

**Addendum B** (Page 1 of 3)

**ADMINISTRATIVE ASSURANCES AND SIGNATURE PAGES  
Fiscal Year 2009-2010 (FY2010)**

The Administrative Assurances Signature Pages, signed by the Superintendent of Schools, Principal(s) of applicant site(s), and/or the Executive Director of Partnering Entities and **submitted in April 2009**, certifies the applicant's agreement to the following sets of assurances.

***PLEASE READ COMPLETELY BEFORE SIGNING***

**General Assurances**

*Description:* Grantees are required to submit the following assurances, applicable to each of the 21<sup>st</sup> Century Community Learning Center programs included in this application.

1. We fully understand that this Fiscal Year 2010 Fund Code 647-B-1 21<sup>st</sup> Century Community Learning Centers Grant is a grant with a maximum of three years of funding, subject to appropriation and grantees meeting all requirements each year. Continued funding in years two (FY2011) and three (FY2012) will be based on meeting all grant requirements including:
  - a. submission of yearly progress updates;
  - b. timely submission of required forms and data;
  - c. the ability to use data to inform and demonstrate continuous program improvement;
  - d. maintenance of attendance levels and program quality;
  - e. evidence that the grantee is working towards sustaining the program beyond the grant period; and
  - f. submission of a yearly reapplication.
2. Each such program will be administered in accordance with all applicable statutes, regulations, program plans, and applications.
3. The control of funds provided under the 21<sup>st</sup> Century Community Learning Center program and title to property acquired with program funds will be in a school district, public agency, or a nonprofit private agency, institution, or organization.
4. The school district, public agency, nonprofit agency, institution, or organization will administer those funds and property only for the purpose detailed in the grant application.
5. The applicant will adopt and use proper methods of administering each such program, including the:
  - a. enforcement of any obligations imposed on agencies, institutions, organizations, and other recipients responsible for carrying out each program;
  - b. correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation; and
  - c. adoption of written procedures for the receipt and resolution of complaints in the administration of the programs.
6. The applicant will use such fiscal control and fund accounting procedures as will ensure proper disbursement of, and accounting for, funds paid to the grantee under the 21<sup>st</sup> Century Community Learning Center program.
7. The program funds will be used to supplement and not supplant other funds.
8. The school district will provide needed and pertinent student data to partnering agencies. The district and partners will develop a memorandum of understanding (MOU) that ensures that confidential information is accessible to only those designated to have it.
9. The school district and collaborating partners will share data required by the evaluation component.
10. The 21<sup>st</sup> CCLC programs will have full access to space and resources needed to run a high quality program (e.g., gym, library, art room, office space, etc.). Additionally, each funded site will have priority access to agreed upon space over programs not directly affiliated with the school/school district. With rare exceptions schools will not displace the 21<sup>st</sup> CCLC program from their usual reserved space for use by non-district/school contractors.

**Name of Grant Program:** Massachusetts 21<sup>st</sup> Century Community Learning Centers Program Grant

**Fund Code:** 647-B-1

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**FY2010 FUND CODE: 647-B-1 ADMINISTRATIVE ASSURANCES SIGNATURE PAGE**

**All information requested below should be provided.**

We agree to the assurances stated above and will comply with all grant requirements.

<b>APPLICANT AGENCY NAME</b>		
TYPED NAME OF SUPERINTENDENT OR EXECUTIVE DIRECTOR		
SIGNATURE OF SUPERINTENDENT OR EXECUTIVE DIRECTOR		
TITLE		DATE:
Phone #: (     )	Email:	Fax:

<b>21<sup>st</sup> CCLC SITE (1<sup>st</sup> site)</b>		
TYPED NAME OF PRINCIPAL OR EXECUTIVE DIRECTOR		
SIGNATURE OF PRINCIPAL OR EXECUTIVE DIRECTOR		
TITLE		DATE:
Phone #: (     )	Email:	Fax:

<b>21<sup>st</sup> CCLC SITE (2<sup>nd</sup> site, if any)</b>		
TYPED NAME OF PRINCIPAL OR EXECUTIVE DIRECTOR		
SIGNATURE OF PRINCIPAL OR EXECUTIVE DIRECTOR		
TITLE		DATE:
Phone #: (     )	Email:	Fax:

<b>21<sup>st</sup> CCLC SITE (3<sup>rd</sup> site, if any)</b>		
TYPED NAME OF PRINCIPAL OR EXECUTIVE DIRECTOR		
SIGNATURE OF PRINCIPAL OR EXECUTIVE DIRECTOR		
TITLE		DATE:
Phone #: (     )	Email:	Fax:

**Name of Grant Program:** Massachusetts 21<sup>st</sup> Century Community Learning Centers Program Grant

**Fund Code:** 647-B-1

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<b>21<sup>st</sup> CCLC SITE (4<sup>th</sup> site, if any)</b>		
TYPED NAME OF PRINCIPAL OR EXECUTIVE DIRECTOR		
SIGNATURE OF PRINCIPAL OR EXECUTIVE DIRECTOR		
TITLE		DATE:
Phone #: (     )	Email:	Fax:

<b>PARTNERING AGENCY NAME</b>		
TYPED NAME OF PRINCIPAL OR EXECUTIVE DIRECTOR		
SIGNATURE OF PRINCIPAL OR EXECUTIVE DIRECTOR		
TITLE		DATE:
Phone #: (     )	Email:	Fax:

<b>PARTNERING AGENCY NAME</b>		
TYPED NAME OF PRINCIPAL OR EXECUTIVE DIRECTOR		
SIGNATURE OF PRINCIPAL OR EXECUTIVE DIRECTOR		
TITLE		DATE:
Phone #: (     )	Email:	Fax:

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TITLE		DATE:
Phone #: (     )	Email:	Fax: