

# **School Year 2018-2019 CONTINUATION PLAN**



## **21<sup>st</sup> Century Community Learning Centers**



**Office of Federal Programs  
July 18, 2018**

**Due Date: August 10, 2018**

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The reporting period for the Continuation Plan is August 1, 2018, through July 31, 2019.

Please submit the Continuation Plan to:

**Mississippi Department of Education  
Office of Federal Programs  
Attention: Chris Norwood  
359 North West Street, Suite 111  
P.O. Box 771  
Jackson, Mississippi 39201**

***The deadline for submission of the Evaluation Report is August 24, 2018.***

# Form 1-Cover Page

## 21<sup>ST</sup> CENTURY COMMUNITY LEARNING CENTERS (CCLC) FY 19 (School Year 2018-2019) Continuation Plan

<b>Name:</b>	<b>Address:</b>	<b>City, State:</b>
<b>Phone:</b>	<b>Fax:</b>	<b>E-mail:</b>
<b>Allocation:</b>	<b>DUNS Number:</b>	<b>Number of Sites:</b>

NAME OF EACH SCHOOL STUDENTS BEING SERVED ATTEND:	ADDRESS OF EACH SCHOOL:	SCHOOL STATUS: (Schoolwide – Targeted Assistance – Differentiated Accountability (DA) designation)	FREE / REDUCED LUNCH RATE FOR EACH SCHOOL:	NUMBER OF STUDENTS TO BE SERVED BY GRANT:	GRADE LEVELS TO BE SERVED:

**Required signatures/dates:**

Superintendent/Executive Director/Agency Head/Fiscal Agent	Date	Typed Name
Local Board President (if applicable)	Date	Typed Name
Project Coordinator	Date	Typed Name
Phone Number for Project Coordinator	E-Mail Address for Project Coordinator	

**For MDE use only:** Mississippi Department of Education Approval

21<sup>st</sup> CCLC Coordinator \_\_\_\_\_

Office Director \_\_\_\_\_

Grants Management Director \_\_\_\_\_

Executive Director \_\_\_\_\_

Approval Date: \_\_\_\_\_

## Form 2

### ASSURANCES

*Please read carefully before signing.*

The grantee hereby assures that, in accordance with the statute, the agency or consortium of agencies submitting this proposal shall comply with the following:

#### **Assurances from Title IV, Part B, Section 4204 of the Every Student Succeeds Act**

1. The program will take place in a safe and easily accessible facility;
2. The proposed program was developed, and will be carried out, in active collaboration with the schools the students attend;
3. The proposed program is aligned with the challenging State academic standards and any local academic standards;
4. The program will primarily target students who attend schools eligible for schoolwide programs under Section 1114 and the families of such students;
5. 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 this part, be made available for programs and activities authorized under this part, and in no case supplant Federal, State, local, or non-Federal funds;
6. The community was given notice of an intent to submit an application; and
7. After the submission, the applicant will provide for public availability and review of the application and any waiver request.

#### **General Assurances from Title IX, Part C, Section 9306 of the Elementary and Secondary Education Act (Public Law 107-110)**

8. Each program will be administered in accordance with all applicable statutes, regulations, program plans, and applications;
9. (A) The control of funds provided under each such 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 such entities; and (B) the public agency, nonprofit private agency, institution, or organization, or Indian tribe will administer the funds and property to the extent required by the authorizing statutes;
10. 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;
11. The grantee will cooperate in carrying out any evaluation of each such program conducted by or for the State educational agency, the Secretary or other Federal officials;

12. 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;
13. The grantee will (A) submit such reports to the MDE (which shall make the reports available to the Governor) to perform its duties under the program; and (B) maintain such records, provide such information, and afford such access to the records as the MDE may reasonably carry out the MDE's duties; and
14. Before the application was submitted, the applicant afforded a reasonable opportunity for public comment on the application and considered such comment.

