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Program Partnerships Overview

One of the expectations of the 21st Century Community Learning Centers (CCLC) grant is to provide a bridge for community involvement in local education. (The program has the word “COMMUNITY” right there in the title!) Our communities are filled with talented, positive, and caring adult role models who can provide learning benefits to students and families, if only given the opportunity to become actively involved.

There are two requirements in the area of community involvement that are both clearly defined by accompanying performance measures (see item C.4 on page 11 of the [21st CCLC Request for Proposals #16-92400-00003](#)).

The Requirement

- **Recruit volunteers to support each 21st Century Community Learning Center.**
- **Identify and partner with subcontractors in the community who will assist in providing 21st CCLC services.**

Quantitative Performance Measures of the Requirement

21st CCLC Grant Requirement: Recruit volunteers to support each 21st Century Community Learning Center.

- **Volunteers:** Recruit volunteers (who are able to obtain successful background checks) to work with students and/or families.
 - **Performance Measure:** Each learning center should match their paid staff by at least 30% with volunteers each month the program is in operation.
 - To know how many volunteers you need each month, find 30% of your total paid staff team.
 - *15-17 paid team members = 5 volunteers*
 - *12-14 paid team members = 4 volunteers*
 - *9-11 paid team members = 3 volunteers*
 - *5-8 paid team members = 2 volunteers*
 - *1-4 paid team members = 1 volunteer*
 - How are we defining “volunteer?”
 - A volunteer is an unpaid team member who lends their skills to the 21st CCLC program for at least one hour per month.
 - Can a volunteer be the same person from week to week or month to month?
 - Yes.
 - With that definition in mind, as we look at the numbers above, could we replace the word “volunteer(s)” with “volunteer hour(s)?”
 - Yes.

A volunteer must SUCCESSFULLY COMPLETE a background check PRIOR to volunteering, in accordance with 22-14-32 NMSA 1978.

21st CCLC Grant Requirement: Identify and partner with subcontractors in the community who will assist in providing 21st CCLC services.

- **Subcontractors:** Secure partnerships with outside organizations in the community to provide services for students and/or families.
 - **Performance Measure:** At least one partnership should be documented each semester at each community learning center.
 - A Public Education Department approved subcontractor assurance form should be secured for each partnership.
 - How are we defining “subcontractor?”
 - A subcontractor is an individual or organization who is not directly employed by the subgrantee, and is paid to provide services for the 21st CCLC program.
 - What’s the difference between an employee and a subcontractor?
 - Employee
 - If a team member is an employee, the hiring organization is responsible for withholding and paying the employment-related taxes.
 - If a team member is an employee, a W-2 is on file.
 - Subcontractor
 - If a team member is a subcontractor, that individual team member is responsible for keeping his or her own records and paying his or her own income and self-employment taxes.
 - If a team member is a subcontractor, a W-9 or 1099 is on file.
 - If a team member is a subcontractor, a contract is on file defining the subcontractor’s scope of work and payment terms.
- **A Public Education Department approved subcontractor assurance form should be secured for each partnership PRIOR to working with a subcontractor.**
- **A subcontractor must SUCCESSFULLY COMPLETE a background check PRIOR to working with the learning center. This is outlined in 22-14-32 NMSA 1978.**



21st Century Community Learning Centers Program Partnerships



Documentation Methods

Volunteers

Volunteer information will be entered into EZReports. This method has several benefits.

- A. It ensures the Fingerprint Clearance date is recorded and stored in a mutually accessible location.
 - B. It cuts down on miscellaneous forms and spreadsheets.
 - C. It provides a way to track volunteer profile data at the state level due to the required data fields (in terms of prior instructional experience and education levels).
 - D. By storing the data in EZReports as “staff” the number of volunteers at each learning center will be communicated to US Department of Education through data transfer to the 21APR federal data base at the close of the academic year.
1. Volunteers should be entered as “Staff.” (www.ezreports.org/nm1617)
 - Program Director Path: Log in → Site → Manage Site → Log in to Site → Program → Staff → Add Staff
 - Learning Center Coordinator Path: Log in → Program → Staff → Add Staff
 2. The **Personal Information** required is as follows (as seen in Figure 1):
 - Last Name
 - First Name
 - Gender
 - Level of Education
 - Fingerprint Clearance Date
 - Ethnicity (unknown is fine if truly unknown)
 - Race (unknown is fine if truly unknown)

Figure 1

Add Staff

Save & Close
Save & Add Another
Cancel

Previous
Next

Personal Information

Last Name: *

First Name: *

Gender: -- Select -- *

Date of Birth: / / (MM/DD/YYYY)

Highest Education Level Attained: *

Health Screening: ☐

Fingerprint Clearance: ☒

Date: / /

Ethnicity: Is this staff Hispanic or Latino?

☒ Yes, Hispanic or Latino
A person of Cuban, Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race.

☐ No, not Hispanic or Latino

☐ Unknown *

Race: Check one or more to indicate the staff's race *

☐ White
A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

☐ Black or African American
A person having origins in any of the black racial groups of Africa.

☐ Asian
A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

☐ Native Hawaiian or Pacific Islander
A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

☐ American Indian or Native Alaskan
A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.

