



FISCAL YEAR 2020 PROGRAM ASSURANCES



Blanks to the left of each requirement must be initialed by the authorized official from the responsible entity. Providing initials on this form assures the New Mexico Public Education Department (PED) that the entity agrees to comply with each specific 21st Century Community Learning Centers (CCLC) grant requirement. If applicable, each section may have more than one set of initials. All representatives must sign and date regarding continued funding (page 8).

Program Delivery Assurances

Printed name of the representative affirming program delivery assurances (required)

Title

Printed name of the second representative affirming program delivery assurances (optional)

Title

- _____ The responsible entity will provide programming for students and families who attend the schools listed in the proposal submitted in response to the 21st CCLC Request for Proposals (RFP), released in 2016, RFP ID #16-92400-00003. Schools not listed in the submitted proposal are not eligible for services. *(The only exception to this requirement is if a school listed in the proposal has since changed its name.)*
- _____ The responsible entity will provide 21st CCLC programming for students and families at the learning centers listed in the entity's current fiscal year contract.
- _____ The responsible entity will provide 21st CCLC services **at no cost to the students or families.**
- _____ The responsible entity will provide access to learning and developmental opportunities for children with disabilities.
- _____ The responsible entity will ensure that each community learning center, supported by the district/organization, will be operated in a safe and easily accessible facility.
- _____ The responsible entity will provide programming during hours approved by the PED. 21st CCLC services should not take place when the traditional learning day is in session.
- _____ The responsible entity will meet the minimum program delivery requirement at each learning center of 8 hours per week for a minimum of 30 weeks.
- _____ The responsible entity assures that program services will target specific goals set forth in the proposal submitted in response to RFP 16-92400-00003.
- _____ The responsible entity will comply with Education Department General Administrative Regulations (EDGAR), 34 CFR Part 80, and the General Education and Provisions Act (GEPA), Section 427, relating to overcoming barriers in the six areas of gender, race, national origin, color, disability, or age.



FISCAL YEAR 2020 PROGRAM ASSURANCES



Partnership Assurances

Printed name of the representative affirming partnership assurances (required)

Title

Printed name of the second representative affirming partnership assurances (optional)

Title

- _____ The responsible entity assures that the communities receiving 21st CCLC services have been given notice of grant funding. (Families should know this opportunity is available to them.)
- _____ The responsible entity, after successful selection of the submitted proposal, will provide, for public availability and review, the submitted proposal throughout the 4-year funding cycle.
- _____ The responsible entity assures that the proposed program was developed and will be carried out in active collaboration with the schools the students attend.
- _____ The responsible entity assures that formal agreements are in place with each paid subcontractor providing 21st CCLC services.
- _____ The responsible entity assures that a PED-approved subcontractor assurance form is on file for each subcontractor prior to the subcontractor providing 21st CCLC services.
- _____ The responsible entity assures that all 21st CCLC staff, volunteers, and subcontractors will have an approved fingerprint and background clearance on file prior to working with students, per 22-14-32 NMSA 1978.
- _____ The responsible entity assures that volunteers will be recruited to work with the 21st CCLC program at each learning center supported by the district/organization. Each learning center should match their paid staff by at least 30% with volunteers hours each month (e.g., 5 staff members = 1.5 volunteer hours each month, 10 staff members = 3 volunteer hours each month).
- _____ The responsible entity assures that the proposed program was developed in collaboration and consultation with local private schools.
- _____ The responsible entity assures that students and families attending local private schools have been invited to participate in 21st CCLC services.
- _____ The responsible entity will maintain an active **Sustainability Plan** approved by the PED.



FISCAL YEAR 2020 PROGRAM ASSURANCES



Program Leadership Assurances

Printed name of the representative affirming program leadership assurances (required)	Title
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Printed name of the second representative affirming program leadership assurances (optional)	Title
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- _____ The responsible entity will provide supervision and support to the awarded learning center(s) to assist in achieving established statewide goals.
- _____ The responsible entity assures the submission of all deliverables by the predetermined due dates, including data entry, surveys, site visits, and required documentation.
- _____ The responsible entity will maintain active Program Launch Documents, inclusive of signed program assurance forms, family and team member handbooks, and handbook review rubrics.
- _____ The responsible entity will maintain active Continuous Quality Improvement (CQI) Documents, inclusive of semiannual surveys, Spring Action Plan(s), and Continuation Report(s).
- _____ The responsible entity will maintain active Communication Documentation, inclusive of a fall and spring newsletter, a fall and spring newsletter review rubric, and details regarding private school outreach.
- _____ The responsible entity will ensure adequate student teacher ratios will be maintained at each learning center, between 1:7 and 1:15. Classroom aides, assisting another 21st CCLC instructor, should only provide service if the classroom ratio exceeds 1:10, or a student’s individualized education plan specifically requires an aide.
- _____ The responsible entity assures that the program director will personally conduct site visits at all centers at least once per semester and provide observation notes through the PED-approved out-of-school time observation tool.
- _____ The responsible entity assures that the program director will personally conduct one of the required site visits with the subgrantee’s assigned quality management consultant (QMC) each semester.
- _____ The responsible entity assures that the Program Director will attend, in person, the 21st CCLC portion of the Fall into Place Conference, scheduled for Friday, October 19, 2018 in Albuquerque, New Mexico at the Embassy Suites Hotel.
- _____ The responsible entity will provide US Department of Agriculture compliant meals and/or snacks to 21st CCLC students. The students and families will not be charged for these meals/snacks. 21st CCLC funds will not be used to provide meals/snacks.
- _____ The responsible entity assures the 21st CCLC program director, individual center coordinators, and direct instructors will participate in at least one 21st CCLC