**According to Mississippi Department of Education (MDE) policy:**

15. The grantee agrees to the applicable provisions of the Education Department General Administrative Regulations (EDGAR): 34 CFR Subtitle A, Parts 1-99. The grantee adheres to the applicable regulations of the Office for Civil Rights, U.S. Department of Education: 34 CFR Subtitle B, Parts 100-199. The grantee shall be an equal opportunity employer and shall perform to all applicable requirements; accordingly, the applicant shall neither discriminate nor permit discrimination in its operations or employment practices against any person or group of persons on the grounds of race, color, religion, national origin, handicap or sex in any manner prohibited by law. Further, the applicant agrees to comply with the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and the Americans with Disabilities Act.
16. The grantee adheres to applicable Office of Management and Budget (OMB) Uniform Guidance: Cost Principles, Audit, and Administrative Requirements for Federal Awards.
17. The LEA/grantee assures that the salary and wage charges will be supported by proper time reporting documentation that meets the requirements of OMB Uniform Guidance.
18. All Non-Federal entities/grantees that expend \$750,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with provisions of OMB Uniform Guidance: Cost Principles, Audit, and Administrative Requirements for Federal Awards. **A copy of the most recent single or program-specific audit must be submitted with application.**
  - A. Do you receive other federal funds? Circle one: YES or NO  
If yes, list amount of federal expenditures for the last fiscal year ended: \$ \_\_\_\_\_
  - B. Period of time the most recent audit covers.  
From \_\_\_\_\_, 20\_\_ to \_\_\_\_\_, 20\_\_
  - C. Period of time the next scheduled audit will cover.  
From \_\_\_\_\_, 20\_\_ to \_\_\_\_\_, 20\_\_
19. The grantee agrees that the MDE, or any of its duly authorized representatives, at any time during the term of this agreement, shall have access to, and the right to audit examine any pertinent books, documents, papers, and records

of grantee related to grantee's charges and performance under this agreement. Such records shall be kept by grantee for a period of five years after final payment under this agreement, unless the MDE authorizes their earlier disposition. Grantee agrees to refund to the MDE any overpayments disclosed by any such audit. However, if any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the five-year period, the records shall be retained until completion of the action and resolution of all issues, which arise from it.

20. The grantee assures that it possesses legal authority to apply for and receive funds under this agreement.
21. The grantee certifies they have not been barred from contracting or otherwise doing business with the State or Federal Governments.
22. This agreement shall not be modified, altered, or changed except by mutual agreement by an authorized representative(s) of each party to this agreement, and must be confirmed in writing through MDE grant modification procedures.
23. The grantee shall perform all services as an independent grantee and shall discharge all of its liabilities as such. No act performed or representation made, whether oral or written, by grantee with respect to third parties shall be binding on the MDE.
24. The MDE, by written notice, may terminate the grant, in whole or in part, if funds supporting the grant are reduced or withdrawn. To the extent that the grant is for services, and if so terminated, the MDE shall be liable only for payment in accordance with payment provisions of the grant for services rendered prior to the effective date of termination. The MDE, by written notice, may terminate the grant for nonperformance by the grantee at any time during the term of the grant. The grantee agrees that work, data, etc. created under the auspices of the grant shall be turned over to the MDE upon such termination. The MDE, in whole or in part, may terminate the grant for cause by written notification. Furthermore, the MDE and the grantee may terminate the agreement, in whole or in part, upon mutual agreement. Either the MDE or the contractor may terminate this agreement at any time by giving written notice to the other party of such termination and specifying the effective date thereof. The contractor shall be paid an amount which bears the same ratio to the total compensation as the services actually performed bear to the total services of the contractor covered by the agreement, less payments of compensation previously made.
25. This agreement, and all matters or issues collateral to it, shall be governed by, and construed in accordance with, the laws of the State of Mississippi.
26. The grantee shall not assign or subcontract in whole or in part, its rights or obligations under this agreement without prior written consent of the MDE. Any attempted assignment without said consent shall be void and of no effect.
27. The LEA further assures that any and all technology purchases made with funds received from this grant meet the minimum technical specifications set forth by the MDE.

**Furthermore,**

28. The grantee assures that it meets the three certifications as specified in ED Forum 80-0013, regarding lobbying, debarment/suspension/responsibility status, and drug-free workplace.
29. The grantee assures that it meets as applicable, the assurances relating to legal authority to apply for assistance; access to records; conflict of interest; merit systems; nondiscrimination; Hatch Act provisions; labor standards; flood insurance; environmental standards; wild and scenic river systems; historic preservation; protection of human subjects; animal welfare; lead-based paint; Single Audit Act; and general agreement to comply with all Federal laws, executive orders, and regulation.
30. The grantee assures that it will adopt all USDE goals and objectives for the ESSA, Title IV, Part B.

**In addition,**

31. The Applicant(s) hereby assures and agrees that, in accordance with statutes and regulations, submitting this proposal shall comply with the following:
32. The proposed program has engaged in timely and meaningful consultation with private school officials;
33. Property acquired under the 21<sup>st</sup> CCLC program will remain within the appropriate facility for continued use in the 21<sup>st</sup> CCLC program after the funding period has expired. If program ends, all property will remain with the district where students attend at the discretion of the MDE;
34. The program will provide services to the proposed number of students on a daily basis, as proposed in the RFP;
35. Student populations to be served by the 21<sup>st</sup> CCLC program are not being served by another existing 21<sup>st</sup> CCLC program or proposed within another submitted competitive proposal. A list of schools currently being served by 21<sup>st</sup> CCLC programs can be found on <http://www.mdek12.org/OFP/21st>;
36. All 21<sup>st</sup> CCLC students will be in attendance during the regular school day;
37. Each 21<sup>st</sup> CCLC program will operate at least three days per week at a minimum of 9 hours per week of afterschool programming;
38. The program will carry out 21<sup>st</sup> CCLC activities for the hours, days, and weeks of operation as proposed in the RFP;
39. The program will offer daily, nutritious snacks that meet the requirements of the USDA National School Lunch Program for meal supplements. Mississippi 21<sup>st</sup> CCLC programs that operate on Saturday or non-school days are required to provide either a three or four-hour day depending on the amount requested for core funding. Saturday or non-school day programs will offer a daily nutritious breakfast and/or snack that meets the USDA requirements. ***This funding cannot be drawn from 21<sup>st</sup> CCLC funds and must come from other resources;***
40. The program understands the formative and summative evaluation reports are required of all 21<sup>st</sup> CCLC programs, and this report will be compared to all data submitted to the Mississippi Department of Education (MDE). These reports may be used to determine continuation of funding and adequate progress;
41. The grantee understands and agrees that the MDE, regardless of the originally approved amount, has the authority to equitably reduce the amount of funding for



- failing to meet daily student attendance numbers, amount of operation (days and hours), and/or activities, and timely drawing down of funds;
42. The grantee agrees to fully cooperate with all monitoring, audit, evaluation, and reporting requirements established by the MDE and/or authorized representatives;
  43. The new 21<sup>st</sup> CCLC programs will be operational within 30 days of receiving the MDE award notification or within eight weeks from the first day of school, whichever is later;
  44. The grantee in an effort to ensure broad-based community involvement, shall establish a local 21<sup>st</sup> CCLC Advisory Board composed of students, parents, teachers, community agencies, and other stakeholders. At least two meetings per year must be held, with minutes taken and attendance recorded;
  45. The continuation 21<sup>st</sup> CCLC programs will be operational within eight weeks from the first day of school;
  46. The grantee agrees to participate in all statewide evaluation activities (e.g. cooperate with site-visits, responding to data request, submitting accurate data);
  47. The grantee will submit all required data and reports, as required and/or requested, to the State of Mississippi and the United States Department of Education (USDE);
  48. The grantee agrees to submit the Annual Formative and Summative Evaluations, Continuation Plan, Sustainability Plan, Annual Performance Report (21APR) Data, and Year End Performance Report to the Mississippi Department of Education (MDE) as required and outlined in the RFP;
  49. The grantee understands that if the aforementioned evaluation data does not support program progress as required, the MDE may reduce and/or terminate future funding; and
  50. The grantee understands that by signing and submitting this form, they are certifying to the best of their knowledge and belief, that:
    - a. The work product in this grant application is the original work of the district/applicant and its agents who worked on the application.
    - b. If a discovery of plagiarism is made known or brought to the attention of officials at the Mississippi Department of Education during a current grant competition, then at the discretion of the MDE, the MDE has the right to remove the grant application for funding consideration because of the occurrence of cause.
    - c. Plagiarism of the work of another person or entity could result in a private cause of action against the undersigned and/or the undersigned's employer, as well as a complaint being filed against the undersigned with the Mississippi Board of Educational Examiners.

**MISSISSIPPI DEPARTMENT OF EDUCATION  
STANDARD GRANT TERMS AND CONDITIONS**

Certain terms and conditions are required for receiving grants from the Mississippi Department of Education (MDE); therefore, the grantee will agree to the items that follow.

