



**Delaware
21st Century Community Learning Centers
Title IV, Part B
2023 - 2024 Subgrant Continuation Plan
Cohort # -**

Program Title

**Continuation Plan Deadline: Thursday, February 9, 2023 for Cohort 17
Thursday, June 8, 2023 for Cohorts 18 and 20**

School Partner
Lead Person
Title
LEA Name
Address
Phone Number
Email

Community Partner(s)
Lead Person
Title
Partner Agency Name
Address
Phone Number
Email

Delaware 21st Century Community Learning Centers
2023 – 2024 Subgrant Continuation Plan

Table of Contents

PART ONE:

1. Executive Summary
2. Basic Information
3. Center Information
4. Center Operation
5. School Year Program Schedule
6. Summer Program Schedule
7. Activities
8. Collaboration and Partnerships Form
9. Participant Recruitment, Enrollment, Attendance, Behavior, and Discipline Policies
10. Non-Public Schools
11. Goals, Objectives, and Strategies Question and Lights On Afterschool
12. Goals, Objectives, and Strategies – Goal #1
13. Goals, Objectives, and Strategies – Goal #2
14. Goals, Objectives, and Strategies – Goal #3
15. Evaluation Plan
16. Fiscal Management, Budget, and Sustainability

Attachments:

Budget Pages

Nonpublic School Intent to Participate Letter(s)

PART TWO:

- A. Collaboration and Partnerships Questions
Attachment:
Memorandum(a) of Understanding (MOU)
- B. Management and Organizational Structure
- C. Program Communication
- D. Personnel
- E. Equitable Access and Transportation
- F. Office of Childcare Licensing
- G. Youth Development Practices

PART THREE:

- DDOE Sub-subgrant Application Form
- DDOE FFATA Data Collection Form
- Assurances, Certifications, and Signatures

Delaware 21st Century Community Learning Centers
2023 – 2024 Subgrant Continuation Plan

PART ONE – All subgrantees must complete this section.

1. Executive Summary

This information will be used to inform the public, including families, caregivers, students, school and program staff, the community and other stakeholders about this 21st CCLC subgrant application.

Briefly describe a high-level overview of the impact of the program, including:

- what this 21st CCLC program does (its mission and vision) for students, families, and the school(s);
- goals, intended outcomes, and any measurable results that show positive results;
- what makes this 21st CCLC program unique, including particular design elements, objectives, activities, and the services this 21st CCLC provides; and
- other notable characteristics of this 21st CCLC program.

This executive brief should be interesting, memorable, and succinct. It should explain what makes this program unique. This is what one could use to inform potential supporters about this 21st CCLC program. It should reflect the enthusiasm and energy the staff and participants share about this 21st CCLC program.

One page limit for this section

Delaware 21st Century Community Learning Centers
2023 – 2024 Subgrant Continuation Plan

2. Basic Information

Status Lead Agency and Fiscal Agent (please check)			
<input type="checkbox"/> School District	<input type="checkbox"/> Private Non-Profit Agency	<input type="checkbox"/> Private For-Profit Agency	
<input type="checkbox"/> Faith-Based Agency		<input type="checkbox"/> Other (please explain):	
Lead Agency and Fiscal Agent:			
Address:			
City, State:		Zip:	
Telephone Number:		Fax Number:	
E-mail Address:			
Federal Employee ID #:		Child Care License # (unless exempt school):	
Past Or Current 21 st CCLC Subgrantee		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Program Director:		Telephone Number:	
E-mail Address:		Fax Number:	
Start Date:	Obligation Date:	Liquidation Date:	Amount Requested: \$
Anticipated School Year Enrollment:		Anticipated Summer Enrollment:	
Anticipated Average Daily School Year Attendance 2023 - 2024:		Anticipated Average Daily Summer Attendance:	
Total Cost Per Student Per Year: \$			
List the school district(s) this program primarily will serve:			
Check the county(ies) this program primarily will serve: <input type="checkbox"/> New Castle <input type="checkbox"/> Kent <input type="checkbox"/> Sussex			
Activities will primarily serve students and/or their families attending schools with at least a 40% poverty rate			<input type="checkbox"/> Yes <input type="checkbox"/> No
Continuation plan reflects a partnership between school/school district and community agency			<input type="checkbox"/> Yes <input type="checkbox"/> No
Assurances have been signed as required			<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any program changes from the last approved subgrant application/plan included in this subgrant continuation plan?			<input type="checkbox"/> Yes <input type="checkbox"/> No

Delaware 21st Century Community Learning Centers
2023 – 2024 Subgrant Continuation Plan

