

# 2023-24 Yearly Progress Report (YPR)

## I. General Information

Q1.1 Grantee Year

Q1.2 Grantee Award Amount

Q1.3 Select your agency and the 21st CCLC site from the options below.

Q1.4 Is any information listed above incorrect or missing?

Q1.5 Check the information below that needs to be updated (select all that apply). If any additional site contact information needs to be updated (e.g., principal, district administrator, etc.) contact your 21st CCLC Consultant.

Q1.6 Pronoun(s) (optional)

Q1.8 Primary 21st CCLC Contact First Name

Q1.9 Primary 21st CCLC Contact Last Name

Q1.10 Primary 21st CCLC Contact Title

Q1.11 Primary 21st CCLC Contact Phone Number

Q1.12 Primary 21st CCLC Contact Email

Read the following sections closely. Each relevant section must be digitally signed by the District or Agency Authorizer. The Authorizer is someone from the district or agency who has been properly authorized to sign off on legal documents on behalf of the district or agency named on the Yearly Progress Report (YPR). Note that the District or Agency Authorizer will be notified of all YPR submissions.

## II. Federal General Assurances

The Applicant understands and agrees that the following Certifications and Assurances are pre-award requirements generally imposed by federal and state law or regulation, and do not include all federal and state regulations that may apply to the Applicant or its project. Most requirements are posted to: Uniform Administrative Requirements: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200> or Educational Department of General Administrative Regulations (EDGAR): <https://www.ecfr.gov/current/title-34/part-76> or the Wisconsin Uniform Financial Accounting Requirements (WUFAR): <https://dpi.wi.gov/sfs/finances/wufar/overview>.

Each Applicant is ultimately responsible for compliance with the certifications and assurances selected on its behalf that apply to its project or award. Instructions

Step 1—Read each assurance that follows.

Step 2—Sign and date the certification statement.

Step 3—Include signed certifications and assurances with your application materials. Step 4—Keep a copy for your records.

Assurance is hereby provided that:

1. Applicant agrees to comply with all terms and conditions set forth in the grant program's Application Guidelines document provided with this application. Services provided under this grant will be used to address the needs set forth in the guidelines document. Applicant agrees to implement the activities within the prescribed timeline as outlined in their work plan section of their proposal. Applicant will provide fiscal information within the fiscal year timeline established for new and reapplying programs.
2. **\*\*Statutes and Regulations: \*\*** The Applicant shall comply with all applicable statutory and regulatory requirements. These requirements include, but are not limited to, applicable provisions of—
  - a. Title VI of the Civil Rights Act of 1964 [45 U.S.C. 2000d through 2000d-4]
  - b. Title IX of the Education Amendments of 1972 [20 U.S.C. 1681-1683]
  - c. Section 504 of the Rehabilitation Act of 1973 [29 U.S.C.794]
  - d. The Age Discrimination Act [42 U.S.C. 6101 et seq.]
3. **\*\*Allowable Costs: \*\*** Costs incurred shall be allowable under the principles established in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule [2 CFR Subpart E-Cost Principles].
4. **\*\*Budget Modifications: \*\*** The Applicant will obtain an approved budget amendment when it is anticipated that claimed expenditures will vary significantly from the amount in the current approved budget. A significant variance is an increase of 10 percent (summary of all line items) of the current total approved budget [2 CFR § 200.308(e)]. This applies to all grants unless there are more restrictive or specific requirements of the grant award which may be the case with discretionary grants.
5. **\*\*Confidentiality: \*\*** The Applicant shall comply with provisions regarding confidentiality of student information [WI Statute § 118.125, pupil records].
6. **\*\*Conflict of Interest: \*\*** No board or staff member of an LEA or CESA may use his or her position to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated, such as a royalty, commission, contingent fee, brokerage fee, consultant fee, or other benefit [Wis. Stat. 19.59 (1) (a)] [2 CFR § 200.112].
7. **\*\*Contracts and Procurement: \*\*** The Applicant will use its own procurement procedures that reflect applicable state and local laws and regulations, provided the

procurements conform to applicable federal law and the standards in [2 CFR §§ 200.318-200.327] Procurement Standards.

