After School Education & Safety (ASES)
21st Century Community Learning Center (21st CCLC)

Key Elements of an Effective Subcontract*

The following categories and items support the development of a solid subcontract between a Local Educational Agency (LEA) and a Community Based Organization (CBO) or Governmental Agency (GA) (e.g. City Parks & Rec Department). *This is not meant to be an exhaustive list.* There may be additional items you wish to include.
The intention is to outline the responsibilities of both parties to ensure ongoing, meaningful collaboration and successful implementation
of quality programming that will yield positive student outcomes.

CONTRACT CLARITY

Check List

- ☐ **One-year contract**
- ☐ **Timelines clear and realistic**
- ☐ **Amendment process**
- ☐ **Flexibility clause**
- ☐ **Program fees and descriptions**
- ☐ **Basic Assurances (AO400/Grant Award Letter)**
- ☐ **Program grant requirements**
- ☐ **Alignment to LCAP priorities and goals**
- ☐ **Specific expectations around program quality and communication**

FISCAL RESPONSIBILITIES

Check List

- ☐ **Indirect vs. Direct expenditures (indirect may be no more than 15% *total between LEA and CBO/GA*)**
- ☐ **Fiscal responsibility of each partner**
- ☐ **District designee responsible for attendance and fiscal reporting (ASSIST)**
- ☐ **Approved items for direct/indirect**
- ☐ **Timeline for submittal of invoices**

PROFESSIONAL DEVELOPMENT

Check List

- ☐ **Approved Staff Professional Development Days (up to 3 days)**
- ☐ **Instructional Aid staffing requirements**
- ☐ **Professional Development requirements and responsibility**
- ☐ **District support with campus safety procedures, special education, ELA/ELD strategies, STEAM PBIS, MTSS, etc.**

ACCOUNTABILITY

Check List

- ☐ **Outline FPM responsibilities**
- ☐ **Program Evaluation expectations (e.g. parent, teacher, student surveys)**
- ☐ **Staff responsibilities of LEA and CBO/GA in Continuous Quality Improvement (CQI) Process (site based program assessments, plan development, and ongoing monitoring)**
- ☐ **CBO/GA access to student data to develop meaningful program design**
- ☐ **Attendance Tracking (ongoing monitoring and progress reporting; Use of Attendance Calculator)**
- ☐ **Attendance Reporting (deadlines for timely reporting to CDE)**

TERMS OF COLLABORATION

Check List

- ☐ **LEA & CBO/GA alignment (Common vision and mission, CQI, Handbook, and early release policy)**
- ☐ **District branding (program name)**
- ☐ **Culturally relevant focus**
- ☐ **CBO/GA integration with district/school's academic, social-emotional outcomes**
- ☐ **Timeline for collaborative meetings (include specific dates and times if possible)**

*Adapted from the good work of colleagues at the Orange County Department of Education