

21ST CENTURY COMMUNITY LEARNING CENTERS MONITORING REPORT

DEPARTMENT OF PUBLIC INSTRUCTION

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| Grantee Name | | Grant Amount |
| Grantee Address | | |
| City | State | Zip Code |
| Authorized Representative | Telephone | Email Address |
| 21 st 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.

Management Review

| Area of Compliance | Supporting Documentation | Compliance Status | | Comments |
|---|--|-------------------|----|----------|
| | | Yes | No | |
| Grant Management and Sustainability | | | | |
| 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 (b)(2)(I) | Grant application/progress reports; Participant list; Registration forms; Participant eligibility data; Other: | | | |
| 2. The grantee is conducting outreach to eligible participants as described in the original grant application (or approved amendments). Citation: ESSA 4204 (b)(2)(I) | Grant application/progress reports; Documentation of outreach activities (e.g., school postings and announcements, press releases, program fliers, informational notices to school staff); Other: | | | |
| 3. The grantee is providing the number of hours of programming described in the original grant application (or approved amendments). Citation: ESSA 4204 (a)(2)(A) | Grant application/progress reports; Descriptions of programming; Program calendars/ schedules; Other: | | | |
| 4. 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 or rationale for program materials; Descriptions of programming; Program calendars/schedules; Other: | | | |
| 5. The grantee is implementing the parent/family programming or activities described in the original grant application (or approved amendments). Citation: ESSA 4205 (a)(10) | Descriptions of programming; Program calendars/schedules; Record of participants; Other: | | | |
| 6. The grantee is addressing the transportation needs of children as described in the original grant application (or approved amendments). Citation: ESSA 4203 (a)(10) | Transportation logs; Notices to parents; Parent surveys; Other: | | | |
| 7. The grantee houses the program in a safe 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: | | | |
| 8. The grantee is making adequate progress toward meeting the goals and objectives set out in the original grant application (or approved amendments). Citation: NDRFP Sec. 3 (B); & ESSA 4205 (b)(2)(B)(i) | Student demographic and achievement data; Other program data (e.g., attendance, teacher reports, surveys); Descriptions of programming; Other: | | | |
| 9. The grantee has developed a sustainability plan and has made efforts to gain other sources of funding or in-kind resources to maintain the level of program services if grant support decreases. Citation: ND RFP Sec. 4 (G) & ESSA 4203(a)(8)(B) | Sustainability plan; Description of resources (e.g., grants, leveraged funds, documented in-kind donations); Other: | | | |

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| 10. Grantee staff has attended the required state 21 st CCLC meetings. Citation: ND RFP Sec 3 (D) | Training registrations; Training materials; Other: | | | |
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|---|--|-------------------|----|----------|
| | | Yes | No | |
| 11. The grantee maintains appropriate documentation for employees of the grant program. Citation: NDRFP Sec. 3 (D) | Staff timesheets; Time and effort worksheets; Background check documents; Other: | | | |
| 12. 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: NDRFP Sec 3 (F) &; ESSA 4204(b)(2)(H) | Agreements/MOUs/contracts; Documentation of services, activities and contributions; Meeting minutes/summaries | | | |
| 13. The grantee participates as requested in the state evaluation process in a timely and complete manner. Citation: ESSA 4205 (b)(2)(A) | Submission of required data; Completed evaluation instruments | | | |
| Program Management Review | | | | |
| 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: NDRFP Sec 4 (E) & Sec 6 (A) | Organizational chart; Program management materials; Site coordinator job description; Other: | | | |
| 2. The program has written policies and procedures specific to its operations. Citation: ND RFP (General Assurances) | Program handbook; Written policies and procedures | | | |
| 3. The student/staff ratio is appropriate and safe for the specific activities conducted and meets student needs. Citation: NDRFP Sec 3 (D) & Sec 4 (E) | Staff rosters; Student enrollment data; Staff/student attendance logs | | | |
| 4. 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: NDRFP Sec 3 (F) & Sec 4 (E) | Staff and partnership meeting schedule and minutes | | | |
| 5. Program volunteers are screened and trained effectively. Citation: NDRFP (General Assurances) | Volunteer training/orientation materials; Volunteer policies | | | |
| 6. Program staff communicates and collaborates regularly with school-day personnel, school administration, and school board. Citation: ESSA 4202 (b)(2)(D) | Communications plan; Meeting schedules/minutes; Correspondence; Activity Logs; Surveys of classroom teachers, administrator(s) | | | |
| 7. The program employs an effective marketing strategy to publicize the program and its achievements within the school and broader community. Citation: NDRFP Section 4 (A) & (General Assurances) | Outreach plans/documentation; Communications plan | | | |
| 8. The program maintains ongoing documentation of contributions (in-kind or resources) from partnering agencies. Citation: ESSA 4204 (d) | In-kind contribution list; Volunteer log; Partner agreements/MOU, etc. | | | |
| 9. 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)(N) | Board membership roster; Meeting notices, agenda, minutes; Board feedback | | | |
| 10. Program evaluations are communicated to the stakeholders. Citation ESSA: 4203 (a)(14)(C) | Copy of notification to stakeholders; Evaluation posted on sub-grantee website (Mandatory) | | | |
| 11. 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 | | | |
| 12. The program has systems in place to review and "clean" data after submitted. | Policies, procedures, checklists, etc. | | | |