☐ Some Other Race
A person providing write-in entries such as multiracial, mixed, interracial, Wesort, or a Hispanic/Latino group (for example, Mexican, Puerto Rican, or Cuban)

☒ Unknown
Declined to State/Unknown

3. The following **Work Information** is required (as seen in Figure 2):

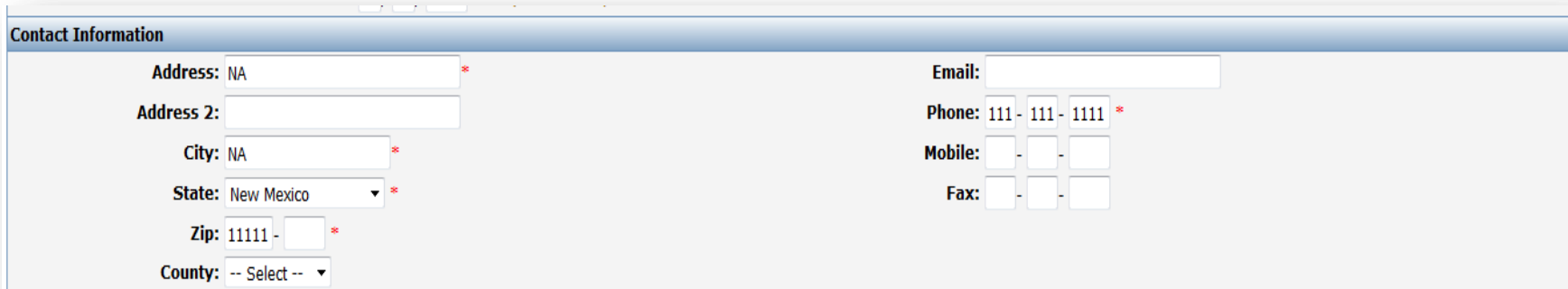
- Payment Type (Volunteer)
- Staff Type (Other Community Members)
- Is this person funded by the 21st CCLC grant? (No)
- Job Title (Volunteer)
- Start Date (Please note this date MUST, MUST, MUST be after their fingerprint clearance date.)

Figure 2

Work Information	
Payment Type:	<input type="radio"/> Cash <input type="radio"/> In-Kind <input checked="" type="radio"/> Volunteer*
\$ Value Per Hour	<input type="text"/>
Staff Type:	Other Community Members ▼ <input type="text"/> *
Is this person funded by the 21st CCLC grant?	<input type="radio"/> Yes <input checked="" type="radio"/> No*
Job Title:	Volunteer*
Start Date:	09 / 23 / 2016 <input type="text"/> (MM/DD/YYYY)*
Contact Information	

4. The following **Contact Information** is required in the EZReports database (as seen in Figure 3):
- Address (the volunteer's address, NA, or address of the school is fine)
 - City (the volunteer's city, NA, or city of the school is fine)
 - State (NM)
 - Zip (the volunteer's zip, 11111, or zip of the school is fine)
 - Phone (the volunteer's phone number, 111-111-1111, or phone number of the school is fine)

Figure 3



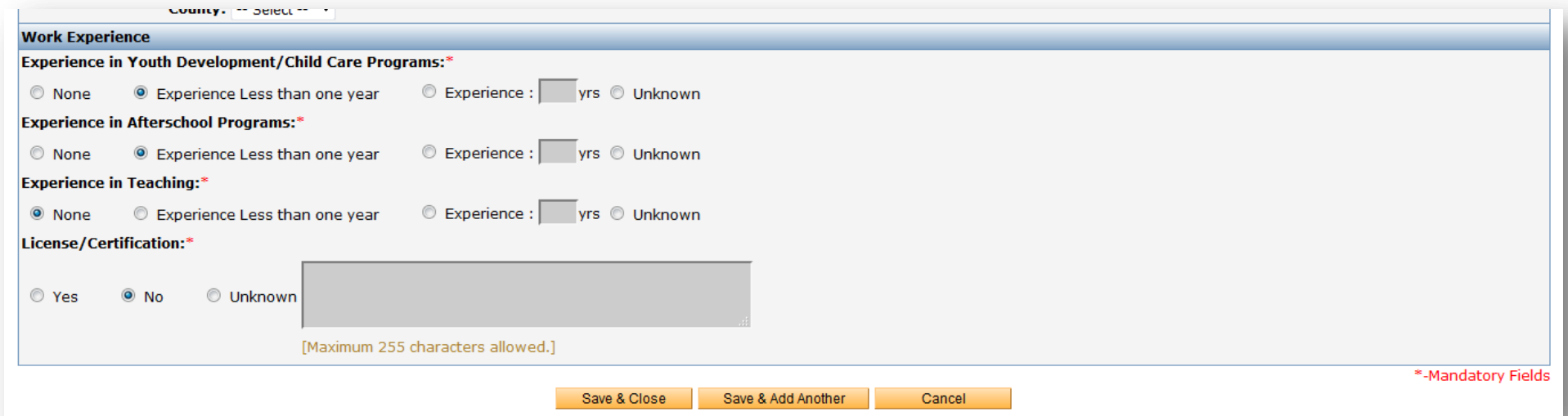
Contact Information

Address: NA *	Email: <input type="text"/>
Address 2: <input type="text"/>	Phone: <input type="text"/> 111 - <input type="text"/> 111 - <input type="text"/> 1111 *
City: NA *	Mobile: <input type="text"/> - <input type="text"/> - <input type="text"/>
State: New Mexico *	Fax: <input type="text"/> - <input type="text"/> - <input type="text"/>
Zip: 11111 - <input type="text"/> *	
County: -- Select -- ▾	