FISCAL YEAR 2020 PROGRAM ASSURANCES

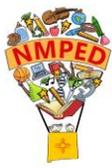
professional development session each semester. The topic of each professional development session will be based on program data.

Fiscal Assurances

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- _____ The responsible entity will keep and provide accurate fiscal information, as may be required for fiscal audit.
- _____ The responsible entity will comply with the all the PED Request for Reimbursement criteria.
- _____ The responsible entity, if receiving more than \$500,000 in Federal funding per year, agrees to have an annual audit, per guidance from the EDGAR 2 CFR 200, commonly referred to as the Super Circular.
- _____ The responsible entity assures that the funds appropriated will be used to supplement, and not supplant, other Federal, State, and local public funds expended to provide programs and activities authorized under the Every Student Succeeds Act (ESSA) and other similar programs.
- _____ The responsible entity will comply with the applicable Office of Management and Budget Circulars regarding cost principles (EDGAR 2 CFR 200).
- _____ The responsible entity assures that employees paid through 21st CCLC funding will engage in the specific goals set forth in the proposal submitted in response to RFP 16-92400-00003.
- _____ Compensation paid using 21st CCLC funds will be based on the full or proportionate salary and time worked.
- _____ The responsible entity assures that funds will be expended according to the purpose and intent for which they were designated, meeting both state and federal rules and regulations.
- _____ **The responsible entity assures that at least one the subgrantee’s fiscal representatives will attend a PED annual fiscal training, which is scheduled to take place in the afternoon on Friday, November 1, 2019 in Albuquerque, New Mexico at the Embassy Suites Hotel.**



FISCAL YEAR 2020 PROGRAM ASSURANCES



Fiscal Assurances (continued)

_____ The responsible entity assures that, each month, the grantee will submit a Request for Reimbursement (RfR) and provide fiscal documentation, as required by the PED, with software purchased by the subgrantee, that includes a ***systems generated report*** with each request for reimbursement submitted through the PED's Operating Budget Management System (OBMS) that illustrates the following:

- i. Time/date;
- ii. Original, adjusted, and current budget amounts;
- iii. Current and year-to-date expenditures;
- iv. Budget balance (budget, minus expenditures);
- v. Encumbrances;
- vi. Budget balance that represents the budget, minus expenditures, plus encumbrances; and
- vii. Budget balance percentage remaining.

_____ The responsible entity assures, with each monthly RfR, the subgrantee will submit fiscal documentation, as required by the PED, that includes, but is not limited to:

- i. Time and effort documentation, which can include the following:
 - a) Signed timesheets showing dates and hours worked for employees receiving an hourly pay rate and for all subcontractors,
 - b) Personal Activity Reports for multiple cost objective, salaried employees,
 - c) Semiannual Certificates for single cost objective, salaried employees.
- ii. Dated, itemized receipts/invoices for all supplies;
- iii. PED-approved subcontractor assurance forms and contracts inclusive of Scope of Work and Payment Terms for any external partnerships paid for with 21st CCLC funds;
- iv. Lesson plans for any costs incurred through the purchase of edible items (edible items may not be reimbursed when used as arts/crafts supplies or as meals/snacks);
- v. Travel forms showing projected and actual costs of travel that align with [Title 2, Chapter 42, Part 2, Travel and Per Diem](#);
- vi. Rand McNally maps for reimbursable mileage or odometer readings (aligning with [Title 2, Chapter 42, Part 2, Travel and Per Diem](#));
- vii. Agendas for any conferences, meetings, and/or site visits that result in a 21st CCLC reimbursement request;
- viii. Certificate of Completion/Attendance or sign-in sheets for professional development sessions and other conferences;



FISCAL YEAR 2020 PROGRAM ASSURANCES

- ix. Itemized, dated receipts for meals purchased during travel (if using actuals);
- x. Lodging receipts showing a zero balance due.

Fiscal Assurances (continued)

- _____ The responsible entity assures that all **required supporting documentation will be provided when submitting costs for subcontractors.** The required supporting documentation for subcontractors includes, but is not limited to:
- i. A PED-approved subcontractor assurance form;
 - ii. A written contract inclusive of Statement of Work and Payment Terms;
 - iii. Invoices for time worked, which reflects accurate time and effort documentation, clearly showing dates and hours worked;
 - iv. Itemized receipts with visible dates of purchase for all materials used by and with the subcontractor.

