10 Thinking of your local goal(s) for State Goal #4, what progress have you made? *

○ No progress ○ Some progress ○ Goal achieved

Q9.11 Do you need to revise any local goals for State Goal #4? *

○ Yes ○ No

Q9.12 Explain what changes you plan to make and why. *

[text box]

Q9.13 When reflecting on the goal(s) without progress, what were the factors that impacted that progress?
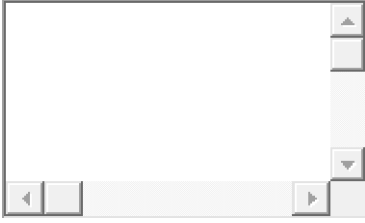
[text box]

Public Communication

Q9.14 How did you communicate your evaluation findings to the public? Select all that apply. *
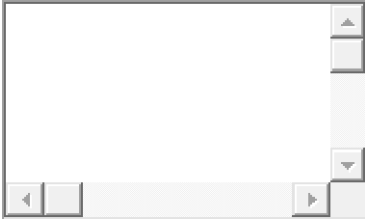
☐ No method because we have no evaluation findings ☐ Posted on website ☐ Posted in the public school board meeting notes ☐ Published in media publications (e.g., local newspapers) ☐ Available upon request ☐ No particular method

Q9.15 Please highlight some findings from your most recent evaluation report. *

[text box]

Q9.16 Grantees are required to have a plan for communicating evaluation 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. *

Q9.17 Regular program evaluation and communicating evaluation results are requirements of the grant. Explain how the program will comply with these requirements in the future. 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. *

Q9.18 Enter the link to the website here. *

Q9.19 If information is shared upon request, how do you let the public know the evaluation findings are available? *

Self-Assessment

Q9.20 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. *

☐ 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
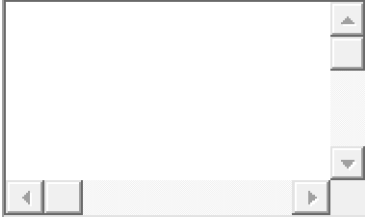
Q9.21 Which of the following DPI-approved tools are you using or do you plan to use for self-assessment? *

○ Wisconsin After School Continuous Improvement Process (WASCIP) ○ Youth Program Quality Assessment (YPQA) ○ New York State Afterschool Network Assessment (NYSAN)

Q9.22 Which step(s) of the self-assessment process do you plan to engage in next year? *

☐ 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

Q9.23 The program is required to participate in the self-assessment process, which you can learn more about at https://dpi.wi.gov/sspw/clc/assessment/self-assessment. How will the program ensure the self-assessment requirements are met in 2022-23? *

[text area]

X. Accessibility

Transportation

Q10.1 How do students get home from your program? *

○ Additional or alternative method(s) to parent or guardian pick up ○ Only picked up by parents and guardians

Q10.2 How do you ensure that transportation is not a barrier for students whose parents and guardians cannot pick them up? *

[text area]

Q10.3 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 and guardian pick up ☐ Other

Q10.4 Explain "other." *

[text field]

Q10.5 Do you plan to make any changes to your transportation policy? *

○ Yes ○ No

Q10.6 Describe the proposed changes and the reasons for them. *

[text area]

XI. Stakeholder and Community Collaboration

Community Partners

Community partners may include volunteer organizations, as well as vendors or contractors (i.e., paid entities). Note that this definition differs from that of the 21APR. For example, partnerships may include a one-time contribution by a local bank, an ongoing program provided by a local youth service organization, etc.

Q11.1 As of March 20, 2023, were program partners reported in Cayen? Partners may be paid or unpaid. *

○ Yes ○ No

Q11.2 As of March 20, 2023, the following 21st CCLC program partners were reported in Cayen:

[ ]

Q11.3 Do you need to revise this list of 21st CCLC program partners? *

○ Yes ○ No

Q11.4 List your current 21st CCLC program partners. *

[text box]

Q11.5 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? *

[text box]

Q11.6 Use the boxes below to indicate the way(s) that community partner(s) supported the 21st CCLC program. Select all that apply. *

