21st CENTURY COMMUNITY LEARNING CENTERS MONITORING REPORT

NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION
OFFICE OF SCHOOL APPROVAL & OPPORTUNITY
Updated: August 9, 2023

Grantee Name		Grant Amount
Grantee Address		
City	State	Zip Code
Authorized Representative	Telephone	Email Address
21st CCLC Program Contact	Telephone	Email Address

The Department of Public Instruction is responsible for the administration and supervision of programs funded under 21st Century Community Learning Centers (Title IV, Part B of the Elementary and Secondary Education Act). The purpose of the monitoring report is to provide summary information on the use of these funds to improve afterschool educational services.

Purpose of Onsite Monitoring:

Compliance monitoring methods are designed to improve the consistency in the approach to monitoring grantees and to ensure transparency in the monitoring process. NDDPI conducts on- site monitoring of each grantee once every three years or more if a grantee has been identified as high-risk. Grantees receive notice of the annual schedule of monitoring visits and are notified by official letter of the on-site monitoring date.

During on-site monitoring, NDDPI staff review grantee compliance in the areas determined by the federal statute, including grant management, fiscal management, program management, and grant activities. The monitoring report identifies whether a grantee is compliant, progressing with recommendations, or non compliant. Following the monitoring visit, NDDPI will compose an official letter to the grantee outlining commendations, recommendations, and compliance issues. If a grantee has a compliance issue, they are required to provide a corrective action plan to NDDPI within 30 days of receipt of the monitoring visit report letter.

Key	
C	Compliant
P	Progressing with Recommendations
NC	Non-Compliant

Indicator 1: Program Eligibility

	Monitoring Indicator	Supporting Evidence	Comments	
1.1	The grantee has identified and is serving eligible students and their families consistent with the original grant application (or approved amendments). **Citation:** *ESSA 4204 (i)(1)(A)(i)(I-II);* *ESSA 4204 (i)(1)(A)(ii)*	☐ enrollment procedures/written policies ☐ participant list ☐ registration forms/handbooks ☐ participant eligibility data ☐ other:		**C** **P** **NC**
1.2	The grantee is conducting outreach to eligible participants as described in the original grant application (or approved amendments). **Citation:** ESSA 4204 (b)(2)(A)(iii)	☐ enrollment procedures/written policies ☐ school postings and announcements ☐ program fliers ☐ informational notices to school staff ☐ Other:		**C** **P** **NC**

Indicator 2: Programming & Activities

	Monitoring Indicator	Supporting Evidence	Comments	
2.1	The grantee is implementing the research or evidence-based academic and enrichment practices described in the original grant application (or approved amendments). **Citation**: ESSA 4204 (b)(2)(J)	☐ research documentation ☐ rationale for program materials ☐ description of programming ☐ other:		**C** **P** **NC**
2.2	65% of all sites' programming is in the core academic areas of reading, engineering, mathematics, arts, technology, and/or science. **Citation:** NDAFS Sec 4 (B)	☐ program calendars ☐ program schedule ☐ lesson plans ☐ other:		**C** **P** **NC**
2.3	The student/staff ratio is appropriate and safe for the specific activities conducted and meets student needs. **Citation:** ND Guidance Sec 4	☐ participant list ☐ registration forms/handbooks/policies ☐ other:		**C** **P** **NC**
2.4	The program provides evidence-based academic support and enrichment activities, aligned with school day curricula and individualized to meet students' needs. **Citation:** ESSA 4204 (b)(2)(D)(ii)	☐ documented communication between program staff and teachers/administration ☐ survey of classroom teachers ☐ other:		**C** **P** **NC**

2.5	Program addresses the academic, physical, social/emotional needs of students by providing participants with not only academics, but diverse recreational, cultural, and resiliency building activities that reinforce and complement the regular academic school day. **Citation:** ESSA 4201 (a)(2)	☐ documented communication between program staff and teachers/administration ☐ program calendars ☐ program schedule ☐ lesson plans ☐ survey of classroom teachers/students ☐ other:		**C** **P** **NC**
2.6	Program staff communicates and collaborates regularly with school-day personnel, school administration, and school board. **Citation:** ESSA 4204 (b)(2)(D)(i)	☐ meeting schedules/minutes ☐ documented communication between program staff and teachers/administration ☐ surveys of classroom teachers, administrator(s) ☐ other:		**C** **P** **NC**
2.7	Staff are aware and provide reasonable accommodations to meet the needs of students on individualized education programs **Citation:** NDAFS Sec. 3 (E)	☐ trainings provided/attended ☐ lesson plans ☐ list of accommodations ☐ other:		**C** **P** **NC**
2.8	The grantee is implementing the parent/family programming or activities described in the original grant application (or approved amendments). **Citation:** ESSA 4205 (a)(10)	☐ family engagement policy for sites ☐ program calendars/schedules ☐ record of participants ☐ other:		**C** **P** **NC**