8. **Debarred and Suspended Parties:** A contract (see 2 CFR §180.220) must not be made to parties listed on the government wide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p 189) and 12689 (3 CFR Part 1989 Comp., p. 235), "Debarment and Suspension." The Excluded Parties List in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

9. **Cooperation with Evaluation:** The Applicant shall cooperate with the performance of any evaluation of the program by the DPI or USDE or by their contractors [2 CFR §200.329(1)].

10. **Copyright, Acknowledgement, and Publications:** The Applicant/ Recipient will comply with all copyright and materials acknowledgement requirements as addressed in the projects' grant guidelines. The U.S. Department of Education and the DPI reserve royalty-free, nonexclusive, and irrevocable licenses to reproduce, publish or otherwise use, and to authorize others to use, for their purposes. The copyright in any work developed under this subgrant or contract under this subgrant; and any rights of copyright to which the Applicant or a contractor purchases ownership with grant support.

The content of any grant-funded publication or product may be reprinted in whole or in part, with credit to the USDE and DPI acknowledged. However, reproduction of this product in whole or in part for resale must be authorized by the DPI. When issuing statements, press releases, and other documents describing projects or programs funded in whole or in part with federal grant funds, the grant award recipient shall clearly acknowledge the receipt of federal funds in a statement.

11. **Fiscal Control:** The Applicant will use fiscal control and fund accounting procedures and will ensure proper disbursement of, and accounting for, federal funds received and distributed under this program [2 CFR §200.302 (a), (1), (3); §200.303(a), (b)].

12. **Indirect Costs:** If the fiscal agent intends to claim indirect costs, the total amount budgeted for indirect costs is limited to and cannot exceed the negotiated indirect rate established with the DPI. Indirect costs cannot be charged against capital objects.

13. **Legal and Regulatory Compliance:** Administration of the program, activities, and services covered by this application will be in accordance with all applicable state and federal statutes, regulations and the approved application [34 CFR §76.700].

14. **OMB Standard Form 424B:** The Applicant will comply with all applicable assurances in OMB standard Form 424B (Assurances for Non- Construction Programs), including the assurances relating to the 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 applicable federal laws, executive orders and regulations.

<https://www.grants.gov/forms/forms-repository/sf-424-family>

15. **\*\*Programmatic Changes:\*\*** The Applicant will obtain the prior approval of the DPI whenever any of the following actions is anticipated:

- a. Any revision of the scope or objectives of the project;
- b. Changes in key persons where specified in the application or grant award;
- c. A disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director;
- d. Contracting out or otherwise obtaining services of a third party to perform activities central to the purpose of the award;
- e. Changes in the amount of approved cost-sharing or matching provided by the subrecipient [2 CFR §200.308©(1,2,3,6,7)].

16. **\*\*Record Retention:\*\*** In accordance with 2 CFR §200.334(b), this is written notification to the subrecipient that DPI requires an extension to the record retention period for grants addressed in the Wisconsin Records Retention Schedule for School Districts.

<https://publicrecordsboard.wi.gov/Documents/DPI%20GS-APPROVED%20June%202015%20v8.1.pdf>

All applicants will ensure records are maintained for a period of at least three years after the end of the project year (2 CFR §200.333). If any litigation, claim, negotiation, audit, or other action involving the records starts before the end of the period, the records will be retained until completion of the action and resolution of all issues.

17. **Reporting:** The Applicant will ensure all required financial and program data is reported to the DPI timely on a schedule established by the DPI. The Applicant will report to DPI using the accounts in the Wisconsin Uniform Financial Accounting Requirements (WUFAR) [2 CFR §200.302(b) (2)].