☐ Part of 21st CCLC Advisory Board ☐ Consulted about student programming ☐ Consulted about community or family events ☐ Consulted about scheduling ☐ Facilitated activities during regular program hours ☐ Provided staffing for special events ☐ Fundraised on behalf of the program ☐ Donated funding or program supplies ☐ Provided volunteers ☐ Provided training for program staff ☐ Donated food for program events ☐ Provided venues for program activities ☐ Other ☐ None of the above

Q11.7 Explain "other"

[text box]

Q11.8 Do you plan to make any changes to your partnerships for next year? *

○ Yes ○ No

Q11.9 Describe the proposed changes and the reasons for them. *

[text box]

XII. Funding and Sustainability

Coordination of Funding Sources

Q12.1 Does the program coordinate with other local, state, or federal funding sources? *

○ Yes ○ No

Q12.2 The program is required to coordinate with other funding sources. How will you ensure this requirement is met next year? *

Q12.3 Use the boxes below to indicate those funding sources with which the program coordinates. Check all that apply.

☐ Title I ☐ Title IV, A - Student Support and Academic Enrichment ☐ Fund 80 - Community Program and Services ☐ Fund 10- General Operational Fund ☐ Private foundation funds (e.g., United Way) ☐ Childcare subsidies ☐ USDA Afterschool Snack Program ☐ The Elementary and Secondary School Emergency Relief Fund (ESSER) I, II, III ☐ Other

Q12.4 Explain "other." *

Program Income

Program **income** is any revenue generated as a direct result of the 21st CCLC award and is in addition to the Federal funds provided by the State through its competitive sub grant application process. It includes the proceeds of fundraisers, such as bake sales, for which 21st CCLC funds were used to pay for the resources needed for the fundraiser (i.e., supplies, staff time, etc.). It also includes program fees. Program **fees** may include fees for services or grant-related activities, fees charged to register participants for a workshop or conference, rental or usage fees of real or personal property purchased with award funds, etc.

Q12.5 Does the program or does a subcontractor intend to generate income or charge a fee for programming in 2023-24? If you anticipate any chance that the program or a subcontractor may generate income or charge a fee in 2023-24, select "Yes." *

○ Yes ○ No

The DPI **highly discourages grant subrecipients from charging fees for program services.** If your program or your subcontractor(s) intends to charge fees 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 May 15, 2023, 4:00 pm (CST).**

Q12.6 Did the program charge a fee for services or otherwise generate income (e.g., fundraisers, etc.) in 2022-23? *

○ Yes ○ No

Q12.7 Did a subcontractor charge a fee for program services or otherwise generate income (e.g., fundraisers, etc.) in 2022-23? *

○ Yes ○ No

The fiscal agents of 21st CCLC funding are responsible for monitoring all income generated through the 21st CCLC grant activities by subcontractors.

Q12.8 Did the program charge a fee for services in 2022-23? *

○ Yes ○ No

Q12.9 Did the subcontractor charge a fee for program services in 2022-23? *

○ Yes ○ No

Q12.10 What was your approved monthly fee amount for each student 2022-23? *

[ ]

Q12.11 What was the monthly fee the subcontractor charged for each student in 2022-23? *

[ ]

Q12.12 Did the program participate in the Department of Children and Families (DCF) Wisconsin Shares Child Care Subsidy Program (Shares)? *

○ Yes ○ No

Q12.13 Did the subcontractor participate in the Department of Children and Families (DCF) Wisconsin Shares Child Care Subsidy Program (Shares)? *

○ Yes ○ No

Q12.14 Total amount of fees collected in 2022-23? Do not include any amount that was collected via Shares reimbursement. *

[ ]

Q12.15 Total amount of fees collected by subcontractors in 2022-23? Do not include any amount that was collected via Shares reimbursement. *

[ ]

Q12.16 What was the number of 21st CCLC students who paid any portion of a fee for programming out of pocket? Only include students who participated in Shares if families paid any portion of a fee out of pocket. *

[ ]

Q12.17 What was the number of 21st CCLC students who paid any portion of a subcontractor's fee for programming out of pocket? Include students who participated in Shares whose families paid the parent share out of pocket. *

[ ]

Q12.18 Was there any other income generated by the program (i.e., fundraising)? Do not include fees or Shares reimbursements. *

○ Yes ○ No

Q12.19 Was there any other income generated by the program (i.e., fundraising) collected by subcontractors? Do not include fees or Shares reimbursements. *