### **Availability of Funds**

It is expressly understood and agreed that the obligation of MDE to proceed under this agreement is conditioned upon the congressional appropriation of funds and the receipt of federal funds. If the funds anticipated for the continuing fulfillment of the agreement are, at any time, not forthcoming or insufficient, either through the failure of the federal government to provide funds to appropriate funds or the discontinuance or material alteration of the program under which funds were provided or if funds are not otherwise available to MDE, MDE shall have the right upon ten (10) working days written notice to the Grantee, to reduce the amount of funds payable to the Grantee or to terminate this agreement without damage, penalty, cost or expenses to MDE of any kind whatsoever. The effective date of reduction or termination shall be as specified in the notice of reduction or termination.

### **Program Income**

**Program income** is revenue generated as a direct result of the Federal award and that is in addition to the Federal funds provided by the state through its competitive subgrant application process. Program income for a grantee is revenue generated by the grantee's program as a direct result of the Federal award and that is in addition to the Federal funds provided by the Mississippi Department of Education.

Program income generated **without written prior approval from the Mississippi Department of Education** must be deducted from the funds awarded under the Federal grant. (2 CFR §200.307 (b)) **If using program income, it must be placed in the application.**

The Uniform Guidance 2 CFR §200.307 governs the use of program income. Program income must be used for current costs unless the Mississippi Department of Education authorizes otherwise. Program income that the grantee did not anticipate at the time of the Federal award must be used to reduce the Federal award and grantee's contributions rather than to increase the funds committed to the project.

### **Entertainment Costs**

Federal funds generally may not be used for entertainment. This includes spending program funds **and program income**. Examples include but are not limited to the following:

- Amusement parks
- Park fees
- Ball games
- Purchasing gift cards
- Giving incentive awards
- Purchasing food

Specific costs that might otherwise be considered entertainment that have a programmatic purpose and are authorized in the approved budget for the Federal award or with prior written approval of the Federal agency are allowable.

## **Parent Fees**

The 21<sup>st</sup> CCLC program statute does not specifically prohibit the collection of parent fees (tuition/registration); however, it is worth noting that parent fees are generally discouraged. For grantees and subgrantees that collect parent fees, they should understand that the income generated by the fees is considered program income.

### **Considerations for the use of parent fees:**

1. Grantees must seek prior approval from the Mississippi Department of Education in order to allow subgrantees to charge parent fees;
2. In order to use program income for grant or subgrant activities, there must be a plan, approved by the Mississippi Department of Education, for how the generated program income will be used. The proposed plan should describe the purpose for the fees; a detailed plan for expending the generated income; and answer the who, what, when, where, how and why;
3. Parent fees should be nominal;
4. The fee should be the same for all students; and
5. **No child** can be excluded from the program even if the student's family is incapable of paying the nominal fees.

## **Renewability of Grants**

Section 4204(j) of the Every Student Succeeds Act (ESSA) allows MDE the option to renew grants awarded to eligible entities under ESSA, based on the eligible entity's performance during the preceding grant period. For this grant award period, MDE will not renew grants using the renewability provision as outlined in ESSA.

## **Changes**

This agreement shall not be modified, altered or changed, except by mutual agreement by an authorized representative(s) of each party to this agreement, and must be confirmed in writing through MDE grant modification procedures.

## **Independent Grantee**

The Grantee shall perform all services as an independent Grantee and shall discharge all

of its liabilities as such. No act performed or representation made, whether oral or written, by Grantee with respect to third parties shall be binding on the MDE.

## **Termination**

### **(a) *Termination agreement or notice.***

(1) The MDE may, based on evidence of failure to comply with the terms of the grant agreement, issue a notice of intent to terminate the grant agreement. The MDE shall give not less than ten (10) days written notice to the Grantee (certified mail, return receipt requested) of intent to terminate the grant in whole or in part, unless good cause can be shown for terminating the agreement prior to the ten (10) day requirement. Such good cause shall be provided in the notification.

(2) Termination of all or part of the grant agreement may be carried out by either execution of a termination agreement or issuance of a grant termination notice by the MDE. The agreement or notice shall establish the effective date of termination of the grant, the basis for termination, the basis for settlement of grant termination costs, and the amount and date of payment of any sums due either party.

(3) The MDE and Grantee may terminate this grant, in whole or in part, upon mutual, written agreement indicating the agreed date of termination.

### **(b) *Effect of grant termination.***

(1) In those cases where cause for grant termination is based on the administering agency's failure or inability to perform:

(i) Upon termination, the Grantee must refund or credit to the MDE that portion of the grant funds paid or owed to the Grantee and allocable to the terminated project work. All funds, including unexpended cost-sharing monies for existing contracts executed prior to the termination date, shall be refunded to the MDE. The Grantee shall not make any new commitments or enter into any new contracts. The Grantee shall reduce the amount of other outstanding commitments insofar as possible and report to the MDE the uncommitted balance of funds awarded under the grant. The allowability of termination costs will be determined in conformance with applicable Federal cost principles.