18. **\*\*Grant Evaluation:\*\*** The Applicant shall ensure that all grant evaluation reporting will be timely on a schedule established by the DPI. Grant evaluation information provided to the DPI staff shall accurately assess the completeness of grant goals, activities, bench-marks and target dates [2 CFR §300.328(c)(1)].

19. **\*\*Single Audit:\*\*** Any entity that expends in total (all sources) \$750,000 or more in federal funds during a fiscal year (July 1– June 30) is required to conduct a single audit. If a single audit is required, a copy of the audit is to be submitted to DPI School Financial Services auditor [2 CFR §200.501].

20. **\*\*Text Messaging and E-Mailing While Driving:\*\*** The Applicant/ Recipient and their grant personnel are prohibited from text messaging while driving a government-owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or e-mail when driving [Executive Order 13513, “Federal Leadership on Reducing Text Messaging While Driving October 1, 2009].

<https://edocket.access.gpo.gov/2009/pdf/E9-24203.pdf>

21. **\*\*Time and Effort Supporting Documentation: \*\*** For costs to be allowable, compensation for personal services must adhere to the Standards for Documentation of Personnel Expenses as identified in 2 CFR §200.430(i)(1). The subrecipient must retain records that accurately reflect the work performed and be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated.

**\*\*Trafficking in Persons: \*\*** The grant condition specified in 2 CFR §175.10 includes the following language: “I. Trafficking in persons. 1. You as the recipient, your employees, subrecipients under this award, and subrecipients’ employees may not i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect; ii. Procure a commercial sex act during the period of time that the award is in effect; or iii. Use forced labor in the performance of the award or subawards under the award.” A sub-recipient is required to inform the federal agency immediately of any information received from any source alleging a violation of this condition. The federal agency may unilaterally terminate this award, without penalty, if a subrecipient is determined to have violated this condition.

### III. Program Specific Assurances

Assurance is further provided that:

1. The program will take place in a safe and accessible facility.
2. The proposed program was developed and will be carried out in active collaboration with the schools that participating students attend (including through the sharing of relevant data among the schools), in compliance with applicable laws relating to privacy and confidentiality.
3. The proposed program was developed and will be carried out in alignment with 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 of the ESEA and the families of such students.
5. Subgrant funds 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 will be given notice of an intent to submit an application, and the application and any waiver request will be available for public review after submission of the application.

### IV. Certification/Signatures

I, THE UNDERSIGNED, CERTIFY that the information contained in this application is complete and accurate to the best of my knowledge; that the necessary assurances of compliance with applicable state and federal statutes, rules, and regulations will be met; that I am authorized by the agency designated in this application to bind the agency to the certifications and assurances

contained in this application; and, that the indicated agency designated in this application is authorized to administer this grant.

I FURTHER CERTIFY that the assurances listed above have been satisfied and that all facts, figures, and representation in this application are correct to the best of my knowledge.

Signature of District/Agency Authorizer

Title of District/Agency Authorizer

Date

## V. Certification Regarding Lobbying

### Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making

or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

If applicant agency cannot certify this information because Federal appropriated funds have been paid to individuals listed in paragraph (1), applicant must complete Standard Form - LLL "Disclosure of Lobbying Activities."

#### Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. If applicant agency cannot certify this information, applicant must complete the lobbying disclosure form.

Standard Form – LLL, "Disclosure of Lobbying Activities," form is available at <https://www2.ed.gov/fund/grant/apply/appforms/sflll.doc> . If applicant is required to complete Standard Form -LLL, "Disclosure of Lobbying Activities," applicant shall submit the completed form to this grant's program administrator at DPI. As the prime grantee, DPI will forward the completed form to the federal government.

Signature of District/Agency Authorizer

Title of District/Agency Authorizer

Date

## VI. Program Overview

### Grade Levels Served

Q6.1 What grades did the program serve in 2023-24?

Q6.2 Do the grades served in 2023-24 represent a deviation from grades served in 2022-23?