3. Center Information – SCHOOL YEAR

Center Name (where services are provided) <u>Each individual Center must serve a minimum of 25 students.**</u>	Number of Students Served by Center Site	School Building(s) and District of Target Student Population	Targeted Student Population - Grade Levels and Subgroups	School Building Principal Printed Name and Signature*
	Enrollment:	Building:	Grade Levels:	
	Average Daily Attendance:	District:	Subgroups:	
	Average Daily Attendance:	Building:	Grade Levels:	
	Average Daily Attendance:	District:	Subgroups:	
	Average Daily Attendance:	Building:	Grade Levels:	
	Average Daily Attendance:	District:	Subgroups:	
	Average Daily Attendance:	Building:	Grade Levels:	
	Average Daily Attendance:	District:	Subgroups:	

*Must have live signature

If space is needed to list more than 5 participating centers/ school, use additional copies of this page

** If more than one site is served, each individual site must have a minimum of 25 students average daily attendance.

Delaware 21st Century Community Learning Centers
2023 – 2024 Subgrant Continuation Plan

Center Information – SUMMER

Center Name (where services are provided) <u>Each individual Center must serve a minimum of 25 students.**</u>	Number of Students Served by Center Site	School Building(s) and District of Target Student Population	Targeted Student Population - Grade Levels and Subgroups	School Building Principal Printed Name and Signature*
	Enrollment:	Building:	Grade Levels:	
	Average Daily Attendance:	District:	Subgroups:	
	Enrollment:	Building:	Grade Levels:	
	Average Daily Attendance:	District:	Subgroups:	
	Average Daily Attendance:	Building:	Grade Levels:	
	Average Daily Attendance:	District:	Subgroups:	
	Average Daily Attendance:	Building:	Grade Levels:	
	Average Daily Attendance:	District:	Subgroups:	
	Average Daily Attendance:	Building:	Grade Levels:	
	Average Daily Attendance:	District:	Subgroups:	

*Must have live or virtual signature

If space is needed to list more than 5 participating centers/ school, use additional copies of this page

** If more than one site is served, each individual site must have a minimum of 25 students average daily attendance.

Delaware 21st Century Community Learning Centers
2023 – 2024 Subgrant Continuation Plan

4. Center Operation

Before-School Program			
Grade Level:			
Number of Weeks:	Days per Week:	Hours/Session:	Total Hours of Operation:
Number Paid Staff:	Number of Volunteers:	Number of Sessions:	
Afterschool Program			
Grade Level:			
Number of Weeks*:	Days per Week: <i>(Minimum of 4):</i>	Hours/Session: <i>(Minimum of 2):</i>	Total Hours of Operation*:
Number Paid Staff:	Number of Volunteers:	Number of Sessions*:	
Summer Program			
Grade Level:			
Number of Weeks*: <i>(Minimum of 4):</i>	Days per Week <i>(Minimum of 4):</i>	Hours/Session <i>(Minimum of 3):</i>	Total Hours of Operation*:
Number Paid Staff:	Number of Volunteers:	Number of Sessions*:	
Weekend Program			
Grade Level:			
Number of Weeks:	Days per Week:	Hours/Session:	Total Hours of Operation:
Number Paid Staff:	Number of Volunteers:	Number of Sessions:	
Total			
Total Number of Weeks*: <i>(Minimum of 37):</i>		Grand Total Number of Hours of Operation*: <i>(Minimum of 360):</i> _____	
Total Number of Sessions*: <i>(Minimum of 150):</i>		Total Cost per Session: _____	

Please describe any times that the program will not be held, except for state holidays. Please justify any late program openings or early program closings that do not align with the school’s regular student days of operation:

Delaware 21st Century Community Learning Centers
2023 – 2024 Subgrant Continuation Plan

5. School Year Program Schedule

# of Weeks:		# of Sessions:	Start Date:	End Date:
	<i>Time</i>	<i>Activity (Please ensure the described activity align to the program’s stated goals, objectives, and strategies.)</i>	<i># of Participants</i>	<i># of Staff</i>
<i>Monday</i>				
<i>Tuesday</i>				
<i>Wednesday</i>				
<i>Thursday</i>				
<i>Friday</i>				

Delaware 21st Century Community Learning Centers
2023 – 2024 Subgrant Continuation Plan

6. Summer Program Schedule

# of Weeks:		# of Sessions:	Start Date:	End Date:
	<i>Time</i>	<i>Activity (Please ensure the described activity align to the program’s stated goals, objectives, and strategies.)</i>	<i># of Participants</i>	<i># of Staff</i>
<i>Monday</i>				
<i>Tuesday</i>				
<i>Wednesday</i>				
<i>Thursday</i>				
<i>Friday</i>				

Delaware 21st Century Community Learning Centers
2023 – 2024 Subgrant Continuation Plan

7. Program Activities

Please describe the snack or meal that will be provided for each 21st CCLC session. Are you receiving the snacks or meals from the school, another agency, or is your program providing the snacks or meals itself?