(ii) such termination shall constitute notice that failure or inability to perform may result in rejection of the application for those reapplying the following year.

(2) In those cases where cause for grant termination is based on failure to achieve the planned actions through no fault of the Grantee, the termination agreement and amended grant agreement are to permit, if 21<sup>st</sup> Century funds are available, the administering agency to fulfill the obligations of its existing contracts. The administering agency shall not make any new commitments or enter into any new contracts without MDE's written approval.

**(c) *Basis for termination.***

(1) A grant may be terminated by MDE for good cause subject to negotiation and payment of appropriate termination settlement costs. Cause for termination by MDE includes:

(i) Failure by the Grantee to make satisfactory progress toward achieving the goal of providing high-quality opportunities for academic enrichment and overall student success in accordance with 20 U.S.C. § 7175; or other evidence satisfactory to the MDE that the Grantee has failed or is unable to perform in accordance with the provisions of the grant agreement;

(ii) Failure through no fault of the Grantee to achieving the goal of providing high-quality opportunities for academic enrichment and overall student success in accordance with 20 U.S.C. § 7175; or other evidence satisfactory to the MDE that the planned actions approved in the project application cannot be achieved;

(2) A grant may be terminated by MDE if funds supporting this grant are reduced, withdrawn, or otherwise unavailable, at the time of termination, for any reason whatsoever.

(3) A grant may be terminated by mutual agreement of the MDE and Grantee.

**Access to Records**

The Grantee agrees that the MDE, or any of its duly authorized representatives, at any time during the term of this agreement, shall have access to, and the right to audit and examine any pertinent books, documents, papers, and records of Grantee related to Grantee's charges and performance under this agreement. Such records shall be kept by Grantee for a period of five (5) years after final payment under this agreement, unless the MDE authorized their earlier disposition. Grantee agrees to refund to the MDE any overpayments disclosed by any such audit. However, if any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the 5-year period, the records shall be retained until completion of the action and resolution off all issues which arise from it.

**Laws**

This agreement, and all matters or issues collateral to it, shall be governed by, and construed in accordance with, the laws of the State of Mississippi.

**Legal Authority**

The Grantee assures that it possesses legal authority to apply for and receive funds under this agreement.

**Equal Opportunity Employer**

The Grantee shall be an equal opportunity employer and shall perform to applicable requirements; accordingly, Grantee shall neither discriminate nor permit discrimination in its operations or employment practices against any person or group of persons on the

grounds of race, color, religion, national origin, handicap or sex in any manner prohibited by law.

### **Copyrights**

The Grantee: (i) agrees that the MDE shall determine the disposition to title to and the rights under any copyright by Grantee or employees on copyrightable material first produced or composed under this agreement; and, (ii) hereby grants to the MDE a royalty free, nonexclusive, irrevocable license to reproduce, translate, publish, use and dispose of, to authorize others to do so, all copyrighted or copyrightable work not first produced or composed by Grantee in the performance of this agreement, but which is incorporated in the material furnished under the agreement, provided that such license shall be only to the extent Grantee now has, or prior to the completion or full final settlements of agreement may acquire, the right to grant such license without becoming liable to pay compensation to other solely because of such grant.

Grantee further agrees that all material produced and/or delivered under this grant will not, to the best of the Grantee's knowledge, infringe upon the copyright or any other proprietary rights of any third party. Should any aspect of the materials become, or in the Grantee's opinion be likely to become, the subject of an infringement claim or suite, the Grantee shall procure the rights to such material or replace or modify the material to make it non-infringing.

### **Personnel**

Grantee agrees that, at all times, the employees of Grantee furnishing or performing any of the services specified under this agreement shall do so in a proper, workmanlike and dignified manner.

### **Surrender of Equipment**

On termination or expiration of this agreement, Grantee shall maintain all equipment furnished under this agreement for an afterschool program serving the targeted students of the grant or transfer the equipment to the school district of the students being served by the grant program. Grantee and MDE shall jointly conduct a closing inventory and Grantee shall transfer all equipment per MDE's guidance and written instructions.

### **Assignment**

Grantee shall not assign or subgrant in whole or in part, its rights or obligations under this agreement without prior written consent of the MDE. Any attempted assignment without said consent shall be void and of no effect.