Q6.3 If yes, select the grades served in 2023-24. Select all that apply.

Q6.4 Do you plan to make any changes to grades served in 2024-25?

Q6.5 Select the grade(s) you plan to serve in 2024-25. Select all that apply.

Q6.6 Explain why changes to grades served next year are being proposed. If the program will serve students in different grade levels than the primary school served by the grant, explain how the site will provide grade-level appropriate programming.

#### Additional Schools Served

Additional Schools (i.e., feeder schools) include schools whose students attend your program from sites other than the primary school. If you serve more than one school, then you have a feeder school.

Q6.7 Did the 21st CCLC serve additional schools in 2023-24?

Q6.8 Do the schools served represent a deviation from schools served in 2022-23?

Q6.9 What additional school(s) did the program serve in 2023-24?

Q6.10 What percentage of students attending the program are from the primary school served?

Q6.11 Describe the steps that will be taken to ensure that 51 percent of participants served next year are affiliated with the primary school listed on this grant.

Q6.12 Will you serve any new additional schools in 2024-25?

Q6.13 How many new additional schools will you serve? (Note: if you plan to serve more than four additional schools, please contact DPI.)

Q6.14 List new additional school 1:

Q6.15 List new additional school 2:

Q6.16 List new additional school 3:

Q6.17 List new additional school 4:

Q6.18 Will you stop serving any additional schools in 2024-25?

Q6.19 List the additional school(s) you will stop serving in 2024-25.

Q6.20 Explain the reason for the change in additional schools.



## Target Population

Q6.21 Which student population(s) did the 21st CCLC prioritize in recruitment and enrollment efforts?

Q6.22 Explain "other."

Q6.23 A requirement of the 21st CCLC grant is that you identify the student population most in need of 21st CCLC services. How will you ensure this requirement is met in 2024-25?

Q6.24 Do you plan to make any changes to the student populations targeted for services or how you recruit them?

Q6.25 Describe the proposed changes and the reasons for them.

## Student Population

Q6.26 Please upload a copy of your Self-Check Report from Cayen.

Q6.27 It is required that the program meets or exceeds Average Daily Attendance (ADA) per its grant funding tier. Considering the data submitted on the Self-Check Report, if your program is not meeting this requirement, what specific steps, including a timeline for each step, will you take to bring the program into compliance in 2024-2025?

## Program Operating Schedule

Q6.28 Please upload a typical weekly schedule of program activities. Please note: DPI recognizes that slight variations occur week to week which may impact hours reported by Cayen. DPI will utilize both the schedule which is uploaded and Cayen data to make decisions regarding follow-up.

Q6.29 Here are the program operating schedule requirements of the 21st CCLC grant: 115 days of operation per school year, 10 or more hours of programming per week, 45 minutes of before school programming per day (if applicable). Considering the data on the submitted Self-Check Report, check any of the below requirements that the program is NOT meeting.

Q6.30 Describe the specific changes to the program schedule (hours per day, days per year, etc.) for the 2024-2025 school year that you will make in order to bring the program into compliance.

Q6.31 Do you plan to make any changes to your operating schedule next year?

Q6.32 Describe the proposed changes to your operating schedule in 2024-25.

## VII. Program Plan

### Academic Enrichment

*Note:* Programs are required to offer academic enrichment on a regular basis. Academic enrichment activities provide students with opportunities to practice and develop academic skills in ways that complement, but do not replicate, school day instruction. They are often student-centered and hands-on and allow students to apply academic skills in contexts that are meaningful to them. *Homework time or homework help is allowed as part of your program, but it does not count as academic enrichment programming.*

Q7.1 Did the program provide at least one form of academic enrichment programming on a regular basis in 2023-24?

Q7.2 Next year, how will you ensure that academic enrichment activities are offered on a regular basis and that all students regularly participate in academic enrichment programming?

Q7.3 How did you help students meet challenging state and local standards in 2023-24? Select all that apply.

