

DELAWARE DEPARTMENT OF EDUCATION

21ST CENTURY COMMUNITY LEARNING CENTERS

PROGRAM ASSURANCES REQUIREMENTS



To receive federal funds in the form of a 21st CCLC subgrant, subgrantees must check and sign several assurances as outlined in the application process. Assurances are commitments that grant recipients make to comply with state and federal compliance regulations. It is important that all staff members in funded programs are familiar with the assurances that are relevant to their positions:

1. The program will be administered in accordance with all applicable statutes, regulations, program plans, and applications.
2. The control of funds provided under 21st Century Community Learning Centers program and title to property acquired with program funds will be in a school district, public agency, for-profit agency, or a non-profit private agency, institution, or agency.
3. The school district, public agency, for-profit agency, non-profit agency, institution, or agency will administer those funds and property to the extent required by the Delaware Department of Education. Records concerning financial accounting and program evaluation will be maintained by the applicant agency and will be available for review by program auditors for at least three years past the final year of the 21st CCLC.
4. The Delaware 21st CCLC does not allow generation of 21st CCLC program income. This includes any program income, including fees for student participation. Any program income generated by a 21st CCLC program must be deducted from the grant award for that site per federal law.
5. The applicant will adopt and use proper methods of administering each such program, including the following:
 - Enforcement of any obligations imposed on agencies, institutions, organizations, and other recipients responsible for carrying out each program
 - Correction of deficiencies in program operations that are identified through audits, monitoring or evaluations
 - Adoption of written procedures for the receipt and resolution of complaints in the administration of programs.
6. The applicant will use such fiscal control and fund accounting procedures as will ensure proper disbursement of, and accounting for, funds paid to the subgrantee under the 21st Century Community Learning Centers programs.
7. The program will take place in a safe and easily accessible facility.
8. The program will continue to be designed, developed, planned, implemented, and evaluated in active collaboration with all the partner agencies, including the administrators and teachers from the schools that the students attend (including the sharing of relevant data among the schools), in compliance with applicable laws relating to privacy and confidentiality. The 21st CCLC will be linked with the school day and aligned with the state academic standards.
9. The transportation and program access for all students will be addressed and provided by the 21st CCLC funds if not provided from another source of funds.

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10. The school district will provide access of pertinent student data to the applicant and partnering agencies.
11. Attendance records will be maintained for each student receiving services in the 21st CCLC.
12. Students will be tagged in the eSchoolPlus statewide pupil accounting system by school or district personnel. **The 21st CCLC program will utilize the online EZReports system for schedule, attendance, and 21APR reporting.**
13. Required data will be entered into the online EZ Reports online management system and the 21st CCLC APR Federal database system by the grantee. This information will be used to annually evaluate the program and will be used to make decisions about appropriate changes in programs for the subsequent year.
14. The program will primarily target students who primarily attend schools eligible for Title I school-wide programs under Section 1114 and families of such students.
15. The applicant will cooperate in carrying out any evaluation of the program conducted by state and federal officials.
16. Funds granted for this program will not supplant federal, state, local or non-federal funds. Subgrant funds will be used to increase the level of State, local, and other non-Federal funds that would be made available for out-of-school-time programs and activities.
17. The community was given notice of intent to submit an application and the completed application, and any waiver request(s) will be available for public review after submission.
18. The program will ensure equitable participation of nonpublic school participants if those students are part of the target population. The applicant will consult with officials of nonpublic schools in a meaningful and timely manner; and provide nonpublic participants genuine access to equitable services.
19. The programs and services provided under this subgrant will be operated so as not to discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, marital status, disability, age, genetic information, or veteran status.
20. Programs and projects funded in total or in part through this subgrant will operate in compliance with state and federal laws, program statutes, rules, and regulations, including but not limited to the 1964 Civil Rights Act and amendments, Title IX of the Education Amendment of 1972, the Code of Federal Regulations (CFR) 34, the Elementary and Secondary Education Act, Education Department General Administrative Regulations (EDGAR) 34 CFR Parts 75, 76, 77, 79, 81, 82, 84, 85, 86, 97, 98, and 99, the General Education Provision Act (GEPA), the American with Disabilities Act, the Drug-Free Workplace Act of 1988, and OMB Circular 2 CFR Part 220 and Part 225. Subgrantees are responsible for adhering to all applicable fiscal and programmatic regulations.
21. Entities receiving \$750,000 or more of federal funds assure that an annual financial and compliance audit have been completed in accordance with 2 CFR Part 200 Uniform

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Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (previously OMB Circular A-133 or A-128). Copies of any audit findings and the documented actions to clear these findings must be included in this 21st CCLC subgrant application.

