

**ILLINOIS STATE BOARD OF EDUCATION**

College and Career Readiness Division

100 North First Street, C-215

Springfield, IL 62777-0001

**FY 2015 ILLINOIS 21<sup>ST</sup> CENTURY COMMUNITY LEARNING CENTERS (CCLC) PROGRAM  
PROGRAM-SPECIFIC TERMS OF THE GRANT**

By checking this box, the applicant hereby certifies that he or she has read, understood and will comply with the assurances listed below, as applicable to the program for which funding is requested.

1. The program will be administered in accordance with all applicable statutes, regulations, program plans, and applications:
  - A. the control of funds provided under the program and title to property acquired with program funds will be in a public agency or in a nonprofit private agency, institution, organization, or Indian tribe, if the law authorizing the program provides for assistance to those entities; and
  - B. the public agency, nonprofit private agency, institution, organization, or Indian tribe will administer the funds and property to the extent required by the authorizing statutes.
2. The grantee will adopt and use proper methods of administering each such program, including:
  - A. the enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for carrying out each program; and
  - B. the correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation.
3. The grantee will cooperate in carrying out any evaluation of the program conducted by or for the state education agency (SEA), the Secretary, or other Federal officials.
4. The grantee will use such fiscal control and fund accounting procedures as will ensure proper disbursement of, and accounting for, federal funds paid to the applicant under each such program.
5. The grantee will:
  - A. submit such reports to the Illinois State Board of Education (which shall make the reports available to the Governor) and the Secretary as the SEA and Secretary may require to enable the SEA and the Secretary to perform their duties under each such program; and
  - B. maintain such records, provide such information, and afford such access to the records as the Illinois State Board of Education (after consultation with the Governor) or the Secretary may reasonably require to carry out the duties of the SEA or the Secretary.
6. Before the application was submitted, the grantee afforded a reasonable opportunity for public comment on the application and considered such comment.
7. The before- or after-school program will take place in a safe and easily accessible facility. The grantee will ensure that any program to be located in a facility other than an elementary or secondary school is at least as accessible to the students to be served as if the program were located in an elementary or secondary school. The learning center will make available a description of how the students participating in the program carried out by the community learning center will travel safely to and from the center and home. Buildings that house the 21<sup>ST</sup> Century Community Learning Centers programs will meet local standards and codes for public facilities. Indoor and outdoor facilities must be safe and in good repair.
8. The grantee will ensure that students participating in the program carried out by the community learning center will travel safely to and from the center and home. Program funds may be used to cover reasonable transportation costs for program participants. If transportation is provided, the transportation plan must be clearly and appropriately related to project activities.
9. Funds under this part will be used to increase the level of state, local, and other non-federal funds that would, in the absence of funds under Title IV, Part B, be made available for programs and activities authorized under this part, and in no case supplant federal, state, local, or non-federal funds.
10. The program will primarily target students who attend schools eligible for schoolwide programs under Title I, Section 1114, and the families of such students.
11. Applicants will give notice to the community of the intent to submit an application. The application and any waiver request will be made available for public review and after submission of the application.

12. The program will be developed and carried out in active collaboration with the schools the students attend. At a minimum, grantees will have a letter of collaboration from each school that will have students participating in 21<sup>ST</sup> Century Community Learning Centers activities. Each school will acknowledge its willingness to provide the program with, at a minimum, copies of participating student grade records, school attendance records, and information regarding whether or not the participating students were promoted to the next grade level as well as facilitate attainment of state assessment scores and surveys of teachers. Schools will receive parental/guardian consent before school records are submitted to the 21<sup>ST</sup> Century Community Learning Centers program.
13. The organization selected for funding will meet all statutory and regulatory requirements of this program. In order to ensure that a local grantee, including faith-based organizations, meets the purposes and criteria of the program, it shall not discriminate against beneficiaries on the basis of religion. Funds shall be used solely for the purposes set forth in this grant program. No funds provided pursuant to this program shall be expended to support religious practices, such as religious instruction, worship, or prayer. Faith-based organizations may offer such practices, but not as part of the program receiving assistance and faith-based organizations shall comply with generally accepted cost accounting requirements to ensure that funds are not used to support these activities.
14. Grantees will keep attendance records of program participants. Participants are required to be enrolled in the before- or after-school program. Drop-in services cannot be funded by 21<sup>ST</sup> Century Community Learning Centers program funds. Grantees are expected to maintain attendance at the level for which funding is requested. Enrollment and retention activities should be described in the proposal.

NOTE: Potential applicants are advised that many of the schools in Title I, Part A, of the No Child Left Behind Act (NCLB) academic improvement status are required to provide Supplemental Educational Services (SES) to their students. Since SES may be offered in various program formats, including after-school programs, this may potentially affect the number of students that a 21<sup>ST</sup> Century Community Learning Centers program applicant is able to recruit, enroll, and retain. 21<sup>ST</sup> Century Community Learning Centers programs that wish to become SES providers must follow all steps required for becoming a licensed provider by applying to the Illinois State Board of Education, College and Career Readiness Division, 100 North First Street, Springfield, IL 62777. 21<sup>ST</sup> Century Community Learning Centers programs may not provide SES unless they are on a state-approved list of providers that can be used by school districts. Funding of a proposal does not automatically qualify the recipient to be an SES provider.