5. The following **Work Experience** is required (see Figure 4):

- Experience in Youth Development/Child Care Programs
- Experience in Afterschool Programs
- Experience in Teaching
- License/Certification

Figure 4



County: -- Select --

Work Experience

Experience in Youth Development/Child Care Programs:*

☐ None ☒ Experience Less than one year ☐ Experience : yrs ☐ Unknown

Experience in Afterschool Programs:*

☐ None ☒ Experience Less than one year ☐ Experience : yrs ☐ Unknown

Experience in Teaching:*

☒ None ☐ Experience Less than one year ☐ Experience : yrs ☐ Unknown

License/Certification:*

☐ Yes ☒ No ☐ Unknown


[Maximum 255 characters allowed.]

*-Mandatory Fields

Save & Close Save & Add Another Cancel

Select Save & Close.

If the volunteer is working with one specific session, please assign this team member to that specific session in EZReports. (Follow step 6.a.i.)

6.a.i. Activity → Manage Activity → Select the edit icon  on the SESSION row where the volunteer should be added → In the pop-up window, select the volunteer's name and start date → Save and Close

What if a volunteer isn't assisting with an already existing session, or will only come in for one day of a session that lasts an entire semester? (Follow steps 6.b.i. – 6.b.vi.)

If a volunteer is not actually assisting with a “regularly scheduled” session, or is just coming in for one day of a session, please create a new activity category as a work-around for this.

The new activity category can be called “Volunteer Opportunities,” as seen in Figure 5.

6.b.i. Activity → Add Activity → Enter Activity Information and Activity Category → Save & Close

Figure 5

Add Activity
Add new activities for the site. [Read More...](#)

Activity
Objectives

Activity Information
Previous
Next

Save & Continue
Save & Close
Cancel

Activity Information

Activity Name: Volunteer Opportunities *

Special Event: ☐ (Check if the activity is not a routine event)

Targeted Audience: ☒ Student ☐ Adult *

Participants: ☒ Student ☐ Adult (Select one or more groups)

Description: The activity category of Volunteer Opportunities allows entry of volunteer hours that are not part of a regular session with student attendance. *

[Maximum 1000 characters allowed.]

College and Career Readiness: ☐ Yes ☒ No

Activity Categories *

The activity category can be marked “Other,” as seen in Figure 6. Even though this session won’t be reported in the 21APR database, what will be reported is the NUMBER of volunteers who worked with each learning center throughout the academic year.

21st Century Community Learning Centers Program Partnerships

Figure 6

Activity Categories

Academics

- ☐ STEM
- ☐ Literacy
- ☐ Tutoring
- ☐ Homework Help
- ☐ English Learner Language Support

Enrichment

- ☐ Entrepreneurship
- ☐ Arts & Music
- ☐ Physical Activity
- ☐ Community Service/Service Learning
- ☐ Mentoring

Character Education

- ☐ Drug Prevention
- ☐ Counselling Programs
- ☐ Violence Prevention
- ☐ Truancy Prevention
- ☐ Youth Leadership

College and Career Readiness

- ☐ College and Career Readiness

Other (Activities under this category will not be reported in 21st APR Reports)

- ☒ Other

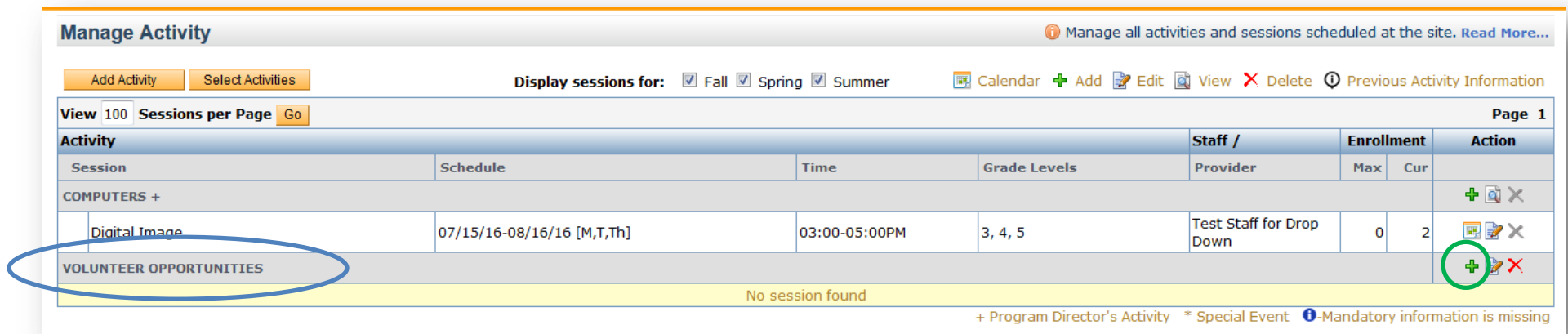
Save & Continue

Save & Close

Cancel

6.b.ii. Now that this new activity category has been added, volunteers' hours can be logged fairly quickly as "individual sessions." Create a new session by selecting the green plus sign in the "Volunteer Opportunities" activity category (circled in Figure 7).