Please describe the types of physical activities and amount of time provided for each 21st CCLC session.

Please describe the amount of academic enrichment/remediation time provided for each 21st CCLC session.

8. Collaboration and Partnerships Form

The 21st Century Community Learning Centers subgrants require a strong partnership between at least one school serving a high proportion of low-income students and one community-based agency. List each member of the partnership and give a brief description of what each agency has committed to the program. Check the appropriate box if the agency will receive funds from this subgrant.	
Applicant Signature:	<input type="checkbox"/> Will receive subgrant funds
Print Name:	
Agency:	
Address:	
Phone #:	Fax#:
Email:	
Description of Commitment:	
Applicant Signature:	<input type="checkbox"/> Will receive subgrant funds
Print Name:	
Agency:	
Address:	
Phone #:	Fax#:
Email:	
Description of Commitment	
Applicant Signature:	<input type="checkbox"/> Will receive subgrant funds
Print Name:	
Agency:	
Address:	
Phone #:	Fax#:
Email:	

Delaware 21st Century Community Learning Centers
2023 – 2024 Subgrant Continuation Plan

Description of Commitment	
Applicant Signature:	<input type="checkbox"/> Will receive subgrant funds
Print Name:	
Agency:	
Address:	
Phone #:	Fax#:
Email:	
Description of Commitment	

Delaware 21st Century Community Learning Centers
2023 – 2024 Subgrant Continuation Plan

9. Participant Recruitment, Enrollment, Attendance, Behavior, and Discipline Policies

Describe the policies and procedures that address participant recruitment, enrollment, attendance, behavior, and discipline.

10. Non-Public Schools

Federal law mandates that non-public school administrators are consulted in a timely and meaningful manner during the duration of the program. Describe how this is done, at least annually, with representatives of non-public schools who are based in the subgrant school(s) program service area. If there are no non-public schools in the program service area, indicate that.

Attach an “Intent to Participate” form for each non-public school in the school(s) service area to this subgrant Continuation Plan. (A non-public school “Intent to Participate” form for use is available on the Delaware 21st CCLC webpage.)

11. Goals, Objectives, and Activities

- i. List last year’s goals and objectives and indicate your progress in attaining each goal and objective. If you did not attain a goal or objective, please provide an explanation. If you will be deleting or adding goals or objectives, please provide your rationale. Approval of the continuation plan will indicate approval of these changes.

- ii. Please describe what your 21st CCLC program will do for the “**Lights On Afterschool**” nationwide celebration on October 26, 2023. Describe how this event or events will highlight the many ways your quality afterschool program supports children, families, schools, and the community. What activities will be included? Who will be invited? At what time will you be celebrating? What media coverage will be solicited?

“Lights On Afterschool” events, like afterschool programs, come in all shapes and sizes, from stadium rallies and town parades to open houses and program tours. Your event can give students a chance to showcase the skills they learn and talents they develop at your afterschool program; including ways to spotlight the fun, educational, hands-on activities that your quality afterschool program offers and the ways your program keeps kids safe, inspires them to learn and helps working families. This event can also highlight your local partners and rally your community’s support.

Here is a partial list of activities that could be included at your celebration:

- *Student-created and led activities like skits, dance, music and poetry;*
- *Student demonstrations of afterschool activities, for example: yoga, basketball, karate, mural painting, chess, debate;*
- *Contests and competitions (kids versus adults or kids versus kids);*
- *Special guest speakers: parents, local elected officials, the superintendent, mayor, a member of Congress, local celebrities, etc.;*

Delaware 21st Century Community Learning Centers
2023 – 2024 Subgrant Continuation Plan

- *Presentations by youth about their afterschool experience; and*
- *A healthy snack or dinner*

Delaware 21st Century Community Learning Centers
2023 – 2024 Subgrant Continuation Plan

12. Program Plan Goals, Objectives, and Activities– Goal #1

Goal #1: Improve school attendance and increase academic achievement of participating students in one or more academic areas.			
Measurable Objectives: Identify several SMART (Specific, Measurable, Attainable, Realistic, and Time Bound) objectives describing what will be accomplished during this period of time that will help the program reach Goal #1: <u>Objective</u>			
<ol style="list-style-type: none"> 1. 2. 3. 			
Performance Indicators:			
<ul style="list-style-type: none"> • • • 			
Data to Measure Progress:			
<ul style="list-style-type: none"> • • • 			
Activities: Identify several activities that will help the program reach the Objectives above and Goal #1, ultimately leading to improved attendance and academic achievement.			
<u>Detailed Activities</u>	<u>Targeted Population</u>	<u>Number and Length of Sessions</u>	<u>Staff Responsible</u>
1.			
2.			
3.			
4.			
5.			