Indicator 3: Program Management & Sustainability

	Monitoring Indicator	Supporting Evidence	Comments	
3.1	The program makes efforts to **recruit new and retain** established partners and collaborators to address unmet needs and/or to expand and enhance services, and to ensure long-term commitments of resources, including human capital. **Citation:** ESSA 4204(b)(2)(H)&(M)	☐ contact logs ☐ meeting minutes/notes ☐ agreements/MOUs/contracts ☐ other:		**C** **P** **NC**
3.2	The program establishes recurring evaluation systems conducted to assess the program's progress toward goals and objectives. The program documents how the detailed use of results are utilized to refine, improve, and strengthen the program. **Citation:** Section 4205(b)(1)(A-E)	☐ School/Student Assessment Data (i.e., NDSA, NWEA, etc) ☐ Student Progress Report/Report Cards ☐ Risk Assessment ☐ Site Evaluations from Program Director, External Evaluator, etc. ☐ Central Office Staff visit/observation Staff Evaluations ☐ Other:		**C** **P** **NC**
3.3	Program partners are aware of the program goals and objectives and how their activities support the achievement of those goals. **Citation:** ESSA 4204 (b)(2)(H) & NDAFS Sec. 3 (2**)**	☐ agreements/MOUs/contracts ☐ program handbook/brochure ☐ orientation materials ☐ other:		**C** **P** **NC**
3.4	The program regularly communicates with and seeks input from its partners in a professional manner. **Citation:** ESSA 4204 (b)(2)(H) NDAFS Sec. 3 (2)	☐ meeting agendas/notes ☐ correspondence ☐ other:		**C** **P** **NC**
3.5	The program works in genuine collaboration with at least one partner to implement program services. Partners provide services in accordance with the original grant application (or approved amendments). **Citation:** NDAFS Sec 3 (G); ESSA 4204(b)(2)(H)	☐ agreements/MOUs/contracts ☐ documentations of services, activities, and contributions ☐ other		**C** **P** **NC**

	Indicator 4: Staffing and Professional Development			
	Monitoring Indicator	**Supporting Evidence**	**Comments**	
4.1	The project director and program staff are highly qualified. **Citation:** NDAFS Sec. 3 (E)	☐ job descriptions for all 21st CCLC primary and support staff ☐ staff interviews ☐ other:		C P NC
4.2	The program selects staff members based on prior experience, qualifications, and when applicable, specialized training and/or certification. **Citation:** NDAFS Sec. 3 (E)	☐ Documentation of selection process ☐ Staff resumes ☐ Other:		C P NC
4.3	Staff has competence in core academic areas for an afterschool environment. **Citation:** NDAFS Sec. 3 (E)	☐ Job descriptions ☐ Staff resumes ☐ trainings provided/attended ☐ other:		C P NC
4.4	Staff is trained in program policies/procedures. Staff is aware of program goals and can explain the relationship of program activities to those goals. **Citation:** NDAFS Sec. 3 (E)(F)	☐ training materials ☐ program handbook ☐ record of staff trainings ☐ other:		C P NC
4.5	The program assesses training needs of staff (and school and community partners) and provides relevant training and ongoing professional development experiences to build more effective program practices. **Citation:** NDAFS Sec. 3 (E)	☐ staff needs assessment ☐ types and number of trainings ☐ other:		C P NC
4.6	Staff and volunteers are evaluated on a regular basis and given clear feedback for continuous performance improvement. **Citation:** ESSA 4205 (b)(2)	☐ staff performance appraisals ☐ staff performance appraisal of volunteers ☐ other:		C P NC
4.7	The grantee maintains appropriate documentation for employees and volunteers of the grant program. **Citation:** NDAFS Sec. 3 (C);] ESSA 4204 (b)(2)(M)	☐ staff timesheets ☐ time and effort worksheets ☐ background check documents ☐ volunteer training/orientation materials ☐ other:		C P NC