Q7.4 Explain "other."

Q7.5 How will you help students meet state and local standards next year?

Q7.6 Below is a list of authorized activities for the 21st CCLC grant. Use the checkboxes to indicate which activities the 21st CCLC offered.

Q7.7 Do you plan to make any changes to the activities your program will offer, including the frequency with which they'll be offered?

Q7.8 What are your proposed changes and the reasons for them? Remember to write in a way that someone from outside your program can understand (e.g., No acronyms; describe the activity rather than just using its name. For instance, writing "Our Dynamite sessions weren't working" does not tell us what "Dynamite" is.)

### Before-School Programming

Q7.9 Did you offer before-school programming during the 2023-24 school year?

Q7.10 Did the before-school program operate for at least 45 minutes on the days it was offered?

Q7.11 How will you ensure that the before-school program operates for at least 45 minutes on the days it is offered next year?

Q7.12 How do you ensure that students attending before-school programming receive academic enrichment?

Q7.13 Explain "other."

Q7.14 Explain how you will meet the requirement to ensure all students receive academic enrichment in before-school programming in the future.

### Summer Programming

Q7.15 Will you offer 21st CCLC-funded summer programming in the summer of 2024?

Q7.16 Is this (2024) the first year you will offer 21st CCLC-funded summer programming?

Q7.17 21st CCLC funds may only be used to supplement, not supplant, other funding sources. Do other funding sources currently support summer programming?

Q7.18 How will 21st CCLC funds be used to expand or enrich the existing summer programming?

Q7.19 Provide the number of days per week the summer 2024 21st CCLC funded program will operate.

Q7.20 Provide the daily hours of operation for the summer 2024 21st CCLC funded program.

Q7.21 Provide the number of weeks the summer 2024 21st CCLC funded program will operate.

Q7.22 Describe the student population(s) targeted and how they will be recruited for the 21st CCLC funded summer program.

Q7.23 Describe the services and activities to be provided by the 21st CCLC funded summer program.

### Services for Adult Family Members

Q7.24 By the end of academic year 2023-24, how many family activities or events will you offer for the adult family members of 21st CCLC participants?

Q7.25 21st CCLC programs are required to provide programming targeting adult family members of 21st CCLC participants that encourages participation in their children's education, including opportunities for their own educational development. DPI requires at least four adult family engagement programs or events per year. What specific steps will be taken to ensure the program offers at least four adult family engagement events next year?

Q7.26 What types of services or activities have been or will be provided to adult family members during the 2023-24 school year? Select all that apply.

Q7.27 Describe the "other" services or activities provided to parents, guardians, or families this school year.

Q7.28 Approximately what percentage of families have participated in 21st CCLC family activities so far this school year?

Q7.29 Do you plan to make any changes to services for family members next year?

Q7.30 Describe the changes to family activities and the reasons for them.

## VIII. Staffing

Q8.1 Does your site have a dedicated Program Coordinator? This is defined as an individual who has primary oversight capacity for the staff and functions of the center. If the coordinator is responsible for one center, they must dedicate a minimum of 20 hours per week toward program management and oversight. If the coordinator is responsible for two or more centers, they must dedicate 40 hours per week toward program management and oversight.

Q8.2 Next year, how will you ensure that this requirement is met?

Q8.3 How long has your current Program Coordinator held this position?

Q8.4 Do you plan to make any changes to staffing levels or staffing roles? This would include the addition of volunteers and changes to the process for vetting volunteers.

Q8.5 Describe the proposed changes and the reasons for them.

Q8.6 What recruitment strategies did you use during the 2023-24 school year to employ staff?

Q8.7 Describe the "other incentives offered" or "other" recruitment strategies.

## IX. Program Goals and Evaluation

To complete the following section, refer to your original grant application or most recently approved goal amendments.

### Program Objectives

State Goal 1: Provide a stable, safe, and supportive environment to meet the needs of the target population.