22. DDOE may as it deems necessary, supervise, evaluate, and provide guidance and direction to the subgrantee in the conduct of activities performed under this subgrant; however, failure of DDOE to supervise, evaluate, or provide guidance and direction shall not relieve the subgrantee of any liability for failure to comply with the terms of the subgrant award.
23. All program staff who work with children will have undergone the requirements outlined in the Delaware Criminal Background Check for Public Schools Related Employment and Office of Child Care Licensing Regulations.
24. Any printed (or other media) description of programs and/or program activities will state that the program and/or activity is fully (or partially) funded by the US Department of Education's 21st Century Community Learning Center Program.
25. Subgrantee will retain records of its financial transactions (including receipts), accounts, program operation, and evaluation relating to this subgrant for a period of three years after termination of the subgrant agreement and will make such records (including receipts) available for inspection and audit by authorized representatives of DDOE.
26. Subgrantee will receive prior written approval from the Delaware 21st CCLC State Coordinator before implementing any programmatic changes with respect to the purpose for which the subgrant was awarded. Amendments will be accepted during the following periods: August 1 - August 15; December 1 - December 15; and June 1 - June 15. Amendments are submitted via e-mail for approval to the Delaware 21st CCLC State Coordinator.
27. Subgrantee will repay any funds that have been determined through the federal or state audit process to have been misspent, unspent, misapplied, or otherwise not properly accounted for, and further agrees to pay any collection fees that may subsequently be imposed by the federal and/or state government.
28. Subgrantee will, as part of this subgrant, create an advisory council or steering committee of all major partners who will meet on a regular basis to assist in continuous program improvement.
29. Any remaining, unspent funds must be returned to the Department of Education within 75 days from the subgrant end date. If actual expenditures within any reporting category exceed the higher of 15% or \$5,000 of the budgeted amount, the subgrantee must briefly explain why as part of a budget amendment. A similar explanation is required if expenditures of \$5,000 or more are made within a reporting category for which no expenditures were budgeted. There are no extensions or carry-overs allowed.
30. If subgrantee is not part of the Delaware First State Financial System (FSF), it is assured that Quarterly Financial Reports will be submitted to DDOE.

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31. The 21st CCLC subgrantee will actively recruit eligible students to maintain or exceed its projected enrollment. If the actual average daily attendance of the subgrantee program is less than 75 students, the subgrant award may be terminated. If more than one site, the average daily attendance shall be no less than 25 students.
32. Subgrantee assures that the Center(s) will be meeting Delaware Office of Child Care Licensing Regulations by the start date cited on the forms. The subgrantee acknowledges that the amount awarded to the subgrantee will be prorated, based upon the date when the program can begin (following the approval of the Delaware Office of Child Care Licensing) if it is a later date than the start date included in this application. The only exemption for this assurance is in situations where 1) the public school is the lead agent of this subgrant AND 2) all 21st Century program sites are located in public schools in that school district or charter school. PLEASE NOTE: If a 21st Century program is located in a public school (or schools) where the community-based agency is the lead agent of this subgrant, then that public school (s) site (s) MUST BE LICENSED by the Delaware Office of Child Care Licensing.
33. The subgrantee will submit a self-assessment in December and June of each year and will submit an annual evaluation report within 45 days of the subgrant end date.

Annual Evaluation Report - Each 21st CCLC program must submit to the Delaware 21st CCLC State Coordinator the following items as its Annual Evaluation:

- the current **Annual Performance Report (APR) Summary** from the Federal database system reflecting data through the subgrant end date,
 - the final **Expenditure Report**
 - *Must show Total Budget line for every column, which should match the amounts in the original subgrant and Subgrant Award Notice (SAN).*
 - *Must show Total Expenditures for every column, which should match your program's financial records for all expenditures. Ideally, the grand total should equal the grand total of the Total Budget amount.*
 - *If actual expenditures within any reporting category exceed the higher of 15% or \$5,000 of the budgeted amount, the subgrantee should briefly explain why. A similar explanation is required if expenditures of \$5,000 or more are made within a reporting category for which no expenditures were budgeted.*
 - the **Evaluation Responses**
34. At least one person from each 21st CCLC subgrant site will attend all required DDOE-sponsored technical assistance and professional development meetings.
 35. At least one person from each 21st CCLC subgrant site will attend a state, regional, or national conference on quality programming for school-age students in extended-day learning opportunities, such as the 21st Century Community Learning Centers Summer Symposium.