### **Mississippi Ethics**

It is the responsibility of the Grantee to ensure that subcontractors comply with the Mississippi Ethics Law in regard to conflict of interest. A statement attesting to said compliance shall be on file by the Grantee.

I have **read** and **agree** to comply with the standard terms and conditions **and** grant assurances. I certify that the contents of this proposal, if funded, will be followed for the implementation of the 21<sup>st</sup> Century Community Learning Centers Program described herein. *Signatures of the Superintendent, Executive Director, Agency Head, and/or Fiscal Agent on this page must match the signatures on the cover page. A representative from each partnering agency must sign the assurances. Failure to sign the above assurances will result in the rejection of the proposal.*

\_\_\_\_\_  
Superintendent/Executive Director/Fiscal Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Person

\_\_\_\_\_  
Grantee Name

\_\_\_\_\_  
Signature of Partner(s)

## Form 3

### PRIVATE SCHOOL CONSULTATION

#### Title IV, Part B, 21<sup>st</sup> Century Community Learning Centers (CCLC) Program SY 2018-2019

An SEA, LEA, or any other education service agency (or consortium of such agencies) receiving financial assistance under an applicable program must provide eligible private school children and their teachers or other educational personnel with equitable services or other benefits under these programs. Before an agency or consortium makes any decision that affects the opportunity of eligible private school children, teachers, and other educational personnel to participate, the agency or consortium must engage in timely and meaningful consultation with private school officials.

Please complete and sign the form below related to the involvement of eligible private schools in Title IV, Part B, 21<sup>st</sup> CCLC grant activities.

Private schools that have been contacted and were consulted by the applicant and are electing to **RECEIVE** services

Private School Name	School Official Contacted Name	School Official Contacted Title	Date(s) and Method(s) of Consultation	Estimated Number Students Served	Describe Level/Type of Participation

Private schools that have been contacted and were consulted and are electing to **DECLINE** services or have failed to reply by the deadline

Private School Name	School Official Contacted Name	School Official Contacted Title	Date(s) and Method(s) of Consultation	Reason(s) for Declining to Participate	No Response by Deadline (Y/N)?

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Superintendent/Executive Director/Agency Head/ Fiscal Agent Date



**Form 4**

**CONFLICT OF INTEREST DISCLOSURE FORM**

**Mississippi Department of Education  
Title IV, Part B, 21<sup>st</sup> Century Community Learning Centers (CCLC) Program  
SY 2018-2019**

Each subgrantee must disclose any personal, business, or volunteer affiliations that may give rise to a real or apparent conflict of interest. The purpose of this form is to help MDE identify the actual or potential conflict and ensure the avoidance where necessary. Please complete and sign the form below as it relates to a conflict of interest within Title IV, Part B, 21<sup>st</sup> CCLC grant activities.

I have no conflict of interest to report.

I have the following conflict of interest(s) to report. Please describe any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

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I certify that the information set forth above is true and complete to the best of my knowledge. I agree that if I become aware of any information that might indicate that this disclosure is inaccurate, I will notify MDE immediately.

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Superintendent/Executive Director/Agency Head/ Fiscal Agent

Date

## FORM 5

### SUMMARY OF PARTNERS TABLE

**Program Name:** \_\_\_\_\_

Organization	Contribution Type	Contribution Amount	Align to Need/Goal
<i>Example: Jones Community Bank Club</i>	<i>In-kind</i>	<i>\$1,500</i>	<i>Character Education – Teaching students real world concepts about banking and money management.</i>
<i>(Insert additional lines as needed)</i>			

**(Delete this Shaded Instructions Box Before Submitting)**

**Instructions:** Delete example and ensure that each partner listed in this table has a signed participation letter included within this application. An individual, agency, or organization that only provides paid services is considered to be a vendor rather than a partner and would not require a signed participation letter and would not need to be included in this chart. All organizations listed on this chart must provide a signed participation letter.

**Contribution Type (examples):** in-kind, funding, volunteers, paid staffing, materials/supplies, curriculum, training, transportation.

**Contribution Amount:** This is the estimated value of services provided by the partner. All programs **MUST** retain clear documentation as to how this amount was calculated and documentation about progress towards obtaining this level of service.