Figure 7



Manage Activity Manage all activities and sessions scheduled at the site. [Read More...](#)

[Add Activity](#) [Select Activities](#) **Display sessions for:** ☒ Fall ☒ Spring ☒ Summer [Calendar](#) [Add](#) [Edit](#) [View](#) [Delete](#) [Previous Activity Information](#)

View 100 **Sessions per Page** [Go](#) Page 1

Activity				Staff /	Enrollment		Action
Session	Schedule	Time	Grade Levels	Provider	Max	Cur	
COMPUTERS +							
Digital Image	07/15/16-08/16/16 [M,T,Th]	03:00-05:00PM	3, 4, 5	Test Staff for Drop Down	0	2	+ - x
VOLUNTEER OPPORTUNITIES							
No session found							

+ Program Director's Activity * Special Event i -Mandatory information is missing



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6.b.iii. When creating a new session, you may name it “*Volunteer’s Name Volunteer date of service.*” The following information will be required, as seen in Figure 8.

- Name of Session (*Volunteer’s Name Volunteer date of service*)
- Start Date (the day the volunteer provided services)
- End Date (the day the volunteer provided services)
- Days and Time Offered (day of the week the volunteer provided services and during what hours)
- Time (most likely afterschool, before school, or summer)
- Grade level (What grade levels is the volunteer assisting? If not working directly with students, which 21st CCLC grade levels will the volunteer’s work benefit?)
- Staffing Level (How many students is the volunteer working with while assisting? If not working directly with students, how many students will the work of the volunteer benefit? *This would most likely be 1:>20.*)

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Figure 8

Session **Staff & Provider**

Session Information for Activity 'Volunteer Opportunities' Previous Next

Save & Continue Save & Close Cancel

Session Information

Name: Jane Smith Volunteer 9.23.16 *

Start Date: 9 / 23 / 2016 (MM/DD/YYYY) * End Date: 9 / 23 / 2016 (MM/DD/YYYY) *

Max Enrollment: 0 Location/Room No:

☐ Click here if this session providing content using a Computerized or Online Packaged Program

Days and Time Offered *

☐ Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☒ Fri ☐ Sat View Calendar

Start Time: 03 : 00 PM End Time: 05 : 00 PM

☐ Different time for different days

Time *

☒ After School ☐ Before School

☐ During Lunch ☐ During School

☐ Evening ☐ Weekend

☐ Summer/Holiday

Grade Level *

☐ PreK ☐ K ☐ 1 ☐ 2 ☐ 3 ☒ 4 ☒ 5 ☒ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

Staffing Level *

☒ 1:>20 ☐ 1:8-20 ☐ 1:2-7 ☐ 1:1

Save & Continue Save & Close Cancel

6.b.iv. After selecting **Save & Continue**, you'll move on to the **Staff & Provider** tab. Select **Add Staff**, circled in Figure 9.

Figure 9



Session **Staff & Provider** Previous Next

Session - Staff & Provider Information Close

Add Staff ☐ Show All Staffs/Provider

Active Staff

Name	Start Date	Action
No records found		

 Change Staff  Drop Staff

Add Provider

Active Providers

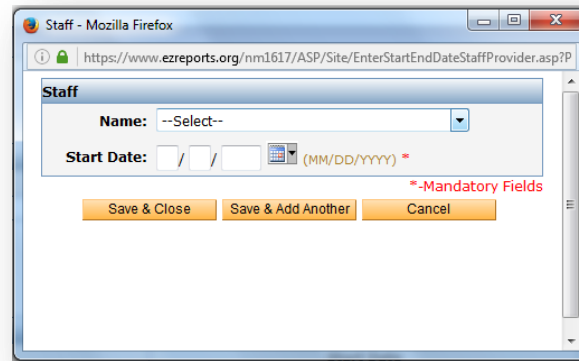
Provider	Start Date	Action
No records found		

 Change Provider  Drop Provider

Close

6.b.v. A pop-up window will appear. You should select the volunteer's name from the drop-down menu, and enter the date of the volunteer's service (Figure 10).

Figure 10



Staff - Mozilla Firefox
https://www.ezreports.org/nm1617/ASP/Staff/EnterStartDateStaffProvider.asp?P