Delaware 21st Century Community Learning Centers
2023 – 2024 Subgrant Continuation Plan

13. Program Plan Goals, Objectives, and Activities – Goal # 2

Goal #2: Increase school connectedness of participants, including families, caregivers, and school teachers and staff.

Measurable Objectives: Identify several SMART (Specific, Measurable, Attainable, Realistic, and Time Bound) objectives describing what will be accomplished during this period of time that will help the program reach Goal #2:

Objective

- 1.
- 2.
- 3.

Performance Indicators:

-
-
-

Data to Measure Progress:

-
-
-

Activities: Identify several activities that will help the program reach the Objectives above and Goal #2, ultimately leading to increased school connectedness of participants, including families, caregivers, and school teachers and staff.

<u>Detailed Activities</u>	<u>Targeted Population</u>	<u>Number and Length of Sessions</u>	<u>Staff Responsible</u>
1.			
2.			
3.			
4.			
5.			

Delaware 21st Century Community Learning Centers
2023 – 2024 Subgrant Continuation Plan

14. Program Plan Goals, Objectives, and Activities – Goal # 3

Goal #3: Increase the capacity of participants to become productive adults.			
Measurable Objectives: Identify several SMART (Specific, Measurable, Attainable, Realistic, and Time Bound) objectives describing what will be accomplished during this period of time that will help the program reach Goal #3:			
<u>Objective</u>			
<ol style="list-style-type: none"> 1. 2. 3. 			
Performance Indicators:			
<ul style="list-style-type: none"> • • • 			
Data to Measure Progress:			
<ul style="list-style-type: none"> • • • 			
Activities: Identify several activities that will help the program reach the Objectives above and Goal #3, ultimately leading to increased capacity of participants to become productive adults.			
<u>Detailed Activities</u>	<u>Targeted Population</u>	<u>Number and Length of Sessions</u>	<u>Staff Responsible</u>
1.			
2.			
3.			
4.			
5.			

Delaware 21st Century Community Learning Centers
2023 – 2024 Subgrant Continuation Plan

15. Evaluation

- i. What is the program’s framework for evaluating its performance toward meeting its goals and objectives? Indicate connections with the elements in Section 5: Program Design. The framework, at a minimum, should include:
 - The elements of the proposed program that will be evaluated;
 - The systematic process for collecting and analyzing the necessary data to conduct a robust evaluation of the program;
 - The data (including school-level student data) to be collected and a timeline for the collection and analysis of the data.

- ii. How will the results of the evaluation be used to improve the performance of the program (shape the activities, structures, and resource allocations)?

- iii. How will the evaluation findings be shared with students, parents and other family members, program staff, school staff, and the community?

Delaware 21st Century Community Learning Centers
2023 – 2024 Subgrant Continuation Plan

16. Fiscal Management, Budget, and Sustainability

Prepare a budget (using the separate budget pages provided) that will adequately cover program expenses, and then answer the following:

- i. Describe the program’s financial procedures and accounting practices.
- ii. Describe the adequacy of support including facilities, equipment, supplies, and other resources and assets from the lead agency and all partners.
- iii. Describe the extent to which the costs are reasonable in relation to the number of persons to be served, the size and scope of the program, and to the anticipated results and benefits of the program.
- iv. Provide a preliminary plan for how the program will continue after funding ends. Provide specific information on how other funds or services will replace 21st CCLC funding after year 5 of the grant. *For example, personnel costs in the original grant cost may be provided by volunteers from a partnering agency or tutors are being paid through LEA Title I funds.*

Attach the Budget Pages to this continuation plan.

Delaware 21st Century Community Learning Centers
2023 – 2024 Subgrant Continuation Plan

PART TWO: *Respond to any of the following prompts only if the response has changed since the previous Continuation Plan or Subgrant Application.*

A. Partnerships and Collaborations

- a. How has the program established and maintained a partnership with the school staff, including aligning curriculum and activities, sharing information (such as academic levels and testing, behavior, and homework topics), and allocating, sharing, and storing space and resources? What data has been required from, used by, and shared between the program and the school?
- b. How has the program established and maintained a partnership with families, including participation in the program, volunteering, serving on advisory boards, and creating a welcoming environment?
- c. How has the program established and maintained a partnership with the community, including community members, community organizations and groups, and community cultural resources?
- d. Summarize the type of contributions (e.g., in-kind support, staff development, transportation, facilities, equipment and cash) by each of the partners, regardless of the contribution amount. Describe how 21st CCLC funds have been used with other federal, state, and local programs to achieve its goals.