You listed the following number of local goals for State Goal 1 in your grant application or most recent YPR:

Here is what you listed as your Local Goal #1 (State Goal 1) in your grant application or most recent YPR:

Here is what you listed as your Local Goal #2 (State Goal 1) in your grant application or most recent YPR:

Here is what you listed as your Local Goal #3 (State Goal 1) in your grant application or most recent YPR:

Here is what you listed as your Local Goal #4 (State Goal 1) in your grant application or most recent YPR:

Q9.1 Thinking of your local goal(s) for State Goal #1, what progress have you made?

Q9.2 Do you need to revise any local goals for State Goal #1?

Q9.3 Explain what changes you plan to make and why.

State Goal 2: Challenge youth to develop as learners.

You listed the following number of local goals for State Goal 2 in your grant application or most recent YPR:

Here is what you listed as your Local Goal #1 (State Goal 2) in your grant application or most recent YPR:

Here is what you listed as your Local Goal #2 (State Goal 2) in your grant application or most recent YPR:

Here is what you listed as your Local Goal #3 (State Goal 2) in your grant application or most recent YPR:

Here is what you listed as your Local Goal #4 (State Goal 2) in your grant application or most recent YPR:

Q9.4 Thinking of your local goal(s) for State Goal #2, what progress have you made?

Q9.5 Do you need to revise any local goals for State Goal #2?

Q9.6 Explain what changes you plan to make and why.

State Goal 3: Support the development of other skills necessary for student success.

You listed the following number of local goals for State Goal 3 in your grant application or most

recent YPR:

Here is what you listed as your Local Goal #1 (State Goal 3) in your grant application or most recent YPR:

Here is what you listed as your Local Goal #2 (State Goal 3) in your grant application or most recent YPR:

Here is what you listed as your Local Goal #3 (State Goal 3) in your grant application or most recent YPR:

Here is what you listed as your Local Goal #4 (State Goal 3) in your grant application or most recent YPR:

Q9.7 Thinking of your local goal(s) for State Goal #3, what progress have you made?

Q9.8 Do you need to revise any local goals for State Goal #3?

Q9.9 Explain what changes you plan to make and why.

State Goal 4: Engage families in support of student learning.

You listed the following number of local goals for State Goal 4 in your grant application or most recent YPR:

Here is what you listed as your Local Goal #1 (State Goal 4) in your grant application or most recent YPR:

Here is what you listed as your Local Goal #2 (State Goal 4) in your grant application or most recent YPR:

Here is what you listed as your Local Goal #3 (State Goal 4) in your grant application or most recent YPR:

Here is what you listed as your Local Goal #4 (State Goal 4) in your grant application or most recent YPR:

Q9.10 Thinking of your local goal(s) for State Goal #4, what progress have you made?

Q9.11 Do you need to revise any local goals for State Goal #4?

Q9.12 Explain what changes you plan to make and why.

Q9.13 When reflecting on the goal(s) without progress, what were the factors that impacted that progress?

## Public Communication

Q9.14 How did you communicate your evaluation findings to the public? Select all that apply.

Q9.15 Please highlight some findings from your most recent evaluation report.

Q9.16 Grantees are required to have a plan for communicating evaluation findings. Please describe how you intend to meet this requirement next year. Note: 21st CCLCs are encouraged to use the Local Evaluation Report Guidelines and Template available at [https://dpi.wi.gov/sites/default/files/imce/sspw/doc/Local\\_Eval\\_Guidelines\\_and\\_Template.docx](https://dpi.wi.gov/sites/default/files/imce/sspw/doc/Local_Eval_Guidelines_and_Template.docx).

Q9.17 Regular program evaluation and communicating evaluation results are requirements of the grant. Explain how the program will comply with these requirements in the future. Note: 21st CCLCs are encouraged to use the Local Evaluation Report Guidelines and Template available at [https://dpi.wi.gov/sites/default/files/imce/sspw/doc/Local\\_Eval\\_Guidelines\\_and\\_Template.docx](https://dpi.wi.gov/sites/default/files/imce/sspw/doc/Local_Eval_Guidelines_and_Template.docx).