## **Part I – Continuation Plan Required Elements**

### **Good Standing**

To be in good standing, grantees must have an active DUNS number, submitted all final evaluation reports and data as required, certified annual performance reporting (21APR) data, finalized all monitoring review corrective actions, submitted all requests for reimbursement of allowable expenditures following MDE's reimbursement process, and submitted budget Completion Report. **If a grantee is not in good standing from the previous year, then its continuation plan will not be approved until all such requirements are met.**

### **Audit**

The financial audit shall be conducted by a certified public accountant or by an accountant certified as qualified to audit local government accounts. The audits must be performed in accordance with generally accepted auditing standards (GAAS) and the financial statements must be prepared in conformity with general accepted accounting principles (GAAP).

Please note that the subgrantee will, **if applicable**, have the required financial and compliance audits conducted in accordance with the Single Audit Act Amendments of 1966 and 2 C.F.R. Part 200 Subpart F – Audit Requirements. Any non-federal entity that expends \$750,000 or more in a year in federal awards shall have a single or program specific audit conducted for that year in accordance with the provisions of 2 C.F.R. Part 200 Subpart F.

### **Sustainability Plan**

Matching funds, which include state, federal, private, and other alternative funding, are not required for a 21<sup>st</sup> CCLC program subgrant; however, a formal sustainability plan is a requirement of the 21<sup>st</sup> CCLC program. A sustainability plan is the subgrantee's plan for continuation of the 21<sup>st</sup> CCLC program after federal funding ends. In addition, subgrantees will be required to submit an updated sustainability plan to include mission/goal, and how you will use your advisory committee to build support in their annual evaluation reports.

Community partners and organizations can be critical links to sustaining 21<sup>st</sup> CCLC programs beyond the grant period. Applicants should bring together community organizations with LEAs to determine how best to leverage resources within the community for long term continuation of the program. As a part of the Sustainability Plan, applicants must submit the "Summary of Partners Table" (Form 5) on page 15.

## **Part II – Project Overview**

Prepare a one-page summary that provides a concise and clear overview of the previous years of 21<sup>st</sup> CCLC program operation (e.g., scope of services, student outcomes, community partnerships).

## **Part III - Narrative**

### **Staffing**

- Please provide a complete list of the 21<sup>st</sup> Century Community Learning Center staff, both paid and unpaid, and include their titles, and position descriptions
- Provide the specific duties and responsibilities of each individual, daily schedules, and other pertinent information relating to project staffing;
- Provide a brief explanation of the initial staff orientation process and address the frequency/regularity of staff meetings;
- Describe how the program will provide ongoing and regular opportunities for professional development and staff planning; and
- Please describe how the program will communicate with school administration and staff regarding the academic and behavioral progress of participants. This should include the communication process that will be used to allow the program staff to have access to necessary school-generated student data needed to measure progress towards the stated program objectives.

### **Center Operations**

- Identify participating sites and the school building targeted population;
- Please discuss the safety and accessibility of the site/facilities, the center's hours of operation, including days of the week and times for each day;
- Please provide a detailed daily/weekly activity schedule;
- Describe how the safety of children will be maintained on-site (e.g., requiring parent or guardian sign-out, checking identification, the presence of school resource officer, and maintenance of the program's emergency and disaster preparedness plan);
- How students participating in the program will travel safely to and from the site(s); and
- Enter the total number of days the center is scheduled to be opened through July 31, 2019.

### **Needs Assessment**

- Discuss the original needs assessment, data analysis, and academic risk factors, as it relates to the goal, objectives, and services of the targeted student population and the community being targeted for services;
- Describe the process for analyzing goals, objectives and services.
- Describe the program outcomes each year based on goals, objectives, and services being met or not met.

### **Project Design**

- The project design should include a comprehensive scope of services to meet the needs of the whole child and must include services above and beyond what is offered during a typical regular school day (e.g., arts, STEM, agriculture, health, character education, etc.);
- Please discuss the project design, in relationship to the program goals and objectives and;

- How will the project address the needs identified in the needs assessment process, and align activities with the Mississippi College and Career Ready Standards;
- Provide a clear, concise description of how the program activities are expected to improve student academic achievement and overall student success as well as family engagement, including any connections with the school/district improvement plans; and
- Describe the services that will provide adult family members with the tools necessary to support their student's academic achievement goals, including opportunities for literacy and related educational development for the families of the children served by the program.

### **Partnerships**

- Please discuss successful partnerships, a list of potential future partners, relationships initiated, and details of those partnerships/relationships that were less successful or less productive than anticipated; and
- Explain plans for modifying and/or improving any existing partnerships and provide information about the roles of any potential future partners listed in this section.
- Demonstrate how the program will coordinate and make the most effective use of public resources from other Federal, State, and local programs.