Indicator 5: Program Management

	Monitoring Indicator	Supporting Evidence	Comments	
5.1	The program's organizational structure is well defined and sound. The program has a site coordinator to supervise and lead the daily program and personnel. **Citation:** NDAFS Sec 4 (E)	☐ organizational chart ☐ program management materials ☐ site coordinator job description ☐ other:		**C** **P** **NC**
5.2	The program has written policies and procedures specific to its operations. **Citation:** ND Guidance Sec 5	☐ program handbook ☐ written policies and procedures ☐ other:		**C** **P** **NC**
5.3	The program holds regular staff and partnership meetings that are **more than administrative in nature**, and that engage staff and partners in collaboration and sharing promising practices. **Citation:** NDAFS Sec 3 (E)	☐ Staff and partnership meeting schedule and minutes ☐ Other:		**C** **P** **NC**
5.4	The program employs an effective marketing strategy to publicize the program and its achievements within the school and broader community. Program marketing includes 21st CCLC logo and/or federal funding statement. **Citation:** General Assurance 6, 12; NDAFS Section 4 (A); Public Law 101-166, Section 511; ESSA (b)(2)(A)(iii)	☐ outreach plans/documentation ☐ handbook ☐ display board ☐ other:		**C** **P** **NC**
5.5	The program has an advisory board (comprised of community representatives, parents, and students) that meets regularly to provide advice/feedback about program operations. **Citation:** ESSA 4204 (b)(2)(D)(i); ESSA 1116(a)(2)(F)	☐ board membership roster ☐ meeting notices, agenda, minutes ☐ board feedback ☐ other:		**C** **P** **NC**
5.6	Grantee performs annual onsite monitoring visits to sites. **Citation:** 4205 (b)(1)(A-E); ESSA 4205 (b)(2)(A)	☐ Completed monitoring tool ☐ Monitoring letter with comments ☐ Final letter verifying monitoring is completed ☐ Other:		**C** **P** **NC**

	Monitoring Indicator	Supporting Evidence	Comments	
5.7	Grantee uses a variety of activities to monitor sites. **Citation**: ESSA 4205 (b)(1)(A-E)	☐ documentation of all monitoring activities performed (desktop, evaluations, site monitoring tool) ☐ Other:		**C** **P** **NC**

Indicator 6: Safety			

	Monitoring Indicator	**Supporting Evidence**	**Comments**	
6.1	Sites are aware and practice routine safety procedures (fire, tornado, lock down, evacuation; etc.) specific to the afterschool setting. **Citation:** ESSA 4204 (b)(2)(A)(i)	☐ written policies and procedures (e.g. building security, emergency exit, student pick-up, emergency contact) ☐ documentation of practiced safety drills specific to the afterschool location ☐ other:		**C** **P** **NC**
6.2	Sites have a secure procedure for pick-up of participants. **Citation:** ESSA 4204 (b)(2)(A)(i)	☐ written policies and procedures (e.g. student pick-up, emergency contact) ☐ building security ☐ other:		**C** **P** **NC**
6.3	The program completes appropriate background checks for all staff. **Citation**: NDAFS Sec. 3 (C)	☐ Staff background check documentation on file		**C** **P** **NC**
6.4	Sites houses the program in a safe, secure, and accessible facility. **Citation:** ESSA 4204 (b)(2)(A)(i)	☐ Written policies and procedures (e.g. building security, emergency exit, student pick-up, emergency contact) ☐ Facility inspection records ☐ Documentation of accommodations provided to and attendance records of special needs students ☐ Other:		**C** **P** **NC**
6.5	Vehicles used for transportation are safely maintained and inspected on a regular basis. **Citation**: Federal Guidance-E-3	☐ Inspection records ☐ Other:		**C** **P** **NC**

