

Delaware 21<sup>st</sup> Century Community Learning Centers  
2011 - 2012 Subgrant Continuation Application

ASSURANCES

The following pages contain the assurances that must be signed and dated by the Superintendent of your school system or the head of the lead agency. Please read 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 DDOE. Please check the following 34 assurances, indicating your 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 organization.
- 3. The school district, public agency, for-profit agency, non-profit agency, institution or organization 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 21<sup>st</sup> CCLC.
- 4. 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.
- 5. 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.
- 6. The program will take place in a safe and easily accessible facility.
- 7. 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. The 21<sup>st</sup> CCLC will be linked with the school day.
- 8. The transportation and program access for all students will be addressed and provided by the 21<sup>st</sup> CCLC funds if not provided from another source of funds.
- 9. The school district will provide access of pertinent student data to the applicant and partnering agencies.
- 10. Attendance records will be maintained for each student receiving services in the 21<sup>st</sup> CCLC.

Delaware 21<sup>st</sup> Century Community Learning Centers  
2011 - 2012 Subgrant Continuation Application

- 11. Students will be tagged in the eSchool Plus statewide pupil accounting system by school or district personnel.
- 12. Required data will be entered into the 21<sup>st</sup> CCLC Profile and Performance Information and Collection System (PPICS) 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.
- 13. The program will primarily target students who attend schools eligible for Title I school-wide programs under Section 1114 and families of such students.
- 14. The applicant will cooperate in carrying out any evaluation of the program conducted by state and federal officials.
- 15. Funds granted for this program will not supplant federal, state, local or non-federal funds.
- 16. The community was given notice of intent to submit a continuation application and that the is available for public review.
- 17. The project 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.
- 18. 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, disability, age, or genetic information.
- 19. Programs and projects funded in total or in part through this subgrant will operate in compliance with state and federal laws 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), the General Education Provision Act (GEPA), the American with Disabilities Act and the Drug-Free Workplace Act of 1988
- 20. 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.
- 21. Entities receiving \$500,000 or more of federal funds assure that an annual financial and compliance audit have been completed in accordance with OMB Circular A-133 or A-128, whichever is applicable.
- 22. 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.
- 23. Any printed (or other media) description of programs will state the total amount being spent on the project or activity and will indicate the percentage of funds from the federally funded programs.

Delaware 21<sup>st</sup> Century Community Learning Centers  
2011 - 2012 Subgrant Continuation Application

- 24. Subgrantee will retain records of its financial transactions, 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 available for inspection and audit by authorized representatives of DDOE.
- 25. 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.
- 26. Subgrantee will repay any funds that have been finally 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 be subsequently be imposed by the federal and/or state government.
- 27. 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.
- 28. Subgrantee assures that the Center(s) will be meeting Delaware Office of Child Care License Regulations, if applicable, on 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 application, if applicable.
- 29. Any remaining, unspent funds must be returned to the Department of Education within 30 days from the subgrant end date. Extensions will only be granted in extreme cases and requests for extensions must be made at least 30 days from the subgrant end date.
- 30. If the actual average daily enrollment of the CCLC is less than 25 students, the subgrant award may be terminated. The 21<sup>st</sup> CCLC subgrantee will actively recruit eligible students to maintain or exceed its projected enrollment.
- 31. If subgrantee is not part of the Delaware First State Financial System (FSF), it is assured that Quarterly Financial Report will be submitted to DDOE
- 32. The subgrantee will use a self-assessment tool and will submit an annual evaluation within 30 days of the subgrant end date.
- 33. At least one person from each 21<sup>st</sup> CCLC subgrant site will attend all required DDOE-sponsored technical assistance and professional development meetings.
- 34. At least one person from each 21<sup>st</sup> CCLC subgrant site will attend a state, regional, or national conference on quality programming for school-age youth in extended-day learning opportunities, such as the 21<sup>st</sup> Century Community Learning Centers Summer Institute.