## **Part IV – Budget**

### **General Instructions**

This budget form is for the 21<sup>st</sup> CCLC Continuation Plan. Pay attention to applicable program specific instructions given in the RFP.

### **Budget Overview Form A (Required)**

All applicants must complete Form A and provide an overview to support the budget that is presented as part of this Continuation Plan. This overview must address all components (a-e).

### **Budget Summary Form B (Required)**

All applicants must complete Form B and provide a breakdown by the applicable budget categories shown in lines 1-11.

Lines 1-11: For each project year for which funding is requested, show the total amount requested for each applicable budget category.

Line 11, Project Year 1-3: Show the total budget request for each project year for which funding is requested.

Line 2: Administrative costs should not exceed 20%. (Indirect Cost is an Administrative Cost. The total of the amount budgeted for indirect cost and Administrative Cost should not exceed 20%.)

### **Budget Narrative Form C (Required)**

**Please pay attention to applicable program specific instructions and allowable expenditures.**

1. Provide an itemized budget breakdown for each budget category listed in the budget summary pages.
2. Provide the rate and base on which fringe benefits are calculated.
3. Provide other explanations or comments you deem necessary.
4. Administrative and indirect cost rates for non-profits are to be handled according to Office of Management and Budget (OMB) Uniform Guidance: Cost Principles, Audit, and Administrative Requirements for Federal Awards and in accordance with the governing authority of that specific non-profit.
5. There is a 20% cap on administrative costs.
6. Enter the indirect cost rate that will be in effect during the funding period. Use the restricted rate. In addition, enter the estimated amount of the base to which the rate is applied, and the total indirect expense.

## Form A Budget Overview

Provide a brief and concise narrative on the following:

- a) How the items within the budget support the goals of the program;**

- b) How the requested funds will be allocated for accomplishing tasks and activities described in the application;**

- c) How the major costs indicated on the Budget Summary are reasonable and necessary in relation to the number of participants to be served, to the scope of the project, and its anticipated outcomes;**

- d) How 21st CCLC funds will supplement and not supplant other federal, state, and local funds, and other non-federal funds; and**

- e) How the positions and salaries are reasonable and necessary, consistent with the demographic area, and adhere to the applicant agency's policies and procedures on salary determination.**



**FORM B**  
**Mississippi Department of Education**

**BUDGET SUMMARY PAGE**  
**21ST CENTURY COMMUNITY LEARNING CENTERS PROGRAM**

Projected Budget Summaries

Fund Number: 2812

Name of Institution/Organization:

Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.

**BUDGET SUMMARY – FORM B**  
**21<sup>st</sup>Century Community Learning Centers Program Funds**

<b>Budget Categories</b>	<b>Project Year 1 100%</b>	<b>Project Year 2 100%</b>	<b>Project Year 3 80%</b>
1. Personnel (Non-Administrative)			
2. Administration (Not more than 20% of allocation)			
3. Fringe Benefits			
4. Travel			
5. Equipment			
6. Supplies			
7. Contractual			
8. Other (Specify)			
9. Total Direct Costs (lines 1-8)			
10. Indirect Costs			
11. Total Cost (lines 9-10)			

# FORM C

## BUDGET NARRATIVE School Year 2018-2019

Use the Budget Narrative form to provide a complete budget narrative for 2018-2019 school year of the project. On this page, please provide a **brief** but **detailed** budget narrative that explains: (1) the basis for estimating the costs of professional personnel salaries, administrative costs, benefits, project staff travel, materials and supplies, consultants, indirect costs, and any projected expenditures and (2) how the major cost items relate to the proposed activities and how these activities will help students achieve higher standards. This information should include a **detailed** description of the costs included, sufficient to document the **necessity and reasonableness** of **all** costs, and a **clear and concise description** of the computations used to arrive at the total amounts indicated. This page may be reproduced as needed.

Entity Name \_\_\_\_\_

<i>CATEGORY / ACTIVITY</i>	<b>AMOUNT</b>	<b>GENERAL DESCRIPTION</b>
1. Personnel (Non-Administrative)		
2. Administration (Not more than 20% of allocation)		
3. Fringe Benefits		
4. Travel		

5. Equipment		
6. Supplies		
7. Contractual		
8. Other (Specify)		
9. Indirect Costs		
Subtotal for Each Page		
GRANT TOTAL		

Organization: \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_