Staff

Name: --Select--

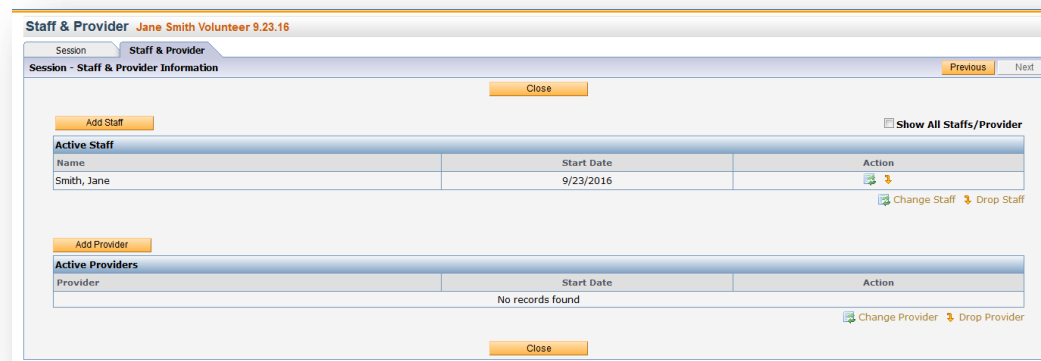
Start Date: / / (MM/DD/YYYY) *

*-Mandatory Fields

Save & Close Save & Add Another Cancel

6.b.vi. Now the volunteer's time has been recorded in EZReports. Select **Close**.

Figure 11



Staff & Provider Jane Smith Volunteer 9.23.16

Session Staff & Provider

Session - Staff & Provider Information

Close

Add Staff

Show All Staffs/Provider

Name	Start Date	Action
Smith, Jane	9/23/2016	Change Staff Drop Staff

Add Provider

Provider	Start Date	Action
No records found		

Change Provider Drop Provider

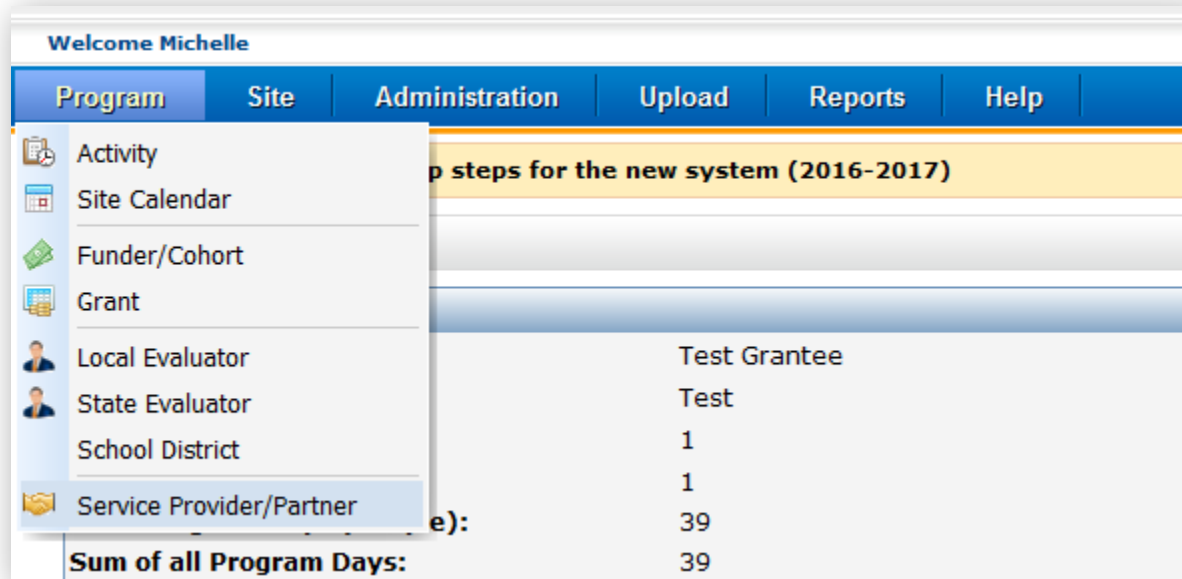
Close

Subcontractors

To enter subcontractors in the EZReports database, please follow these steps:

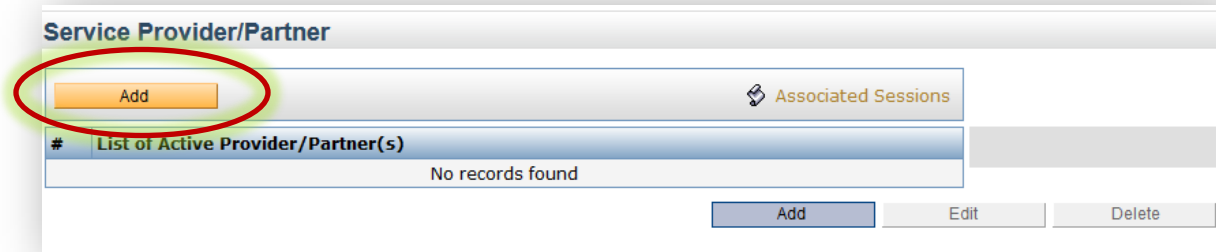
1. Logon to EZReports (www.ezreports.org/nm1617/) at the PROGRAM DIRECTOR level.
2. Use the “Program” tab to access “Service Provider/Partner” from the drop-down menu (Figure 12).

Figure 12



3. “Add” a new Provider/Partner (Figure 13).