Memoranda of Understanding (MOU)

Memoranda of Understanding (MOU), though not legally binding, should describe clearly the specific commitments of staff, services, facilities, equipment, or resources provided by each partner, including estimating monetary value. The MOU should also document the process for the collection and sharing of required school-related indicators including school attendance and academic achievement.

Attach an MOU for each partner listed in “Collaboration and Partnership Form” to this subgrant Continuation Plan.

Delaware 21st Century Community Learning Centers
2023 – 2024 Subgrant Continuation Plan

B. Management and Organizational Structure

Describe the management and organizational structure of this 21st CCLC program, including advisory board membership that reflects the representation of all key stakeholders. Provide information about the advisory board’s meeting schedule that allows the program to accomplish its goals and objectives.

C. Program Communication

Describe the program’s communication goals and how the program communicates effectively with families, school staff, and the community. Describe the plans to disseminate and market information about the program to appropriate populations.

D. Personnel

- a. Describe how highly qualified and effective people have been and are recruited and selected for program positions.
- b. Describe how the program encourages and uses appropriately qualified individuals to serve as volunteers.
- c. Describe the policies and procedures for background checks and other safety and security measures being implemented for the program.
- d. In which professional development opportunities have you and your staff participated during the past year? Please give titles, dates, and locations. Describe the professional development activities that are planned for staff and volunteers for the coming year.

E. Equitable Access and Transportation

- a. Describe how equitable access to and participation in the 21st CCLC program for students, family members, and teachers is ensured, including people with special needs. Describe how equitable access to and participation in the 21st CCLC program for students, family members, and teachers regardless of race, color, religion, national origin, sex, sexual orientation, gender identity, marital status, disability, age, genetic information, or veteran's status is ensured.
- b. Describe how students travel safely to and from the program, including between program sites and home. Tell which member(s) of the partnership is (are) responsible for scheduling transportation arrangements (including any contractual services) and which member(s) of the partnership is (are) responsible for the financial costs associated with transportation, even if it is an in-kind resource.

Delaware 21st Century Community Learning Centers
2023 – 2024 Subgrant Continuation Plan

F. Office of Childcare Licensing

Please answer the following questions in order to determine if an early care and education and school age center license or a notice of license exemption issued by the Office of Child Care Licensing (OCCL) is required.

***Please note: You must apply for and obtain a license from OCCL annually. A license exemption can only be obtained through July 1, 2024, ONLY if 1) the public school district or charter school is the lead agent of the subgrant AND 2) the 21st Century program is located in a public school in the specified school district or in the charter school.**

A license exemption can only be obtained after July 1, 2024, ONLY if 1) the public school district or charter school is the lead agent of the subgrant AND 2) the 21st Century program is located in a public school in the specified school district or in the charter school AND serves school-age children only.

1) Who is the lead agent? Check one:

- Public school district (LEA)
- Charter school
- Community-based organization

2) Is your program operated during the school year, the summer, or both? Check one and write timeframe. (Ex. Both is School year = 9/1/2023 – 6/15/2024 and Summer = 7/1/2024 – 8/31/2024)

- School Year
- Summer
- Both

3) Where is the program located during the school year? Check one and indicate the name and address. Write "N/A" if you do not administer programming during this timeframe.

- Public School Name of School
- Charter School Name of School
- Community-based organization (CBO) Name and address of CBO:
- Not applicable

Delaware 21st Century Community Learning Centers
2023 – 2024 Subgrant Continuation Plan

4) Where is the program located during the summer? Check one and indicate the name and address. Write “N/A” if you do not administer programming during this timeframe.

- Public School Name of School
- Charter school Name of School
- Community-based organization (CBO) Name and address of CBO:
- Not applicable

5) Who is providing care to the children? Check one

- Public school staff
- Charter school staff
- Community-based organization staff
- Public school staff **and** community-based organization staff
- Charter school staff **and** community-based organization staff

6) Who is responsible if there is an accident, injury, or death involving a child in care? Check one

- Public school staff
- Charter school staff
- Community-based organization staff
- Public school staff **and** community-based organization staff
- Charter school staff **and** community-based organization staff

To assist you with the required licensing process, please review *DELACARE: Regulations for Early Care and Education and School-Age Centers* found on our website at <https://education.delaware.gov/families/occl/>. To register for an information session or to address any questions you have, please call the Office of Child Care Licensing at (302) 892-5800 for New Castle County or (302) 739-5487 for Kent and Sussex Counties.

*Please factor into your timeline that it may take approximately 6-9 months to become licensed once you start the process. However, the timeline may vary depending on how quickly and effectively you complete the steps.

Delaware 21st Century Community Learning Centers
2023 – 2024 Subgrant Continuation Plan

G. Youth Development Practices

- a. Describe how the program creates a warm and welcoming environment. Provide any policies, procedures, and background information that influence this practice.