Q9.18 Enter the link to the website here.

Q9.19 If information is shared upon request, how do you let the public know the evaluation findings are available?

## Self-Assessment

Q9.20 The program is required to participate in the self-assessment process, which you can learn more about at <https://dpi.wi.gov/sspw/clc/assessment/self-assessment>. Below are the steps in the self-assessment process that 21st CCLC programs are required to implement during their five-year grant cycles. Please indicate below which of the steps you have completed to date.

Q9.21 Which of the following DPI-approved tools are you using or do you plan to use for self-assessment?

Q9.22 Which step(s) of the self-assessment process do you plan to engage in next year?

Q9.23 How will the program ensure the self-assessment requirements are met in 2024-25?

## X. Accessibility

### Transportation

Q10.1 How do students get home from your program?

Q10.2 How do you ensure that transportation is not a barrier for students whose parents and guardians cannot pick them up?

Q10.3 Select all transportation methods that apply to getting students home from your program.

Q10.4 Explain “other.”

Q10.5 Do you plan to make any changes to your transportation policy?

Q10.6 Describe the proposed changes and the reasons for them.

## XI. Stakeholder and Community Collaboration

### Community Partners

Community partners include organizations that provide services, financial or in-kind support, as well as vendors or contractors (i.e., paid entities). Note that this definition differs from that of the 21APR. Partner actions may be one-time contributions or ongoing support or services.

Q11.1 Grantees are required to enter paid and unpaid partners in Cayen. Do you agree to fulfill this requirement prior to the end of this school year? (If you have already completed this, please select "Yes".)

Q11.2 Per the Cayen Self-Check Report, please list the 21st CCLC program partners for the 2023-24 school year.

Q11.3 Do you need to revise or add to this list of 21st CCLC program partners?

Q11.4 List your additional 21st CCLC program partners.

Q11.5 21st CCLC programs are required to work with at least one community partner. How will you ensure this requirement is met next year?

Q11.6 Use the boxes below to indicate the way(s) that community partner(s) supported the 21st CCLC program. Select all that apply.

Q11.7 Explain “other”

Q11.8 Do you plan to make any changes to your partnerships for next year?

Q11.9 Describe the proposed changes and the reasons for them.

## XII. Funding and Sustainability

### Coordination of Funding Sources

Q12.1 Does the program coordinate with other local, state, or federal funding sources?



Q12.2 The program is required to coordinate with other funding sources. How will you ensure this requirement is met next year?

Q12.3 Use the boxes below to indicate those funding sources with which the program coordinates. Check all that apply.

Q12.4 Explain "other."

### Program Income

Program income is any revenue generated as a direct result of the 21st CCLC award and is in addition to the Federal funds provided by the State through its competitive sub grant application process. It includes the proceeds of fundraisers, such as bake sales, for which 21st CCLC funds were used to pay for the resources needed for the fundraiser (i.e., supplies, staff time, etc.). It also includes program fees. Program fees may include fees for services or grant-related activities, fees charged to register participants for a workshop or conference, rental or usage fees of real or personal property purchased with award funds, etc.

Please note that as of 2023, all applications for program income are subject to approval by the US Department of Education. DPI does not have the authority to expedite the review of these applications or approve them without permission from the US Department of Education.

Q12.5 Does the program or does a subcontractor intend to generate income or charge a fee for programming in 2024-25? If you anticipate any chance that the program or a subcontractor may generate income or charge a fee in 2024-25, select "Yes."

Q12.6 Did the program charge a fee for services or otherwise generate income (e.g., fundraisers, etc.) in 2023-24?

Q12.7 Did a subcontractor charge a fee for program services or otherwise generate income (e.g., fundraisers, etc.) in 2023-24?

Q12.8 Did the program charge a fee for services in 2023-24?