Figure 13



Service Provider/Partner

Add **Associated Sessions**

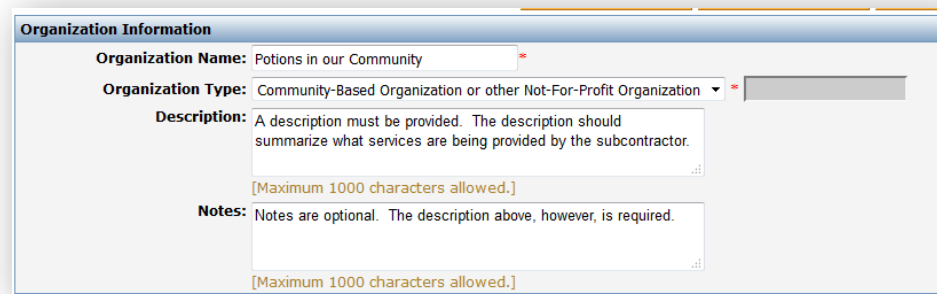
List of Active Provider/Partner(s)

No records found

Add **Edit** **Delete**

4. Enter the required Organization Information (Figure 14).
 - a. Organization Name
 - b. Organization Type (Non-Profit, For-Profit, Faith Based, etc.)
 - c. Description

Figure 14



Organization Information

Organization Name: Potions in our Community

Organization Type: Community-Based Organization or other Not-For-Profit Organization

Description: A description must be provided. The description should summarize what services are being provided by the subcontractor.
[Maximum 1000 characters allowed.]

Notes: Notes are optional. The description above, however, is required.
[Maximum 1000 characters allowed.]

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5. Enter the required Director Information (Figure 15).
 - a. Last Name
 - b. First Name
 - c. Address
 - d. State
 - e. County
 - f. City
 - g. Zip
 - h. Email
 - i. Phone

Figure 15

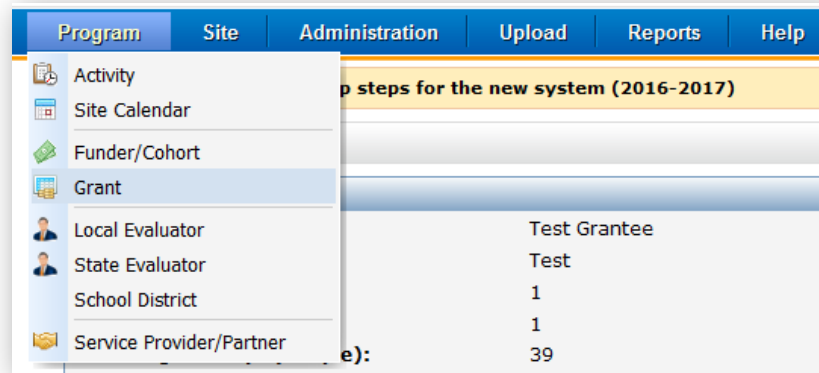
Director Information	
Last Name: Snape	Email: ssnape@hogwarts.org
First Name: Severus	Work Phone: 505 - 111 - 1111 X 111
Address 1: 123 This and That Lane	Mobile: - - -
Address 2:	Fax: - - -
State: New Mexico	
County: Bernalillo	
City: Albuquerque	
Zip: 11111 -	

6. Select "Save and Close" at the bottom of the screen.

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- After selecting “SAVE and CLOSE,” the newly added Partner will need to be associated with a grant. To associate the partner with a grant, select “Grant” from the drop-down menu of the “Program” tab (Figure 16).

Figure 16



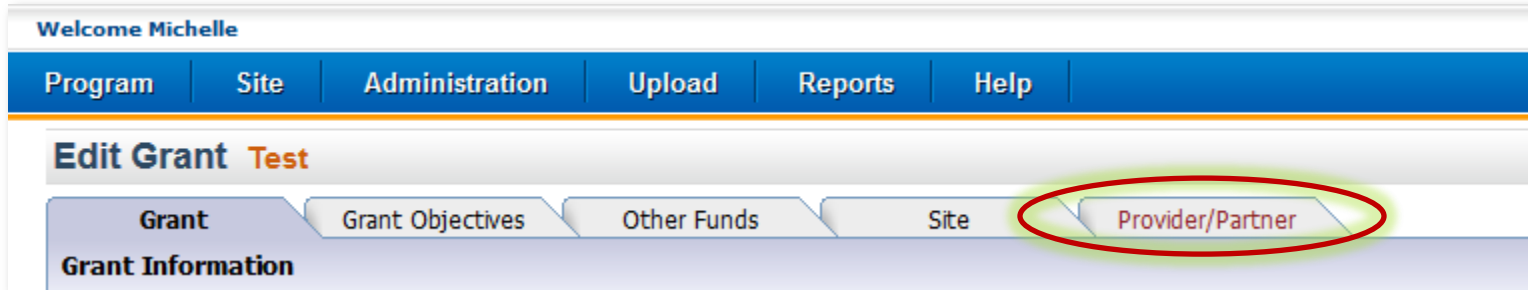
- Select the correct active grant (21st CCLC) by clicking on the name of the grant, then select “Edit Grant” (Figure 17).