Evaluation Assurances

_____ Printed name of the representative affirming evaluation assurances (required)

_____ Title

_____ Printed name of the second representative affirming evaluation assurances (optional)

_____ Title

_____ The responsible entity will implement a program that meets the ***Measures of Effectiveness*** (Every Student Succeeds Act (ESSA), Title IV, Part B, Section 4205(b)), as referenced below:

ESSA Section 4205(b)

(b) MEASURES OF EFFECTIVENESS

(1) IN GENERAL - For a program or activity developed pursuant to this part to meet the measures of effectiveness, monitored by the State educational agency as described in section 4203(a)(14), such program or activity shall -

- (A) be based upon an assessment of objective data regarding the need for before and after school (or summer recess) programs and activities in the schools and communities;
- (B) be based upon an established set of performance measures aimed at ensuring the availability of high-quality academic enrichment opportunities;
- (C) if appropriate, be based upon evidence-based research that the program or activity will help students meet the challenging State academic standards and any local academic standards;



FISCAL YEAR 2020 PROGRAM ASSURANCES

- (D) ensure that measures of student success align with the regular academic program of the school and the academic needs of participating students and include performance indicators and measures described in section 4203(a)(14)(A); and
- (E) collect the data necessary for the measures of student success described in subparagraph (D).

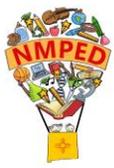
_____ The responsible entity will participate in the *Continuous Quality Improvement* (CQI) processes annually as identified by the PED. This includes semiannual surveys, Spring Action Plan(s), and Continuation Reports. These items will assist in meeting the *Measures of Effectiveness* regarding *Periodic Evaluation* (Every Student Succeeds Act (ESSA), Title IV, Part B, Section 4205(b)), as referenced below:

(2) PERIODIC EVALUATION -

- (A) IN GENERAL - The program or activity shall undergo a periodic evaluation in conjunction with the State educational agency's overall evaluation plan as described in section 4203(a)(14), to assess the program's progress toward achieving the goal of providing high-quality opportunities for academic enrichment and overall student success.
- (B) USE OF RESULTS - The results of evaluations under subparagraph (A) shall be—
 - (i) used to refine, improve, and strengthen the program or activity, and to refine the performance measures;
 - (ii) made available to the public upon request, with public notice of such availability provided; and
 - (iii) used by the State to determine whether a subgrantee is eligible to be renewed under section 4204(j).

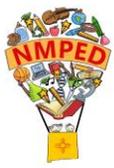
_____ The responsible entity will purchase and utilize the PED-identified database EZReports, which is designed to allow compliance with the Federal 21st CCLC database, 21APR.

_____ The data entry timeline, as outlined in the 21st CCLC Deliverables Calendar, will be observed and successfully completed by the subgrantee.



FISCAL YEAR 2020 PROGRAM ASSURANCES





FISCAL YEAR 2020 PROGRAM ASSURANCES

Continued Funding

The responsible entity will abide by the provisions set out in the proposal submitted in response to RFP ID #16-92400-00003, as approved by the PED, unless the provisions have been officially modified by a process specified by the PED. Failure to comply with this expectation may result in a reduction or termination of funding.

The responsible entity understands that if evaluation data does not support program progress as required, the PED may reduce and/or terminate future funding.

Signature of primary representative affirming DELIVERY assurances

Date

If applicable: Signature of second representative affirming DELIVERY assurances

Date

Signature of primary representative affirming PARTNERSHIP assurances

Date

If applicable: Signature of second representative affirming program PARTNERSHIP assurances

Date

Signature of primary representative affirming LEADERSHIP assurances

Date

If applicable: Signature of second representative affirming LEADERSHIP assurances

Date

Signature of primary representative affirming FISCAL assurances

Date

If applicable: Signature of second representative affirming FISCAL assurances

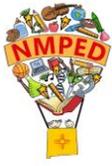
Date

Signature of primary representative affirming EVALUATION assurances

Date

If applicable: Signature of second representative affirming EVALUATION assurances

Date



ACADEMIC YEAR 19-20 (FY20) PRINCIPAL ASSURANCE



School Name: _____

I have reviewed the attached, signed Program Assurances and will support the delivery of quality 21st Century Community Learning Centers (CCLC) services at my school.

I will support the following grant expectations:

- 21st CCLC program delivery will be provided at this school campus for minimum of 8 hours per week.
- 21st CCLC program delivery will be provided at this school campus for a minimum of 30 weeks this academic year.
- The program director, learning center coordinator, and 21st CCLC instructors will have access to academic and attendance data for students enrolled in the 21st CCLC program.
- The staff and students participating in the 21st CCLC program are aware of, and are prepared to execute any of the procedures outlined in the PED-approved Safe School Plan for this campus during out-of-school time hours (including fire evacuation, off-campus evacuation, shelter-in-place, and lockdown procedures).

Printed Name of Principal

Principal's Signature

Date

(Duplicate this page, as needed, for each learning center.)