○ Yes ○ No

Q12.20 What was the amount of other program income collected in 2022-23? Do not include fees or Shares reimbursements. *

[ ]

Q12.21 What was the amount of other program income collected in 2022-23 by subcontractors? Do not include fees or Shares reimbursements. *

[ ]

Q12.22 Total amount of program fees and program income collected (i.e., grand total) in 2022-23? *

[ ]

Q12.23 Total amount of program fees and program income collected (i.e., grand total) in 2022-23 by subcontractors? *

[ ]

Q12.24 Was the total amount of program income (including fees) used for 21st CCLC program operations? *

○ Yes ○ No

All program income must be utilized for 21st CCLC-related, allowable activities under the grant award conditions. It is the responsibility of the grantee to ensure that program income is spent on allowable activities within its current grant cycle.

Q12.25 Was the total amount of subcontractor program income (including fees) used for 21st CCLC program operations? *

○ Yes ○ No

All program income must be utilized for 21st CCLC-related, allowable activities under the grant award conditions. It is the responsibility of the grantee to ensure that program income is spent on allowable activities within its current grant cycle.

XIII. Progress Toward State Goals and Objectives

Q13.1 What is your staff to student ratio? Please provide the number of students per adult. Example: 1 adult to 50 students should be listed as 50. *

[ ]

Q13.2 Do staff have training in or knowledge of promising practices for specific Out of School Time (OST) practices? *

○ Yes ○ No

Q13.3 Do staff have training in or knowledge of social and emotional learning (SEL)? *

○ Yes ○ No

Q13.4 Do staff have training in or knowledge of equitable teaching and culturally responsible practices? *

○ Yes ○ No

Q13.5 Does your program solicit family and middle and high school student feedback in regard to scheduling the hours your program is offered? *

○ Yes ○ No ○ N/A

Q13.6 Do students have an equal opportunity to participate and access to the program (e.g., race, gender, ethnicity, language, different abilities, mental health needs, sexual orientation, family and student background, and/or family income, behavioral needs, etc.)? *

○ Yes ○ No

Q13.7 Does your program serve students most in need of support (e.g., race, gender, ethnicity, language, social and emotional learning needs, different abilities, mental health needs, sexual orientation, family and student background, and/or family income, behavioral needs, etc.)? *

○ Yes ○ No

Q13.8 Does your program use one or more promising practices in your academic programming (e.g., project-based learning; inquiry-based learning; service learning)? *

○ Yes ○ No

Q13.9 Does your program intentionally embed opportunities for Social-Emotional Learning into program activities? *

○ Yes ○ No

Q13.10 Does your program provide information on 21st CCLC programming to parents and guardians at least monthly? *
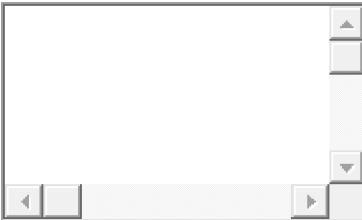
○ Yes ○ No

Q13.11 Does your program involve an advisory board that involves numerous stakeholders (e.g., parents and guardians, students, community partners, teachers, etc.)? *

○ Yes ○ No
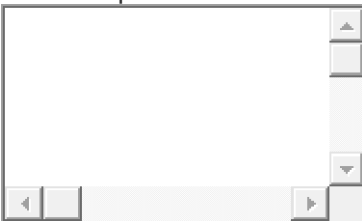
XIV. Reflection: Success and Challenge

Q14.1 Please describe successes in any part of the 21st CCLC program during 2022-23. *

Q14.2 Please identify any challenges that your program faced in 2022-23. Select all that apply. *

☐ Adequately staffing the program ☐ Recruiting or retaining participants ☐ Expanding or changing services offered to meet student and family needs ☐ Accessing training opportunities that reflect unique needs of staff ☐ Establishing or re-establishing partnerships ☐ Providing engaging programming for adult family members of participants ☐ Accessing adequate space for in-person programming ☐ Transportation access for participants ☐ Meeting student mental health or social and emotional needs ☐ Other ☐ N/A

Q14.3 Explain "other." *

Q14.4 In consideration of the challenges highlighted above, what changes to your program operations will you include in services offered in 2023-24? *