

21st Century Community Learning Centers Certified Assurances

The Certified Assurances listed below are required to be signed by the Authorized Agent and submitted as part of the application package.

Note: All grantees are required to retain on file a copy of the General Assurances for their records and for audit purposes. Please download the General Assurances on the CDE Funding Forms Web page at <http://www.cde.ca.gov/fq/fo/fm/ff.asp>. Grantees should **not** submit general assurances to the CDE.

CERTIFIED ASSURANCES	
On behalf of the applicant agency, the Authorized Agent is to sign at the bottom of each page acknowledging understanding of and agreement with each Certified Assurance.	
Program Elements	
1	The program will primarily target students who attend schools eligible for Title I schoolwide programs. If the program will serve a private school, at least 40 percent of the students are from low-income families.
2	The program will include an educational and literacy element designed to provide tutoring and/or homework assistance in one or more of the following subject areas: language arts, mathematics, history and social science, science, and computer training.
3	The program will include an educational enrichment element that may include, but is not limited to, fine arts, career technical education, recreation, physical fitness, and prevention activities. Such activities might involve the arts, music, physical activity, health promotion, general recreation, technology, career awareness, and activities to support positive youth development.
4	The program will provide a safe physical and emotional environment and opportunities for relationship-building and will promote active student engagement.
5	The program will collaborate and integrate with the regular school day program and other extended learning opportunities.
6	The program will provide a snack that conforms to the nutrition standards in the <i>EC</i> , Part 27, Chapter 9, Article 2.5, commencing with Section 49430.
7	The program will provide opportunities for physical activity.
8	The program will include a family literacy component.

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Core Application Narrative (Program Plan)	
9	The community was given notice of the intent to submit this application and the application and any waiver request will be available for public review after submission of the application.
10	The program will target students and the families of such students who attend schools eligible for schoolwide programs in which not less than 40 percent of the children are from low-income families.
11	Partners to this application, as well as school staff, have demonstrated commitment to supporting the program and sharing responsibility for the planning and quality of the program at the designated site(s).
12	The program was developed, and will be carried out; in active collaboration with the schools the children attend.
13	The program will review Program Plans every three years. This review is to include, but not be limited to, program goals, program content, and outcome measures that the grantee will use for the next three years and, any other information requested by the CDE. New program goals may be selected for the following three years during the grant renewal process.
14	The program acknowledges that the CDE will monitor the Program Plan review as part of its on-site monitoring process.
15	The program will notify the CDE if the program goals or outcome measures are changed.
16	The program will identify the federal, state, and local programs that will be combined or coordinated for the most effective use of public resources.
17	The program will prepare a plan for continuing the program beyond federal grant funding.

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Program Operations	
18	The program will take place in a safe and easily accessible facility.
19	The program will maintain a student-to-staff member ratio of no more than 20:1.
20	The program will begin operation immediately upon the end of the regular school day. (Note: A regular school day is any day that students attend and instruction takes place.)
21	The program will operate for a minimum of 15 hours per week.
22	The program will operate until at least 6:00 p.m., on every regular school day.
23	The program will establish a reasonable early release policy for students attending the after school component.
24	For middle/junior high school students priority for enrollment will be given to students who attend daily.
25	The program will provide all notices, reports, statements, and records to parents or guardians in English and the student's primary language when 15 percent of the students enrolled at the school site speak a single primary language other than English as determined by language census data from the preceding year.
Site Staff and Volunteers	
26	The program will establish qualifications for each position so that all staff members directly supervising students meet the minimum qualifications of an instructional aide, pursuant to the policies of the district.
27	Selection of the program site supervisors are subject to the approval of the school site principal.
28	Staff and volunteers will fulfill health screening and fingerprint clearance requirements in current law and in compliance with school district, private school, or agency policy.

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Staff Training and Development	
29	The program will provide staff training and development.
Other Sites	
30	Off-site programs will be aligned with the educational and literacy components of the program with participating students' regular school programs.
31	Off-site programs will comply with all statutory and regulatory requirements of those conducted on the school site.
Attendance and Evaluation Measures	
32	The program will meet all evaluation requirements, including participation in a statewide evaluation process as determined by the CDE, and provide all required information on a timely basis.
33	The program will annually provide participating students regular school day attendance.
34	The program will semiannually provide participating after school students' program attendance.
35	The program will provide STAR test results.
36	The program will use standardized procedures and tools to collect indicators from outcome measures per <i>EC</i> Section 8484.
Fiscal Issues	
37	All fiscal reporting and auditing standards required by the CDE will be followed.
38	Any agency receiving 21st CCLC funds will use the funds to supplement, and not supplant, other federal, state, and local public funds expended to provide programs and activities authorized under this part and other similar programs.
Private School Consultation	
39	The applicant must conduct timely and meaningful consultation with appropriate private school officials in the service area of the schools to be served during the design and development of the programs described in this application.

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