

## Appendix 1

### PARTNERSHIP AGREEMENT TEMPLATE

**This template is provided to assist you in the development of a customized Partnership Agreement. Below are specific responsibilities that must be included in the Agreement. Applicants should use this Partnership Agreement Template as a starting point in the development of an agreement that reflects the unique contributions and responsibilities of each partner agency in the proposed program. You may add additional clauses as necessary to customize and align the agreement with your proposed program, but the clauses shown in this sample must be included as written,**

5. Recruit, select, and enroll student participants in the 21<sup>st</sup> CCLC program and disseminate program information widely.
6. Ensure that all data required for reporting to Congress by the Government Performance and Results ACT (GPRA), that is not available directly from the New York State Education Department (NYSED), will be provided annually, as required, and entered and/or uploaded into EZReports, New York's current 21<sup>st</sup> CCLC program's statewide data collection and reporting system managed by

12. Develop protocol for emergency notification of parents and/or guardians.
13. Establish procedures for the safe-keeping and safe transport of children after program hours.
14. Ensure that there is staff on-site during program hours trained in first aid, CPR and medical emergencies.
15. Maintain appropriate insurance coverage, if required.
16. Provide the lead 21<sup>st</sup> CCLC agency with all appropriate and requested financial information and reports in a timely fashion.
17. Enter into a data sharing agreement with the partnering school in order to provide the necessary data required for GPRA reporting. (See item 2. in the Responsibilities of the School section.)
18. *Add additional clauses*

confidentiality, including the Family Educational Rights and Privacy Act (FERPA) and the New York State Education Law Section 2-d.

3. If the program is school based, assure the availability of clean spaces for the 21<sup>st</sup> CCLC program in an adequate number of classrooms with adequate ventilation and space for social distancing, as required by the CDC; space might also include the cafeteria, auditorium, library, computer lab, gymnasium, and any other relevant space as appropriate for the program, including adequate office space for program staff.
4. Supply adequate and appropriate storage space for the 21<sup>st</sup> CCLC program's materials and equipment.
5. Facilitate the provision of full custodial services [at no cost].
6. Identify and organize appropriate security for the after-school program.

*Add additional clauses as necessary to describe additional project responsibilities of the school.*

Agreed on this day, \_\_\_\_\_, by  
(Month/day/year)

\_\_\_\_\_  
(Name of School District)

\_\_\_\_\_  
(Signature of Superintendent)