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| Citation: US Government Accountability Office | | | | |
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| Area of Compliance | Supporting Documentation | Compliance Status | | Comments |
|---|---|-------------------|----|----------|
| | | Yes | No | |
| Staffing and Professional Development | | | | |
| 1. The project director and program staff are highly qualified. Citation: NDRFP Sec. 3 (C) | Job descriptions; Staff interviews | | | |
| 2. The program selects staff members based on prior experience, qualifications, and when applicable, specialized training and/or certification. Citation: NDRFP Sec. 3 (C) | Documentation of selection process; Staff resumes | | | |
| 3. The program completes appropriate background checks for all staff. Citation: NDRFP Sec. 3 (C) | Staff background check documentation on file | | | |
| 4. Staff is sensitive to the culture and language of participants. Citation: NDRFP Sec. 3 (A) | Staff evaluations; Parent/staff/student surveys | | | |
| 5. Staff has competence in core academic areas for an afterschool environment. Citation: NDRFP Sec. 3 (C) | Job descriptions; Staff resumes | | | |
| 6. 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: NDRFP Sec. 3 (D) | Training materials; Program handbook; Other: | | | |
| 7. 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: NDRFP Sec. 3 (D) | Staff needs assessment; Types and number of trainings | | | |
| 8. Staff and volunteers are evaluated on a regular basis and given clear feedback for continuous performance improvement. Citation: ESSA 4202 (b)(2)(N) | Staff performance appraisals; Staff performance appraisal of volunteers | | | |
| Partnerships | | | | |
| 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)(D) | Contact logs; Meeting minutes/notes Agreements/MOUs/contracts | | | |
| 2. 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)(D) | Agreements/MOUs/contracts; Program handbook/brochure and/or orientation materials | | | |
| 3. The program regularly communicates with and seeks input from its partners in a professional manner. Citation: ESSA 4204 (b)(2)(D) | Correspondence; Meeting agendas/notes; Communications plan | | | |
| 4. The program has established linkages with other state, federal, and local agencies that currently provide services to the target population. ESSA 4204 (b)(2)(C) | Correspondence; Meeting minutes/notes; Contact/activity logs; Other: | | | |
| 5. The program enters formal written agreements with subcontractors. Citation: ESSA 4204 (b)(2)(H) & (N) | Agreements/MOUs/contracts | | | |
| 6. Private School Consultation and Equity: 21 st CCLC programs are required to consult with private, non-public entities. In addition, sub-grantees must provide a detailed procedure/formula that enables equitable distribution of funds. Proof of timely and meaningful consultation throughout the process of the comprehensive needs assessment. | Documentation of initial consultation private school consultation; policies and procedures; financial documentation; letters & communication sent to private schools; copies of written affirmations signed by private school officials that prove consultation occurred; Excel documents, budgets, and other financial data. In addition, an assurance that consultation is taking place throughout the year. | | | |

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| Citation: ESSA 8501 (a)(1) | | | | |
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| Area of Compliance | Supporting Documentation | Compliance Status | | Comments |
|---|--|-------------------|----|----------|
| | | Yes | No | |
| Activities | | | | |
| 1. The program provides evidence-based academic support and enrichment activities, aligned with school day curricula and individualized to meet students' needs. Citation: ESSA 4202 (b)(2)(J) | Program policies/handbook; Curricular materials/outlines; Training materials; Surveys of classroom teachers | | | |
| 2. Program addresses the academic, physical, social and emotional needs of students by providing a majority of participants with not only academics, but diverse recreational, cultural, and resiliency building activities. Citation: ESSA 4201 (a)(2) and throughout | Program policies/handbook; Curricular materials/outlines; Training materials; Program schedules; Surveys of students; Other: | | | |
| Financial Review | | | | |
| 1. Purchase orders and invoices are properly coded to the 21 st CCLC program. Citation: EDGAR 200.302 Financial Management | Randomly selected purchase orders and invoices | | | |
| 2. Purchases are appropriate expenditures for meeting the program application. Citation: EDGAR 200.318 Procurement | Alignment with grant application or approved amendments | | | |
| 3. Salaries and benefits of staff working on 21 st CCLC programs are tracked appropriately. Citation: EDGAR 200.430 Compensation | Fixed schedule or time and effort log | | | |
| 4. The resources and services provided with 21 st 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 | | | |
| 5. The inventory of equipment, with value of \$750 or more, is labeled and coded to 21 st CCLC program. Citation: EDGAR 200.302 (b)(4) Financial Management | Inventory list including item description, cost, serial number, date of purchase, and location | | | |
| 6. Grantee maintains a list of all materials and supplies purchased with 21 st CCLC funds and assure that these materials are only used for 21 st CCLC programs. Citation: EDGAR 200.313 | Inventory list | | | |
| Sub-Grantee Monitoring | | | | |
| 1. Sub-grantees perform annual onsite monitoring visits. Citation: ESSA 4203 (a)(14) & 4205 (b)(1) | Completed monitoring tool; Monitoring letter with comments; Final letter verifying monitoring is completed | | | |
| 2. Sub-grantee uses a variety of activities to monitor sites. Citation: ESSA 4203 (a)(14) & 4205 (b)(1) | Documentation of all monitoring activities performed | | | |

Signatures

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| 21 st CCLC State Director | Signature of 21 st CCLC State Director | Date |
| School Approval & Opportunity Director | Signature of School Approval and Opportunity Director | Date |

Comments