Figure 17



9. Select the Provider/Partner tab (Figure 18).

Figure 18



Welcome Michelle

Program | Site | Administration | Upload | Reports | Help

Edit Grant Test

Grant | Grant Objectives | Other Funds | Site | **Provider/Partner**

Grant Information

10. Select the “Provider/Partner” button (Figure 19).

Figure 19



Provider/Partner Test

Grant | Grant Objectives | Other Funds | Site | **Provider/Partner**

Grant - Provider/Partner Information

Previous Next

Close

Select Provider/Partner

Edit Delete Drop Activate

Organization Name	Provider/Partner Type	Director Name	Action
No records found			

List of Inactive Provider/Partner(s): Click on 'Activate' to Activate

Organization Name	Director Name	Phone	Email	Inactive Since	Action
No records found					

Close

11. A pop-up window will appear. Select the name of the newly added partner from the drop-down menu (Figure 20).

Figure 20

https://www.ezreports.org/nm1617/ASP/Grantee/GrantProviderAdd.asp?Mode=ADD&GrantProviderID=&GrantID=72&h

Save & Close Save & Add Another Cancel

Add Provider/Partner Information

Provider/Partner Name: --Select-- *

Value of Contributions(\$): --Select--

Served as a Subcontractor? ☐ Value of Subcontract(\$):

Rate of Service(\$): per --Select--

Start Date: / / (MM/DD/YYYY) *

Comments:

[Maximum 255 characters allowed.]

Contribution Information

Please specify the primary contribution(s) of the Partner	Yes	No	Unknown
Provide Evaluation Services	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Funding/ Raise Funds	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Provide Programming/Activity-Related Services	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Provide Goods/Materials	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Provide Volunteer Staffing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Provide Paid Staffing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Other (Give Description)			

12. Complete the information in the pop-up window for the newly added partner (Figure 21).

- Served as a Subcontractor? (Yes, check this box.)
- Value of Subcontract (Enter amount paid to subcontractor.)
- Start Date
- Comments
- Answer the six questions below the initial information section

Figure 21

Add Grant For Provider/Partner - Mozilla Firefox

https://www.ezreports.org/nm1617/ASP/Grantee/GrantProviderAdd.asp?Mode=ADD&GrantProviderID=&GrantID=728&h

Save & Close Save & Add Another Cancel

Add Provider/Partner Information

Provider/Partner Name: Potions in our Community (inactive) *

Value of Contributions(\$):

Served as a Subcontractor? ☒ **Value of Subcontract(\$):** 5000

Rate of Service(\$): per --Select--

Start Date: 11 / 02 / 2016 (MM/DD/YYYY) *

Comments: Four classes for all students throughout the fall semester (16 classes total) plus all supplies

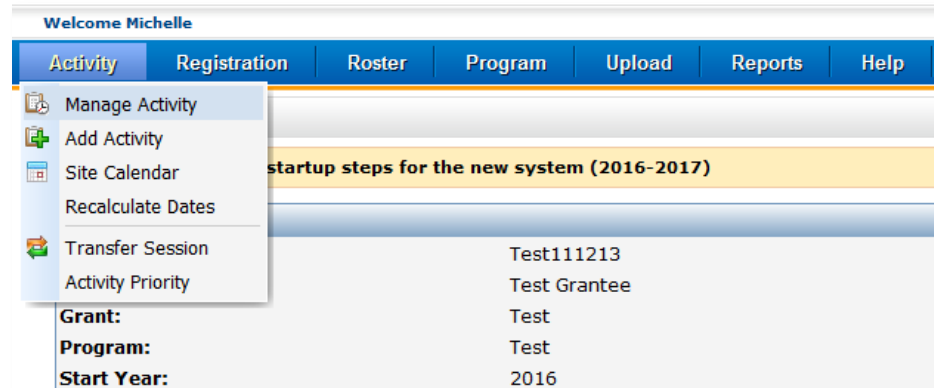
[Maximum 255 characters allowed.]

Contribution Information

Please specify the primary contribution(s) of the Partner	Yes	No	Unknown
Provide Evaluation Services	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Funding/ Raise Funds	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Provide Programming/Activity-Related Services	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide Goods/Materials	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide Volunteer Staffing	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Provide Paid Staffing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (Give Description)			

13. Now, associate the newly added partner with a session. Logon at the SITE level. Select “Manage Activity” from the “Activity” drop-down menu (Figure 22).

Figure 22




14. Select the edit session icon  in the session row that lists the name of the session where the subcontractor is providing services (Figure 23).

Figure 23

Manage Activity Manage all activities and sessions scheduled at the site. [Read More...](#)

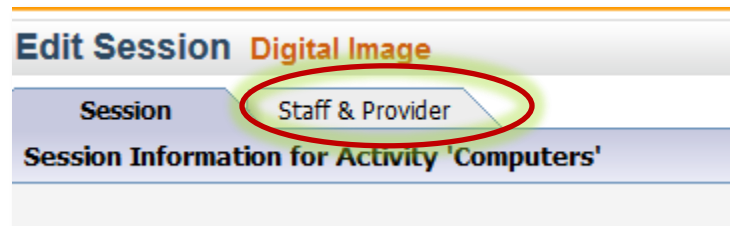
[Add Activity](#) [Select Activities](#) **Display sessions for:** ☒ Fall ☒ Spring ☒ Summer [Calendar](#) [Add](#) [Edit](#) [View](#) [Delete](#) [Previous Activity Information](#)