Q12.9 Did the subcontractor charge a fee for program services in 2023-24?

Q12.10 What was the DPI approved monthly fee amount for each student in 2023-24?

Q12.11 What was the monthly fee the subcontractor charged for each student in 2023-24?

Q12.12 Did the program participate in the Department of Children and Families (DCF) Wisconsin Shares Child Care Subsidy Program (Shares)?

Q12.13 Did the subcontractor participate in the Department of Children and Families (DCF) Wisconsin Shares Child Care Subsidy Program (Shares)?

Q12.14 Total amount of fees collected in 2023-24? Do not include any amount that was collected via the DCF Shares reimbursement.

Q12.15 Total amount of fees collected by subcontractors in 2023-24? Do not include any amount that was collected via DCF Shares reimbursement.

Q12.16 What was the number of 21st CCLC students who paid any portion of a fee for programming out of pocket? Only include students who participated in Shares if families paid any portion of a fee out of pocket.

Q12.17 What was the number of 21st CCLC students who paid any portion of a subcontractor's fee for programming out of pocket? Include students who participated in Shares whose families paid the parent share out of pocket.

Q12.18 Was there any other income generated by the program (i.e., fundraising)? Do not include fees or Shares reimbursements.

Q12.19 Was there any other income generated by the program (i.e., fundraising) collected by subcontractors? Do not include fees or Shares reimbursements.

Q12.20 What was the amount of other program income collected in 2023-24? Do not include fees or DCF Shares reimbursements.

Q12.21 What was the amount of other program income collected in 2023-24 by subcontractors? Do not include fees or DCF Shares reimbursements.

Q12.22 Total amount of program fees and program income collected (i.e., grand total) in 2023-24? Do not include the amount collected via DCF Shares reimbursements.

Q12.23 Total amount of program fees and program income collected (i.e., grand total) in 2023-24 by subcontractors? Do not include the amount collected via DCF Shares reimbursements.

Q12.24 Was the total amount of program income (including fees) used for 21st CCLC program operations?

Q12.25 Was the total amount of subcontractor program income (including fees) used for 21st CCLC program operations?

### XIII. Progress Toward State Goals and Objectives

Q13.1 What is your staff to student ratio? Please provide the number of students per adult.

Example: 1 adult to 50 students should be listed as 50.

Q13.2 Do staff have training in or knowledge of promising practices for specific Out of School Time (OST) practices?

Q13.3 Do staff have training in or knowledge of social and emotional learning (SEL)?

Q13.4 Do staff have training in or knowledge of equitable teaching and culturally responsible practices?

Q13.5 Does your program solicit family and middle and high school student feedback in regard to scheduling the hours your program is offered?

Q13.6 Do students have equal access and opportunity to participate in the program (e.g., race, gender, ethnicity, language, different abilities, mental health needs, sexual orientation, family and student background, and/or family income, behavioral needs, etc.)?

Q13.7 Does your program serve students most in need of support (e.g., race, gender, ethnicity, language, social and emotional learning needs, different abilities, mental health needs, sexual orientation, family and student background, and/or family income, behavioral needs, etc.)?

Q13.8 Does your program use one or more promising practices in your academic programming (e.g., project-based learning; inquiry-based learning; service learning)?

Q13.9 Does your program intentionally embed opportunities for Social-Emotional Learning into program activities?

Q13.10 Does your program provide information on 21st CCLC programming to parents and guardians at least monthly?

Q13.11 Does your program involve an advisory board that involves numerous stakeholders (e.g., parents and guardians, students, community partners, teachers, etc.)?

## XIV. Reflection: Success and Challenge

Q14.1 Please describe successes in any part of the 21st CCLC program during 2023-24.

Q14.2 Please identify any challenges that your program faced in 2023-24. Select all that apply.

Q14.3 Explain "other."

Q14.4 In consideration of the challenges highlighted above, what changes to your program operations will you include in services offered in 2024-25?