- b. Describe how the program builds supportive relationships and opportunities for students to belong. Provide any policies, procedures, and background information that influence this practice.

- c. Describe how the program supports positive behaviors. Provide any rules, guidelines, plans, and background information that influence this practice.

- d. Describe how the program provides youth engagement opportunities and offer students choices. Provide any strategies, procedures, and background information that influence this practice.

- e. Describe how the program provides students with opportunities for authentic decision-making. Provide any strategies, procedures, and background information that influence this practice.

- f. Describe how the program provides students with opportunities for youth leadership. Provide any volunteer processes and background information that influence this practice.

- g. Describe how the program makes time for reflection (that is “careful thought or consideration of an idea or event, with the intent of making change or focusing on improvement”). Provide any methods, procedures, and background information that influence this practice.

Memorandum of Understanding

between

Partner

and

Partner

This Memorandum of Understanding (MOU) sets for the terms and understanding between the **Partner** and the **Partner** who are providing services and/or financial support to the 21st CCLC program.

Partner name:

Partner representative:

Position:

Address:

Telephone:

Fax:

E-mail:

Partner name:

Partner representative:

Position:

Address:

Telephone:

Fax:

E-mail:

Purpose

The purpose of this MOU is to establish an agreement among the above mentioned parties concerning their respective roles and responsibilities for implementation of a 21st Century Community Learning Center (CCLC) subgrant.

This agreement is to establish and coordinate joint processes and procedures for the provision of the 21st CCLC program (including summer, before school, weekends, evenings, in-service days, vacation breaks, etc.) for students, family engagement activities, staff development, supervision, and program evaluation.

21st Century Community Learning Centers Vision and Overview

Since the MOU is intended to describe and detail how partners will contribute to the establishment and maintenance of the afterschool program, it is important that all partners to the MOU share a collective vision for the program and have a common understanding as to the scope and purpose of the program.

Delaware 21st Century Community Learning Centers
2023 – 2024 Subgrant Continuation Plan

The description provided under this section will serve as a critical framework for the program as it makes decisions on the implementation of the 21st CCLC investment:

Duties of Parties

In this section, the responsibilities and agreements of each party is described separately.

For the **lead agency or organization**, the responsibilities and agreements could include:

- Serve as the fiscal agent for the grant;*
- Provide needed support including office space, telephone use, and computer use for afterschool staff;*
- Provide classroom space and all other appropriate space to accommodate the afterschool program;*
- Provide custodial support, office support, and other appropriate support to ensure the program runs smoothly and that children are safe afterschool;*
- Be responsible for purchasing necessary materials/supplies for designated components in accordance with the 21st CCLC budget;*
- Support staff in trainings and professional development opportunities in areas related to afterschool programming and issues;*
- Participate in the evaluation of the afterschool program at the local, state, and federal levels;*
- Complete paperwork related to any association with the program;*
- Provide access to assessment and other available data for the purposes of program evaluation;*
- Assist the program in developing, implementing, and making progress on its sustainability plan;*
- Recruit and refer students to the afterschool program;*
- Participate on the Advisory Team; and/or*
- Other:*

For the **school partner**, the following may apply:

- Assume payroll responsibilities for afterschool positions, as budgeted;*
- Provide classroom space and all other appropriate space to accommodate the afterschool program;*
- Recruit and refer students to the afterschool program;*
- Communicate and collaborate with all partners;*
- Support the afterschool program in developing appropriate curricula, running an effective homework and/or tutoring program, and establishing clear linkages with the school day;*
- Establish a collaborative relationship between school day staff and afterschool staff including having a significant number of school based staff committed to working in the program;*
- Complete paperwork related to and associated with the program;*
- Provide access to assessment and other available data for the purposes of program evaluation;*
- Participate in the evaluation of the afterschool program at the local, state, and federal levels;*
- Assist the program in developing, implementing, and making progress on its sustainability plan;*
- Participate on the Advisory Team; and/or*
- Other:*

For a **community partner**, the following may apply:

- Provide appropriate space or programming to accommodate the afterschool program;*
- Recruit and refer students to the afterschool program;*

Delaware 21st Century Community Learning Centers
2023 – 2024 Subgrant Continuation Plan

- Communicate and collaborate with all partners about rules, expectations, and norms;*
- Communicate and collaborate with school partners about curriculum and instruction;*
- Establish a collaborative relationship between organization staff and afterschool staff;*
- Complete paperwork related to and associated with the program;*
- Provide access to assessment and other available data for the purposes of program evaluation;*
- Participate in the evaluation of the afterschool program at the local, state, and federal levels;*
- Assist the program in developing, implementing, and making progress on its sustainability plan;*
- Participate on the Advisory Team; and/or*
- Other:*

Meetings

All major administrative decisions concerning policy and personnel of the afterschool program shall be brought to the Advisory Team. The Advisory Team consists of **(list partners)** and the Program Director. Decisions will be reached by group consensus whenever possible and appropriate. The Advisory Team will meet at least four times per year, or as needed, about key decisions and issues related to successful program implementation. The Program Director will oversee and make all day-to-day decisions, in consultation with the program staff, when appropriate, for the operations of the program. If partners cannot come to a mutual agreement, the LEA School Partner will have final decision-making authority.