15. Grantees will conduct criminal background checks for all program staff and volunteers who have direct contact with children and youth. Grantees are required to have a written protocol on file requiring background checks, as well as evidence of their completion. Further, no person shall be employed who has been convicted of a crime as listed in Section 10-21.9(c) of the School Code (105 ILCS 5/12-21.0(c)).
16. In accordance with the Child Abuse and Neglect Reporting Act (325 ILCS 5), adults working with children and youth under the age of 18 years old are required to be mandated reporters for suspected child abuse and neglect. All 21<sup>ST</sup> Century Community Learning Centers programs must have a written protocol for training their employees about the Act and identifying and reporting suspected incidents of child abuse or neglect.
17. Grantees will obtain permission from parents or guardians of participants prior to using students for public relations purposes, gathering data by methods such as youth surveys and interviews, and obtaining academic and school data.
18. The grantee is not delinquent in the payment of any debt to the State (or, if delinquent, has entered into a deferred payment plan to pay the debt), and acknowledges that the Illinois State Board of Education may declare the grant agreement void if this certification is false (30 ILCS 500/50-11).
19. Grantees are required to submit an annual performance report (APR) that describes participant information, project activities, accomplishments, and outcomes. All information related to the APR must be entered into the 21<sup>ST</sup> CCLC electronic Profile and Performance Information Collection System (PPICS) as required by the U.S. Department of Education. Failure to do so based on the timeline provided by the federal government will result in the freezing of funds until the information is completed. The dual purpose of the APR is to:
  - A. demonstrate that substantial progress has been made toward meeting the goals and objectives of the project, and
  - B. collect data that addresses the performance indicators for the 21<sup>ST</sup> Century Community Learning Centers program. This will be aligned with the integrated evaluation system that the Illinois State Board of Education has developed. Grantees are also required to conduct needs assessments, parent and student satisfaction surveys, and self-assessments. Resources developing these instruments may be found at the ISBE website for 21<sup>ST</sup> Century Community Learning Centers Grants.
20. Grantees will attend workshops and trainings offered by the Illinois State Board of Education or another entity contracted by the state. The workshops and trainings are designed to improve the quality of the program and give technical assistance to the staff for continuous improvement.
21. Requests to attend national conferences, other than the 21<sup>ST</sup> CCLC Summer Institute, must be submitted to ISBE for approval at least 45 days prior to using grant funds for this purpose, and all out-of-state travel must receive prior approval from ISBE.
22. Grantees will submit additional information as may be requested by the State Superintendent of Education.

23. Grantees will evaluate their programs annually as described in the approved proposal. Copies of the evaluation will be made available to the Illinois State Board of Education or others upon request. In addition to the local evaluation report, grantees will be required to participate in the state evaluation process.
24. Any course offered for state-required graduation credits meets the minimum requirements of the school district that will be issuing credit for the course. Any such courses will be taught by an appropriately qualified individual, and providing this course in the before-school, after-school, or summer school setting will not reduce the number of such offerings at the school and will in no way supplant other federal, state, or local funds.
25. Funding in subsequent years of the grant shall be provided based upon the satisfactory progress of the grantee in the preceding grant period and submission to the State Board of Education of an approvable continuation application in the format that the State Board specifies. Failure of the grantee to submit the information requested by the timelines indicated in the continuation application may result in the loss of continuation funding or the freezing of funds until such times as the requirements are fulfilled.
26. Both applicants and co-applicants have signed a printed copy of all grant assurances and copies with original signatures will be maintained by the primary applicant for review upon request.
27. 21<sup>ST</sup> CCLC programs funded under this RFP must operate a minimum of 12 hours a week for a minimum of 28 weeks per year. Any proposed summer programming would be considered in addition to the 12 hour, 28 week requirement and will have a three-week minimum requirement.
28. Grantees who expend \$500,000 or more in total combined federal funds must have a single audit conducted for that year in accordance with the provisions of the OMB Circular A-133: Audit of States, Local Governments and Non-Profit Organizations. Where applicable, grantees must submit these audits to ISBE at the end of each fiscal year of the grant.
29. Subcontracting: No subcontracting is allowed without prior written approval of the State Superintendent of Education. See item #6 of the document titled "Certifications and Assurances, and Standard Terms of the Grant" for the type of information that must be submitted with the proposal about any proposed subcontracts to be funded with the grant.
30. Stevens Amendment: Successful applicants will be subject to the provisions of Section 511. P.L. 101-166 (the "Stevens Amendment") due to the use of federal funds for this program. All announcements and other materials publicizing this program must include statements as to the amount and proportion of federal funding involved.
31. Funds received under this program must be used to supplement, and not supplant, funds that would otherwise be used for authorized activities.

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Name of Applicant

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**Original** Signature of Applicant

\_\_\_\_\_  
Date