View Sessions per Page [Go](#) Page 1

Activity	Staff /	Enrollment	Action
Session	Schedule	Time	Grade Levels
COMPUTERS +			
Digital Image	07/15/16-10/16/16 [M,T,Th]	03:00-05:00PM	3, 4, 5
Test Staff for Drop Down		0	2
VOLUNTEER OPPORTUNITIES			
Jane Smith Volunteer 9.23.16	09/23/16-09/23/16 [F]	03:00-05:00PM	4, 5, 6
Smith		0	

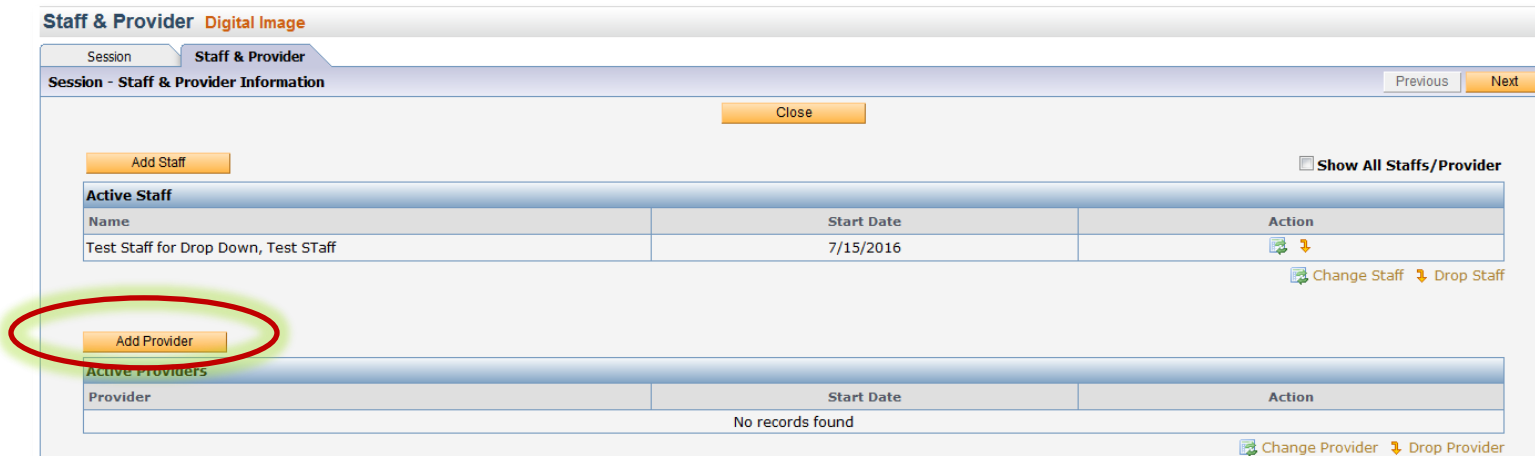
15. Select the “Staff and Provider” tab (Figure 24).

Figure 24

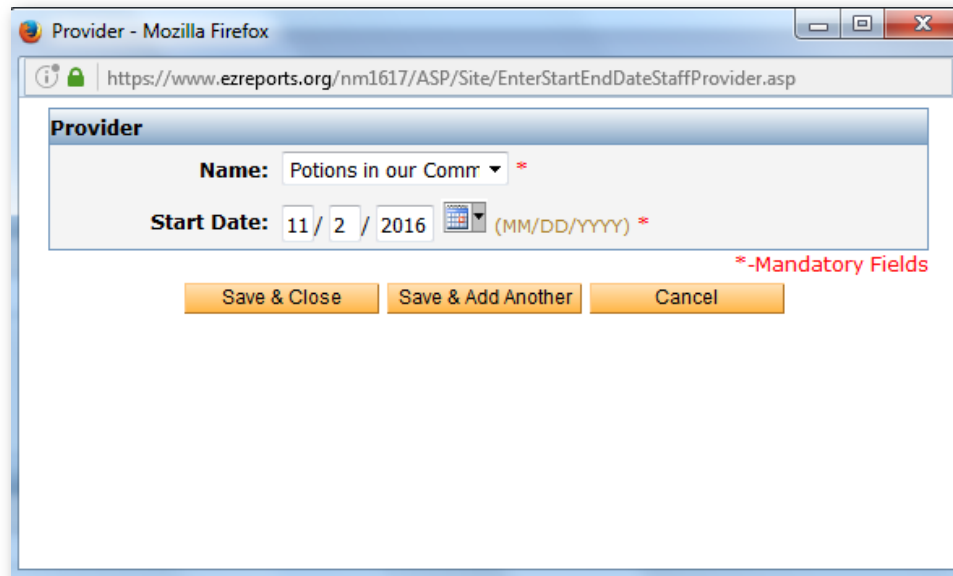


16. Select “Add Provider” (Figure 25).

Figure 25



17. In the pop-up window, select the name of the subcontractor from the drop-down list and add the start date.



Provider - Mozilla Firefox

https://www.ezreports.org/nm1617/ASP/Site/EnterStartEndDateStaffProvider.asp

Provider

Name: Potions in our Comm *

Start Date: 11 / 2 / 2016 (MM/DD/YYYY) *

*-Mandatory Fields

Save & Close Save & Add Another Cancel

18. Select Save and Close.