Funding

Clearly describe any grant funds, the amount and category (salaries, contracted services, materials and supplies, etc.) that will be provided to the non-lead agency(s):

In addition, partners will provide (List funds and other commitments)

Duration

The agreement is for a period of one year and may be renewed annually up to five years.

Procedures for Modification and Termination

- The MOU may be modified, revised, extended, or renewed by mutual written consent of all parties, by the issuance of a written amendment, signed and dated by all parties. Submission of a revised MOU requires a program amendment to be submitted to the state coordinator.
- Any party of the MOU may terminate their participation in this MOU by giving written notice of intent to terminate to each of the partners. In such case, termination by one or more of the parties to this MOU does not alter the terms or obligations of the other parties to this MOU.
- An individual partners’ participation in the afterschool program may be terminated for non-compliance with the MOU provided the other parties provide written notice clearly outlining the reasons for the termination.

Severance Clause

If any part of this agreement becomes unenforceable or illegal, then the agreement will continue in force, but the offending provision(s) shall be severed from the agreement and will have no effect on the remaining services agreed to and associated performance.

Delaware 21st Century Community Learning Centers
2023 – 2024 Subgrant Continuation Plan

Signatures

All partners in this agreement sign to confirm their acceptance of its terms by their signature.

(Partner signature)

Partner Printed Name

Position

Organization

Date:

(Partner signature)

Partner Printed Name

Position

Organization

Date:

Delaware 21st Century Community Learning Centers
2023 – 2024 Subgrant Continuation Plan

PART THREE – All subgrantees must complete this section.



**State of Delaware
Department of Education
Subgrant Application**

Insert Subgrant Application (accessible [here](#))

Delaware 21st Century Community Learning Centers
2023 – 2024 Subgrant Continuation Plan



**Delaware Department of Education
FFATA Data Collection Form for Sub-Awardees**

The Federal Funding Accountability and Transparency Act (FFATA), requires entities receiving financial assistance through Federal awards (including contracts, sub-contracts, grants and sub-grants) to report selected information to be published on usaspending.gov. As a prime awardee, Delaware Department of Education is required to file FFATA reports on a monthly basis. Funds will not be issued in the absence of the following information.

The FFATA form can be accessed [here](#)

Delaware 21st Century Community Learning Centers
2023 – 2024 Subgrant Continuation Plan

Assurances, Certifications, and Signatures

*The following pages contain the Assurances that must be signed and dated by the Superintendent or Chief Executive Officer of the Local Education Agency and the Chief Executive Officer of the Community Agency Partner. Please read and **check off all assurances carefully**. These assurances dictate financial requirements that must be adhered to by the subgrantee. Funds will not be disbursed until and unless a signed copy of these Assurances are received by the Delaware Department of Education (DDOE). Please check the following 35 assurances, indicating an agreement:*

The Applicant assures that:

- 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: a) enforcement of any obligations imposed on agencies, institutions, organizations, and other recipients responsible for carrying out each program, b) correction of deficiencies in program operations that are identified through audits, monitoring or evaluations, c) 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 program.
- 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.

Delaware 21st Century Community Learning Centers
2023 – 2024 Subgrant Continuation Plan

- 9. The transportation and program access for all students to and from the program will be addressed and provided by the 21st CCLC funds if not provided from another source of funds.
- 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 eSchool Plus statewide pupil accounting system by school or district personnel. **The 21st CCLC program will utilize the online EZ Reports system for schedule, attendance, and 21APR reporting.**
- 13. Required data will be entered by the grantee into the online EZ Reports system for the 21st CCLC APR Federal database. 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 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,

Delaware 21st Century Community Learning Centers
2023 – 2024 Subgrant Continuation Plan

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 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/plan.
- 22. The Delaware Department of Education (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 DDOE program manager 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- 15; and June 1 - June 15. Amendments are submitted via e-mail for approval to the Delaware 21stCCLC 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%

Delaware 21st Century Community Learning Centers
2023 – 2024 Subgrant Continuation Plan

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.
- 31. The 21st CCLC subgrantee will actively recruit eligible students to maintain or exceed its projected enrollment. If the actual average daily enrollment of the subgrantee program is less than 75% of the students, the subgrant award may be terminated.
- 32. Subgrantee assures that the Center(s) will be meeting Delaware Office of Child Care License 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 License) if it is a later date than the start date included in this continuation plan. 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 (or schools) MUST BE LICENSED by the Delaware Office of Child Care License.
- 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.