Indicator 7: Data & Evaluation

	Monitoring Indicator	**Supporting Evidence**	**Comments**	
7.1	The program establishes recurring evaluation systems conducted to assess the program's progress toward goals and objectives. The program documents how the detailed use of results are utilized to refine, improve, and strengthen the program. **Citation:** Section 4205(b)(1)(A-E)	☐ School/Student Assessment Data (i.e., NDSA, NWEA, etc) ☐ Student Progress Report/Report Cards ☐ Risk Assessment ☐ Site Evaluations from Program Director, External Evaluator, etc. ☐ ND Afterschool Quality Standards Data ☐ Central Office Staff visit/observation Staff Evaluations ☐ Other:		**C** **P** **NC**
7.2	The program has procedures in place to maintain up to date and timely data collection. **Citation**: US Government Accountability Office	☐ policies, procedures, due date documents ☐ other:		**C** **P** **NC**
7.3	The program has systems in place to review and "clean" data after submitted. **Citation**: US Government Accountability Office	☐ policies, procedures, checklists, etc. ☐ Other:		**C** **P** **NC**
7.4	Program local evaluations are communicated to the stakeholders. **Citation:** ESSA 4203 (a)(14)(A)(ii); ESSA 4205 (b)(2)(B)(ii)	☐ Copy of notification to stakeholders ☐ Evaluation posted on sub-grantee website (Mandatory) ☐ Other:		**C** **P** **NC**
7.5	The program documents evidence that the Measures of Effectiveness are incorporated into the 21st CCLC program. **Citation:** Section 4205(b)(1)(A-E)	☐ Needs Assessment – include updates ☐ Documentation supporting need for the program (reports, surveys, etc.) ☐ List of evidence-based programs and strategies used to attain goals and measurable objectives ☐ Pre/Post Test Comparison ☐ Other:		**C** **P** **NC**

	Indicator 8: Fiscal Management		
	Monitoring Indicator	**Supporting Evidence**	**Comments**	

	Monitoring Indicator	Supporting Evidence	Comments	
8.1	Program has developed and implemented policies and procedures for purchases and procurement. **Citation:** EDGAR 200.318 Procurement	☐ policy for reviewing purchases ☐ policy for approving/not approving purchases ☐ other:		**C** **P** **NC**
8.2	21st CCLC employee salaries and work times charged to the 21st CCLC program are tracked, well-documented, and are reasonable according to the number of hours worked **Citation:** EDGAR 200.430 Compensation	☐ time and effort logs ☐ List of all 21st CCLC employees with job titles/positions/salaries ☐ Other:		**C** **P** **NC**
8.3	Grantee has established policies and procedures to identify and record program income correctly. Program income is spent prior to 21st CCLC funds. **Citation:** EDGAR 200.307 Program Income	☐ policy and procedure for collecting and recording program income ☐ descriptions/ledgers showing how the program income is spent. ☐ other:		**C** **P** **NC**
8.4	The resources and services provided with 21st CCLC funds are supplementary and do not supplant state and local support. **Citation**: EDGAR 222.254 Supplement not supplant	☐ description of services and evidence of supplemental nature of these federal programs ☐ other:		**C** **P** **NC**
8.5	The program has established and implemented inventory procedures **Citation:** EDGAR 200.302 (b)(4) Financial Management	☐ Copy of equipment & inventory process ☐ Copy of equipment disposal process		**C** **P** **NC**
8.6	The inventory of equipment, with value of $750 or more, is labeled and coded to 21st CCLC program. **Citation:** EDGAR 200.302 (b)(4) Financial Management	☐ Inventory list including item description, cost, serial number, date of purchase, and location ☐ Other:		**C** **P** **NC**
8.7	The program ensures polices for effective administration and allocations of funding	☐ Policy of accounting for 21st CCLC funds ☐ Narrative regarding reimbursement process		**C** **P** **NC**
8.8	**Grantees receiving over $750,000 21st CCLC federal funds:* Grantee/Fiscal Agent has conducted an annual financial single audit **Citation:** OMB Circular A-133, Sec. 200(b); 2 CFR 200.501(b)	☐ Copy of non-district independent audit		**C** **P** **NC**

Signatures		
21st CCLC State Director	**Signature of 21st CCLC State Director**	**Date**
School Approval & Opportunity Director	**Signature of School Approval and Opportunity Director**	**Date**
21st CCLC Grantee	**Signature of 21st CCLC Grantee**	**Date**

Comments

☐   **Program is meeting requirements and no further action is required.**

☐   **Corrective Action Plan is required - Due:** _____