Delaware 21st Century Community Learning Centers
2023 – 2024 Subgrant Continuation Plan

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.

We, the undersigned, certify that the information contained in this Delaware 21st Century Community Learning Centers Subgrant Continuation Plan is complete and accurate to the best of our knowledge; that the necessary assurances of compliance with applicable state and federal statutes, rules, regulations will be met; and, that the indicated lead agency designated in this Continuation Plan is authorized to administer this subgrant.

We further certify that the 35 assurances listed above have been satisfied and will be adhered to, and that all facts, figures, and representation in this Continuation Plan are correct to the best of our knowledge.

Live Signature of:

Superintendent or Chief Executive Officer of the
Local Education Agency

Printed Name:
Local Education Agency:
Date:

Live Signature of:

Chief Executive Officer of the Community Agency

Printed Name:
Community Agency:
Date:

Delaware 21st Century Community Learning Centers
2023 – 2024 Subgrant Continuation Plan

INTENT TO PARTICIPATE FORM
in 21st CCLC during School Year _____ – _____

Nonprofit – Private School:

Due Date:

Return to:

As a private school located within the attendance areas of the _____ School District, your school is invited to participate in the following Federal Education Program. Private school students and teachers may receive benefits, services and materials from this federal education program. If your school is interested in participating in these programs, the school district will contact you to begin meaningful, substantial consultations, including discussions on practical aspects of operating federal programs.

Please place a check next to the program in which you would like your eligible students and their teachers to participate. It is important to note that some of the Federal Education Programs listed below are discretionary programs and the school district may not necessarily participate in them.

Title IV, Part B – 21st Century Community Learning Centers

The 21st Century Community Learning Centers (21st CCLC) program provides before-and after-school services to children and their families that include academic enrichment activities, particularly for students who attend low-performing schools, to help them meet State and local student performance standards in core academic subjects.

The State Education Agency (SEA) has the basic responsibility for the administration of funds made available under Federal Education Programs. In so doing, it must provide allocations of Federal Education Programs funds to Local Education Agencies (LEAs) and some nonprofit, private schools desiring to participate in the programs in accordance with the state formula.

To complete the funding formula, it is necessary for you to provide or confirm the following data:

- *Please Note: Allocations are based on the enrollment figure reported to DOE for the Sept. 30th count and this enrollment figure cannot be changed here.*

Allocations are based on the September 30, _____ total enrollment as reported to the Delaware Department of Education.

Number of students:

Please note the following:

- 1) The 21st CCLC program lead agency **will always maintain control of the funds** and will not provide direct funding from these federal education programs to the private school.
- 2) If the private school does **not** sign and return this **Intent to Participate Form** by _____ its students, teachers, and other educational personnel will **not** be qualified to participate in services for the _____ – _____ school year.

.....
 Yes, we will consult with the _____ School District and the 21st CCLC program lead agency regarding our participation in the 21st CCLC Program. I certify that the above data is accurate and verifiable by available records and that the named school is a nonprofit, private school.

No, I am not interested in consulting with the _____ School District and the 21st CCLC program lead agency regarding participating in the 21st CCLC Program.

Private School Name: _____

Head of School Name: _____

Head of School Signature: _____

Date: _____

Delaware 21st Century Community Learning Centers
2023 – 2024 Subgrant Continuation Plan

Attachments:

Budget Pages

Prepare a budget that is justified in “19: Fiscal Management, Budget, and Sustainability” that will adequately cover program expenses. The requested amount should be appropriate and reasonable for the size and scope of the program.

Intent to Participate Letter

Federal law mandates that non-public school administrators are consulted in a timely and meaningful manner during the design and development of the program.

Attach an Intent to Participate form for each non-public school in the school(s) service area.

Memoranda of Understanding (MOU):

Memoranda of Understanding (MOU), though not legally binding, should describe clearly the specific commitments of staff, services, facilities, equipment, or resources provided by each partner, including estimating monetary value. The MOU should also document the process for the collection and sharing of required school-related indicators including school attendance and academic achievement.

Attach a MOU for each partner listed in “Part TWO – A. Collaborations and Partnerships.”

*Continuation Plan Deadline: **Thursday, February 9, 2023 for Cohort 17**
Thursday, June 8, 2023 for Cohort 18 and 20*

Contact information

Ruth A. Uhey, Ed.D.

21st CCLC State Program Officer
Delaware Department of Education
Telephone: (302) 857-3349

Teresita Cuevas

21st CCLC Technical Assistance Coordinator
University of Delaware
Telephone: (302) 831-2053